

QACA Labour & Human Rights Policy

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1. Process History

S. No.	Process Details	Version No.	Release Date	Performed by
1.	Labour and Human Rights Policy	1.0	01 Jan 2018	Head-HR& Admin
2.	Labour and Human Rights Policy	2.0	01 Jan 2021	Head HR

2. PROCESS STAKEHOLDERS' DETAILS

S. No.	Role	Owner
1	Policy Approver	Managing Director
2	Policy Champion	Head – People Function
Other Stakeholders Details		
3	Management Committee	
4	All Concerned Departments	
5	All On Roll & Off Role Employees	

3. Introduction and purpose

Employee engagement, human rights and worker health and wellness is core to the long-term success of our business. We strive for a sustainable workforce that is stable, engaged and committed to the organization, our goals and objectives. We respect and protect the rights of our people across operations and throughout our business relationships.

We are committed to ensuring that our employees are subject to fair working practices and are treated with respect. Within our business, the rights of our employees are respected by the implementation of this policy and our Code of Ethics.

QACA's policies and codes are based on and fully respect the International Bill of Human Rights and the International Labour Organization's declaration on Fundamental Principles and Rights at Work and the Children's Rights and Business Principles.

4. Requirements

- 4.1. **Non-discrimination** - QACA shall not accept any form of discrimination against QACA people based on race, colour, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, age, disability, or other distinguishing characteristics. Employment-related decisions, from hiring to termination and retirement shall be based on relevant and objective criteria. QACA has an Inclusion and Diversity policy that recognizes difference as a positive element.
- 4.2. **Forced labour** - QACA shall prohibit any form of forced labour, including bonded labour, indentured labour, slave labour, or human trafficking. QACA people shall be allowed to move around freely and leave their place of work when their work shift ends.
- 4.3. **Child labour** - QACA shall not condone the hiring of child labour under any circumstances. The minimum age for full-time employment in 'regular work' shall be 16 years old or the legal minimum age for employment, whichever is greater. If the local minimum working age is 14 year old in accordance with exceptions for developing countries, this lower age shall apply. QACA shall refrain from hiring workers under the age of 18 years old for positions where 'hazardous work' is performed.
- 4.4. **Freedom of association and collective bargaining** - QACA shall respect employees' rights to form, not join or join a labour union or other organisation of their choice, and bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment. If no legally recognised union exists in operations, or if only state-authorized organisations are allowed, QACA shall respond to initiatives to establish internal means to achieving effective representation of workers' interests.
- 4.5. **Harassment** - QACA shall protect workers from any acts of physical, verbal, sexual or psychological harassment, abuse or threats in the workplace by either their fellow workers or their managers
- 4.6. **Working hours, benefits and wages** - QACA shall ensure, as a minimum, it adheres to all applicable laws or industry standards, whichever may be more stringent, relating to wages, working hours, overtime and benefits. QACA shall be committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement see performance management. In the event of termination of employment, QACA shall meet or exceed applicable laws and industry standards.
- 4.7. **Leave** - QACA shall grant all employees the right to sick leave and annual holiday, as well as maternal/parental leave for employees who have to care for a new-born child or newly adopted child as provided by national legislation. Employees who take such leave shall not face dismissal or threat of dismissal, and subject to business conditions, shall be able to return to their former employment or equivalent employment on comparable terms of employment.

4.8. Employee contracts and letters - All QACA employees shall be provided with a written, understandable and legally binding contract/letter. QACA shall not rely on part-time, short-term or casual labourers, to pay lower wages and offer fewer benefits. This relates to contracts and compliance and individual freelancers, contractors and consultants.

5. Scope

This policy applies globally to the management, employees and contract workers of all entities in the QACA. Our joint ventures and business partners are strongly encouraged to adopt and implement our policy.

6. Compliance

All projects/units within the QACA shall comply with the provisions of the labour and human rights policy as well as national laws and regulations. Should there be differences between the content of this policy and the national laws or other applicable standards, the more rigorous requirements shall apply.

7. Responsibilities

Line management is responsible for human rights and labour rights along with individual employees. This policy statement has the complete support of the Board of Directors and the Management team of QACA.

Revision Number	Date	Revised by	Approved by	Summary of changes
QACA-PF-LHRP [Rev 2]	1 Jan 2021	DGM – People Function	Managing Director/ Executive Director	