

# AVI-TECH ELECTRONICS LIMITED

## Labour & Human Rights Policy

Avi-Tech recognises the responsibility to respect and protect the rights of our employees. As such, we are committed to and have adopted the following guidelines through continual improvement to conduct our business with uncompromising integrity and to promote labour and human rights:-

### **Freely-chosen employment:**

Never permit forced, bonded or indentured labour or involuntary prison labour. All work will be voluntary and employees shall be free to leave upon reasonable notice.

### **Child Labor Avoidance:**

Comply with applicable local rules and regulations not to employ persons who are below the minimum legal age and support the use of legitimate workplace apprenticeship programs.

### **Working Hours:**

Comply with applicable rules and regulations and the relevant industry practice governing the hours of work for our employees.

### **Wages and Benefits:**

Comply with applicable rules and regulations and the relevant industry practice governing wages, overtime and legally mandated benefits.

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## **Humane Treatment:**

- Not to engage in nor support the use of corporal punishment, mental or physical coercion or verbal abuse.
- Prohibit and comply with laws prohibiting acts of sexual harassment, abuse or threats in the workplace.

## **Non- Discrimination:**

Prohibit discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status and maintain a discrimination-free work environment.

## **Freedom of Association:**

- Respect the rights of employees to organize labor unions in accordance with local laws and established practice, if desired.
- Encourage employees to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

## **Ethical Business Conduct:**

Comply with the Business Ethics practices which require our business to be conducted with honesty and reflect high ethical standards that are the basis for achieving our goals.

## **Health, Safety and Environmental:**

Comply with Health, Safety and Environmental policies and procedures.



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**EH Lim**  
**CEO**

**5<sup>th</sup> March 2013**