

# Fair Labour Policy

## 1 Policy Statement

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QIMA is fully aware of its social responsibility for its employees and the people, communities and environments in which it works and respects human rights. QIMA advocates for fair labour practices.

## 2 Purpose

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The Fair Labour Policy aims to eliminate working conditions that are detrimental and raise conditions above the minimum standard necessary to maintain the health, efficiency and benefit of employees. In order to achieve it, QIMA commits to adopting a fair labour policy and bear the responsibility to monitor and report the unfair labour practices.

## 3 Scope

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This policy applies to QIMA (including all QIMA subsidiaries) and business partners (if any).

## 4 General Requirements

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QIMA adopts and adheres to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labour and social security laws and regulations.

### 4.1 Working Time and Payment

QIMA complies with minimum wage legislation by the law of the country of operation to pay appropriate wage to all employees.

QIMA shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. All overtime work shall be consensual. QIMA shall not force overtime on a regular basis and shall compensate all overtime work.

### 4.2 Child Labour

QIMA strictly prohibits the employment of person whose age is below the defined age of child labour by the law of the country of operation. During onsite tasks in factory, QIMA employees are required to observe if any child labour is used and should remark it in the report.

### 4.3 Forced and Compulsory Labour

There shall be no use of forced labour, including prison labour, indentured labour, bonded labour, slave labour or any other forms of non-voluntary labour. During onsite tasks in factory settings, QIMA employees are required to observe if any forced labour is used and should remark it in the report.

#### **4.4 Equal Opportunities**

No person shall be subject to any discrimination in QIMA's employment. This includes discrimination in the practices of hiring, compensation, promotion, penalty and termination, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.

#### **4.5 Abuse, Bullying and Harassment**

Every employee of QIMA shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal abuse, bullying or harassment. Every employee has the right to say NO to all unfair treatment and can seek support from HR and the Compliance Officer.

QIMA believes that fair labour should be the norm for all employees and keeps its social responsibility in mind all along to maintain fair working environment.

QIMA Compliance Policy