



FAIR TREATMENT AND GOOD WORKING CONDITIONS POLICY

Statement of Commitment

Eastern Produce Kenya Limited (The Company) is committed to complying with all Kenyan labour laws and related international labour regulations including ILO conventions and the ETI Base Code.

The Company further strives to treat all employees, suppliers, service providers and contractors fairly and with respect. Any of the Company's employee, suppliers, service providers and contractors are encouraged to adhere to the same commitments.

The Company endeavours to engage in fair employment practices which strives to maintain a workplace free from any kind of discrimination, harassment or intimidation and in turn respects both the Kenyan labour laws and the Collective Bargaining Agreement (CBA) with the trade Union representing the employees.

Non-Discrimination

The Company strives to not, directly or indirectly, discriminate in its labour and hiring policies and procedures along the lines of race, colour, gender, age, religion, social class, political tendencies, nationality, syndicate membership, sexual orientation, marital status, pregnancy, health status, disability or any other motive as indicated by applicable laws, the ILO Conventions 100 and 111.

In addition, employees or prospective employees (once employed) have fair access to promotion and training irrespective of gender, age, ethnic origin, colour, marital status, political opinion, religion or social origin.

The Company maintains a zero-tolerance approach to sexual harassment, sexual exploitation, use of abusive language, threats, physical and intentional psychological mistreatment of employees. The grievance procedure for reporting any form of discrimination, harassment or intimidation includes designated confidential reporting channels, formal investigation steps, and protection from retaliation for all complaints, in accordance with the UN Guiding principles on Business and Human Rights.



In the event of any disciplinary or grievance procedures being necessary, the Company is committed to undertaking these processes in a fair and legally compliant manner without any forms of discrimination.



Working Conditions, Health and Safety

The Company endeavours to maintain workspaces which are fit for purpose, safe, hygienic and promote the values which the Company aspires to keep.

The preservation of working conditions is the responsibility of all our employees, led by an ethos which is grounded in environmental enhancement and preservation, continuous improvement, respect for the dignity of our employees and compliance with legislation and best practice.

Housing - Where housing is provided this will meet the local legal requirements and ILO housing guidelines. Regular inspections are undertaken to monitor that these guidelines are met and maintained.

Potable Water - Drinking water for employees is readily available and tested regularly to monitor its suitability for our employees.

Health & Safety - The Company strives to provide a safe and hygienic working environment. We have adopted an Occupational Safety and Health policy and conduct regular health and safety audits. Employees are trained, provided with personal protective equipment (PPEs), where other mitigation measures are not possible, and have clear protocols for reporting workplace injuries.

Medical Treatment - The Company maintains well run health facilities on the farm that provide medical services to employees and their nuclear family living on the farm.

Employee Consultation - The Company's management formally and regularly consults and informs employees regarding any planned technical and organizational changes and any potential social, environmental or economic impacts.

Child Labour



The Company prohibits the employment of any person under the age of 18 within our operations. We require our contractors, suppliers and service providers to comply with this standard. We have reporting systems in place to ensure no children are employed in our operations.

We verify the age of any potential employees through national ID cards or official birth certificates to ensure compliance with legal standards.

We have assigned employees within our employee housing areas to check and monitor that all children of school going age attend school.

The Company has set aside land within its property where several public nursery, primary and secondary schools have been constructed to assist employees' children and children from the surrounding community to access education.

Forced and Bonded Labour

Employees have the right to terminate their employment as per the terms outlined in their contracts thereby safeguarding their freedom of employment.

Any type of forced, bonded or imprisoned labour is prohibited, including working under the regimen of involuntary imprisonment, in agreement with the ILO Conventions 29 and 105 and the national laws.

Employees are NOT required to lodge "deposits" or their original identity papers with the company.

Freedom of Association & Right to Collective Bargaining

Employees have the right to freely organize and voluntarily negotiate their working conditions in a collective manner as established in the ILO Conventions 87 and 98 and in line with the national laws.

The Company respects the right of all employees to form and join trade unions and bargain collectively. We have signed a recognition agreement and a Collective Bargaining Agreement (CBA) with the Kenya Plantations and Agricultural Workers Union (KPAWU).



We adopt a positive approach towards the activities of the trade union and an objective attitude towards their organisational activities.

We allow trade union organisers to meet all employees, and allow employees to hold meetings and organise themselves as per the recognition agreement and the CBA.

We do not discriminate against employees on the basis of union membership or union activities.

The Company allows employee representatives to meet all the employees and have access to all workplaces necessary to enable them to carry out their functions as per the recognition agreement and the CBA.

Working Hours and Overtime Compensation

Working hours, rest periods during the workday, the number of annual leave days, public holidays and rest days comply with current Kenyan labour laws and the CBA.

The Company complies with applicable laws and industry standards on working hours. In any event, regular working hours and overtime shall not exceed the maximum threshold set by law.

Overtime shall always be compensated in line with the Kenyan labour laws and the CBA.

Employees shall be entitled to at least one paid rest day in a 7-day sequence.

Wages, benefits and deductions

The Company has payment systems, policies and procedures that compute the payment of wages in line with the Kenyan labour laws the CBA.

Employees receive pay in legal tender as per the CBA or the legally established minimum wage, whichever is greater, according to their specific role and level of responsibility.



Wages paid are equal for all work of equal value no matter the gender, or nature of contract.

Deductions from wages as a disciplinary measure is not be permitted, nor are any deductions (apart from statutory deductions) which are not approved by the employee.

Salaries and wages are made regularly and properly documented in the payslips.

Employees are entitled to annual leave in accordance with the Kenyan labour laws and the CBA.

Employees are granted sick leave in accordance with the Kenyan labour laws or within the terms of the CBA.

Female employees are entitled to maternity leave as determined by the applicable labour legislation and the CBA. Male employees shall be entitled to paternity leave as per the CBA and Kenyan labour laws.

Regular Employment is provided

The Company directly hires its workforce, except when a contractor is able to provide specialized or temporary services under the same environmental, social and labour conditions required by the laws of Kenya.

The Company has put in place recruitment and selection policy and procedures which, among other provisions, require that recruitment is conducted by committees rather than individuals. The policy and procedures aim to achieve a fair, transparent, structured and consistent approach to all recruitment and selection processes with clearly defined steps, roles and responsibilities. The policy further provides that any questions, concerns or complaints arising out of recruitment process are to be directed to the company's Operational Grievance Mechanism, TWEGUU AKASE.

All permanent and temporary/seasonal employees are provided with a legally binding employment contract signed by both parties detailing their obligations, rights, and terms and conditions of employment. Employees



are provided with a copy of the signed contract. Subsequent changes in terms and conditions are communicated in writing to employees.

New employees are inducted in matters of Operational level Grievance Mechanism (OGM), named TWEGUU AKASE, the Sexual Harassment Awareness Reporting and Prevention (SHARP), Health and Safety procedures, Human Rights and safe working procedures.

Terms of work, covering labour policies, procedures, rules and conditions as stated in the CBA and contained in the employment contract are offered and explained to the employees in a language which they can understand.

Revision Date: December 2024 || Approved by Board of Directors ||