

Fair Labour Policy

1 Policy Statement

QIMA is committed to upholding the highest standards of fair labor practices across all operations. As a Testing, Inspection, and Certification (TIC) organization, we recognize our responsibility to lead by example and ensure that all work is conducted ethically, legally, and with respect for human dignity.

We adhere to applicable labor laws and regulations in all jurisdictions where we operate and align our practices with internationally recognized labor standards, including the **International Labor Organization (ILO) Core Conventions**, and relevant ISO and ESG frameworks.

2 Scope of Application

This policy applies to:

- All full-time, part-time, and temporary employees.
- Contracted workers, consultants, and agency staff.
- Interns and apprentices.
- Business partners, suppliers, subcontractors, and service providers involved in our TIC-related activities.

3 Guiding principles

QIMA commits to:

- Respecting human rights and labor rights.
- Providing fair, safe, and dignified working conditions.
- Promoting equality, diversity, and inclusion.
- Maintaining transparency, accountability, and continuous improvement

4 Legal and Standards Compliance

QIMA comply with:

- All applicable local, national, and international labor laws.
- ILO Core Conventions.
- Relevant customer, accreditation, and regulatory requirements.
- Internal codes of conduct and ethics policies.

Where local laws and international standards differ, the higher standard shall apply.

5 Fair Employment Practices

5.1 Freely Chosen Employment

- All employment is voluntary.

- Forced, bonded, trafficked, or involuntary prison labor is strictly prohibited.
- Employees shall not be required to lodge deposits, identity documents, or recruitment fees.

5.2 Child Labor and Young Workers

- Child labor is prohibited.
- Minimum working age shall comply with local laws and ILO Convention No. 138.
- Young workers (if legally employed) shall not perform hazardous or night work and shall be protected from conditions harmful to their development.

5.3 Non-Discrimination and Equal Opportunity

We prohibit discrimination based on:

- Race, color, nationality, ethnicity
- Gender, gender identity, sexual orientation
- Religion, political opinion
- Age, disability, marital or family status
- Any other protected characteristic under applicable law

Employment decisions are based solely on qualifications, performance, and business needs.

5.4 Harassment and Respectful Workplace

- Harassment, bullying, intimidation, abuse, or retaliation are not tolerated.
- This includes verbal, physical, psychological, and sexual harassment.
- A respectful, professional, and inclusive workplace is mandatory.

6 Wages, Benefits, and Working Hours

6.1 Fair Compensation

- Wages shall meet or exceed legal minimums and industry standards.
- Compensation is paid regularly, transparently, and without unauthorized deductions.
- Employees receive clear wage statements.

6.2 Working Hours and Overtime

- Working hours comply with legal limits and collective agreements where applicable.
- Overtime is voluntary, compensated at legally required rates, and not excessive.
- Employees are entitled to rest days, breaks, and public holidays.

6.3 Benefits

- Statutory benefits (e.g., social security, insurance, leave) are provided in accordance with local law.

- Additional benefits may be offered to support employee well-being and retention.

7 Freedom of Association and Collective Bargaining

- Employees have the right to form or join trade unions of their choice.
- Collective bargaining is respected in good faith.
- Employees will not suffer discrimination or retaliation for exercising these rights.

8 Health, Safety, and Well-Being

- A safe and healthy work environment is maintained at all sites, including laboratories, inspection sites, and offices.
- Hazards are identified, assessed, and controlled.
- Employees receive appropriate health and safety training.
- Personal protective equipment (PPE) is provided where required.
- Mental health and well-being are recognized as integral to workplace safety.

9 Training, Development, and Competence

- Employees are provided with fair access to training and professional development.
- Competence requirements for TIC activities are clearly defined and regularly reviewed.
- Training supports career development, ethical conduct, and technical excellence.

10 Ethical Recruitment and Employment Agencies

- Recruitment processes are fair, transparent, and merit-based.
- Employment agencies and recruiters must comply with this policy.
- No recruitment fees may be charged to workers.

11 Grievance Mechanism and Whistleblowing

- Employees and workers may raise concerns without fear of retaliation.
- Confidential grievance and whistleblowing channels are available.
- Complaints are investigated promptly, fairly, and impartially.
- Corrective actions are implemented where violations are identified.

12 Supplier and Partner Expectations

As a TIC company, we expect our suppliers, subcontractors, and partners to:

- Comply with this Fair Labor Policy or equivalent standards
- Allow audits, assessments, or verifications where required
- Address non-compliance through corrective action plans

Serious or repeated violations may result in termination of business relationships.

13 Monitoring and Auditing

- Compliance with this policy is monitored through internal reviews, audits, and management oversight.
- Findings are addressed through corrective and preventive actions.

14 Roles and Responsibilities

- **Board, Executive Management, and Compliance team:** Oversight and accountability
- **Human Resources:** Implementation, training, and monitoring
- **Managers and Supervisors:** Day-to-day compliance and leadership
- **Employees and Workers:** Adherence to policy and ethical conduct

15 Escalation channels:

QIMA maintains a clear, accessible, and confidential escalation channel, to ensure that labor-related concerns, violations, or risks are addressed promptly and effectively.

Labor-related concerns are encouraged to be escalated through the following levels:

- First level: Immediate Supervisor or Manager
- Second level: HRBP
- Third level: The Compliance department, in case where concerns remain unresolved or disputes arise during handling at the above levels, via: Compliance@qima.com.

16 Policy Revision log

Rev.	Modified by	When	Content of modification	Approved by
a	Maggie Ma	Dec 21, 2021	Initial creation	Herve Ostrowski
b	Maggie Ma	Apr 9, 2024	Following a complaint regarding sexual harassment, add a description emphasizing zero tolerance for workplace sexual harassment.	Stanislas Teisseire

Rev.	Modified by	When	Content of modification	Approved by
c	Maggie Ma	Mar 31, 2026	Comprehensive Policy Revision	Compliance Committee