



Labour Standards Policy

Approved by the Board on 13 August 2022

Overview

Flomak is committed to treating all employees with respect and dignity, ensuring safe working conditions, and realising ethical operations. We give a high priority to identifying risks in our operation and supply chains.

This policy is relevant to our organisation, our suppliers, and our contractors, and we aim to consistently improve the level of social compliance in the mentioned areas. As well as our operations, we also expect our suppliers to apply our labour standards policy. In addition to these social compliance standards, we expect our processes and suppliers to comply with all applicable laws and regulations.

We have a set of standards that we apply in our day-to-day business: International Labour Organisation (ILO) Core Conventions, United Nations Universal Declaration of Human Rights, and UN Guiding Principles on Business and Human Rights. The below Labour Standards are derived from those standards to be practised on a day-to-day basis.

Forced Labour

Flomak prohibits any form of forced, indentured, prison labour in its premises and its suppliers. No recruitment-related fees will be taken from the employees. All employees are free to leave the company if they do not want to work anymore. Flomak will not ask employees to work against their own will. Each employee will be given an agreement describing the worker's terms of employment in their language.

Working Hours

International standards and local laws restricting working hours are designed to protect the safety and long-term health of workers and recognise that everyone has a right to rest and free time. Working hours must comply with national laws, collective agreements, and ILO provisions. Working hours excluding the overtime shall be defined in the employee contract. At least one day will be off in seven days of work, and no excessive overtime will practice maintaining work-life balance for all our employees and our suppliers.

Compensation

Our employees will get at least the minimum wage of the country we operate, including premiums for overtime worked, legally mandated benefits and compliance with social insurance regulations required by the country law.

Discrimination and Harassment

Flomak is dedicated to creating a positive work environment free from all forms of bullying, harassment where all employees in our own business or suppliers have the right to be treated with decency, respect, and dignity. Flomak does not engage or support any form of discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited. Employees or potential employees will not be subjected to unlawful medical tests.

Child Labour

Flomak does not tolerate to use of any child labour in its facilities and suppliers. Child means any person under age 15, underage for completing compulsory education or under the minimum age for employment in the country, whichever is greater. Young persons between the age of 16-18 will not be employed in night work, will not perform over time, and will not work in hazardous conditions.

Occupational Health and Safety

We will comply with all applicable health and safety laws and regulations, bearing industry-specific hazards in mind. We will also identify, evaluate, control worker exposure to health and safety hazards, including chemical, physical, and biological hazards. To ensure compliance with and supervision of the measures taken for occupational health and work safety at the establishment, we will inform the employees of the occupational risks and actions that must be taken against them. We will also educate employees about their legal rights and obligations. In this connection, we will provide the employees with regular training on occupational health and safety.

We will identify and plan for potential emergencies and will provide guidance for all our employees. We will provide all our employees with the needed Personal Protective Equipment. All employees will be provided with safe, clean, and sanitary facilities.

Freedom of Association

Freedom of association is a fundamental human right proclaimed in the Universal Declaration of Human Rights. Ensuring that workers and employers have a voice and are represented is, therefore, essential for the effective functioning of our business. Employees are free to join or form trade unions of their own or choose to bargain collectively.

Grievance Systems and Disciplinary Practices

Flomak established effective, confidential grievance systems for all employees. Everyone can raise grievances or issues without fear and in confidence. There will be no deduction from wages due to any disciplinary measures. Flomak also promotes human rights in its supply chain and audits its suppliers yearly in terms of human rights.

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