

# Human Rights & Labour Policy

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## Our Commitment to Human Rights & Labour Policy

PolarSeal Tapes & Conversions LTD recognizes the corporate responsibility to respect Human Rights, including labour rights and fully commits to improve people's health and wellbeing through meaningful innovation, and to deliver superior, long-term value to our customers and partners, while acting responsibly towards our planet and society.

We strive to respect and promote Human rights in accordance with the UN Guiding principles of Business and Human rights. We are committed to conduct our business activities based on respecting the following human and labour rights:

### Child Labour

PolarSeal is against all forms of exploitation of any employee, with this policy setting out its policy in relation to employees or workers under the age of 18. We endeavour to provide a conducive working environment that is characterized by equality and mutual respect. We will not tolerate the use of forced labour nor exploitation of children within any of its operations or supply chains. All employees must ensure that they comply with the terms of this policy and if they are aware of any breaches of this policy or have any concerns or queries, they should speak to Management.

We also support workplace learning programs which comply with all laws and regulations, such as legal apprenticeships, short-term work experience schemes, or work those forms of educational program.

### Forced Labour:

PolarSeal prohibits the use of all forms of forced labour, including prison labour, indentured labour, bonded labour, military labour, modern forms of slavery and any forms of human trafficking. We do not tolerate any form of forced labour and if employees are aware of any forms of breach of the policy or have concerns, they should speak to Management.

All work must be voluntary, and employees will receive written document detailing terms and conditions of employment, in a language accessible to them prior to beginning their employment with PolarSeal. Subject to legislative requirements, employees will be free to terminate their employment with PolarSeal upon reasonable notice. Employees are free to move and leave company premises during their breaks and end of shift, except for reasonable restrictions for safety and security purposes.

## Diversity & Inclusion

We believe on “ONE TEAM” approach, and we strive to transform through this process everyday for our customers, employees, and the public. Through this approach we ensure everyone has access to the same choices, opportunities, access, partnerships, communications, policies, and attitudes. We work to maintain workplaces that are free from discrimination or harassment on the basis of race, sex, colour, national or social origin, ethnicity, religion, age, disability, sexual orientation, gender identification or expression, political opinion or any other status protected by applicable law. We believe a diverse workforce is essential for a thriving, innovative business and strive to attract and retain employees from a wide range of backgrounds. We do not tolerate disrespectful or inappropriate behaviour, unfair treatment, or retaliation of any kind. Discrimination and harassment are not tolerated in PolarSeal and in any work-related circumstance outside the workplace.

## Work Hour, Wages and benefits

PolarSeal recognizes its people’s healthy work -life balance, compensate employees competitively relative to the industry and local labour market. We work to safeguard full compliance with applicable wage, work hours, overtime, and benefits law. A typical working week should not exceed 48 hours. In any given week, working time should not exceed 60 hours, including shift work, overtime, except in emergency or exceptional circumstances with employee’s consent to meet short-term business demand.

## Safe and Healthy Workplace

As PolarSeal Value speaks, We put **P**eople first- safety and health of our employees is of a paramount importance to PolarSeal. We always strive to provide a safe and healthy workplace and comply with all applicable safety and health laws and regulations, as well as internal requirements. This includes every employee, on-site contractor and service provider.

## International Standards

PolarSeal Tapes & Conversions LTD’s growing plan internationally does not create risk in the quality of people’s lives by upholding human rights and labour policy. We recognize at the minimum the International Bill of Human Rights, the fundamental Conventions of the International Labour Organizations and locally applicable laws and regulations. We follow the guidance given in the United Nations Guiding Principles on Business.

## Guidance and Reporting for Employees

We strive to encourage employees to have open and honest communication which are valued and respected. The company is committed to comply with applicable labour and employment laws wherever we operate. We ensure all employees are aware of the Human Rights Policy through training and awareness leafleting. We also encourage employees to take concerns or conflict that arises of the policy and the laws, customs and practices of the place where they work, or have any questions about the policy or would like to confidentially report a potential violation of the PolarSeal statements, questions should be raised to their management or human resources.



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