



## Human Rights Policy

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### Introduction

IPL Packaging believes that everyone must be treated with dignity and respect and provided with basic human rights. This is of utmost importance to us. We aspire to be leaders in social accountability by promoting a positive culture. We support and respect the protection of international human rights within the sphere of our influence and ensure we are not complicit in Human rights abuses.

The purpose of this policy is to ensure that we are not involved in any practices that are harmful to human rights and to uphold our commitment to stand against any practices which may cause harm to any persons human right. In addition it is to inform all employees of the measures IPL Packaging takes in order to ensure that labour conditions are well cared for specifically regarding labour relations (social dialogue) child and forced labour and basic human rights. Informing employees and stakeholders we take in turn provides insight into the rights they have as employees.

The contents of this policy is intended for all employees, part time workers, interns, contractors of IPL Packaging its affiliates and production sites.

### Policy objectives

IPL Packagings approach to human rights and labour practices is based on the “UN Guiding principles on business and human rights” and internationally accepted standards such as ILO International labour organisation and sedex.

We follow and endorse the principles of UN Global Compact, and we strongly support respect, promote and protect internationally proclaimed human rights, such as the Universal Declaration of Human Rights and do our utmost to provide safe, healthy and satisfying working conditions for all our employees around the world. We eliminate all forms of forced and compulsory labour, child labour and discrimination and expect our production partners to do the same. Moreover, we uphold the freedom of association and the effective recognition of the right to collective bargain. With our stance on issues of human rights, we have come up with the below objectives.

IPL Packaging aims to:

- Comply with national laws and legislation of the countries in which we operate.
- Complies with ILO conventions
- 29 regarding forced labour
- 105 regarding the abolition of modern slavery
- 87 regarding freedom of association
- 98 regarding the right to organise and collective bargain
- 182 regarding child labour
- Complies with the SA8000:2014
- Complies with the
- Universal Declaration of Human Rights
- UN Convention on the rights of the child
- UN Guiding principles on Business and Human Rights
- Ensures employees are not exploited
- Ensures employees are treated with dignity and respect
- Ensures employees are provided with sufficient working conditions
- Ensures employees are aware of the rights they have regarding labour practices
- Ensures not to have any unfair labour practices taking place within business operations
- Communicates to its employees measures we take and unacceptable practices
- Has 100% by IPL packaging locations and supplier operations covered by a human rights risk assessment performed by IPL Packaging
- Has 100% of our employees in developing countries covered by formally elected employee representatives
- BY 2025 has 100% of operational sites been subjected to Human rights reviews or Human Rights impact assessment
- Informs the workers about their right to collectively bargain, explaining that the membership to trade union does not entail any negative consequences for workers
- Ensures no retaliation for any such activities
- Documents of agreements to principles of remediation even if there is no child labour employed

## Policy Measures

- Ipl packaging strives to achieve objectives through the following measures:
- Respects the rights of all employees to form, join and organise trade unions of their choice and to bargain collectively on behalf of their organisation
- Informs personel that they are free to join a worker organisation of their choosing without any negative consequences or retaliation
- Does not interfere with the establishment, functioning or administration of workers organisations or collective bargaining
- Communication to workers within operations of IPL packaging such as APL or GRS is undertaken by a worker representative. This worker who is chosen to facilitate communication with senior management on matters related to SA8000 elected by non-management personnel for that purpose;
- Allows workers to freely elect their own representatives
- Ensures that representatives of workers and any personnel engaged in organising workers are not subjected to discrimination harassment intimidation or retaliation for being union members representatives of workers or engaged in organising workers
- Does not engage in or support the use of forced or compulsory labour

- Does not require workers to pay deposits or transfer their identification papers such as birth certificates, religious records of age, travel documents or any documents that may have legal impact on workers legal status, freedom to travel, leave the job etc.
- Does not withhold any part of personnel's salary, benefits, property, or documents in order to force personnel to continue working for IPL packaging.
- Does not take or threaten to take any negative actions on workers wage, benefits, property to ensure that they continue working for IPL Packaging
- Does not charge recruitment or employee fees or costs directly or indirectly to workers
- Employees have the right to leave the workplace premises after completing a standard workday
- Employees are free to terminate their employment contracts provided they give reasonable notice
- Ensures that any overtime work is voluntary
- Does not engage in or support trafficking in human beings
- Takes active steps to ensure that have no association with any labour supplier or brokers who may be trafficking workers
- Has created an awareness training for employees that touches upon the topic of forced labour
- Does not recruit anyone under the age of 18
- Checks legitimate identification for the verification of age before recruiting potential new employees these forms of identification include:
  - Passport
  - Government ID
  - National ID Card
  - Birth certificate
  - School certificate
  - Medical certificate from a registered doctor
- Keeps a record of all employee ages in each employee files in each employee "employee file"
- Has created an awareness training for employees that touches upon the topic of child labour.
- Addresses gender in its CSR activities and community projects
- Reports publicly on gender related topics
- Provides employees with a whistleblowing procedure for them to voice personal concerns regarding working conditions
- Has a supplier selection and assessment procedure in place aiming to eliminate human rights abuses in its supply chain.

Faizal Kassim

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