

## Borouge Workers Protection Standard



All Borouge contractors and suppliers, and their contractors and suppliers, are expected to conduct their business ethically and to protect the rights and well-being of their workers by complying firstly with local and national laws and then to the following requirements.

### **1. Child labour**

- No children under the age of 15 years old or the minimum age for completion of compulsory education, whichever is the highest, are employed either directly or indirectly by the Company
- No children under the age of 18 are employed for hazardous, dangerous or exhausting work, work detrimental to their health, or after 8pm
- Children under the age of 18 do not work overtime

### **2. Forced labour**

- Employees are provided with voluntary and full freedom of movement related to their employment and are not bound by any financial threats such as penalties or loss of rights and privileges
- The Company may safeguard employees' personal documents and/or belongings with the employees' permission, without any form of threat or intimidation, provided that they can be returned directly to the employee within five hours
- Employees are not subjected to any form of exploitation and no employment fees or commissions are paid by the employee or his family prior to employment
- All employees are informed of their rights and obligations related to employment and termination

### **3. Discrimination**

- All employees are treated fairly and without discrimination during recruitment and employment
- All employees may perform their religious obligations without restriction or hindrance
- There is no discrimination against employees with special needs or medical conditions unless it impacts their ability to perform their occupation

#### **4. Working Hours**

- A normal work week is not more than 48 hours per employee
- Overtime is always voluntary and does not exceed 2 hours per day unless it is for preventing the occurrence of a gross loss or severe accident
- One off-day as minimum per week is provided
- Pauses of up to one hour per five hours is provided
- Employees are provided with annual leave equal to or above national laws
- Transparent and accurate records of employee attendance are recorded by the Company

#### **5. Remuneration**

- Comprehensive final offers of employment are agreed in writing prior to employment
- Subsequent changes to employment contracts are mutually agreed and documented
- Employees' net remuneration is equal to or above the legal minimum wage, with total agreed deductions not exceeding the limits specified in the relevant applicable laws
- Legally mandated benefits such as worker compensation insurance and medical insurance are provided
- Employees are paid regularly as contractually agreed, either monthly or weekly and on time, without illegal deductions or penalties
- The Company provides accurate and detailed remuneration information to the employee, and maintains accurate current and historical payroll records

#### **6. Freedom of Association**

- Employees are provided with an opportunity to collectively or individually express their concerns and expectations without discrimination and retaliation
- Employees may, within the allowances of local and national laws, bargain collectively without discrimination or retaliation

## 7. Harassment

- Employees are protected from any form of physical, verbal or emotional harassment, or the threat thereof
- Employees can appeal against disciplinary actions free from any threat of punishment or retaliation

## 8. Ethics

- The Company has an Ethics Policy and provides regular training and awareness sessions to all its employees, so that remedial actions can be taken for any breaches
- There is a well-communicated process to communicate grievances or provide feedback, either directly or anonymously, including whistle-blowing, free from any threat of punishment or retaliation
- The Company and its employees comply with Borouge's Ethics Code of Conduct at all times and report any knowledge of any breach of this Code to Borouge

## 9. Conflict minerals and indigenous people

- Where applicable, the rights to property and land of indigenous people are protected within the framework of Free, Prior and Informed Consent
- The Company does not source any materials or products containing minerals from conflict-affected regions impacting workers' rights

## 10. Communication

- Workers should always be communicated to in a language they fully understand
- Infringements and input to the Workers Protection Standard may be reported anonymously through [www.borouge.com](http://www.borouge.com)