

Policy Name	Involuntary Labour
Policy Type	Group Policy
Document Number	SKtes-GRPCOM-HUM- 010

1. POLICY STATEMENT

SK tes prohibits and maintains a zero-tolerance stance towards any act of involuntary or forced labour; and any individuals or organizations found engaging, supporting or assisting with such activities.

2. DEFINITIONS

Involuntary Labour also known as Forced or Compulsory Labour refers to (a person) working against his / her will to benefit another, usually under some form of coercion, to which it may constitute slavery.

3. POLICY

- 3.1. Employment contracts will be issued prior to employment commencement, with terms and conditions clearly stated and conveyed to employees in their native language. Consent shall be sought and obtained from the employee(s) in the event employment terms (and conditions) are changed during the employment period.
- 3.2. Employees have the right to freely enter and terminate their employment as per the agreed provision stated in their employment contract. If the employee does not fulfil the notice period stipulated in the employment contract, to the permissibility of the local labor law, the Employer reserves the right to apply or levy relevant penalties.
- 3.3. Employees retain their original identification documents (passports, identification papers, travel documents etc.).
- 3.4. Employees will not be confined or have their freedom of movement restricted to the inside their working area and facilities, except necessary for their safety or sanctioned under certain emergency orders and shall always have free access to drinking water and sanitation.
- 3.5. Any fees incurred during the recruitment process, including application, recommendation, hiring, skills test, placement, processing, renewals, and/or recurring fees or any kind will be borne by the Employer. Otherwise, employees can seek full reimbursement within 30 days upon receiving their official receipts.



- 3.6. Neither deposits nor loans should be requested or offered to any (all) employees.
- 3.7. Overtime (work) is entirely voluntary. Punitive action will and must not be imposed on any employee such as salary deductions, apply coercion of any kind, denial of future opportunities for overtime, to employees not willing to perform overtime.
- 3.8. Production quota or piecework rates cannot be applied if employees need to work beyond regular working hours (including overtime) to earn the legal Minimum Wage or the prevailing industry wage.
- 3.9. Employee banking information is only requested for the purpose of salary administration and expense reimbursement.