



Fatima Group

**Fatima Sugar Mills Limited**

Sanawan, Punjab - Pakistan

Doc #: FSML/BS/HR-1

REV # : 00

**Human & Labor Rights Policy**

**Effective Date: 02-06-2025**

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## **1. PURPOSE**

FSML Committed to uphold human and labor rights for its employees, contractors, growers, suppliers, customers, visitors and stakeholders. Our relationships with these stakeholders are valuable and key to our success. HSML is committed to developing and maintaining high standards that deliver a fair, respectful, and safe workplace, aligned with Punjab Factory Act, United Nations Guiding Principles on Business and Human Rights (UNGPs) and BPS V.5.2 applicable human and labor laws.

## **2. SCOPE**

This policy applies to all activities and processes of Fatima Sugar Mills Limited in relation to the plant and agriculture farms.

## **3. OBJECTIVES & STEPS**

### **3.1. NON-DISCRIMINATION**

3.1.1. FSML does not tolerate any form of discrimination against employees based on recruitment, promotion, training access, remuneration, wages, and other employment benefits shall be free from discrimination based on race, color, gender, language, religion, political or other opinion, caste, national or social origin, union affiliation, sexual orientation, age, disability, or any other characteristic

3.1.2. Employment-related decisions, from hiring to termination and retirement, will be based solely on lawful, non-discriminatory criteria.

3.1.3. Equal opportunities will be provided to all employees for skill enhancement and career progression.

### **3.2. FORCED LABOR**

3.2.1. FSML does not tolerate any form of forced labor, including bonded labor, indentured labor, or human trafficking. Workers are free to move and leave their workplace at the end of their working hours. Employees wishing to resign must provide at least one month's notice or follow the requirements specific to their employment type.

### **3.3. CHILD LABOR**

3.3.1. FSML prohibits hiring child labor under any circumstances for individuals under 18 years of age. The minimum age for full-time employment is 18 years or the legal minimum age under applicable law, whichever is higher. In cases where the local minimum working age is 14, this lower age will apply only where legally permissible. FSML does not employ individuals under 18 for positions requiring hazardous work that poses risks to health, safety, or the environment.

### **3.4. FREEDOM OF UNIONIZATION AND COLLECTIVE BARGAINING**

3.4.1. FSML respects employees' rights to form, join, or not join a labor union and to engage in collective bargaining in support of their mutual interests without fear of punitive actions such as intimidation, harassment, or termination.

### **3.5. GENDER-BASED VIOLENCE, HARASSEMENT, AND EXTORTION**

3.5.1. The company enforces a zero-tolerance policy against all forms of gender-based violence, harassment, or extortion within the workplace.

3.5.2. Mechanisms for confidential reporting and resolution of such issues will be actively maintained.

3.5.3. Perpetrators of such acts will face strict disciplinary action, up to and including termination and legal prosecution.

### **3.6. WORKING HOURS, BENEFITS, AND WAGES**

3.6.1. FSML adheres to all applicable laws and industry standards concerning minimum wages, working hours, overtime, and benefits, ensuring compliance with both national and international labor standards.

3.6.2. Employees are not required to work more than 60 hours a week, including overtime, on a regular basis, or exceed local legal limits on regular hours and overtime.



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3.6.3. Overtime wages must be paid in legal tender regularly. Wage deductions as disciplinary measures are not permitted unless stipulated by national law. Employees are entitled to at least one day off every seven days, reasonable breaks during work, and sufficient rest periods between shifts.

3.6.4. FSML is committed to continuously developing employees' skills and capabilities and providing opportunities for career advancement.

3.6.5. A retrenchment plan will be developed prior to any collective dismissals in compliance with national and local laws, involving consultation with workers' organizations and, if applicable, governmental bodies.

### **3.7. CURTAILED DAYS:**

In instances of curtailed work days due to unforeseen circumstances, FSML commits to providing full payment to workers for those days. Employees will be informed promptly about any such changes to their work schedules.

### **3.8. EMPLOYEE CONTRACTS/LETTERS**

3.8.1. All employees will receive a written, understandable, and legally binding employment contract or letter, consistent with union agreements.

### **3.9. EMPLOYEE PROTECTION FOR GRIEVANCE REPORTING**

**3.9.1. Protection:** FSML recognizes the importance of safeguarding employees who raise grievances regarding abuse, forced labor, and harassment. We are committed to ensuring that all employees feel safe and supported when reporting such issues.

**3.9.2. Confidentiality:** All grievances will be treated with the utmost confidentiality. Information related to the grievance will be disclosed only to those who need to know for the purposes of investigation and resolution.

### **3.10 WHISTLEBLOWING**

FSML is committed to fostering a culture of transparency, accountability, and integrity. The whistle-blowing mechanism enables employees, contractors, suppliers, customers, and stakeholders to report unethical practices, violations of company policies, and breaches of laws or regulations without fear of retaliation.

#### **3.10.1 Reporting Mechanism:**

FSML has accessible grievance mechanism for reporting concerns through website portal, phone number and grievance boxes.

Reports can be made anonymously, and individuals are encouraged to provide sufficient detail to facilitate effective investigation.

#### **3.10.2 Protection and Non-Retaliation:**

- FSML guarantees protection for whistleblowers from any form of retaliation, such as dismissal, demotion, harassment, or discrimination.
- Employees who attempt to retaliate against whistleblowers will face disciplinary action, including termination.

## **4. UNGPs FOR INDUSTRIAL HUMAN & LABOR RIGHTS**

### **1. Protect**

- Comply with national labor laws, the ILO Core Conventions, and international human rights standards.
- Ensure safe and healthy working conditions, fair wages, and decent working hours.
- Prevent child labor, forced labor, and discrimination in all operations.



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## 2. Respect

- Recognize and respect the rights of all workers, contractors, and stakeholders.
- Uphold freedom of association and the right to collective bargaining.
- Ensure equal opportunity, dignity, and gender equality at the workplace.

## 3. Remedy

- Provide accessible grievance mechanisms for workers and stakeholders.
- Investigate complaints transparently and ensure timely corrective action.
- Guarantee fair treatment, compensation, and measures to prevent recurrence.

### 3.10.3 Communication and Training:

- FSML provides awareness about the human and labor rights through training.

## 4. ROLES AND RESPONSIBILITIES

4.1. The GM Mills is responsible for policy approval.

4.2. The Admin & H.R ensure communication and implementation of this policy.

4.3. The Admin & H.R is responsible for advising on policy content and ensuring annual review and updates as necessary, and for communicating policy with stakeholders, like customers, suppliers, contractors, and visitors.

4.6. All management, employees, contractors, growers, suppliers, customers, stakeholders, and visitors of FSML must comply with this policy and take responsibility for ensuring that all initiatives align with it.

**Review and Revisions:** Normal review and update frequency of this document is once in a year, but should be updated if and when needed within the due period

**Prepared By**  
Manager HR

**Reviewed By**  
(GM FSRDC)

**Approved By**  
Resident Director

## REVIEW STATUS

REVIEW DATE	REMARKS	REVIEWED BY	SIGNATURE	APPROVED BY	SIGNATURE
		HR & GM FSRDC		RD	
		HR & GM FSRDC		RD	



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HR & GM  
FSRDC

RD