

WIPOLIMEX RAYA GROUP

JL. S. Parman No.41, Medan

Labor And Human Rights Policy

Company Statement, Mission, Commitment

Wipolimex Raya Group's Code of Conduct is the Company Policy on Labor And Human Rights and standards of behavior for our workplace activities. This document provides essential guidelines of the company's expectations. We are committed to the principles of the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, and the intent of the International Labor Organization's eight core conventions and associated conventions. Wipolimex Raya Group is committed to respecting and protecting internationally recognized human rights, in line with the UN Guiding Principles on Business and Human Rights (UNGPs). We are committed to avoiding causing or contributing to adverse human rights impacts, and to preventing or mitigating any harm linked to our operations."

Wipolimex Raya Group is committed to establishing and maintaining an effective grievance mechanism, accessible to all stakeholders — including workers, communities, suppliers, and other affected parties — to raise concerns and seek remedy for adverse impacts caused by our production or sourcing activities. The mechanism will be aligned with the UN Guiding Principles (UNGPs) effectiveness criteria

Suppliers and partners are also required to abide by our regulations and behave ethically at all times to establish legitimate and productive relationships with their own suppliers and other companies with which they maintain a contractual relationship

We comply with all labor laws and human rights principles where we operate. This includes:

- Freedom of association, collective bargaining and no forced or child labor
- Support for decent living wages and safe working conditions
- No discrimination or abusive practices
- Gender equity and legal working hours

Scope

These guidelines for action form the framework that guides the basic behaviour and apply to all of our employees, board members, directors, regardless of the type of professional or work contract they have. This policy applies to all staff of company head quarter and factory in country.

All staff should read and follow our company policies. If they have any questions, they should ask their managers or contact the health & safety committee at email :winna sumono@gmail.com

Employee Health & Safety

#Statement

Our Company has committed that employees are to be in a safe environment protected from hazards of the job. Health and safety performance targets are an important part of our Health & Safety Policy Statement as this is part of our management's commitment to continually improve health and safety performance either for both worker, employee as well as customers.

#Measure

- Train workers on health & safety measures, risks and knowledge.
- Provide safety equipment to all workers.
- Worker are asked to use personal protective equipment or PPE
- We aim towards zero accident in the field

#Target

Total incident rate in 2023 is 0 %.

We plan to reduce the incident rate by 100 % by 2024.

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Working condition

We adhere to the stricter of Applicable laws or industry standards, relating to minimum wages, working hours, overtime and benefits.
work hours at our company are as follows:

Monday to Friday

- 1ST Shift : 08.00 - 12.00 Wib
- : 12.00 - 13.00 Wib (Rest time)
- : 13.00 - 16.00 Wib
- 2nd Shift : 16.00 - 20.00 Wib
- : 20.00 - 21.00 Wib (Rest time)
- : 21.00 - 24.00 Wib
- 3rd Shift : 24.00 - 04.00 Wib
- : 04.00 - 05.00 Wib (Rest time)
- : 05.00 - 08.00 Wib

Saturday

- 1ST Shift :08.00 - 12.00 Wib
- : 12.00 - 13.00 Wib (Rest time)
- : 13.00 - 14.00 Wib
- 2nd Shift : 16.00 - 20.00 Wib
- : 20.00 - 21.00 Wib (Rest time)
- : 21.00 - 22.00 Wib
- 3rd Shift : 24.00 - 04.00 Wib
- : 04.00 - 05.00 Wib (Rest time)
- : 05.00 - 06.00 Wib

#Statement

Our Company follows minimum wage policy determined by the government. In addition, company provides additional benefits to its worker. Establishing trusted, effective grievance mechanisms for workers to use to raise concerns about working conditions and conditions of employment is an essential element in protecting the rights of workers and building an engaged workforce.

#Target

Company conduct workers satisfaction survey to improve performance.
Over all workers satisfaction in 2023 is good(70marks)
We plantoincreaseoverallworkerssatisfactiontoverygood(90marks)by2024.

Social Dialogue& Workers Union

- a. Our Company allows workers' union at the factory :
- b. Each worker is allowed to join workers' union without exception.
- c. Our Company works closely with union and solves issues via friendly social dialogues.
- d. Company stipulates clearly the rights of workers and the do's and dont's of workers' union.

We comply with all labor laws and human rights principles where we operate. This includes:

- Freedom of association and no forced or child labor
- Fair wages and safe working conditions
- No discrimination or abusive practices
- Gender equity and legal working hours

Career Management & Training

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#Statement

- Our Company conducts a fair and transparent recruitment by involving many parties during an interview.
- Our Company prioritizes internal promotion, whenever possible.
- Our Company conducts periodic performance review and provides feedback.
- Our Company conducts training, especially on the job training, to increase workers ' job proficiency.
- Our Company provides internal rotation opportunities to increase workers ' job exposure.

Child Labor, Forced Labor & Human Trafficking

#Statement

- We do not tolerate any form of forced labor, including slave labor or human trafficking.
- All our employees freely participate in labor unions, in accordance with local law.
- We do not tolerate the hiring of child labor under any circumstances
- The minimum age for full-time employment follows the legal minimum age for employment under Applicable Law.
- Our Company is committed to not employ any workers below 18 years old in the entire scope of operation.
- Company will performs risk assessment to identify any child labor once a year.
- Company conduct awareness training and periodic audits with regards to child and forced labor at works.

Diversity, Discrimination & Harassment

#Statement

- We do not tolerate to any form of discrimination against our employees based on race, colour, gender, language, religion, political background, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics. Our Company targets zero case of reported discrimination
- We protect our workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees or managers
- Company employees workers with disability, in same instances, and tries to integrate them into appropriate jobs and places.

Indigenous Peoples & Local Communities (IP/LC)

#Statement

- We respect and protect the land rights of indigenous peoples and local communities. In compliance with Pasal 18B ayat (2) UUD 1945, we uphold customary and communal land tenure rights. We also recognize and support indigenous traditions at places.
- Free, Prior, and Informed Consent (FPIC)
We ensure that any activities affecting indigenous peoples' (IP) or local communities' (LC) land rights comply with GPSNR guidelines. We follow the Free, Prior, and Informed Consent (FPIC) process in a culturally appropriate and transparent manner, respecting their right to give or withhold consent before any activities are carried out. Additionally, we align this commitment with Pasal 18B ayat (2) UUD 1945. Including when planning, establishing, restoring, or transforming corporate plantations and/or industrial sites, as well as associated infrastructure
- Any impact on IP/LC land rights will be addressed fairly through negotiation and FPIC-based agreements.
- Our operations have not impacted the lands, territories, or resources of indigenous peoples (IP) or local communities (LC). However, if such cases arise due to past, present or future actions by the company, we are committed to providing remedies through mutually agreed procedures, monitored in collaboration with the community, GPSNR members, or a mutually agreed third party.
The accepted methodologies to be followed for the FPIC process are:
 - UN-REDD (2012) Guidelines on Free, Prior and Informed Consent
 - RSPO (2015) Free, Prior and Informed Consent for RSPO Members
 - FAO (2015) Free, Prior and Informed Consent Manual
- We are committed to maintain on going, open, and culturally appropriate communication channels with indigenous peoples and local communities (IP/LC). This ensures effective dialogue, mutual understanding, and meaningful engagement in matters that may affect their rights, lands, and resources.

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- We also respect and recognize traditional practices such as hunting, gathering, and participation in cultural or religious ceremonies if any, as part of our commitment to indigenous rights and cultural preservation.
- We ensure that any activities affecting the land rights of Indigenous Peoples or Local Community (IP/LC) are conducted in compliance with GPSNR guidelines. We commit to applying the Free, Prior, and Informed Consent (FPIC) process in a culturally appropriate and transparent manner, respecting their right to give or withhold consent before any activity is carried out.
"This commitment is aligned with Article 18B Paragraph (2) of the 1945 Constitution of Indonesia (UUD 1945)."
- Currently, Wipolimex's operations have not affected the rights of Indigenous Peoples or Local Communities. To date, Wipolimex has not caused any impact to the lands or resources of Indigenous Peoples or Local Communities - We are committed to maintaining open, effective, and culturally appropriate communication channels with Indigenous Peoples.
- Wipolimex complies with all applicable labor laws and human rights principles in the jurisdictions where we operate. We actively work to prevent discrimination and abusive practices and are committed to promoting gender equity. These safeguards apply to all workers, including contract, temporary and migrant workers.
- We commit to carrying out operations in accordance with the UN Declaration on the Rights of Indigenous Peoples (UNDRIP): Ensuring ongoing land tenure and access rights. Upholding traditional rights of access for hunting and gathering of animals and plants for the purpose of subsistence and indigenous cultural and religious traditions, customs and ceremonies.

**Updated by the management of Wipolimex Raya Group
31 July 2025**