



HUMAN RESOURCES POLICY

ROCKSURE INTERNATIONAL LTD

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POLICY NAME	HUMAN RIGHT			POLICY NO.	001
EFFECTIVE DATE	MARCH 2021	DATE OF LAST REVISION		VERSION NO.	
ADMINISTRATOR RESPONSIBLE	HUMAN RESOURCES DEPARTMENT		CONTACT INFORMATION		
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1		GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

ITEM 1.0 APPROVAL AND REVIEW

N/A

ITEM 2.0 ADDITIONAL NOTES

ITEM 3.0 SCOPE

Describe to what and to whom this policy applies.

RIL Human Right Policy applies to all employees, anyone doing business for or with RIL and others acting on RIL's behalf.

ITEM 4.0 POLICY STATEMENT

Describe the policy and the reason for the policy.

- 4.1 RIL believes that a business can only flourish in societies where the rights of all individuals are highly respected and protected and so does not and will not tolerate any workplace harassment or discrimination.
- 4.2 RIL is committed to providing a highly confidential, trustworthy and conducive procedures for the reporting of any form of harassment or discrimination against anybody.
- 4.3 RIL will pay particular attention to individuals like women who may be at greater risk of negative human rights impacts due to their vulnerability and marginalization.

This policy exists to inform employees and business partners that Rocksure International Limited (RIL) provides a work environment free of discrimination and harassment, where every individual is treated with respect and dignity, have equal opportunities to make his/her contribution freely and fully without any harassment and discrimination.

ITEM 5.0 TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

ITEM 6.0 POLICY SECTIONS

Policy intro:

ITEM 6.1 GUIDELINES

- 6.1.1 RIL conducts its business in a manner that respects the rights and dignity of employees including contractors and seeks to comply with all applicable laws and regulations of the country.
 - 6.1.1.1 All employees must support and uphold the right to equal treatment without harassment or discrimination.
 - 6.1.1.2 Any individual found to have engaged in workplace discrimination or harassment on the basis of any form will be subject to disciplinary action of the company.
 - 6.1.1.3 RIL does not use child or forced labour in any of our operations.

6.1.1.4 RIL respects its employees' right to join a Trade Union and does recognize employees' representation in accordance with local law.

ITEM 6.2 NON-PIU

Breaches to this policy are treated as serious misconduct and those found not following the standards set shall be dealt with accordingly including disciplinary action.

ITEM 7.0 EXCEPTIONS

Describe exceptions here.

N/A

ITEM 8.0 RELATED POLICIES AND OTHER REFERENCES

ITEM 9.0 ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
9.1 Human Resources (HR) Manager	9.1.1. The HR Manager will take the lead in developing and updating the Human Rights Policy, ensuring that it reflects the organization's commitment to human rights standards. 9.1.2. Will communicate the policy to all employees, emphasizing the importance of respecting human rights in the workplace. 9.1.3. The HR Manager will conduct training sessions to educate employees and managers on human rights principles, diversity, and inclusion. 9.1.4. Will manage the process for reporting and addressing human rights concerns and complaints within the organization.
9.2 PIU Manager	9.2.1. The PIU Manager will ensure that the Human Rights Policy aligns with legal requirements, international human rights standards, and industry best practices. 9.2.2. Will organize training sessions and communication efforts to ensure all employees understand and adhere to the human rights principles outlined in the policy. 9.2.3. The PIU Manager will monitor the organization's PIU with the Human Rights Policy and reports any potential violations or concerns to senior management.

9.3.1. Policy Development and Review:

9.3.1.1. Collaborate with relevant stakeholders to develop, update, and review the Human Rights Policy to ensure it aligns with legal requirements, international standards, and industry best practices.

9.3.1.2. Ensure that the policy is clear, comprehensive, and communicates the organization's commitment to respecting human rights.

9.3.2. Policy Communication and Training:

9.3.2.1. Organize training sessions and awareness campaigns to educate employees and stakeholders about the Human Rights Policy and the importance of respecting human rights principles.

9.3.2.2. Ensure that the policy is accessible to all employees and that they understand their rights and responsibilities.

9.3.3. Monitoring and Reporting:

9.3.3.1. Establish mechanisms to monitor the organizations compliance with the Human Rights Policy, which may involve regular audits, assessments, and evaluations.

9.3.3.2. Compile and analyze data to measure the policy's effectiveness in preventing human rights abuses and promoting a respectful workplace.

9.3.4. Incident Reporting and Investigation:

9.3.4.1. Design and implement a reporting process for employees and stakeholders to raise concerns or incidents related to potential human rights violations.

9.3.4.2. Conduct thorough investigations into reported incidents, collaborating with relevant departments and management.

9.3.5. Collaboration with Other Roles:

9.3.5.1. Work closely with HR, legal, line managers, and other relevant departments to ensure the policy's integration into various aspects of the organization's operations.

9.3.5.2. Collaborate with the Safety Manager/Representative to align human rights principles with health and safety practices.

9.3.6. Regulatory Compliance:

Stay up-to-date with changes in relevant laws and regulations related to human rights, ensuring the policy remains compliant with legal requirements.

9.3.7. Continuous Improvement:

9.3.7.1. Continuously assess the effectiveness of the Human Rights Policy and related procedures, making adjustments as needed to address emerging issues or challenges.

9.3.7.2. Provide recommendations for improvements based on data analysis and feedback.

9.3 PIU Officer

	<p>9.3.8. Promotion of Ethical Culture:</p> <p>Serve as a role model for ethical behavior and promote a culture of respect, inclusivity, and adherence to human rights principles within the organization.</p>
9.4 Line Managers and Supervisors	<p>9.4.1. Line managers will play a critical role in setting an example by respecting human rights and promoting diversity and inclusion within their teams.</p> <p>9.4.2. Will be responsible for addressing human rights concerns or complaints raised by their team members promptly and fairly.</p> <p>9.4.3. Will ensure that no discriminatory practices occur within their teams and address any instances immediately.</p>
9.5 Safety Manager/Representative	<p>The Safety Manager will ensure that safety practices and protocols respect the human rights of employees and contractors.</p>
9.6 Employees	<p>All employees are responsible for adhering to the Human Rights Policy, treating colleagues and stakeholders with respect and dignity, and reporting any violations or concerns.</p>

ITEM 10.0 CONTACTS

List contacts in the table.

SUBJECT	CONTACT		PHONE	EMAIL