



## LABOUR POLICY

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Riverstone is committed to uphold the human rights of workers, and to treat them with dignity and respect.

### 1) Freely Chosen Employment

- Forced, bonded or indentured labor or involuntary prison labour is not to be used.
- No restriction on workers movement.
- Workers must be provided with employment contract in native language.
- All work must be voluntary and worker are free to quit their job upon giving legal notice.
- Employer must not hold workers passport/ permit / any original documents
- Workers shall not pay any fees for employment . If such fees are found paid by workers, such fees shall be repaid to worker.

### 2) Child Labour Avoidance

- No child labour ( age < 15 ) shall be allowed to work .
- No overtime, No night work and No hazardous work for young person.
- Intern / student shall be at the same wage rate as other entry level workers.

### 3) Working Hours

- Work week should not be more than 60 hrs/week (including overtime)
- Workers shall be allowed at least 1 day off every seven days.

### 4) Wages and Benefits

- Compensation paid to workers shall comply with all applicable labour laws and regulations.
- Deductions from wages as a disciplinary measure shall not be permitted.
- Workers shall be provided with a timely and understandable wage statement.

### 5) Humane Treatment

- There is to no harsh and inhuman treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers: nor is there to be the threat of any such treatment.

### 6) Non-Discrimination

- No discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.
- Workers shall be provided with reasonable accomodation for religious practices.

### 7) Freedom of Association

- The workers have the right to join or not to join trade union, bargain collectively and engage in peaceful assembly.
- Workers shall be able to openly communicate with management without fear of discrimination, reprisal, intimidation or harassment.

  
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WONG TEEK SON  
CHIEF EXECUTIVE OFFICER

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