Procedure to Prevent Slavery and Protect Worker Rights

1. Purpose

The purpose of this procedure is to outline ""SA Polichem""' commitment to maintaining ethical labor practices, preventing slavery and human trafficking, ensuring fair compensation for all employees, and creating a safe and equitable working environment in compliance with South African labor laws and international standards.

2. Scope

This procedure applies to all employees, contractors, and temporary workers at ""SA Polichem"" within South Africa.

3. Definitions

- **Slavery and Human Trafficking:** Situations where individuals are compelled to work through force, coercion, or deception and are exploited, denied freedom, or subjected to inhumane conditions.
- **Child Labor:** Employment of children under the legal working age, as defined by South African labor laws.

4. Policy Statement

""SA Polichem"" is committed to ensuring that:

- No individual will work for the company without appropriate compensation.
- No person under the age of 18 will be employed by the company.
- All employees will have equal access to a safe and supportive working environment.
- Basic amenities, such as water, coffee, and tea, will be provided free of charge during working hours.

5. Procedures

5.1. Employee Recruitment and Employment

- All job positions will be clearly advertised with specified roles and responsibilities, including appropriate age requirements.
- Recruitment processes will include verification of the age of candidates to ensure compliance with the minimum hiring age of 18 years.
- Employment contracts will clearly outline salary, benefits, and working conditions to ensure all employees receive fair compensation for their work.

5.2. Compensation

- Employees will receive their compensation on a regular basis as stipulated in their employment contracts.
- Payroll records will be maintained to ensure transparency in payments made to all employees.



- Employees will have the right to report any discrepancies in their compensation to the HR department without fear of retaliation.

5.3. Prohibition of Child Labor

- ""SA Polichem"" strictly prohibits the employment of individuals under the age of 18.
- Documentation verifying the age of all employees will be collected and maintained in the employee file as a condition of employment.
- The HR department will conduct regular checks to ensure compliance with this policy.

5.4. Access to Facilities

- All employees will be provided with equal access to working environments and facilities, including restrooms, break rooms, and any other shared spaces.
- ""SA Polichem"" will ensure that working conditions comply with the Occupational Health and Safety Act and provide a safe and healthy working environment.

5.5. Provision of Amenities

- Access to clean drinking water, coffee, and tea will be provided free of charge during working hours.
- Employees will be informed of the locations of these amenities and encouraged to take breaks to hydrate and refresh during work hours.

5.6. Reporting and Compliance Mechanism

- Employees are encouraged to report any violations of this procedure, including issues such as forced labor, unfair treatment, or unsafe working conditions, to their supervisor or the HR department.
- Reports can be made confidentially, and there will be no retaliation against any employee who raises concerns in good faith.
- All incidents reported will be investigated promptly and effectively.

5.7. Training and Awareness

- All employees will undergo training on their rights and responsibilities concerning labor practices and the importance of combating slavery and human trafficking.
- New hires will be informed of this procedure during onboarding.

6. Policy Enforcement

- Managers and supervisors are responsible for enforcing this procedure and ensuring compliance within their teams.
- Regular audits will be conducted to monitor adherence to labor practices, and any findings will be addressed immediately.

7. Review and Amendments

This procedure will be reviewed annually or sooner if needed to ensure compliance with applicable laws and the effectiveness of implemented measures. Updates will be communicated to all employees.

Approval:

[Name & Position of Approving Authority]
""SA Polichem""
Date: [Insert Date]

Tomasz Lubasinski
Director
30/07/26