**Labor Standards & Working Conditions Policy**

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| **Entity:**BPTP INTERNATIONAL TRADE CENTRE LIMITED | **Section:** SOCIAL POLICY | **Version:** V2 | **Effective Date:** 01.07.2023 |
| **Subject:** LABOR STANDARDS & WORKING CONDITIONS |
| **Policy Owner:**C-HRO | **Review Date:**01.07.2024 | **Pages:** 2 |

**APPLICABILITY:** It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

**PURPOSE:** The purpose of the Labor Standards and Working Conditions policy, is to safeguard the rights and well-being of employees. It aims to ensure fair treatment, promote safe working environments, prevent discrimination, and establish guidelines for hours of work, remuneration, and employee benefits. The policy strives to create a positive and inclusive workplace culture that prioritizes the health, safety, and overall satisfaction of all employees.

**POLICY OUTLINE:** Labor standards refer to the set of rules and regulations that protect workers' rights and ensure fair treatment in the workplace. Working conditions, on the other hand, are the physical, social, and psychological aspects of the work environment. They include factors such as safety, health, hours of work, and the overall well-being of employees. Labor standards and working conditions are crucial for creating a healthy and productive work environment.

To support this policy, BPTP will:

* We are committed to providing equal opportunities, fair wages, and benefits to all employees, regardless of their background or position.
* We adhere to regulations on maximum working hours to promote a healthy work-life balance and prevent employee burnout.
* We prioritize the safety and well-being of our employees by implementing stringent safety protocols, conducting regular inspections, and providing necessary training.
* We maintain a workplace free from discrimination, where all employees are treated with respect and dignity, irrespective of their race, gender, religion, or any other protected characteristic.
* We strictly prohibit the use of child labor in any form and ensure compliance with applicable laws and regulations.
* We promote employee health and well-being by offering access to fitness facilities, wellness programs, and resources for mental health support.
* We provide comprehensive benefits packages that include healthcare, retirement plans, and other perks to support our employees' financial security and overall well-being.
* We recognize the importance of work-life balance and offer flexible work arrangements whenever possible, accommodating personal needs and responsibilities.
* We ensure fair and competitive remuneration for our employees, considering factors such as job responsibilities, experience, and industry standards.
* We respect and uphold the rights of employees to freely associate, join unions, and engage in collective bargaining, in accordance with ILO standards.

**RESPONSIBILITY:** Everybody involved in our endeavors to manage and oversee Labor standards & Working conditions policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

**AMENDMENTS:** This policy is subject to any changes in the applicable laws, rules and regulations by the management.