

FORCED LABOUR POLICY

1. Introduction:

S.J. Abed is committed to upholding human rights and ethical labour practices. This policy outlines our stance on forced labour and the steps we take to ensure that all employees, contractors and subcontractors are treated with dignity and respect.

2. Purpose:

The purpose of this policy is to ensure that our organization operates in compliance with international and local laws regarding forced labour, and to support the eradication of forced labour in all its forms.

3. Scope:

This policy applies to all employees, contractors, subcontractors, suppliers and business partners associated with our organization.

4. Definitions:

- 4.1. Forced Labour:** Work or service exacted from any person under the menace of any penalty and for which the person has not offered themselves voluntarily
- 4.2. Bonded Labour:** Labour required as a means of repayment for a loan or debt
- 4.3. Coerced Labour:** Labour that results from threats, intimidation or harm to the individual or their family.

5. Policy Statement:

We have a zero-tolerance policy towards forced labour, which includes any form of coerced, bonded or involuntary labour. Our commitment is to operate in accordance with international labour standards and to ensure that all our practices are ethical and transparent.

- 5.1. Prohibition of Forced Labour:** Our organization strictly prohibits the use of forced labour in any form, including bonded labour, involuntary labour and human trafficking. All work must be voluntary, and employees must have the freedom to leave employment at their discretion
- 5.2. Adherence to Legal Standards:** We commit to complying with all relevant laws and regulations regarding forced labour in the countries where we operate
- 5.3. Employment Contracts:** All employees must be provided with written employment contracts that clearly outline the terms and conditions of their employment, including wages, working hours and the right to terminate employment voluntarily



- 5.4. No Recruitment Fees:** We do not charge employees any recruitment fees or require them to provide deposits or collateral as a condition of employment. Any fees associated with recruitment will be borne by our company. All recruitment processes will be conducted in a transparent and ethical manner, ensuring that all workers voluntarily agree to the terms of employment
- 5.5. Monitoring and Auditing:** We will conduct regular monitoring and audits of our operations and supply chains to ensure compliance with this policy. Any instances of forced labour identified will be addressed immediately and appropriately
- 5.6. Supplier and Partner Compliance:** We require all our suppliers and business partners to adhere to our forced Labour policy and to implement measures to prevent forced labour in their operations. Contracts with suppliers and partners will include clauses that enforce this requirement
- 5.7. Remediation and Support:** If forced labour is discovered in our operations or supply chain, we will take immediate action to provide remediation and support to the affected individuals. This includes ensuring their removal from forced labour conditions and facilitating their access to necessary services
- 5.8. Training and Awareness:** We are committed to providing training and raising awareness about forced labour issues among our employees, contractors, subcontractors, suppliers and business partners. This includes educating them on their responsibilities under this policy
- 5.9. Continuous Improvement:** We will continuously review and improve our forced labour policy and practices to ensure they remain effective and up to date with legal and industry standards.
- 6. Prohibited Practices:**
- 6.1.** Recruitment through force, fraud or coercion
 - 6.2.** Bonded labour, wherein workers are forced to work to repay a debt
 - 6.3.** Retention of identification documents or personal belongings to restrict employee movement
 - 6.4.** Withholding of wages or other benefits to compel continued employment
 - 6.5.** Threats or acts of violence, harassment or intimidation.
- 7. Reporting Mechanisms:**
Employees, contractors and subcontractors are encouraged to report any suspected cases of forced labour without fear of retaliation. Reports can be made through:
- 7.1.** A confidential / unanimous call (24289922 / 24288566 ask for the GM or Director)
 - 7.2.** A confidential / unanimous email (send email to info@sjabedalsulaimi.com subject marked "Confidential")



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7.3. Directly to the HR department (24289922 / 24288566 ask for HR representative)

8. Consequences of Non-Compliance:

Any employee, contractor, subcontractor or supplier found to be in violation of this policy will face disciplinary action, up to and including termination of employment or contract.

9. Continuous Improvement:

S.J. Abed is committed to continuously improving our labour practices. We will regularly review and update this policy to ensure compliance with the latest international standards and regulations.

10. Responsibility:

The implementation and enforcement of this policy are the responsibilities of the senior management team. All employees, contractors, subcontractors, suppliers and business partners are expected to comply with this policy and report any suspected violations.

11. Communication:

This policy will be communicated to all employees, contractors, subcontractors and suppliers and will be available on internal communication channels, and on our website www.sjabedalsulaimi.com.

Joseph J. Abed
Director



Date: 10-03-2025