

DKM Labour Solutions: Ethical Trading Policy

1 Employment is freely chosen

- 1.1 There is no forced, bonded or involuntary prison labour.
- 1.2 Workers are not required to lodge “deposits” or their original identity papers with us and are free to leave employment after reasonable notice.

2 Freedom of association and the right to collective bargaining is respected

- 2.1 Workers, without distinction, have the right to join or form trade unions (or Similar organisations) of their own choosing.
- 2.2 Employees, or representatives from said organisations, all have the right of participation in collective bargaining.
- 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

3 Working conditions are safe and hygienic

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
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- 3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative

4 Child Protection

- 4.1 DKM Labour Solutions does not employ child labour.
- 4.2 Young persons under 18 are not employed at night or in hazardous conditions.
- 4.3 These policies and procedures shall conform to the relevant ILO standards

5 Fair Employment Terms

- 5.1 Wages and benefits paid for a standard working week meet, at a minimum, National legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 5.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

6 Working Hours are not excessive

- 6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- 6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate

7 No discrimination is practiced

- 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8 Legal Compliance

8.1 DKM only employ workers with a legal right to work

9 No harsh or inhumane treatment is allowed

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.