



ADMINISTRATIVE POLICY

PROCESS: LEADERSHIP	DOCUMENT	AP023
PROCESS OWNER: PLANT OPERATIONS OFFICER	ISSUE	1
SUBJECT: HUMAN RIGHTS AND WORKING CONDITIONS POLICY	PAGE	1 of 2
	DATE	05.05.2021

INTRODUCTION

S&N Rubber is committed to respecting the human rights of all personnel and to ensuring that working conditions meet regulatory requirements.

This policy is to provide guidelines for the company and all employees to respect human rights of fellow employees and stakeholders

POLICY

S&N Rubber shall abide by the labour laws as encompassed in the South African Basic Conditions of Employment Act No. 75 of 1997.

1. FREEDOM OF ASSOCIATION

Employees have the right to join recognized trade unions, conduct collective bargaining and have employee representation as per recognized agreements.

2. NO DISCRIMINATION

All employees shall have equal opportunities and receive equal treatment insofar as they are based on democratic principles and tolerance towards those of a different opinion.

There shall be no discrimination based on differences e.g. ethnic origin, gender, religion, nationality, sexual orientation, political view, etc.

Employees are chosen and employed based on their qualifications and capabilities. Where candidates have equivalent qualifications and capabilities, the candidate that meets the South Africa regulatory requirements will be chosen.

3. WORKING HOURS

Working hours shall be in accordance with national legislation

4. WORKING CONDITIONS

Toilet facilities, access to drinking water, and hygienic facilities for consumption of food shall be provided as required by the Basic Conditions of Employment Act

5. COMPENSATION AND BENEFITS

Compensation shall be according to the applicable bargaining council (MIBCO) rates where applicable, and in accordance with national legislation.

6. CHILD LABOUR

Child labour is prohibited and the minimum age for employment shall be in accordance with national legislation.



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	DATE	05.05.2021

7. SLAVERY AND HUMAN TRAFFICKING

S&N Rubber rejects all conscious use of forced and compulsory labour, including involuntary prison labour, as well as forms of modern-day slavery and human trafficking.

Employees shall be contracted to S&N Rubber on a voluntary basis and this contract may be terminated by the employee at their discretion and within the contracted notice period.

8. OCCUPATIONAL HEALTH, SAFETY AND FIRE SAFETY

S&N Rubber shall abide by the applicable national health and safety legislation to provide a safe working environment for employees.

Appropriate actions will be taken to reduce work-related health hazards and improve occupational health, safety and fire safety.

INITIATOR: QUALITY MANAGER	REVIEWED: GENERAL MANAGER	APPROVED: PLANT OPS OFFICER
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REASON: Issue 1: To define and document the policy for defining the S&N Rubber Human Rights and Working Conditions Policy