

# JETWING HUMAN RIGHTS POLICY STATEMENT

## General Statement of Human Rights Protection

Jetwing acknowledges and respects the principles contained in the Universal Declaration of Human Rights and The International Labour Organisation's (ILO) Declaration on Fundamental Principles and Rights at Work. The Jetwing Human Rights Policy reflects the company's commitment to conduct its business in a manner consistent with these principles and to protect human rights in all spheres.

As a responsible employer, Jetwing follows responsible workplace practices, and endeavors to conduct its business operations in a manner that is free from human rights abuse. The company's core values and culture embody our commitment to ethical business practices and good corporate citizenship.

## The principles governed under this policy are as follows:

1. Non-Discrimination and Equality
2. Labour and Human Rights
  - 2.1. Protection of the Rights of a Child
  - 2.2. Forced Labour
3. Health and Safety
4. Working Conditions including Working Hours
5. Fair Wages and Compensation
6. No Harsh or Degrading Treatment/ Harassment

### 1. Non-Discrimination and Equality

In line with the ILO Convention, we provide equality of opportunity and treatment, and respect each individual's human rights. We do not discriminate on the basis of race, colour, gender, religion, creed, age, social and civil status, family origin, physical or mental disability or sexual orientation in our hiring and employment practices.

### 2. Labour and Human Rights

The below sections shall be governed by the regulations defined in the ILO Convention, Sri Lanka Labour Regulations (i.e. Shop & Office Employees Act and Wages Board Ordinance) and other applicable laws of the country.

#### 2.1. Protection of the Rights of a Child

A child is defined by the Convention on the Rights of the Child (CRC) as "a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger".

Accordingly, Jetwing condemns all forms of child exploitation. The company does not recruit any young person under the age of 18 as a company policy, and supports the elimination of exploitative child labour. Jetwing's "Zero Tolerance Policy" on child abuse and child labour is followed with the intention of raising awareness on such exploitation. We will also cooperate with law enforcement authorities to address any such instance of exploitation which the company becomes aware of.

#### 2.2. Forced Labour

Jetwing supports the elimination of all forms of forced, bonded or compulsory labour, and we do not accept the use of prison labour or illegal labour. (ILO convention, 1930 (No.29) pertaining to forced labor)

### **3. Health and Safety**

At Jetwing, caring for our associates mean providing 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 associates and stakeholders.

Every associate, supplier and other stakeholders have a clear duty to take every reasonable precaution to maintain a safe and healthy working environment in order to avoid potential accidents and injuries. Thus the strict adherence to the Jetwing Health & Safety Policy is expected of every associate.

### **4. Working Conditions including Working Hours**

Every associate is provided with a written contract of employment with agreed terms and conditions, including the notice of resignation from both sides.

Working hours will comply with the national laws and benchmarks of the industry. Associates are not, on a regular basis, required to work in excess of 45 hours a week. They are also provided with one and a half days off on average for a week.

All associates are provided with adequate and reasonable rest breaks, access to drinking water and other sanitary facilities, days off and statutory leave (in compliance with the Shop and Office Employees' Act of Sri Lanka). Furthermore associates are provided with appropriate job skills training whenever the need is felt.

### **5. Fair Wages and Compensation**

Wages are paid to associates regularly, on time. The wage paid would reflect the experience, qualifications and the performance of the associate. All associates 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 or the prevailing industry wage. All other types of legally mandated benefits and compensations shall be paid.

In addition to the basic salary, all overtime work carried out by an associate is voluntary, and is compensated in accordance with the law. Associates are also provided with detailed information related to their wages in writing.

Associates will be granted and correctly compensated for any types of paid leave to which they are legally entitled. Examples of such leave include annual leave, casual leave, accident leave, and maternity leave.

### **6. No Harsh or Degrading Treatment/ Harassment**

Every associate at Jetwing Hotels is treated with respect and dignity. Under no circumstances do we accept the use of humiliation or corporal punishment by our suppliers, their subcontractors or other business partners. No associate shall be subject to physical, sexual, psychological or verbal harassment or abuse during their employment within the company.