

Zbuilderz

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POLICY NAME	Ethical Trading Policy			POLICY NO.	3.0
EFFECTIVE DATE	August,2018	DATE OF LAST REVISION	December,2019	VERSION NO.	1.0
ADMINISTRATOR RESPONSIBLE	Hussam Al-Tayeb	Initials	H.T		
APPLIES TO:					
Human Resources	✓	Marketing & Sales	✓	Procurement	✓
Accounting	✓	Operations	✓	Quality Control	✓

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0	Rabih Maarouf	December,2019	No changes	HT

ETHICAL TRADING POLICY STATEMENT

Zbuilderz believes strongly in ethical principles and good trading. We recognise that the company's activities have potentials to affect its stakeholders.

Therefore, as a socially and environmentally responsible business, **Zbuilderz** promote trading with its suppliers, local community and customers under the following provisions:

- ❖ All services provided by **Zbuilderz** are delivered under conditions that do not involve the abuse or exploitation of any persons, and that such goods or services provided have the least negative impact on the environment
- ❖ All workers involved in the delivery of services provided by **Zbuilderz** are treated with full consideration to their basic human rights.

Zbuilderz acts in an ethical manner beyond basic legal requirements. We are therefore proud to guarantee that we trade according to the following Ethical Trading Criteria:

Labors Principles

1. Employment is freely chosen
2. Working conditions are safe and hygienic.
3. Child labour is not used.
4. Wages are fair and comparable to industry standard and will always exceed the minimum wage.
5. Deductions from wages as a disciplinary measure shall not be permitted.
6. Working hours are not excessive.
7. No discrimination is practised.
8. No harsh, cruel or degrading treatment or practices are allowed.
9. No bribery, corruption, blackmailing or bullying is permitted.

Environment Principles

1. **Waste Management and recycling:**

Waste is minimized, materials are reused where possible.

2. **Pollution:**

Air, water and land pollution are minimized.

3. **Conservation:**

Processes and activities are monitored and modified as necessary to ensure conservation of scarce resources, including water, plants & animals and land forms.

4. **Energy Use:**

Minimizing contribution to global warming and other environment impacts of energy use, by reducing the consumption of energy and energy efficiency devices and means.