

## Social Responsibility Business Practice Policy (12-00-13)

### 1. **General**

ECI's commitment to social values is based on the awareness that our activities have a global impact. We share the belief in a set of core international ethical standards and we are convinced that by enhancing business that is based on social sensitivity, we can help create a world in which our company can flourish.

This policy will be reviewed and updated regularly to form continuous improvement and to suit changes in the organization, in legislation, with the company code of ethics and other company requirements.

In addition to our own commitment to accommodate these principles, we are committed to a supply chain that will also accommodate these international principles. We are seeking the support of our suppliers to promote these principles throughout our supply chain. We ask that our suppliers will work collaboratively with us to identify areas of high risk and work towards the improvement of labor standards where current practices are identified as falling below the guidelines mentioned below.

### 2. **Purpose**

This procedure defines the principles concerning human rights, norms, and national labor laws and regulations which are relevant to ECI. The procedure complies with the standards of SI 10000.

### 3. **Principles**

The following core international ethical principles will guide the implementation of sourcing with human dignity and set out the standards that we are committed to and wish to see met by our suppliers in our supply chain:

#### **Principle 1: The Application of the Law and Regulations**

Compliance with national and other applicable laws and regulations regarding the following principles **2-11**. In case of conflict between the national law and these principles, the highest applicable standard consistent with national law should be applied.

Where the provisions of law and these principles are not in conflict but address the same subject, the provision which affords the greatest protection to the employee should be applied.

#### **Principle 2: Employment is Freely Chosen**

There is no forced or involuntary prison labor.

Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

#### **Principle 3: Freedom of Association and the Right to Bargain Collectively are respected**

Workers have the right to join or form trade unions of their own choosing and to bargain collectively within the scope of national laws and existing agreements.

The employer adopts an open attitude towards the activities of legitimate trade unions and their organizational activities with an aim of achieving fair balance of interests through constructive social dialog.

Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

#### **Principle 4: Working Conditions Should be Safe and Healthy**

A safe and healthy working environment shall be provided, bearing in mind international standards, the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working practice and environment.

Workers shall receive suitable and sufficient health and safety training, in order that they fully understand the hazards associated with the work activity & environment and the correct practices required to minimize the risks.

Access to clean toilet facilities, drinkable water and, if appropriate, sanitary facilities for food storage shall be

provided as required.

Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.

#### **Principle 5: Child Labor is Eliminated**

Commit to the elimination of exploitative child labor, under 15, in a manner consistent with the best interests of the children concerned.

Children and young persons, under 18, can be employed only under these conditions:

- Enable the worker to attend and remain in school. The worker can be employed only after school hours.
- The combined hours of daily transportation, school, and work time will not exceed 10 hours a day, and in no case the worker will work more than 8 hours a day.
- Shall not be employed at night
- Shall not be employed (including transportation) in hazardous conditions or unsafe environment that can harm his physical or mental health.

#### **Principle 6: Living Wages are Paid**

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards.

In any event, wages should not be paid in kind and should be enough to meet basic needs.

All workers should be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure should not be permitted. Deductions from wages not provided for or in accordance with national law should only be permitted with the expressed permission (without duress) of the worker concerned. All disciplinary measures should be recorded.

#### **Principle 7: Working Hours**

Standard working hours shall comply with national laws.

Workers who are in a non-supervisory or non-management role shall not on a regular basis be required to work in excess of 43 hours per week and maximum of 12 overtime working hours per week. Workers shall be provided with at least one day off for every 7-day period.

Overtime requested by the employer shall be in line with national laws and regulations.

#### **Principle 8. No Discrimination and Respect of Social Diversity**

There should be no 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.

Acknowledge and respect cultural, social, political, racial, religion, sexual orientation, disability and legal diversity of nations, communities and societies.

#### **Principle 9. Terms of Employment**

To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.

Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship should not be avoided.

#### **Principle 10: No Harsh or Inhumane Treatment is Allowed**

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. REFERENCES**

Reflecting the aforementioned Principles, we are inspired by standards based on international guidelines in establishing appropriate working conditions in our supply chain. The international guidelines are the [United Nations Universal Declaration of Human Rights](#) and the [International Labour Organization Conventions](#) which will be used as primary optional reference points for guidance when implementing the standards presented above.

The [United Nations Universal Declaration of Human Rights](#). This sets "a common standard of achievement for all peoples and all nations" and represents a set of core international ethical standards.

The [United Nations Convention on the Rights of the Child](#). This has been ratified by almost every member state in the United Nations and provides a framework for interpreting the best interests of the child.

The [Conventions of the International Labour Organisation](#). The ILO incorporates government, employer and employee representatives and is responsible for setting international labor standards. The ILO Conventions have the force of international law and are binding for states that have ratified them.

## **C. ECI APPLICABLE PROCEDURES:**

- 12-00-05: "Ethics"
- 12-00-08: "Implementation of the Law to Prevent Sexual Harassment"
- 12-10-06: "Studies Funding"
- 12-10-13: "Advance Payments, Loans & Payment on Account"
- 12-10-08: "Training"
- 12-10-12: "employees Qualification"
- 12-10-18: "Company Emergency Deployment"
- 12-10-17: "Handling of Work Accidents"
- 12-10-40: "Contracting with Former Employee"
- 12-10-45: "Loss of Temporary/ Permanent Work Capability"
- 12-20-03: "Workers Transportation"
- 32-20-01: "Illumination testing"
- 32-20-02: "Room Populating"
- 22-60-03: "Working with International Standardization fora"
- 12-10-61: "Child Labor"
- 12-10-63: "Social Performance Team"