



Serge Pun & Associates (Myanmar) Ltd – Employment Policy

Objective

Serge Pun & Associates (Myanmar) Ltd (“SPA”) and its subsidiaries (“the Group”) have implemented its policy on ‘Employment Policy’ in support of a Group wide Corporate Governance framework, to:

- foster greater awareness of employee rights throughout the Group;
- to enhance its capabilities to support employee values in accordance with both national and international standards in the workplace; and
- instill the culture of ‘respecting employees’ right to freedom of association, collective bargaining, the abolition of forced or compulsory labour, equality of opportunity and treatment in employment and occupation, and prohibition of forced and child labour in business operations.

Our commitment

In line with applicable international and national practices, including the International Labor Organization’s (ILO) Declaration, the tenth principle of United Nations Global Compact (UNGC), the Group is required to safeguard the employment rights which is implemented in Group’s Employee Handbook by:

- allowing freedom of association, and the effective recognition of the right to collective bargaining, equal opportunity and conformity to both local and international labour laws;
- ensuring that all employees are employed of their own free will, and are not subject to forced or bonded labour or any form of underage employment;
- providing clear terms of employment including reasonable hours of work, payment of legal minimum wages and employee welfares; and
- encouraging an effective grievance mechanism to discrimination in recruitment and promotion at workplace, harassment, including sexual harassment and breaching of Groups’ policies and procedures.

This policy will be disseminated and published to all employees, contractors, suppliers and business partners together with all updates and clarifications.