



Contact officer  
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**Working conditions policy**

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GRI 401: 103-1;103-2;103-3  
GRI 403

**Introduction**

At IPL Packaging, we believe that human capital is of the highest importance in pursuit of our goals as an organisation. We therefore put a strong emphasis in ensuring that our workers have the best possible environment for success. We strive to ensure clear communication and constantly ensure that there is a commitment to continuous improvement.

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

**Policy objectives**

IPL Packaging aims to comply with:

UN Guiding principles on Business and Human rights

ILO Convention 131 (minimum wage)

ILO Convention 1 (Hours of work)

ILO Convention 100 (Equal Remuneration)

ILO Convention 116 (Reduction of work hours)

ILO Convention 102 (Social security – minimum requirements)

ILO Convention 159 (Vocational Rehabilitation and Employment – Disabled persons)

ILO Convention 183 (Maternity protection)

ILO Convention 177 (Home work)

Comply with all other rules and local regulations regarding working conditions

Raise awareness amongst employees regarding working conditions in a transparent manner

Inform employees about working hours and rest periods.

Ensure employee satisfaction/enthusiasm and engagement

Ensure fair and transparent remuneration procedures

Ensure employees receive appropriate holiday time and additional leave when required

Ensure support is provided for employees who have children to care for

Ensure flexibility in work schedules with time and location

By 2025 have 100% employees included in provident fund/pension scheme.

By 2025 have 95% full time employed staff and 5% part time staff.

## **Policy measures**

IPL Packaging ensures clear communication regarding work conditions with the use of the HR Manual. It consists of topics such as insurance, holiday allowance, absence, travel expense allowance, employee performance management, employee education, code of conduct and end of employment conditions

Ensures to provide its employees with working benefits in line with their job requirements such as laptops, vehicles and office equipment.

Ensures clear communication on working conditions to its employees before start of employment, by agreeing with the new employee on working conditions as written within an employment contract, read and signed by both the employee and the employer.

Complies with all applicable national laws and in its main production site with SA8000 requirements concerning working hours

Ensures that the wages paid to our employees surpasses the Basic Living Wage according to the SA8000 standard

Shall respect the right of personnel to the living wage and ensure that wages paid a normal week shall always meet industry minimum standards and shall be sufficient to meet the basic needs of personnel and to provide some discretionary income.

Shall ensure that personnel's wages and benefits are detailed clearly and regularly in writing for them for each pay period.

Shall ensure that wages and benefits are rendered in full compliance with all laws

Shall not use labour only contracting arrangements, consecutive short-term contracts and/or false apprenticeships or other schemes to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security.

Shall reimburse for overtime at a premium rate as defined by national law and established by a collective bargaining agreement

At its operational sites implements time tracking of its employees with the use of time cards to ensure time worked is properly remunerated

Allows overtime work to be voluntary and shall not exceed 12 hours per week under normal business conditions nor be requested on a regular basis

Ensures wage equality by reporting on salaries earned among different categories of workers in order to enable wage equality

Employees are offered additional leave days for special occasions and circumstances including engagements weddings to attend examinations and moving home.

Employees are offered emergency leave in order to give space and time to deal with unforeseen events which requires immediate attention.

Allows employees to take compassionate leave to enable to cope with the death of a close relative, make necessary arrangements and attend the funeral

Employees are granted maternity leave and paternity leave as then law prescribes to enable the employee to spend quality time with the new child

Employees are entitled to take care leave in order to look after those with a close relationship who require care

Provides extra days of leave for senior employees

Ensures employees receive one day off within a timeframe of seven consecutive days

Has created an awareness programme for its employees including topics such as annual holiday leave and additional leave to raise employee awareness

IPL packaging allows employees to request for flexible working under the following conditions. A flexible working request under this policy is a request to do one or more of the following

To reduce or vary working hours per week

To reduce or vary the times to work

To work from home instead of from the usual workplace or at another of our business locations for some of the working time.

Provides healthcare benefits or a medical plan at its production sites to all employees

Provides its employees with social insurance business travel insurance liability insurance.

Organises provident fund for all of its employees

Provides bonuses in the form of intrinsic and extrinsic rewards based on positive work performance.

Conducts surveys with employees to identify employees' level of satisfaction and creates reports to improve areas

Has a transition period for mothers who are returning to work after maternity leave

Grants employee's permission to attend important events such as parent teacher meetings, medical appointments.

Faizal Kassim

Director

A handwritten signature in black ink, appearing to read 'Faizal', written in a cursive style.