



United Feeding Industries Company Human Resource Management

Policyrunning
women

F33-PD01-PR09	Reference:	Human resource management policies and procedures	United Feeding Industries Company
01	version number:		
March, 2021	date of starting:		

- **Politics**

A policy has been set up running women These are in order to lay a sound foundation and ethical ideal for business practices, Preserving women's rights in accordance with Law 12 of 2003 as well Civil Service Law Law No. 81 of 2016 It represents a complementary pillar of the general policy of the United Feeding Industries Company, which aims to create an integrated concept of the highest standards of integrity and professional performance.

- **Objectives**

Setting standards **Ethics, basic rules and principles of job etiquette**, And Protection of women in labor and public service laws

Supporting and motivating employees and creating an equal work environment between individuals and genders Developing high professional values and culture among the company's employees.

- **Scope and mechanism of application**

This women's employment policy applies to all employees of the company. A must for every employee H New and before starting work, sign the document attached to this policy, in which he undertakes to abide by what is stated therein, and a copy of it is kept in his job file.

- **Regulations and procedures**

- The United Company for Feeding Industries always strives to be All provisions regulating the employment of workers shall apply to working women, without discrimination between them, when their working conditions are similar.
- Women may not be employed between the hours of seven in the evening and seven in the morning The work will be in accordance with the attendance and departure regulations for the morning shift.
- Workers (women), if any, should not be employed in arduous or stressful jobs inside factories. Work is limited to administrative buildings only. Decent jobs are determined according to the employment plan..
- For the female worker who spent ten months in service United Company for Feeding Industries The right to maternity leave for a period of ninety days with compensation equal to the full wage, including the period preceding and following delivery, provided that a medical certificate is submitted indicating the date on which delivery is likely to occur. A female worker may not be employed during the forty-five days following childbirth. Maternity leave is not entitled to more than two times during the period of service of the female worker.
- bans Dismissal of the worker during the maternity leave indicated in the previous article. and must not Depriving her of compensation for her full wages for the duration of the leave or recovering what was paid from it if it is proven that she worked during the leave with another employer, without prejudice to disciplinary accountability.
- A female worker who breastfeeds her child during the eighteen months following the date of delivery - in addition to the prescribed rest period - shall have the right to two additional periods for nursing, each of which shall not be less than half an hour. It is determined according to its own circumstances or

F33-PD01-PR09	Reference:	Human resource management policies and procedures	United Feeding Industries Company
01	version number:		
March, 2021	date of starting:		

what is compatible with its workAnd for the workerHThe right to combine these two periods. These two additional periods shall be calculated from the working hours and shall not result in any reduction in the wage.

- A female worker in an establishment that employs fifty workers or more shall have the right to obtain leave without pay for a period not exceeding two years in order to take care of her child, and she shall not be entitled to such leave more than twice throughout her period of service.(This does not apply to us)The number of workers does not match the conditions of the company
- MustRegulation suspensionIn workplaces or workers' gatherings, a copy of the women's employment system.
- In case employmentOne hundred female workers or more in one place to establish a nursery house or entrust a nursery homechildren.(This does not apply to us)The number of workers does not match the conditions of the company
- You must not use vulgar words or obscene words for modesty at work and maintain general work ethics
-

•

• responsibilities

Director of Human Resources and Administrative Affairs

- Responsibility for publication and follow-up of the application and for the employees to sign the pledge.

Direct manager

- Enforcing the policy within the scope of his supervision.

• Version history

approved by	approval	Review Date
Managing Director	Human Resources Manager	

F33-PD01-PR09	Reference:	Human resource management policies and procedures	United Feeding Industries Company
01	version number:		
March, 2021	date of starting:		

Personal pledge to abide by the policy of employing women and children in the company

I acknowledge that I have received and read the Employment of Women and Children Policy United Feeding Industries Company And I understand very well my responsibilities as one of the company's employees towards adhering to the principles, rules and standards set forth in this policy.

I also understand very well that my agreement to abide by this policy of ethics and business conduct is part of my contractual obligation with the company.

Name: _____ Job Number: _____

Signature: _____ Date: _____