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Labours' Rights Policy

	SYNCHRO Engineering Co. Ltd شركة اينكرو الهندية المحدودة	Documents No.: SYN/MNL-2011-004		
		Issue No.: 1	Rev. No.: 3	Department: Management
LABOURS' RIGHTS POLICY		Issue Date: 01-11-2011	Rev. Date: 01-01-2018	Page: 1 of 5

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1. CODE OF CONDUCT AND ETHICS

SYNCHRO has a published Code of Conduct and Ethics which is communicated to all employees and publicly available on our corporate website.

The purpose of the Code is to ensure that all SYNCHRO employees and those acting on our behalf are aware of the standards of ethical behavior and integrity in all business dealings that are required of all Directors, management and staff. These standards both protect us from business risk and support the development of trust and positive relationships with all business associates, colleagues and partners.

2. WORKPLACE PRACTICES

At SYNCHRO, we strive to attract, engage and retain employees who can help deliver our business strategy in a way which aligns with our core commitment to our core values, ethical conduct and integrity in all we do. Our commitment to our employees is to respect and uphold their rights in all aspects of their employment and engagement with SYNCHRO.

Our approach to creating an ethical working environment stems from a basic appreciation and respect for core internationally accepted labor standards. These employee rights are encompassed in the globally ratified International Labor Organization's Declaration of Fundamental Principles and Rights at Work which we support, and are enhanced by advanced human resources practices which make SYNCHRO not only a great place to work, but also an ethical one.

3. EMPLOYEE RIGHTS

We believe that employees should know their rights in respect of their employment with our Company. Employees join SYNCHRO out of their own free will and in full agreement to the proposed terms and conditions. We do not require any employee to remain in employment for any period of time against his or her will, or use practices which restrict employees' ability to terminate employment. We do not engage in forced labor in any way, and we do not employ children in any part of our business operations. As a minimum, SYNCHRO employees are rewarded in accordance with laws and regulations governing salaries and benefits in each country in which we operate.

Further, we respect the right of employees to open communication and human and equitable treatment. We maintain open and direct communication with our employees and encourage their full participation in our business. We provide updates to employees about business

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activities and results, and all other matters which affect them, or may help them perform their roles more effectively.

During the course of employment, management and members of our Human Resources team are committed to responding to all questions or grievances raised by employees relating to terms and conditions, rights and any other matters of concern.

4. EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

SYNCHRO strive to maintain an inclusive work culture in which each employee feels respected and valued and has the opportunity to develop and grow in line with business needs and personal aspirations.

We offer all individuals equal opportunity to join the Company, and to progress within the Company according to performance and potential.

We embrace employees from all possible backgrounds representing different dimensions of diversity which include gender, race, color, religion, nationality, age, sexual orientation, disability, marital status, and other aspects of diversity.

We aim to ensure that our workplace is free of all forms of discrimination, harassment, violence and other behaviors which might negatively impact the workplace experience, such as alcohol or substance-abuse.

5. GENDER EQUALITY AND WOMEN'S EMPOWERMENT

- The promotion of gender equality and the empowerment of women are central to the mandate of SYNCHRO and intrinsic to its human rights-based approach to development programming. This effort includes advocating for women's and girls' human rights, combating discriminatory practices, and challenging the roles and stereotypes that create inequalities and exclusion.
- SYNCHRO Projects will be gender-responsive in their design and implementation. SYNCHRO will seek to identify and integrate the different needs, constraints, contributions and priorities of women, men, girls and boys into its programming.
- SYNCHRO Projects will promote gender equality and the empowerment of women. SYNCHRO will seek to reduce gender inequalities in access to and control over resources and the benefits of development. Projects will ensure that both women and men

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are able to participate meaningfully and equitably, have equitable access to Programme and Project resources, and receive comparable social and economic benefits.

- SYNCHRO will ensure that its Projects do not discriminate against women or girls or reinforce gender-based discrimination and/or inequalities

6. EMPLOYEE HEALTH AND SAFETY

SYNCHRO aims to provide all employees with a workplace which is healthy and safe, and free from all known health and safety risks. We observe all laws and regulations regarding employee safety and nominate Safety Officers in key locations to ensure safe working practices are upheld.

7. HUMAN RIGHTS IN OUR SUPPLY CHAIN

SYNCHRO aim to uphold the human rights of all those affected by our business activities, and in particular, of the employees engaged in our supply chain; This is not only the right thing to do; it also helps protect our business from risk. We are guided by our respect for internationally recognized human rights, which include those set out in the Universal Declaration of Human Rights and in the International Labor Organization's Declaration of Fundamental Principles and Rights at Work.

We uphold all applicable laws in all countries in which we operate, and go beyond the law where relevant in order to do the right thing and treat all those with whom we interact with respect and dignity.

8. SUPPLIER ENGAGEMENT AND CONTRACT OPERATIONS

We work with outsourced vendors for the supply of our products and components which are manufactured and assembled to our specifications. In general, we cultivate long-term relationships with our outsourced vendors, who are of themselves large national or global, respected business operations that are familiar with our approach to human rights and labor standards. Of necessity, we work closely with our outsourced suppliers enabling us to observe the standards that are maintained and the workplace conditions provided to their employees.

We strive to have our outsourced vendors and key suppliers confirm that they observe the following practices which protect labor rights and human rights:

- Respect for employees and treating employees with dignity, applying humane, decent and fair practices. To the extent possible, suppliers will invest in employee training and development.

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- Encourage diversity and avoidance of discrimination in the workplace.
- Declare support for freely chosen employment and prohibit any form of forced labor.
- Prohibit child labor under the legal age permitted by law in the country of operation.
- Act in accordance with working hours as defined by local laws.
- Observe laws and regulations relating to health and safety of employees.
- Compensate employees in accordance with applicable laws and regulations.
- Provide formal grievance mechanisms for employees to voice their concerns and receive appropriate acknowledgement without fear of retaliation.

9. SOURCING AND SUPPLY

We aim to source all the materials used in our supply chain for the manufacture of our products in a way which upholds human rights, for example, taking in to account the rights of indigenous peoples in extractive industries for metals and elements used in our products.

We expect our suppliers to engage in responsible sourcing practices, using verified sources where possible. Consistent with this Policy SYNCHRO established a detailed Conflict Minerals Policy addressing the Human Rights and environmental issues connected with the mining and trading of tantalum, tin tungsten and gold which are used in the electronics industry supply chain.

End of Policy

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