

# COMPANY RECRUITMENT AND LABOR COMPLIANCE POLICY

The company Recruitment and Labor Compliance Policy

## 1. Introduction

The company is committed to conducting business in an ethical and responsible manner. This policy outlines our firm stance against using recruiters that do not comply with local labor laws of the country in which recruiting takes place. We are dedicated to upholding fair employment practices, respecting human rights, and ensuring compliance with all applicable laws and regulations.

## 2. Prohibition of Using Non-Compliant Recruiters

a. The company strictly prohibits engaging recruiters or agencies that do not adhere to local labor laws and regulations in the country where recruitment occurs. b. Non-compliance includes practices such as underage labor, exploitation, discrimination, unfair wage practices, and any other violations of local labor laws.

## 3. Human Rights and Legal Compliance

a. We are committed to upholding the principles of human rights, treating all workers with dignity and respect, and complying with applicable labor laws and regulations. b. The company shall comply with all relevant national and international laws and regulations governing labor practices, including those related to recruitment.

## 4. Selection and Due Diligence of Recruiters

a. The company will select recruiters and agencies based on their demonstrated commitment to ethical and lawful recruitment practices. b. A comprehensive due diligence process will be conducted to assess recruiters' compliance with local labor laws, human rights standards, and fair employment practices.

## 5. Communication and Awareness

a. The company shall communicate this policy to all employees, contractors, and stakeholders involved in the recruitment process to ensure a clear understanding of our commitment to fair and compliant recruitment.

## 6. Reporting and Non-Retaliation

a. Any concerns, complaints, or reports related to the use of non-compliant recruiters will be promptly and confidentially addressed by appropriate channels within the organization. b. The company strictly prohibits any form of retaliation against individuals who report or raise concerns about non-compliant recruitment practices.

## 7. Training and Compliance Monitoring

a. We shall provide relevant training and guidance to employees, contractors, and relevant personnel engaged in recruitment activities to ensure compliance with this policy. b. Regular audits and assessments will be conducted to monitor and ensure adherence to this policy within our recruitment processes.

## 8. Continuous Improvement

a. The company is committed to ongoing improvement of our practices and policies, reflecting changes in regulations and best practices related to recruitment and labor compliance. By adhering to this policy, The company reaffirms its dedication to fair and lawful recruitment practices, upholding the rights and dignity of all workers.