

	<b>HR POLICY MANUAL</b>		
	<b>Human Rights &amp; Labour Policy</b>	<b>DOCUMENT No: HR 15</b>	<b>REF No: HR/2024/15</b>

## Policy Statement

Uga Escapes (Private) Limited strongly believes that its employees are its biggest asset. This policy aims to create a work environment that is free of harassment and offers equal opportunity to all employees while maintaining fair labour practices.

The principles covered under this policy are as follows;

1. Anti-discrimination & equal opportunity
2. Anti-harassment
3. Safe & transparent working conditions

## Definitions

**Discrimination** - The unjust or prejudicial treatment of different categories of people

**Harassment** – To aggressively pressure, intimidate, or treat someone in a disrespectful manner

### 1. Anti-discrimination & equal opportunity

We provide equal opportunity and do not discriminate in our hiring and employment practices. Irrespective of;

- Position in the company
- Race
- Religion
- Colour
- Gender
- Sexual orientation
- Age
- Social and marital status
- Pregnancy
- National and family origin
- Political opinion
- Disability
- Any other factor that is not related to the job

All terms & conditions relating to employment such as hiring, wages, benefits, promotion, termination, or retirement are based solely on the qualifications and ability of the employee to perform the assigned job function.

In addition to this following measures will be taken to ensure anti-discrimination and equal opportunity at all times;

- Job applicants and employees are not required to disclose personal information that is not relevant to the job.
- Periodic evaluations and assessments of employees will be carried out as per the performance evaluation policy.
- Pregnancy testing is not a requirement for recruitment or continued employment.
- Female employees will not be terminated by reason only of their pregnancy or confinement.
- Reasonable measures will be taken to protect pregnant employees from hazardous work.

## 2. Anti-harassment

Uga Escapes (Private) Limited strives to foster an environment free from harassment and abuse of any kind, with every employee being treated with respect and dignity. No employee shall be subject to any form of harassment during their employment with the company.

### Types of Harassment

- **Physical** - Use or threat of physical discipline
- **Verbal** - Screaming, threatening our use of demeaning words towards employees.
- **Bullying** - Repeated actions (verbal, physical) that intend to intimidate, offend, degrade or humiliate.
- **Public shaming** – Discrediting or degrading an employee with or in the presence of their peers.
- **Humiliation** – Actions done with the intent to dishonour, embarrass or cause shame to an employee.
- **Sexual** - Offering preferential work assignments or treatment of any kind in actual or implied exchange for a sexual relationship.
- Subjecting employees to any form of prejudicial treatment for refusal of sexual advances.
- Unwelcome sexual comments, observations, and advances of physical conduct of a sexual nature.
- Practices of security checks which are Gender insensitive.

Under the Sri Lankan Penal Code, unwelcome sexual advances by a person of authority in a place of work is considered sexual abuse amounting to a criminal offence.

### **Other types of Harassment**

- Withholding reasonable breaks, access to water, toilet facilities, health care, or other basic human necessities.
- Unreasonably restricting employee movement during non-work hours.

## **3. Safe & Transparent Working Conditions**

### **Working Conditions & Terms of Employment**

A written contract of employment is issued to all permanent and fixed term contract employees with agreed terms and conditions, including reasonable terms of resignation/termination from both parties.

All fixed-term contract employees at the hotels are provided with 08 (eight) days off per full month worked (subject to pro-rata in the event a full month is not worked). In addition to this, all employees are encouraged to utilize statutory leave (in compliance with the Shop and Office Employees' Act of Sri Lanka) as per their entitlement throughout the calendar year.

Furthermore, all employees are provided with reasonable rest & food breaks, access to drinking water and other sanitary facilities.

### **Health & Safety**

Uga Escapes (Private) Limited strives to provide a safe and healthy environment at all times, ensuring that only the highest standards of health and safety are maintained for the benefit of all our employees and stakeholders.

Every employee, supplier, third-party contractor and other stakeholder have a clear duty to take every reasonable precaution to maintain a safe working environment to avoid potential accidents and injuries. Thus, strict adherence to the Health & Safety Policy is expected at all times.

## **Fair Wages and Compensation**

- Uga Escapes (Private) Limited takes all reasonable steps to ensure wages are paid to all employees regularly and on time.
- The wages paid reflect the job role, experience, qualifications, and performance of employees.
- All employees will be compensated according to the labour laws and statutory regulations of the country (i.e. Workmen's Compensation Act and Shop and Office Employees' Act) and shall be paid at least the statutory minimum wage.
- Employees are also provided with detailed information relating to their wages in writing.
- Employees will be granted and correctly compensated for any types of paid leave to which they are legally entitled, including annual leave, casual leave, and maternity leave.

## **Forced & Illegal Labour**

Uga Escapes (Private) Limited supports the elimination of all forms of forced, bonded or compulsory labour, and we do not accept any form of illegal labour including underage labour (As detailed in our Child Protection Policy).

## **4. Reporting Violations**

In case of violation of the above policy, any person who either experiences or witnesses any form of harassment, discrimination or unethical work practices that do not comply with the ethos of Uga Escapes (Private) Limited should report such instances immediately through one or more of the grievance reporting channels available as per the company policy statement.

## **5. Policy Review & Update**

The policy will be reviewed in 01 (one) year after development and then every 3 (three) years or in any of the following circumstances:

- A. Changes in legislation and/or government guidelines.
- B. As required by local organisations.
- C. As a result of any other significant change or event.