

**POLICY MEMORANDUM NO: HOEC / HR / 2023****DATE OF ISSUE:**

01 - 01 - 2023

VALID TILL:

30 - 12 - 2025

PROPOSED BY:

HR Manager



Managing Director, HOEC

APPROVED BY:**DISTRIBUTION****ALL EMPLOYEES**

HUMAN RIGHTS POLICY

HOEC is conscious of and respects the human rights and recognizes its positive impacts. We firmly believe that business can only flourish in societies where human rights are protected and respected.

This policy document provides a broad framework to ensure that all employees, contractors and stakeholders associated with our business are treated with respect and dignity and are committed to a common set of principles that apply to our business practices to ensure that we do not condone human rights violations or abuses.

Following common set of human rights principles shall apply in the Company's relationships with its stakeholders: -

- To maintain positive legal compliance with applicable constitutional and regulatory human rights requirements and conforming to Sustainable Business Framework.
- To align our existing policies, processes and activities with our commitment to respect human rights.
- To provide a safe and healthy workplace as an integral part of the right to work and comply with applicable safety and health laws and regulations, as well as continue to improve.
- To promote awareness of the human rights with employees at various levels of our operations through training and communication.
- To commit to equal opportunity and discourage any kind of discrimination and harassment.
- To strictly prohibit all forms of harmful child labour and forced labour.
- To provide access to remedy by resolving grievances in a timely and culturally appropriate manner.
- To compensate employees competitively, relative to the industry and local labour market.
- To develop and create sustainable employment and stimulating economic opportunities in the communities that host our activities.
- To create a workplace in which open and honest communications among all employees are valued and respected.
- To establish clear accountability by assigning adequate resources and responsibilities for effective management of human rights risks.
- To continually improve human rights performance by sharing good practices and learnings, setting and reviewing targets, and monitoring, reporting and disclosing performance.

HOEC would continually evaluate and review how best to strengthen its approach to promote human rights, including labour rights and expects all its employees, contractors and Stakeholders to be aligned in upholding this Human Rights Policy.

Contact:**Please direct all questions regarding this policy to the Manager HR.**