

INDORAMA	FE «Indorama Agro» LLC	Doc no	H.01.F22-P31/D001
		Issue No & Date	01.12.2023
	Third Party Worker's Code of Conduct	Rev.No & Date	
		Implementation Date	02.01.2024
		Page No.	Page 1 of 3
THIRD PARTY WORKER'S CODE OF CONDUCT			

Introduction

FE “Indorama Agro” LLC (IAL) is committed to upholding the highest ethical standards in all its operations. This Third-Party Labour Code of Conduct outlines the expectations and requirements for all contractors, sub-contractors & third-party laborers working on behalf of our organization.

Responsibility

1. Development & Review: HR & Accounts team
2. Execution – Accounting, Field Operations & NUC coordination team
3. Monitoring – HR Team
4. Reporting – Finance Head, HR Manager, COO

We expect all contractors, sub-contractors & third-party laborers, and their employees to adhere to these principles and to ensure a safe, respectful, and fair working environment.

1. Fair Wage Payment

1.1. Compensation

- All laborers shall be paid a wage that meets or exceeds the applicable legal minimum wage in their respective jurisdiction.
- Overtime and other wage-related benefits shall be provided as required by local laws and regulations.
- Wage payments shall be made accurately and on a regular schedule, with clear records provided to workers.

2. No Forced Labour

2.1. Freedom of Employment

- No form of forced labour, including bonded labour, involuntary servitude, or human trafficking, shall be tolerated.
- Laborers must be employed voluntarily, and they have the right to terminate their employment with reasonable notice.

Prepared by:	Position : Manager of HR	Date: 01.12.2023	Signature: 
Checked by:	Position : Head of HR	Date: 01.12.2023	Signature: 
Approved by:	Position : General Director	Date: 01.12.2023	Signature: 

2.2. Recruitment and Documentation

- Recruitment processes must be transparent, free of any bias and respectful.
- Laborers shall not be required to surrender any personal identification documents as a condition of employment.

3. No Child Labour**3.1. Age Requirements**

- Child labour is strictly prohibited. No one under the legal minimum working age in their respective jurisdiction shall be employed.
- Young workers, where legally employed, shall not be subjected to hazardous work conditions, and shall receive appropriate protection.

4. Workplace Safety**4.1. Health and Safety**

- Laborers shall have a safe and healthy working environment, with access to necessary safety equipment.
- Adequate training and information shall be provided to mitigate workplace risks.
- Contractor will provide all PPEs (if any required) to execute the assigned task.
- Contractor ensures the decent work environment and hygiene of workplace.

4.2. Emergency Preparedness

- Procedures and resources must be in place for handling emergencies and accidents in the workplace.

5. Non-Discrimination and Respect**5.1. Equal Treatment**

- All laborers shall be treated with dignity and respect, regardless of race, colour, religion, gender, age, national origin, sexual orientation, disability, or any other protected characteristic.
- Discrimination, harassment, or any form of intimidation is strictly prohibited.

6. Sexual Harassment**6.1. Prevention and Reporting**

- Sexual harassment is not tolerated. Laborers must be free from any form of sexual harassment.
- A clear procedure for reporting harassment should be established, ensuring confidentiality and protection for those who report.

Prepared by:	Position : Manager of HR	Date: 01.12.2023	Signature: 
Checked by:	Position : Head of HR	Date: 01.12.2023	Signature: 
Approved by:	Position : General Director	Date: 01.12.2023	Signature: 

7. Ethical Conduct**7.1. Integrity**

- Laborers are expected to act with honesty, integrity & professionalism in all their dealings with IAL and its stakeholders.
- Contractor will not deploy the employees of IAL.
- compliance with the principles of commercial secrecy.

8. Compliance and Monitoring**8.1. Compliance**

- IAL reserves the right to audit & monitor labour practices to ensure compliance with this Code of Conduct.

8.2. Remediation

- In cases of non-compliance, corrective actions should be taken promptly, including potential termination of the contractual relationship.

9. Reporting Violations

- Laborers are encouraged to report any violations of this Code of Conduct to IAL through our grievance management channel, human resource department and or relevant authorities as they feel deemed fit to.

Conclusion

By agreeing to work on behalf of IAL, all third-party laborers and subcontractors acknowledge their commitment to upholding the principles outlined in this Code of Conduct. Failure to adhere to these principles may result in contractual consequences.

IAL is dedicated to fostering a safe, ethical, and inclusive working environment for all laborers and expects the same commitment from its third-party partners.

Prepared by:	Position : Manager of HR	Date: 01.12.2023	Signature: 
Checked by:	Position : Head of HR	Date: 01.12.2023	Signature: 
Approved by:	Position : General Director	Date: 01.12.2023	Signature: 