



## IDC Ltd POLICY on Human Rights and Labour Coniditions

IDC Ltd is committed to protecting the human rights of everyone who works for the company and all those who have transactions with it. As a responsible company, IDC support the United Nations Universal Declaration of Human Rights that sets “common standards of achievement for all people and all nations”. More so, IDC Ltd is committed to *International Financial Corporation Performance Standards Two; Labour and Working Conditions*.

We recognise that our responsibility for human rights and labour conditions particularly encompass:

**Our Field Operations:** Much of IDC Ltd’s fieldwork is primarily carried out in emerging economies and with marginalized communities, where human rights and labour issues are often challenged. Our organization strictly adheres with national laws and international best practices to ensure the highest level of sensitivity in this regard.

**Supply chain:** It is IDC’s aspiration that the working conditions throughout our supply chain meet internationally-accepted standards of human rights and working conditions.

### Principles underlying this policy

IDC’s policy on human rights and labour conditions has been developed with reference to the following documents:

- The United Nations Universal Declaration of Human Rights.
- The 8 ‘fundamental’ labour standards of the International Labour Organisation. These cover freedom of association; the right to organise and bargain collectively; use of forced labour and equality.
- The UN Convention on the Rights of the Child.

### Responsibility

We believe that everyone in our organisation is responsible for having due regard for human rights. In particular:

- IDC Ltd has overall responsibility for ensuring that human rights considerations are integral in the way in which existing operations and new opportunities are developed and managed.
- Managers and supervisors provide visible leadership that promotes human rights as an equal priority to other business issues. They also have a responsibility for identifying abuses that occur.
- All employees are responsible for ensuring that their own actions and conduct do not impair the human rights of others. They are also encouraged to bring forward, in confidence, any concerns that they may have about human rights abuses.

### Effecting action

IDC Ltd recognises that from time to time it may encounter challenges relating to human rights that it cannot manage alone. IDC Ltd is therefore committed to collaborate with relevant organisation(s) (government, NGOs and other interest groups) to ensure this policy is effective and complies with international best practice, as well as local and national laws.



IDC Ltd requires that all its operating units seek to abide by the following:

### **Child labour**

We will not employ workers under the legal minimum age for admission to work stipulated by the laws of the countries where we work and will operate in accordance with ILO conventions No 138 on the minimum age for admission to employment and No182 on the banning of the worst forms of exploitation of child labour.

### **Forced labour**

In accordance with ILO Conventions 29 on Forced Labour and 105 on the Abolition of Forced Labour, we will not make any use of forced labour, including prison or debt-bondage labour. We will not require the lodging of deposits or identity papers, either by our operating companies or agencies providing employees.

### **Health and safety**

We will provide a safe and healthy work environment and take all reasonable steps to prevent death or injury to anyone on our sites. Regular training to all our workers on health and safety issues will be provided. All workers will have access to adequate convenience facilities and potable water.

\*\*\*Please see IDC Ltd Health and Safety Policy\*\*\*

### **Freedom of association and the right to collective bargaining**

IDC Ltd respect the principles of freedom of association and collective bargaining as defined in ILO convention No 87 on the freedom of trade unions and the protection of trade union law and No 98 on the right of organisation and collective bargaining.

### **Discrimination**

In accordance with ILO Convention 111 on Discrimination, we will not discriminate against any person based on race, caste, origin, religion, disability, gender, sexual orientation, union or political affiliation or age. We will not tolerate sexual or racial harassment or bullying.

### **Discipline**

IDC Ltd will not employ, or allow to be employed, any form of corporal punishment, physical coercion or verbal abuse. Any disciplinary matter will be dealt with through proper procedures acceptable to ILO standards and other international best practices on labour laws and human rights protection.

### **Working hours**

Due to the nature of IDC Ltd fieldworks, all working hours shall be duly negotiated with our employees and we will comply with relevant ILO conventions regarding working hours. Any work arrangement outside the 40 hours a week provision by the ILO Convention Policy No 47, shall be negotiated with the employee ensuring free, prior and informed consent before commencing on such activity.



## **Compensation**

IDC Ltd will ensure that wages paid for working hours meets local legally mandated minimum wage levels. IDC Ltd will ensure it strictly adheres to its policy of “fair day’s work for fair day’s pay.” It will also comply with local and national periodic remuneration improvements according to established laws in the country of operation.

## **Living conditions**

In situations where IDC Ltd would be providing accommodation for its employees, it will ensure that this accommodation is of an acceptable standard of size and cleanliness; that it is appropriate to local customs and norms and that adequate facilities are provided. IDC Ltd will work with relevant service providers and other partners (where in doubt) to establish what accommodation standards are appropriate, and to ensure that this standard is achieved and maintained.

## **IMPLEMENTATION**

### **Responsibility**

Responsibility for the compliance of IDC Ltd with this policy lies ultimately with the Project Directors. Management will also periodically meet to review and update this policy where appropriate to create failsafe measures that will ensure 100% compliance.

Every Team Leader, Manager and Project Director, Local and International, will also ensure the implementation of the policy in every unit and activity of the organisation.

### **Monitoring and compliance**

Each unit will be responsible for ensuring that it has in place the necessary arrangements to monitor and report compliance against this policy on an annual basis.

Each business unit will be required to report their performance against this policy in its Management Representation Letter.

### **Communication**

IDC Ltd will ensure that it provides the necessary training, facilitation and capacity building on this policy to ensure every staff member, partner, service provider, sub-contractor and government agency involved in IDC Ltd’s value chain of service delivery is adequately informed and compliant.