

## MOROIL – SA 8000 MANUAL

Section : SAM (vii) Title : Policies for SA 8000 requirements	Issue No.1R0 Date of Issue: 15 December 2023 Page 1 of 5 pages
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The purpose of this document is to define the policies established by MOROIL to demonstrate the implementation of the various requirements of SA 8000:2014.

### **Child labor**

MOROIL does not engage in nor supports child labor. MOROIL will ensure that individuals have reached at least 18 years at the time of recruitment. It maintains proof of age at the time of appointment for all its personnel.

*Detailed information is available in the procedure SAM 101.*

### **Forced or compulsory labor**

MOROIL does not engage in nor supports the use of forced or compulsory labor, no person will ever be required to pay any deposit upon commencing work at MOROIL, we do not retain any original identification of our employees.

We value the choice of any individual working at MOROIL, and the latter is free to terminate work at MOROIL by giving the required notice as per the Mauritius Labour Laws or as per their respective contract of employment.

*Detailed information is available in the procedure SAM 102.*

### **Health & Safety**

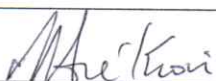

We provide all the necessary resources to ensure that MOROIL remains a safe working place. We have carried out a risk assessment for Health & Safety and have implemented the required control measures to avoid work related accidents. In addition to trained First Aiders, a permanent Health & Safety Officer has been appointed to oversee Safety at MOROIL. A qualified Occupational Health Physician has also been appointed for the ongoing medical follow-up of all employees. We have catered for the necessary personal protective equipment and their use is mandatory. Our employees form part of a Health & Safety committee, all new and current personnel are trained on an ongoing basis on Health & Safety issues.

*Detailed information is available in the procedure SAM 103.*

### **Freedom of association and right to collective bargaining**

Management at MOROIL recognizes and accepts that its employees have the right to form, join and organize trade unions of their choice in respect of Mauritian laws and to bargain collectively on their behalf. Management further undertakes that union members, representatives of workers are not subjected to discrimination, harassment, intimidation or any sort of retaliation.

*Detailed information is available in the procedure SAM 104.*

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## MOROIL – SA 8000 MANUAL

Section : SAM (vii) Title : Policies for SA 8000 requirements	Issue No.1R0 Date of Issue: 15 December 2023 Page 2 of 4 pages
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### **Discrimination**

MOROIL does not engage in nor supports any form of discrimination in hiring, remunerating, training, promotion, termination or retirement based on ethnic group, caste, disability, sexual orientation, union membership or political opinion, etc.. We do not tolerate any behavior that is considered as threatening, abusive, exploitive or sexually coercive in the workplace.

MOROIL encourages participation from all employees leading to the improvement of the organization including a better workplace through various following channels such as; Employee direct feedback, Suggestion box, Works Council meetings, Departmental briefings.

*Detailed information is available in the procedure SAM 105.*

### **Disciplinary practices**

MOROIL undertakes to treat all its employees in a fair manner with dignity and respect. We do not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. Any case of misconduct may be referred to a disciplinary committee where a person has the right to be legally represented.

*Detailed information is available in the procedure SAM 106.*

### **Working hours**

We shall comply with the laws of Mauritius for the hours of work by an employee. All overtime work is performed on a voluntary basis in accordance with the prevailing regulations.

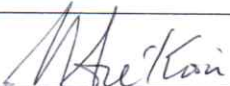

*Detailed information is available in the procedure SAM 107.*

### **Remuneration**

We remunerate our employees in excess of the wages established by the Government in the Relevant Remuneration Orders. We also provide a series of incentive schemes and benefits in a fair manner to all our employees. We may have recourse to make salary deductions as a disciplinary measure if deemed necessary. All our employees are issued with a pay slip which details the amount of their take home salary. Any person can liaise with the Human Resources Department/Payroll Department for clarification on his/her salary. All our employees are appointed on a probation period and there after confirmed subject to satisfactory performance.

*Detailed information is available in the procedure SAM 108.*

### **SA 8000 management system**

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## MOROIL – SA 8000 MANUAL

Section : SAM (vii) Title : Policies for SA 8000 requirements	Issue No.1R0 Date of Issue: 15 December 2023 Page 3 of 4 pages
--	--

While implementing SA 8000 at MOROIL, management undertakes to comply with prevailing laws as well. We have established objectives for our Social Accountability system, and these are reviewed annually during management review meetings.

*Detailed information is available in the procedures SAM 901, SAM 902, SAM 904.*

### **Social Performance Team (SPT)**

MOROIL recognizes that SA 8000 implementation requires the participation and the involvement of employees, we have thus constituted a Social Performance Team.

The Terms of Reference of the SPT have been established and all SPT members have signed the MOROIL Confidentiality Agreement.

The SA 8000 Consultant has been entrusted with the responsibility to coordinate SPT meetings and report to Management.

*Detailed information is available in the procedure SAM 902.*

### **Identification and assessment of risks**

The MOROIL SPT carries out and updates a risk assessment to identify any potential nonconformity related to the implementation of SA 8000 and to establish the necessary control measures. The risk assessment is reviewed on an annual basis.

*Detailed information is available in the procedure SAM 903.*

### **Monitoring**

The SPT has been delegated with the responsibility for the ongoing monitoring of the SA 8000 within MOROIL. They report on the performance of the SA 8000 system to Managing Director and also during Management Review Meeting.

*Detailed information is available in the procedure SAM 904.*

### **Complaint management and resolution**

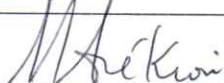

MOROIL undertakes to act upon any complaint or grievance related to its SA 8000 system in a timely manner. These will be treated in a confidential manner should the need arise, and there will not be any sort of retaliation whatsoever. Members of the SPT oversee all complaints and grievances which are SA 8000 related.

*Detailed information is available in the procedure SAM 906.*

### **External verification and stakeholder engagement**

MOROIL makes information available to external auditors upon request and provide full collaboration during audits. We also strive for stakeholders' engagement to the SA 8000 process.

*Detailed information is available in the procedure SAM 907.*

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## MOROIL – SA 8000 MANUAL

Section : SAM (vii) Title : Policies for SA 8000 requirements	Issue No.1R0 Date of Issue: 15 December 2023 Page 4 of 4 pages
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### **Corrective and preventive actions**

We undertake to investigate the root causes of nonconformities and implement corrective & preventive actions in a timely manner. The SPT shall be involved in this process.

*Detailed information is available in the procedure SAM 908.*

### **Training and capacity building**

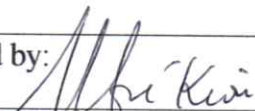

We plan and budget for training so as to enhance the competencies of our employees. As a minimum, all our employees receive SA 8000 awareness training courses; they are also made aware of the SA 8000 policies. All SPT members have obtained thorough training in SA 8000 and auditing.

*Detailed information is available in the procedure SAM 909.*

### **Management of suppliers and contractors**

MOROIL conducts due diligence while selecting contractors and suppliers, we shall not deal with any contractor or supplier who has been known to seriously breach SA 8000 principles, e.g using child labour. We evaluate our contractors and suppliers on regular basis. We do not make use of home workers. Furthermore, MOROIL encourages its major suppliers and contractors to adhere to social accountability principles.

*Detailed information is available in the procedure SAM 910.*

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