

## MOROIL – SA 8000 MANUAL

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The purpose of this document is to define the policies established by MOROIL to demonstrate the implementation of the various requirements of SA 8000:2014

### **Child labour**

MOROIL does not engage in nor supports child labour. MOROIL will ensure that individuals have reached at least 18 years at the time of recruitment. It maintains proof of age at the time of appointment for all its personnel.

*Detailed information is available in the procedure SAM 101.*

### **Forced or compulsory labour**

MOROIL does not engage in nor supports the use of forced or compulsory labour, no person will ever be required to pay any deposit upon commencing work at MOROIL, we do not retain any original identification of our employees. We recruit our personnel directly. We value the choice of any individual working at MOROIL and the latter is free to terminate work at MOROIL by giving the required notice as per the Mauritius Labour Laws or as per their respective contract of employment.

*Detailed information is available in the procedure SAM 102.*

### **Health & Safety**

We provide all the necessary resources to ensure that MOROIL remains a safe working place. We have carried out a risk assessment for Health & Safety and have implemented the required control measures to avoid work related accidents. In addition to trained First Aiders, a permanent Health & Safety Officer has been appointed to oversee Safety at MOROIL. A qualified Occupational Health Physician has also been appointed for the regular medical follow-up of all employees. We have catered for the necessary Personal Protective Equipment and their use is mandatory. Our employees form part of a Health & Safety committee, all new and current personnel are trained on an ongoing basis on Health & Safety issues.

We shall review our Health & Safety procedures as applicable in the event of any pandemics or other 'Force Majeure' situation and comply with the requirements set by the authorities.

*Detailed information is available in the procedure SAM 103.*

### **Freedom of association and right to collective bargaining**

Management at MOROIL recognizes and accepts that its employees have the right to form, join and organize trade unions of their choice in respect of Mauritian laws and to bargain collectively on their behalf. Management further undertakes that union members, representatives of workers are not subjected to discrimination, harassment, intimidation or any sort of retaliation.

*Detailed information is available in the procedure SAM 104.*

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### **Discrimination**

MOROIL does not engage in nor supports any form of discrimination in hiring, remunerating, training, promotion, termination or retirement based on ethnic group, caste, disability, sexual orientation, union membership or political opinion, etc.. We do not tolerate any behavior that is considered as threatening, abusive, exploitive or sexually coercive in the work place.

MOROIL encourages participation from all employees leading to the improvement of the organization including a better workplace through various following channels such as; Suggestion box, Works Council meetings, Departmental briefings.

MOROIL will not practice any form of discrimination while dealing with unforeseen circumstances including any 'Force Majeure' situation.

*Detailed information is available in the procedure SAM 105.*

### **Disciplinary practices**

MOROIL undertakes to treat all its employees in a fair manner with dignity and respect. We do not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel. Any case of misconduct may be referred to a disciplinary committee where a person has the right to be legally represented.

We shall implement all the requirements established by the authorities in the event of a 'Force Majeure' situation and will not initiate any disciplinary measures associated with such situations.

*Detailed information is available in the procedure SAM 106.*

### **Working hours**

We shall comply with the laws of Mauritius for the hours of work by an employee. All overtime work are performed on a voluntary basis and these do not exceed the legal provisions.

MOROIL shall review its working hours in case of 'Force Majeure' situations on a need basis to cater for the smooth running of activities as far as practicable.

*Detailed information is available in the procedure SAM 107.*

### **Remuneration**

We remunerate our employees in excess of the wages established by the Government in the Relevant Remuneration Orders. We also provide a series of incentive schemes and benefits in a fair manner to all our employees. We may have recourse to make salary deductions as a disciplinary measure if deemed necessary. All our employees are issued with a pay slip which details the amount of their take home salary. Any person can liaise with the Human Resources Department/Payroll Department for clarification on his/her salary. All our employees are appointed on a probation period and there after confirmed subject to satisfactory performance.

*Detailed information is available in the procedure SAM 108.*

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### **SA 8000 management system**

While implementing SA 8000 at MOROIL, management undertakes to comply with prevailing laws as well. We have established objectives for our Social Accountability system and these are reviewed every six months during management review meetings.

*Detailed information is available in the procedures SAM 901, SAM 902, SAM 904.*

### **Social Performance Team (SPT)**

MOROIL recognizes that SA 8000 implementation requires the participation and the involvement of employees, we have thus constituted a Social performance team with clear Terms of reference and which comprises of

Denis-Claude Soopramanien	Quality Assurance Manager
Vimla Vythelingum	Human Resources Coordinator
Parvesh Moniaruch	OSH Health Officer
Mitradev Saulick	Store Attendant
Indradeo Juglaul	Tradesman Electrician
Ranjit Bagoban	Services Coordinator

The Terms of Reference of the SPT have been established and all SPT members have signed the MOROIL Confidentiality Agreement.

Mrs Vimla Vythelingum has been designated to maintain all SPT related records and to liaise with management.

The Social performance Team will be called upon to be more active during 'Force Majeure' situations so as to maintain the integrity of the SA 8000 system.

*Detailed information is available in the procedure SAM 902.*

### **Identification and assessment of risks**

The MOROIL SPT carries out and updates a risk assessment to identify any potential nonconformity related to the implementation of SA 8000 and to establish the necessary control measures. The risk assessment is reviewed on an annual basis.

*Detailed information is available in the procedure SAM 903.*

### **Monitoring**

The SPT has been delegated with the responsibility for the ongoing monitoring of the SA 8000 within MOROIL. They report on the performance of the SA 8000 system to management through the Human Resources Coordinator, the latter undertakes to initiate actions following recommendations from the SPT as far as practicable.

*Detailed information is available in the procedure SAM 904.*

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### **Complaint management and resolution**

MOROIL undertakes to act upon any complaint or grievance related to its SA 8000 system in a timely manner. These will be treated in a confidential manner should the need arise and there will not be any sort of retaliation whatsoever. Members of the SPT oversee all complaints and grievances which are SA 8000 related.

*Detailed information is available in the procedure SAM 906.*

### **External verification and stakeholder engagement**

We shall make information available to external auditors upon request and provide full collaboration during audits.

*Detailed information is available in the procedure SAM 907.*

### **Corrective and preventive actions**

We undertake to investigate the root causes of nonconformities and implement corrective & preventive actions in a timely manner. The SPT shall be fully involved in this process.

*Detailed information is available in the procedure SAM 908.*

### **Training and capacity building**

We have an annual training plan and budget accordingly so as to enhance the competencies of our employees. As a minimum, all our employees receive SA 8000 awareness training courses; they are also made aware of the SA 8000 policies. All SPT members have obtained thorough training in SA 8000 and auditing.

*Detailed information is available in the procedure SAM 909.*

### **Management of suppliers and contractors**

MOROIL conducts due diligence while selection contractors and suppliers, we shall not deal with any contractor or supplier who has been known to seriously breach SA 8000 principles, e.g using child labour. We evaluate our contractors and suppliers on an annual basis. We do not make use of home workers. Furthermore, MOROIL encourages its major suppliers and contractors to be socially responsible.

*Detailed information is available in the procedure SAM 910.*

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