

### 1. **Scope**

Policy shall be applicable to the Management and Non Management Staff of Service Industries Ltd. at Plant site & Head Office.

### 2. **Objective**

To ensure compliance to all legal requirements in true letter & spirit

### 3. **Child Labor Prohibition**

At SIL, we strongly believe in the compliance of National & International laws for elimination of child labor. No one under the age of eighteen (18) years shall be considered for employment.

### 4. **Equal Employment Opportunity**

4.1. The Company strongly believes in providing Equal Employment Opportunity (EEO) without any exception ensuring that everyone has fair and equitable access to job assignment, employment conditions, training, and career development.

### 5. **Discrimination**

5.1. The Company strongly believes that all employees should be treated equally without any discrimination on the basis of following factors;

- Sex
- Race (including nationality, color)
- Marital status
- Disability

5.2. In case any employee is aggrieved of any discrimination, he / she will have the right to make a complain to the competent authority through his Department Head who upon its receipt may investigate the same and in the event of any veracity further action including disciplinary measure as the case may be initiated or taken in the circumstances of the case.

### 6. **Harassment**

6.1. It is the policy of the company to ensure that none of its employees is harassed including sexual harassment or pressurized to achieve any desired objectives during the course of their employment.

6.2. In case of any complain in this connection shall be viewed seriously by the management and necessary disciplinary action or remedial measures shall be taken accordingly without any exception.

### 7. **Teamwork**

7.1. It is the policy of company to ensure harmony and coordination amongst team members. New team members are warmly welcomed and highly facilitated in order to gel them up in existing teams. Old team members are also highly respected as they prove to be role models and act as facilitators for new ones to understand the culture.

### 8. **Information & Communication**

8.1. We believe in open communication while maintaining the confidentiality wherever deemed necessary. The information flows are smooth and no hindrances, as regards to bureaucracy of position/designation, can disturb the flow except where considered necessary under confidentiality matters.

## **9. Smoking**

9.1. SILM strictly discourages smoking inside the premises. Though we encourage our team members to quit smoking however in order to facilitate employees, smoking corners have been established at main gates. This is also meant for avoiding any potential hazard because of presence of chemicals within the premises.

## **10. Fraud & Corruption**

10.1. Fraud or corruption counts towards lack of integrity. These two activities are highly discouraged and totally intolerable. Anyone involved in any of such activity like theft, embezzlement, fake attendance etc is terminated with immediate effect.

## **11. Work Timings**

11.1. The company works 8 hours a day and 6 days a week. The Timings to be followed are  
Commencement Time: 0830 hrs  
Lunch & Prayer Break 1230-1330 hrs  
Jumma Break 1230-1430 hrs  
Off Timings 1730 hrs

## **12. Dress Code**

12.1. The company follows a formal dress code. However for works, smart casual is admissible. Dress code being representation of a company's culture is supposed to be followed in letter & spirit. Any kind of dress promoting harassment for fellow colleagues, against religious, social & ethical values is strictly prohibited.

## **13. Minimum Wage**

13.1. No employee shall be paid less than the minimum wage determined by the Govt. in accordance with Law.

## **14. Forced Labor**

14.1. The management strongly believes in upholding the rule of law and would not indulge in any forced or bonded labor malpractices.

## **15. Drug-Free Workplace**

15.1. The management strictly believes in maintaining a drug-free workplace. If an employee is convicted of violating a criminal drug statute, management reserves the right to take strict disciplinary action against the defaulter.

15.2. The distribution, dispensation, possession, use or presence in the body system of controlled substances and illegal drugs is prohibited at any time during working hours on company premises including Company's residential areas.

15.3. Use of drugs on or off the job can affect employee's Health, Safety and job performance while the company has no desire to interface unnecessarily upon the private lives of its employees; it must ensure that employee reports to work in a normal condition which will enable them to perform their duties safely and efficiently.

## **16. Possession of Arms**

16.1. The Company prohibits the possession of explosives, ammunition, firearms or any other weapons or devices used to inflict injury on its premises. However security staff is authorized to keep weapons, only which have been licensed and issued by the competent authority.

### **17. Health & Safety Guidelines**

- 17.1. The Company is responsible for meeting Federal as well as local Health and Safety standards and for establishing & implementing necessary measures to minimize its employees' risk of injury or illness.
- 17.2. Health & Safety guidelines shall be strictly followed i.e. use of Personal Protective Equipments (PPEs) wherever and whenever required. Health and safety procedures shall be developed and implemented in order to ensure complete adherence to the Safety Rules and Regulations.
- 17.3. HR Department will ensure that all EHS policies and procedures are communicated at all levels of Company employees.

### **18. Guidelines for HR Department**

- 18.1. If preliminary investigation of any reported case of non-conformance to the above policy point towards infringement of the provisions of this policy, Manager HR will conduct detailed, confidential and impartial inquiry and report the matter to the CEO.
- 18.2. If an inquiry reveals that any provisions of the policy have been violated, HR Department will take appropriate disciplinary action against the defaulters, in accordance with Laws / Management practices relevant to the situation.

### **19. Compliance of Policies**

- 19.1. Manager HR will ensure that all executives / managers are fully conversant with the provisions of this Company policy.
- 19.2. Head of Departments will also be responsible for ensuring compliance to these policy guidelines, and any deviation of above policy guidelines shall not be acceptable.