

# PIPING SYSTEM PTE. LTD.

## LABOR POLICIES

### 1. Preamble

Piping System Pte. Ltd. firmly believes that the fair treatment of all individuals involved in its operations is not only a moral imperative but also a cornerstone of its sustainable business success. We are committed to upholding the highest standards of labor practices, respecting the rights and dignity of every worker, and fostering an inclusive and diverse work environment. This set of labor policies outlines our stance on forced and compulsory labor, child labor, and non - discrimination, along with details of their approval and implementation.

### 2. Forced and Compulsory Labor Policy

#### 2.1 Policy Statement

Piping System Pte. Ltd. strictly prohibits the use of any form of forced or compulsory labor within its own operations and throughout its supply chain. Forced labor, which includes situations where workers are coerced to work through the use of violence, threats, or other means of intimidation, has no place in our company. This policy applies to all employees, contractors, subcontractors, and any other parties associated with our business activities.

#### 2.2 Approval

This policy was approved by the company's senior management committee on [Date of Approval]. The committee, consisting of the Chief Executive Officer, Chief Operations Officer, Chief Financial Officer, and heads of key departments, thoroughly reviewed the policy to ensure its alignment with international labor standards, local laws, and the company's values. The approval process involved multiple rounds of discussion, taking into account input from legal advisors, human resources experts, and representatives from different operational levels.

#### 2.3 Implementation

- **Supplier Screening:** As part of our procurement process, all potential suppliers are required to complete a detailed questionnaire regarding their labor practices. This includes questions about forced labor, worker recruitment methods, and employment contracts. We also conduct on - site audits of high - risk suppliers to verify compliance.
- **Employee Training:** All employees involved in supply chain management, procurement, and operations are provided with training on identifying and preventing forced labor. This

training includes case studies, legal requirements, and procedures for reporting suspected cases.

- **Reporting Mechanisms:** An anonymous reporting hotline has been established for employees, contractors, and suppliers to report any suspected cases of forced labor. All reports are investigated promptly by a dedicated team within the company, and appropriate actions are taken, which may include termination of contracts with non-compliant parties.

## 3. Child Labor Policy

### 3.1 Policy Statement

Piping System Pte. Ltd. is committed to the elimination of child labor. We recognize that children have the right to an education and a childhood free from exploitation. The company will not employ any person below the minimum legal working age as defined by the local laws of the countries where we operate. In cases where local laws allow for limited forms of work by young persons, we ensure that such work is not hazardous and does not interfere with their education.

### 3.2 Approval

The child labor policy was approved by the company's board of directors on [Date of Approval]. The board, after considering reports from international labor organizations, local government regulations, and industry best practices, unanimously voted in favor of the policy. The approval was based on the understanding that the protection of children's rights is essential for the long-term social and economic well-being of the communities in which we operate.

### 3.3 Implementation

- **Age Verification:** Before hiring any new employee, we conduct thorough age verification procedures. This includes requesting official identification documents such as birth certificates or national identity cards. For contractors and subcontractors, we require them to provide evidence of age verification for all their workers.
- **Community Engagement:** The company actively engages with local communities to support educational initiatives. We collaborate with schools and non-profit organizations to promote enrollment and retention of children in education, aiming to reduce the likelihood of children entering the workforce prematurely.
- **Monitoring and Auditing:** Regular internal audits are conducted to ensure compliance with the child labor policy. In addition, we may engage third-party auditors to conduct independent assessments of our operations and supply chain to detect any signs of child labor.

## 4. Non-Discrimination Policy

## 4.1 Policy Statement

Piping System Pte. Ltd. is dedicated to providing a work environment free from discrimination. We do not discriminate against any employee, contractor, or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law. All individuals are treated equally and fairly in all aspects of employment, including recruitment, hiring, promotion, training, compensation, and termination.


## 4.2 Approval

This non - discrimination policy was approved by the company's executive team on [Date of Approval]. The approval process involved a review of the policy by the company's legal department to ensure compliance with anti - discrimination laws in all the countries where we have a presence. The executive team also considered the impact of the policy on the company's culture and reputation, recognizing that a diverse and inclusive workforce is more innovative and productive.

## 4.3 Implementation

- **Recruitment and Selection:** All job advertisements are worded in a non - discriminatory manner. Recruitment processes are designed to focus on the skills, qualifications, and experience of candidates. Selection panels are trained to avoid unconscious bias and to evaluate candidates based on objective criteria.
- **Training and Development:** All employees receive regular training on diversity and inclusion. This training helps to raise awareness of different cultures, perspectives, and the importance of treating everyone equally. The company also provides opportunities for employees from underrepresented groups to participate in leadership development programs.
- **Grievance Procedures:** An effective grievance procedure has been established for employees who believe they have been the victims of discrimination. Complaints are investigated promptly and confidentially, and appropriate corrective actions are taken to address the issue and prevent future occurrences.

In conclusion, Piping System Pte. Ltd. is committed to the full implementation of these labor policies. We regularly review and update our policies and procedures to ensure continued compliance with evolving legal requirements and best practices in the field of labor relations.

Approved by: 

Date: 9<sup>th</sup> July, 2024

Piping System Pte. Ltd.

