






الشركة العمانية لدرفلة الالمنيوم  
OMAN ALUMINIUM ROLLING COMPANY

## LABOUR AND HUMAN RIGHTS PROCEDURE OARC-CORP-PRO-D004

Rev	Date	Description	Prepared by	Reviewed By	Approved by
00	26.2.2024	Initial Issue	HR Specialist	Manager - HR	CEO
		Signature			

### 1. Objective:

The main objective of this procedure is to ensure that OARC and its employees comply with all applicable labour and human rights laws and regulations in Oman. We are committed to treating our employees fairly and providing them with a safe and healthy work environment, fair compensation, and equal opportunities for advancement. Through this procedure, we aim to promote a positive workplace culture that values and respects the rights and dignity of all employees. Our specific objectives include:

- Compliance: To ensure that we comply with all relevant labour laws and regulations in Oman, and to review and update this procedure as necessary to ensure ongoing compliance.
- Fair Treatment and Non-Discrimination: To ensure that all employees are treated fairly and equally regardless of their race, gender, religion, caste, age, disability, or any other protected characteristic under the law.
- Working Hours and Overtime: To ensure that our employees receive adequate breaks and time off, and we pay overtime according to the law.
- Wages and Benefits: To provide our employees with fair and competitive wages and benefits that comply with all applicable laws and regulations.
- Health and Safety: To maintain a safe and healthy work environment that complies with all relevant health and safety laws and regulations.
- Child Labour and Forced Labour: To ensure that we do not use any form of child labour or forced labour in our operations.
- Record-Keeping and Reporting: To maintain accurate records of our employees' hours, wages, and other employment-related data in compliance with all applicable laws and regulations.

### 2. Scope

This procedure applies to all employees of OARC, including contract employees. It covers all aspects of labour code compliance, including but not limited to fair treatment, non-discrimination, working hours and overtime, wages and benefits, health and safety, child labour and forced labour, and record-keeping and reporting. We will comply with all relevant labour laws and regulations in Oman, and we will review and update this procedure as necessary to ensure ongoing compliance.

### 3. Fair Treatment and Non-Discrimination

We will not tolerate any form of discrimination or harassment in the workplace. We will treat all employees fairly and equally regardless of their race, gender, religion, caste, age, disability, or any other protected characteristic under the law. We will comply with the Oman Constitution, the Labour Laws (including amendments), Equal Pay (Article 80) and the Prevention of Sexual Harassment of Women at Workplace as referred under the provisions of Article 257, 258, 265, 266, 267 & 268 in line with guidelines prescribed by ILO in Dec 2010.

### 4. Working Hours and Overtime

We will comply with all applicable laws and industry standards governing working hours, rest periods, and overtime pay. We will ensure that our employees receive adequate breaks and time off, and we will pay overtime according to the law (labour law).

### 5. Wages and Benefits

We will provide our employees with fair and competitive wages and benefits that comply with all applicable laws and regulations. benefits, bonuses, overtimes and Gratuity as per the laws of Oman (Labour Law) and industry standards.

### 6. Health and Safety

We will maintain a safe and healthy work environment that complies with all relevant health and safety laws and regulations. We will provide our employees with the necessary training, equipment, and resources to ensure their safety on the job. We will comply with the Labour Law including guidelines on Oman Occupational Safety regulations (2008).

### 7. Child Labour and Forced Labour:

We will not use any form of child labour or forced labour in our operations. We will comply with all applicable laws and regulations regarding the employment of minors, and we will ensure that our employees work voluntarily and are not subjected to any form of coercion or exploitation.

### 8. Prevention from Sexual Harassment

Our company is committed to providing a safe, respectful, and harassment-free workplace for all employees. Sexual harassment is strictly prohibited in any form and will not be tolerated. Sexual harassment includes any unwelcome sexual advances, requests for sexual favours, or any other verbal, nonverbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.

Our company will comply with all relevant laws and regulations related to the prevention of sexual harassment, including the Sexual Harassment of Women at Workplace as referred under the

provisions of Article 257, 258, 265, 266, 267 & 268 in line with guidelines prescribed by ILO in Dec 2010, and any subsequent amendments.

### 9. Record-Keeping and Reporting

We will maintain accurate records of our employees' hours, wages, and other employment-related data in compliance with all applicable laws and regulations. We will also comply with any reporting requirements imposed by law.

### 10. Compliance Training

We will provide training to our managers and employees to ensure that they are aware of and understand our labour code compliance policy and their responsibilities under the law. We will also provide training to our Human Resource department to ensure that they are familiar with relevant labour laws and regulations.

### 11. Enforcement

We take our commitment to labour code compliance seriously, and we will take appropriate disciplinary action against any employee who violates this procedure. We will also investigate and address any allegations of violations promptly and thoroughly.

**Revision:**

Revision No	Date	Pages	Revision Details
0	26.2.2024	4	Original

**Circulation / Distribution**

Department / Function

Identification	Location	Retention Period	Responsible

**Records**

**Related Document**

Document Title	Document No.