



PETROMAINT

Alexandria Petroleum Maintenance Company

Human Rights Policy



Table of Content	Page
Issuance and Approval	2
Distribution List	3
Document Amendments History	4
Purpose	5
Scope of Policy	5
Related Policies	6
Fundamental Human Rights	6
Diversity, inclusion and an environment free from discrimination and harassment	6
Freedom of association and collective bargaining	7
Child Labor	7
Working hours and wages	7
Working conditions including a safe and healthy workplace and workplace security	8
Modern Slavery, forced labor and human trafficking	8
Implementation	9
Responsibilities under Policies	10



Issuance and Approval

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Alexandria Petroleum Maintenance Company
(PETROMAINT)


Distribution List

Copy No.	Holder
1	Chairman and Managing Director
2	Chairman Assistants
3	QA/QC General Manager
4	Global Maintenance Sites (Through Maintenance GM)
5	Projects Sites (Through Projects Chairman Ass. For Projects)
6	Cairo and Suez Canal District
7	PETROMAINT workshop
8	PETROMAINT Training Center
9	All employees (Through LAN/ftp) – Electronic media
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Alexandria Petroleum Maintenance Company
(PETROMAINT)

Document Amendments History

Rev. No.	Subject	Page	Date	Approval by Chairman and Managing Director
1	1st issuance	All	01/01/2022	
2	Amend All Document	Page no.3	01/02/2023	
3	Amend All Document	Page no.3	22/08/2023	



1. Purpose

Petromaint is committed to meeting its responsibilities to respect fundamental human and labor rights in its workplace, business operations, supply chain, and in the communities where we operate.

Petromaint's approach to human rights is based on human rights standards contained within:

- The Universal Declaration of Human Rights;
- The UN Guiding Principles on Business and Human Rights;
- The International Labor Organization's Declaration on Fundamental

Respect and support for human rights is our most basic responsibility. It forms part our culture and values and is essential for the sustainability of our business.

2. Scope of Policy

This Human and Labor Rights Policy apply to Petromaint as well as its directors and employees. We also expect our Related Parties to respect International Human Rights Standards.

This policy is subject to review and change from time to time.

Petromaint adheres to national law and regulation in each market in which it operates. Where Petromaint faces conflicts between International Human Rights Standards and national laws, Petromaint will adhere to national laws, while at the same time respecting International Human Rights Standards.



3. Related Policies

This policy should at all times be read in conjunction with the following Petromaint policies, which form fundamental parts of our activities:

- Global Employee Handbook: applicable to all Petromaint's employees and contains our primary HR policies and procedures, including our Discrimination and Harassment Policy and our commitment to equal opportunities;
- Code of Conduct: contains corporate policies that relate to the legal and ethical standards of conduct expected by all employees and Related Parties and provides guidance and support for carrying out duties in accordance with Petromaint values;
- Modern Slavery Statement: sets out our zero tolerance for modern slavery in our business operations and supply chain and the steps we take as part of our commitment to identify and manage such risks;
- Grievance Policy: provides an internal complaints procedure to report potential violations and is applicable to all Petromaint's employees;
- Whistleblowing Policy: provides a channel for employees and all third parties to report potential violations through www.petromaint.com;
- Health and Safety Policy: supports our commitment to provide a safe working environment for our employees and third parties.

4. Fundamental Human Rights

In developing and implementing this policy, we focus our efforts on ensuring the following Iraq Human Rights:

- **Diversity, inclusion and an environment free from discrimination and harassment**

Petromaint values and advances the diversity and inclusion of the people with whom we work. We are committed to equal opportunities in all aspects of employment and to providing workplaces that (subject always to local laws and regulations) are free from discrimination or harassment on the basis of race, ethnicity, nationality, religion, gender, relationship status, sexual orientation,



age, parental status, disability or health or any status protected by applicable law.

- **Freedom of association and collective bargaining**

The rights of our employees to be a member of a trade union and to bargain collectively as permitted by local laws and regulations must not be interfered with or restricted. Petromaint is committed to complying with International Human Rights Standards concerning freedom of association and trade union rights and to recognizing the right to organize and the right of unions to represent and negotiate on behalf of the workers, without prejudice to existing local legislation.

We respect our employees' right to join, form or not to join a labor union without fear of reprisal, intimidation or harassment. Where employees are represented by a legally recognized union, we are committed to establishing a constructive dialogue with their freely chosen representatives. Petromaint is committed to bargaining in good faith with such representatives.

- **Child Labor**

Petromaint does not tolerate child labor under any circumstances and our recruitment processes abide by the minimum age requirement as stipulated by national laws and International Human Rights Standards.

- **Working hours and wages**

Petromaint compensates employees relative to the industry and local labor market, in accordance with terms of applicable collective bargaining agreements and to respect employees' rights to receive compensation that is sufficient to meet their basic needs and standard of living. We work to ensure full compliance with applicable wage, working hours, overtime and benefits laws. All staff is entitled to annual leave, reasonable rest breaks, and access to toilets, rest facilities and portable water at their place of work, in accordance with the legislation of the country where they work.



- **Working conditions including a safe and healthy workplace and workplace security**

The safety and health of our employees is of paramount importance. Our policy is to provide a safe and healthy workplace and comply with applicable safety and health laws and regulations. We strive to provide and maintain a safe, healthy and productive workplace, in consultation with our employees, by addressing and proactively managing any risks relating to health, safety and security.

Petromaint's equally committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for employees are provided, as needed, and are maintained with respect for employee privacy and dignity.

- **Modern Slavery, forced labor and human trafficking**

Modern slavery is the severe exploitation of other people for personal or commercial gain.

Modern slavery takes different forms:

Human trafficking: The use of violence, threats or coercion to transport, recruit or harbor people in order to exploit them for purposes such as forced prostitution, labor, criminality, marriage or organ removal.

Forced labor: Any work or services people are forced to do against their will under threat of punishment.

Debt bondage/bonded labor: The world's most widespread form of slavery. People trapped in poverty borrow money and are forced to work to pay off the debt, losing control over both their employment conditions and the debt.

Slavery of children: When a child is exploited for someone else's gain.

This can include child trafficking, child soldiers, child marriage and child domestic slavery.



- **Implementation**

Accountability for the implementation of this policy is overseen by the Chief Human Resources Officer and Global Employee Relations Manager. We aim to ensure effective implementation through:

Cross-functional collaboration

In addition to working with the external organizations such as the UN Global Compact and World Economic Forum in relation to human rights, we have established an internal cross-functional working group to tackle human rights and modern slavery risks in Petromaint's business and global supply chain. This working group is responsible for monitoring and implementing this policy.

Due diligence and supplier contracts

We use due diligence as a means to identify and prevent human rights risks to people in our business and supply chain. Going forward, we intend to promote human rights awareness and respect along our supply chain by the adoption of legal contractual clauses wherever possible.

Training and awareness

Training and awareness on human rights is continuously developed and integrated into our training plan and implemented in relevant training programs for employees. Going forward, training on human rights related issues and due diligence will be provided for the relevant functions.

Grievance and remedial mechanism

As mentioned above, potential violations of this policy can be reported through our Grievance Policy or Whistleblowing Policy. Where we have identified adverse human rights impacts resulting from or caused by our business activities, we are committed to provide for or cooperate in, their fair and equitable remediation.

Transparent reporting



Petromaint commitment to operating with respect for human rights is reflected in our company policies and procedures as outlined in this policy. Our performance is communicated and reported transparently in our annual sustainability report.

Working with communities

We recognize that we are part of the communities in which we operate. Here at Petromaint, we have always believed that we can – and should – have a positive social impact on those communities. In order to uphold the value we place on corporate activism, we provide employees with paid time away from work to engage in volunteer activities that enhance and serve the communities in which we live and work. We also engage with communities on human rights matters that are important to them such as education and health. At the date this policy is published, we have initiatives in place to provide support for young people to complete their university education, providing them with the needed skills for their future jobs.

5. Responsibilities under Policies

Petromaint is responsible in applying internationally Rules & Regulations.