



SOCIAL RESPONSIBILITY STANDARDS **FULFILMENT POLICY**

OBJECTIVE:

With this policy, the Management Team at **TOLSA SA** expresses its commitment to the principles that are listed in this document.

SCOPE OF APPLICATION:

The present policy is applicable to all staff members of TOLSA SA as well as all contracted companies and providers of this entity.
The principles that are the subject of this policy are as follows:

1. Legal Fulfilment

TOLSA SA, in the context of the fulfilment of requirements for social responsibility standards and initiatives (SEDEX, BSCI, etc.), complies with all laws and national regulations, the sector's minimum standards, ILO Conventions and UN Conventions in addition to any other legal requirement.

2. Freedom of Association and the Right to Collective Bargaining

TOLSA SA respects the right of every staff member to form, organise and join the syndicates of his/her choice and to collectively bargain on its behalf with the company.

- In accordance with ILO Conventions 87, 98, 135 and 154.

3. Prohibition of Discrimination

At TOLSA SA discrimination regarding hiring, pay, access to training, promotion, dismissal or retirement based on gender, age, religion, race, caste, birth, social origin, disability, ethnic or national origin, nationality, membership of workers organisations including syndicates, political affiliation or opinions, sexual orientation, family responsibilities, marital

status, or any other condition that may be discriminated against will not be tolerated.

- In accordance with ILO Conventions 100, 111, 143, 158, 159, 169 and 183.

4. Compensation

Normal hourly salaries, overtime salaries and overtime differentials fulfil or exceed the legal minimums and/or sector regulations. Salary deductions that are illegal, unauthorised or disciplinary in nature are not carried out.

All overtime worked is paid at a special rate as established by national laws.

- In accordance with ILO Conventions 12, 26, 101, 102 and 131.

5. Working Hours

TOLSA SA complies with all the laws applicable to the country and the sector regulations regarding working hours and public holidays. The maximum limit of working hours and overtime permitted per week is established by the laws of the country. Overtime is only worked on a voluntary basis and is compensated at a higher pay rate. Employees of TOLSA SA have the right to at least one day off before working six consecutive days, unless stated otherwise in the exceptions outlined in BSCI regulations.

- In accordance with ILO Conventions 1 and 14, and ILO Recommendation 116.

6. Health and Safety in the Workplace

The company's Management Team is committed to providing a safe and healthy work environment and taking effective measures to prevent accidents or potential damages to the health of workers that may occur - whether they are associated with or arise over the course of work - by minimising, as much as possible, the causes of risks inherent to the workplace, and by considering the applicable knowledge of the sector and any specific risk.

TOLSA SA establishes a group of clear regulations and procedures regarding occupational health and safety which are fulfilled, especially regarding the provision and use of protective equipment, access to clean services and access to drinking water. Additionally, TOLSA SA provides sanitary facilities for the storage of food.

Every staff member has the right to move away from a serious and imminent danger without obtaining the permission of the company.

- In accordance with ILO Conventions 155 and 184, and ILO Recommendation 164 and 190.

Every staff member of TOLSA SA regularly receives certified training in health and safety.

TOLSA SA establishes a system for detecting, avoiding or responding to possible threats to the health and safety of all staff members.

7. Prohibition of Child Labour

Child labour is prohibited at TOLSA SA, and at providers and subcontracted companies that work with TOLSA SA.

8. Prohibition of Forced Labour and Obligatory Disciplinary

Measures

Forced labour and obligatory disciplinary measures are prohibited at TOLSA SA and at providers and subcontracted companies that work with TOLSA SA.

9. Safety and the Environment

TOLSA SA has procedures and regulations in place for the management of waste, the handling and removal of chemical products and other dangerous materials, and the treatment of emissions and residues.

10. Management Systems

TOLSA SA has implemented a **Social Responsibility Policy** and a management system to ensure that the requirements of the BSCI Code of Conduct as well as the SEDEX Code are fulfilled, while it has also established an **Anti-corruption Policy** for all its commercial activities. The Management Team is responsible for correctly implementing and continually improving the Code of Conduct, as well as taking the corrective measures and performing a periodic review of this code.

Signed: Enrique Gómez Navarro
General Manager of TOLSA
Date: 26/01/2015