



PackMentor Ethical Sourcing and Labour Standards Policy

1. Policy Statement and Commitment

PackMentor is committed to promoting and maintaining **ethical business practices** and upholding the dignity and human rights of all individuals involved in our supply chain. This policy establishes the minimum labour standards and expectations for all entities that supply goods or services to PackMentor, including direct suppliers, subcontractors, and agents ("Suppliers").

Suppliers must comply with all applicable national and local laws, regulations, and industry standards, and adhere to the principles outlined by the International Labour Organization (ILO) Conventions and the UN Guiding Principles on Business and Human Rights.

2. Scope and Application

This policy is an integral part of PackMentor's contractual agreements with its Suppliers. Failure to comply with the terms of this policy may result in the immediate termination of the business relationship. This policy applies to all aspects of the Supplier's operations related to the production and provision of packaging materials and services for PackMentor.

3. Core Labour Standards

3.1 Anti-Slavery and Forced Labour (Zero Tolerance)

Forced, bonded, involuntary, or compulsory labour is strictly prohibited. Suppliers must not use any form of forced labour, including prison labour, indentured labour, slave labour, or human trafficking.

- Workers must have the **freedom of movement** and the right to leave their employment after reasonable notice.
- Workers shall not be required to lodge deposits or identity papers with their employer.



3.2 Anti-Child Labour

Suppliers must not employ children below the local legal minimum working age or below the age of 15, whichever is higher, except where local law allows for "light work" above the age of 13.

- Juvenile workers (above the minimum age but under 18) must not be exposed to **hazardous work** that could jeopardize their health, safety, or moral development.
- Appropriate systems must be in place to **verify the age** and identity of all employees.

3.3 Wages and Benefits

Wages paid for a standard working week must meet or exceed the national or local **legal minimum wage**.

- Wages must be sufficient to meet basic needs and provide some discretionary income.
- Workers must be provided with all legally mandated benefits (e.g., social security, insurance, paid leave).
- All workers must receive **clear, written, and understandable information** regarding their pay before employment and for the pay period concerned. Deductions from wages as a disciplinary measure are not permitted.

3.4 Working Hours

Working hours must comply with all applicable laws and mandatory industry standards.

- The standard working week shall be defined by law and shall not exceed **48 hours** (excluding overtime).
- All overtime must be voluntary, used sparingly, and compensated at the legally required premium rate.
- Workers shall be entitled to at least **one day off** in every seven-day period.



3.5 Discrimination and Diversity

Suppliers shall not engage in or support discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on:

- Race, colour, age, sex, sexual orientation, gender identity, ethnicity, caste, national origin, or religion.
- **Equal opportunities** must be afforded to all workers.
- Any form of physical, psychological, or verbal **harassment or abuse** is strictly prohibited.

3.6 Freedom of Association and Collective Bargaining

The rights of all workers to form and join trade unions and to bargain collectively shall be respected.

- Suppliers must adopt an open and collaborative attitude towards the activities of trade unions.
- Where the right to freedom of association and collective bargaining is restricted by law, the employer shall facilitate, and not hinder, the development of **parallel means** for independent and free association and bargaining.

4. Health, Safety, and Environment (HSE)

4.1 Health and Safety

A safe and hygienic working environment must be provided, mitigating all hazards and risks.

- Access to clean toilet facilities, potable water, and adequate ventilation and lighting must be provided.
- Safety training, **Personal Protective Equipment (PPE)**, and access to first aid must be ensured.



4.2 Environmental Responsibility

Suppliers must comply with all local and national environmental laws and regulations.

- This includes obtaining and maintaining all necessary **environmental permits** and licenses.
- Suppliers are encouraged to minimize waste, reduce energy consumption, and manage chemical and hazardous materials responsibly.

5. Implementation, Monitoring, and Corrective Action

5.1 Due Diligence

Suppliers must perform their own **due diligence** to ensure their subcontractors, agents, and supply chain partners also adhere to the requirements of this policy.

5.2 Monitoring and Auditing

PackMentor reserves the right, or may appoint third-party auditors, to conduct announced or unannounced **on-site inspections and audits** of Supplier facilities to verify compliance with this policy.

5.3 Corrective Action

If a non-compliance issue is identified:

1. The Supplier must submit a detailed **Corrective Action Plan (CAP)** to PackMentor within an agreed timeframe.
2. The Supplier must execute the CAP and demonstrate satisfactory remediation.
3. Failure to address or remediate non-compliance issues within the stipulated timeframe may lead to the **termination of the business relationship** and reporting to relevant authorities, where applicable.

6. Governance and Reporting

Suppliers are encouraged to use **PackMentor's confidential grievance mechanism** to report any known or suspected violation of this policy. PackMentor guarantees protection against retaliation for any employee who reports concerns in good faith.