

ADVANCED FACILITIES MANAGEMENT

Policy: | LABOR RIGHTS

Policy No.:	AFM-POL.2.0
Superseded Policy:	Original
Effective Date:	05.Apr.2015
Issue Date:	05.Apr.2015

Issued by:

Salah Rajhi
General Manager



1. Objective:

Advanced Facilities Management (together with its subsidiaries, or the "Company") are committed with the UN - Global standards on the Labor rights or equal treatment of all employees;

- (1) Freedom of association;
- (2) Elimination of all forms of forced or compulsory labor;
- (3) Effective abolition of child labor;
- (4) Elimination of discrimination in respect of employment and occupation;

AFM aims to establish its best practices in respect to the global standards on fundamental Labor rights and to be recognized as employer of choice by employees, partners and stakeholders.

2. Scope:

All Advanced Facilities Management employees;

- (1) Has the right to freedom of association to become member of legally accepted groups.

- (2) has the right to work, to free choice of employment, to just and favorable conditions of work and environment.
- (3) Without any discrimination, has the right to equal pay for equal work experience.
- (4) Has the right to just and favorable remuneration ensuring an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.

3. Statement of Policy:

Advanced Facilities Management (AFM) is committed to respecting the right of employees to discuss freely as an essential element to freedom of association. AFM with its 'Open door policy' entitles all employees to freely discuss with management all matters relating to their aspects of employment including, but not limited to, the following areas:

- Hours of work vs. Payroll;
- Grievance procedure;
- Progressive discipline;
- Termination;
- Maternity leave;
- Deductions;
- Keeping records;
- Sexual harassment;
- Probationary periods;
- And other employee relations related areas

AFM will not use or support the use of any type of forced or bonded labor, including slave labor, labor without pay, or labor demanded of workers because of their debt to the company. All workers are free to leave the workplace at the end of the working day.

AFM will not use or support the use of child labor as defined in the United Nations International Labor Organization Minimum Age Convention (138). Under no circumstances will AFM employ children below the age of Eighteen (18).

AFM is an equal opportunity employer. We utilize available human resources to the fullest, regardless of race, color, religion, sex, age, national origin, status or sexual orientation. Our employee relations policy governs all areas of employment, including recruiting, job assignment, rewards & recognitions, promotions, demotions, discipline, termination, transfers, and rates of pay or other forms of compensation and benefits.

AFM Fundamental Labor rights policy corresponds to international standards and Group commitments:



AFM fundamental Labor rights policy correspond to the core principles (based on 8 conventions) of the International Labor Organization (ILO): The ILO an United Nations agency which aims to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.



In 2013, AFM voluntarily signed the United Nations Global Compact. The United Nations Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with 10 universally accepted principles.