



Protechnique Ethical Trading Policy

Protechnique has and always maintains a high level of commitment to trading ties and bonds executable at commercial and ethical levels. Our trade policy is based on fair trade ethically done, and we will reinforce this policy by dealing with suppliers, manufacturers and contractors who adhere to our standards. These parties will be evaluated against the below standards:

No bribery offered at any level or transaction of trade

Bribery is the act of offering money, gifts, hospitality, or services in return for or in anticipation of more special treatment. Suppliers must execute their businesses in an ethical way and must not look to obtain advantage by means of unethical or dishonest practices including without limitation; bribery, corruption, kickbacks, the provision of gifts, favours or services.

Legality-based salaries

Salaries and packages paid to workers must be paid according to all wage laws, including those relating to minimum wages, overtime hours and legal entitlement and benefits. Workers shall be paid for overtime at pay rates more than regular hourly rates in compliance with local laws. Cuts from salaries as a disciplinary action is not permitted.

Laborers are obliged to do tasks beyond their responsibilities

Any assignment or task that is requested from any person under the threat of a penalty or where they have not voluntarily accepted it into their employment contract. Examples include slave or indentured labour, bonded labour, involuntary labour, involuntary or unpaid prison labour. On such occasions, workers are not obliged to present their documents and have the freedom to leave their jobs.

Underage labor is not allowed

Assigning work to children is not to be present in any stage of manufacturing. By "child", we mean any person under the age for completing mandatory education or under the minimum age for employment in the country. We support the use of legitimate workplace apprenticeship programs, which comply with all laws and regulations. Workers under the age of 18 shall not do work that is likely to put at stake their health or safety.

Compliance with standard working hours

Working hours must comply with the national laws with great protection. Employees are not supposed to work more than 48 hours per week (or less in accordance with local/national laws); as well as not work more than 12 hours of overtime; and should get one day off in 7. Overtime should not be demanded on a regular basis and should always be compensated at a premium rate. Where the company is party to a collective bargaining agreement freely negotiated with worker organisations it may require overtime work in accordance with the agreement to meet short term demand.

Staff's rights are preserved

Harsh and inhumane treatment shall not be shown. This includes any sexual harassment or abuse, company punishment, mental or physical unsuitability or verbal misconduct towards workers. Suppliers shall clearly define and communicate disciplinary policies and procedures in support of these requirements. The management shall have open communication and direct engagement with the workers



which is considered a very effective way to resolve workplace and compensation issues. Workers have the right to member freely, join or not join labour unions, seek representation, and join workers' councils in accordance with local laws shall be respected. Workers also have the right to be able to openly communicate and share discomfort with management regarding working conditions and management practices without fear, intimidation or harassment.

No discrimination of any type

Protechnique is in full support of a workers free of harassment and unlawful discrimination. Suppliers and manufactures shall not be part of in discrimination based on race, colour, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, council's membership or marital status in hiring and in employment practices such as promotions, rewards, and access to training.