

WORKER IDENTITY AND IMMIGRATION DOCUMENTS POLICY

The company Worker Identity and Immigration Documents Policy

1. Introduction

The company is committed to upholding ethical and lawful employment practices. This policy outlines our firm stance against withholding worker identity or immigration documents as part of our dedication to fair treatment, respect for human rights, and compliance with all applicable laws and regulations.

2. Prohibition of Withholding Worker Identity or Immigration Documents

a. The company strictly prohibits the withholding of worker identity or immigration documents from any employee, contractor, or worker engaged in our operations. b. Worker identity or immigration documents include, but are not limited to, passports, identification cards, work permits, visas, and any other official documentation relevant to an individual's legal status and employment.

3. Respect for Human Rights and Legal Compliance

a. We are committed to upholding the principles of human rights and treating all workers with dignity and respect, irrespective of their immigration status. b. The company shall adhere to all relevant national and international laws and regulations governing labor practices, including those related to worker identity and immigration documents.

4. Handling of Worker Identity and Immigration Documents

a. Worker identity and immigration documents will be collected, stored, and managed in compliance with applicable data protection laws and regulations. b. These documents will only be requested and used for legitimate business purposes, such as verifying eligibility for employment or fulfilling legal requirements. c. Worker identity and immigration documents will not be retained beyond their legal necessity or purpose.

5. Communication and Awareness

a. The company shall communicate this policy to all employees, contractors, and stakeholders to ensure a clear understanding of our commitment to fair treatment and lawful practices.

6. Reporting and Non-Retaliation

a. Any concerns, complaints, or reports related to the potential withholding of worker identity or immigration documents 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 the withholding of worker identity or immigration documents.

7. Training and Compliance Monitoring

a. We shall provide relevant training and guidance to employees, contractors, and relevant personnel to ensure compliance with this policy. b. Regular audits and assessments will be conducted to monitor and ensure adherence to this policy within our operations and supply chains.

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 worker identity and immigration documents. By adhering to this policy, The company affirms its dedication to fair and lawful employment practices, respecting the rights and dignity of all workers.