

# TRANSPARENT WORK AGREEMENTS POLICY

The company Transparent Work Agreements Policy

## 1. Introduction

The company is committed to ensuring transparent and fair employment practices for all workers, including those hired by recruiters. This policy outlines our dedication to providing detailed and accurate work agreements or similar work papers to workers, ensuring clarity and understanding prior to relocation if required. We believe in upholding the rights of workers and promoting open communication in a language that is comprehensible to them.

## 2. Detailed and Accurate Work Agreements

a. The company shall provide workers, including those hired by recruiters, with detailed and accurate work agreements or similar work papers that outline terms and conditions of employment. b. These agreements shall include information on compensation, working hours, job responsibilities, benefits, and any other relevant employment terms.

## 3. Language Understanding

a. Work agreements or similar work papers shall be provided in a language that is understood by the worker to ensure clarity and comprehension. b. The company is committed to facilitating effective communication and understanding between the company and its workers.

## 4. Transparency and Clarity

a. We are dedicated to ensuring that all workers have a clear and comprehensive understanding of their employment terms and conditions before relocation, if relocation is required. b. Any potential terms that may affect the worker's decision, such as relocation details, shall be clearly outlined in the work agreements.

## 5. Reporting and Non-Retaliation

a. Any concerns, complaints, or reports related to work agreements or papers not being provided in a language understood by the worker 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 transparency in work agreements.

## 6. Training and Compliance Monitoring

a. We shall provide relevant training and guidance to employees, recruiters, and relevant personnel involved in the hiring process to ensure understanding and compliance with this policy. b. Regular audits and assessments will be conducted to monitor and ensure adherence to this policy within our employment practices.

## 7. Continuous Improvement

a. The company is committed to ongoing improvement of our practices and policies, reflecting changes in regulations and best practices related to transparent work agreements.

By adhering to this policy, The company reaffirms its dedication to fair and transparent employment practices, promoting open communication, and respecting the rights of all workers.