

## 6. Disciplinary Practices

### Criteria:

- 6.1 The company shall not engage in or support the use of corporal punishment, mental or physical coercion, and verbal abuse.

## 7. Working Hours

### Criteria:

- 7.1 The company shall comply with applicable laws and industry standards on working hours; in any event, personnel shall not, on a regular basis, be required to work in excess of 48 hours per week and shall be provided with at least one day off for every seven day period;
- 7.2 The company shall ensure that overtime work (more than 48 hours per week) does not exceed twelve hours per employee per week, is not demanded other than in exceptional and short-term business circumstances, and is always remunerated at a premium rate.

## 8. Compensation

### Criteria:

- 8.1 The company shall ensure that wages paid for a standard working week shall meet at least legal or industry minimum standards and shall always be sufficient to meet basic needs of personnel and to provide some discretionary income
- 8.2 The company shall ensure that deductions from wages are not made for disciplinary purposes, and shall ensure that wage and benefits composition are detailed clearly and regularly for workers; the company shall also ensure that wages and benefits are rendered in full compliance with all applicable laws and that compensation is rendered in cash or cheque form, in a manner convenient to workers;
- 8.3 The company shall ensure that labour-only contracting arrangements and false apprenticeship schemes are not undertaken in an effort to avoid fulfilling its obligations to personnel under applicable laws pertaining to labour and social security legislation and regulation.

## 9. Management Systems

### Criteria:

### Policy