



# METRO RAIL ENGINEERING SERVICES PTE. LTD.

## LABOUR AND HUMAN RIGHTS POLICY

The Management and Staff of 'METRO RAIL ENGINEERING SERVICES PTE. LTD.', are committed to provide services that a safe work environment is a right for everyone at your workplace, which is why a Labour and Human Rights Policy is an important document.

### 1. INTRODUCTION AND PURPOSE:

MRES considers its employees of great value and the key to our success. The company strives to provide workplace where employees can fulfil their potential in an open and inspirational working environment. The purpose of this policy is to define the labour and human rights standards to which all employees of MRES are entitled, irrespective of the country in which they work.

### 2. SCOPE:

This policy applies globally to the management, employees and contract workers of all entities in MRES.

### 3. REQUIREMENTS:

**3.1. Discrimination:** MRES does not tolerate any form of discrimination against our employees based on race, colour, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics.

**3.2. Forced labour:** MRES does not tolerate any form of forced labour including bonded labour, indentured labour and slave labour, or human trafficking

**3.3. Child labour:** MRES does not tolerate the hiring of child labour under any circumstances. The minimum age for full-time employment must be 15 or the legal minimum age for employment under Applicable Law, whichever is higher. Where the applicable local minimum working age is 14 in accordance with exceptions for developing countries, this lower age will apply. The Group must not hire employees under the age of 18 for positions requiring hazardous work that could jeopardise health, safety or morals.

**3.4. Freedom of association and collective bargaining:** MRES respects employees' rights to form, join or not join a labour union, or other organisation of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment, or termination of employment.

- (1) The policy shall be understood, implemented and maintained at all levels of the organization;
- (2) The policy shall be communicated to all employees in languages understood by them to make them aware of their obligations;
- (3) The policy shall be reviewed at least once a year to ensure it remains relevant and appropriate to the organization.



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**3.5. Harassment:** MRES protects its workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse, or threats in the workplace by either their fellow employees or managers.

### 4. Working hours, Benefits and Wages:

#### 4.1. Working hours:

8AM – 5PM (morning shift at site)

8.30AM – 5.30PM (Office Staff)

8PM - 5AM (Night shift at site)

#### 4.2. Employee Benefits (Workers):

- a) Before completing 3 months of services of employment, all leaves taken will be treated as unpaid leave.
- b) After employment confirmation, you will be entitled to an annual leave of seven (7) working days per year. The Management reserves the right to approve all annual leaves applied for.
- c) All unused annual leaves shall be carried forward to the next twelve (12) months. Any unused leaves brought forward shall be forfeited in the year it was brought forward subject to management's discretion.

#### 4.3. Sick and Hospitalisation Leave:

You shall be entitled to paid sick leave and hospitalisation leave not exceeding:

- a) Sick leave of fourteen (14) working days per calendar year.
- b) In the event of hospitalisation, employee has sixty (60) days of hospitalisation leave in each year less any sick leave(s) taken.

Medical and Hospitalisation Expenses [Now this is changed to PCP plan]

#### 4.4. Employee Benefits (Office Staffs)

Other Categories of Paid Leave

Compassionate Leave	:	3 working days for death of immediate family (i.e., parents, grandparents and parent-in-laws).
Marriage Leave	:	3 working days

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Paternity/Maternity Leave : Male employee will be entitled to 2 days of paternity leave. Female employees are entitled to 12 weeks paid maternity benefits if she has been employed by MRES for at least 90 days before delivery of the child. Those who satisfy the Government criteria for extended maternity leave will be entitled to 16 calendar weeks maternity leave.

### 4.5. Wages:

MRES adheres to the stricter of applicable laws or industry standards, relating to minimum wages, working hours, overtime, and benefits.

**5.Leave:** MRES ensures that all employees have the right to sick leave and annual holiday, as well as parental leave for employees who have to care for a new-born or newly adopted child as provided by national legislation. Employees who take such leave must not, as a result, face dismissal or threat of dismissal.

### 6. Roles and Responsibilities:

**Group HR:** Drives the implementation of the policy, provides specific advice on labour and human rights issues and dilemmas, and ensures that labour and human rights issues are identified and addressed. Audits, reviews, measures and reports on labour and human rights performance.

- **Management, employees and contract workers of all entities:** Responsible for adhering to this policy. Comply with the letter and spirit of the policy. Engage and take responsibility for ensuring that all initiatives are developed in line with the policy

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