



Union Iron and Steel

Human Resources

Human Right Policy

Document Ref.

UIS-HRA-POL

Rev. No

0

Rev. Date

17-Oct-17

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I. Purpose

The ongoing success of UIS is supported by our strong relationships with customers, employees, suppliers, shareholders and communities. To sustain such relationships, we are committed to operating in accordance with the. The Human Rights and Sustainability Policy and our Code of Ethics Policy define how we abide by these principles and related global standards.

The Principles are:

1. Support and respect the protection of internationally proclaimed human rights.
2. Ensure the company is not complicit in human rights abuses.
3. Eliminate all forms of forced and compulsory labor.
5. Effective abolition of child labor.
6. Eliminate discrimination in employment and occupation.
7. Work against corruption in all its forms, including extortion and bribery.

II. Scope

This policy and its procedure applies to all Union Iron and Steel LLC employees.

III. Responsibility

Originate	:	Human Resource Manager
Review	:	Factory Manager/Finance Manager/Business Development Manager
Approval	:	General Manager
Execution, Implementation and Maintenance	:	HOD / Directors / Senior Managers / Managers / Supervisory Staff / Human Resources



IV. Abbreviations and Acronyms

BU	:	Business Unit
UIS	:	Union Iron and Steel LLC
BUH	:	Business Unit Head
HR	:	Human Resources
HOD	:	Head of Department
ER	:	Employee Relations
FM	:	Finance Manager
FRM	:	Factory Manager

V. Policy Values

People

We strive to have people practices that make UNION IRON AND STEEL an employer of choice, and respect the traditional rights of all the stakeholders. Respect for each other, our customers and for the community at large.

Excellence

Excellence is defined as our ability to deliver the quality and value in the products and services we offer.

We pursue excellence in our actions and behavior through the development of critical, disciplined thinking, logic and reasoning.

Transformation

We shall focus on meeting our obligations as per the laws and more importantly, create a culture that ensures long term sustainability of the organization and all stakeholders.

Customer Focus

We shall utilize our multi- disciplinary experience and expertise to develop, package and deliver the customer focused products and services.



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Innovation

We shall continuously seek and develop new and improved ways to deliver our product and services to ensure we are more efficient and effective - thus achieving the UNION IRON AND STEEL objectives.

Performance

Our individual and business unit performance shall be aligned to deliver stakeholder value and growth. We shall do this by being customer-centric in our approach.

I. Policy Statements

PRINCIPLES on LABOR Prohibits the use of forced, bonded, indentured or involuntary prison labor. Employs workers who are at least 18 years old. Sets work hours to comply with local law. Complies with applicable wage laws, regulations, and relevant collective bargaining agreements, including those relating to minimum wages, overtime hours and legally mandated benefits. Maintain workplaces free of physical or mental harassment and abuse. Maintain workplaces free of unlawful discrimination and harassment in all of its forms, including that related to race, gender, sexual orientation, age, pregnancy, caste, disability, union membership, ethnicity, religious beliefs or any other factors protected by law. Encourages open communication and direct contact between workers and management in situations where representation and collective bargaining are restricted by law. Respect the special needs of individual employees, including those who are pregnant or are returning to work after childbirth. Respect employees' rights to privacy of their personal information.

HEALTH and SAFETY: Minimize workers exposure to potential safety hazards through proper design, engineering and administrative controls, preventive maintenance and safe work procedures. Provide and properly maintain machine safeguards, interlocks and barriers. Workers are disciplined for raising safety concerns. Maintain appropriate emergency plans and response procedures. Manage, track and reports occupational injuries and illnesses. Provide clean toilet facilities, and access to potable water and sanitation. Strive to continuously improve health and safety performance in all of its operations. Human Rights & Sustainability Policy



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ENVIRONMENTAL : Minimize adverse effects of our operations on the community and environment, while safeguarding the health and safety of the public. o Acquires, maintains, and complies with the appropriate environmental permits, registrations, and law. o Implements programs to conserve water and energy, and reduce waste. o Identifies and manages potentially hazardous materials used in our operations to ensure safe handling, movement, storage, recycling or reuse, and disposal of such materials. o Monitors, treats, and controls air emissions, wastewater and waste as required prior to discharge or disposal. o All manufacturing facilities are expected to adopt a management system compliant with ISO 14001 that promotes continuous improvement and compliance with applicable laws, regulations and contract requirements.

GOVERNANCE : UIS prohibits corruption, extortion and embezzlement, bribery, or other means of obtaining undue or improper advantage. Protects business information, customer information, and intellectual property rights in accordance with applicable laws, regulations and business requirements. o Appropriately protects employee and supplier “whistleblower” confidentiality and prohibits retaliation for reporting violations.

REPORTING AND ACCOUNTABILITY: UIS strives to fully achieve these principles throughout its operations . Supervisors are responsible for helping their team members to comply with this policy. Employees are expected to comply with the policy, and submit their questions or concerns to supervisory staff or to members of Human Resources or other departments as deemed appropriate. Employees are also encouraged to raise any issues and concerns with their supervisor, Human Resources department, a member of the Legal Department or through the use of the 24-hour Integrity Helpline for information or to report incidents anonymously at: www.jci.ethicspoint.com. Human Rights & Sustainability Policy

	Name	Title	Signature	Date
Issued By	Bindu Wahid	Manager - HR and Administration		20/10/2017