

 <b>NIRSA</b> NEGOCIOS INDUSTRIALES REAL NIRSA S.A.	<b>SISTEMA DE GESTIÓN DE RSE</b>	Código:MG.RS.09
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### REGISTRO DE COPIAS CONTROLADAS

COPIA N°	DESTINATARIO	FECHA DE ENTREGA	FIRMA DE RECIBIDO
1	Responsable Sistema Gestión de Calidad		
2	Vicepresidente del Directorio		
3	Directora Talento Humano		
4	Gerencia SGA & RSE		

ACTUALIZACIONES			
REVISIÓN N°	FECHA	MODIFICACIONES	CAUSA DE MODIFICACIONES
1	Diciembre 2020	Actualización fecha, revisión de contenido	Actualización anual
2	Noviembre 2021		Actualización anual

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## MANAGEMENT MANUAL ON SOCIAL RESPONSIBILITY

### PREVENTION OF FORCED AND FORCED LABOR

01.

02. **Objective.-** Describe the operating mechanisms through which the right of employees to carry out their activities within a suitable schedule is guaranteed as well as the enjoyment of their rest days.

03. **Scope.-** Applicable to all the activities and contracts of the company.

04. **Policies.-** NIRSA plans its productive activities based on the working hours and rest schedules guaranteed by law. In order to comply with this policy, the following guidelines have been established:

- a. The production management will plan the activities in accordance with the provisions of the law, that is: a maximum of 52 hours of work per week, with a maximum of 4 hours of overtime per day and 12 per week. Minimum 1 day off after 6 days of work. All the productive and service areas will benefit from this planning.
- b. All overtime hours worked outside the production scheme must be approved by the General Management; in no way will any employee be allowed to work more hours than those stipulated by law.
- c. If for reasons of production care (perishable products) it is necessary to carry out work outside the planning, these must be duly justified, internal management must be carried out to proceed with the necessary corrections and reduce the occurrence of events that put production at risk and generate excessive overtime.
- d. Vacancies will be replaced in a timely manner and absenteeism will be measured to consider this variable in planning production.

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- e. Periodically, the work hours and rest days of the personnel will be controlled to evaluate the effectiveness of the control measures for compliance with this policy.

NIRSA will not support human trafficking. No company or entity that works for NIRSA should carry out such practices, under penalty of being reported to the pertinent authorities, concluding all present and future commercial relationships. Slavery in Ecuador was abolished in 1851. Anyone who performs work for NIRSA has the right to receive fair remuneration based on the Ecuadorian Labor Code and a Skills Assessment.

There will be no differentiation in remuneration, assignment of tasks given by cultural, social, ethnic, religious or gender issues; the possibilities of promotion within the company for these reasons will not be limited either

### **References**

SA8000 Standard

BSCI International Standard

ISO SA8000 International Standard

Smeta International Standard-4 Pillars

Labor Code of Ecuador

NIRSA Rule of Procedures

Universal Declaration of Human Rights.

ILO Convention 1 on hours of work (industry) and Recommendation 116 (reduction of hours of work).

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## APPLICATION OF DISCIPLINARY MEASURES AND THE RIGHT TO DEFENSE

**Code:** MG.RS.07

01. **Objective.-** Describe the operating mechanisms through which the right to defense of employees is guaranteed when disciplinary measures are applied.
02. **Scope.-** Applicable to all disciplinary actions taken against any company employee.
03. **Policies.-** All disciplinary action must give rise to the defense of the employee who has been accused of omission or committing a fault. For this, the guidelines for the final qualification (approval of a disciplinary measure) have been determined.
  - a. The disciplinary action must be framed within the obligations of the employees detailed in the current Internal Regulations.
  - b. The disciplinary action must be in writing and must be submitted to the Personnel Manager for review.
  - c. If the disciplinary action complies within the legal terms, the employee will be given the opportunity to defend himself in such a way that his objections / comments are described in the same format as the Disciplinary Action. If their objections are valid and verified, they will not be qualified (denied). If their objections are not valid and the offense is proven, the disciplinary action (approved) will be qualified.
  - d. Only approved disciplinary actions are filed in the employee's personal record that is found in the Archive area of the human resources department.

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