

WORKING HOURS POLICY

We at Lalan Group of Companies (Lalan Rubbers (Pvt) Ltd and Central Rubber (Pvt) Ltd) is committed to conducting our business in a socially responsible manner which meets local & international standards and legal requirements for working hours (both standard/contracted and overtime), and provide workers with sufficient rest periods, including at least one day off each week, on average.

Lalan Group is committed to;

- Comply with the local & ILO requirements regarding working hours.
- Work only standard/contracted work hours, excluding overtime, per week according to the local & ILO requirements.
- Ensure all overtime is voluntary and workers will not face penalties for refusing overtime, including threats, intimidation and loss of company-provided transportation.
- To provide all legally required breaks during work shifts.
- To provide all workers with at least one day off per seven day week.
- A limit on overtime that follows legal and buyer requirements, whichever is stricter.
- To pay for overtime work at a recommended premium.

This policy applies to all individuals working at all levels and grades including senior managers, officers, directors, employees (whether permanent, fixed term or temporary) , consultants, contractors, staff, casual workers, agents or any other person associated with us.

Lalan Group of Companies' Head of Human Resources has overall responsibility for this policy. Company is responsible to implement this policy and to proactively demonstrate the Company's commitment to working hours in this regard.

This policy is communicated throughout the company and shall be reviewed annually.

Signature (CEO):.....

Date: 20.06.2020