

**MEET
ENGINEERING
PLC**

Since 2000

► Inspired ► Motivated ► Involved

TIN 000841049

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MEET Engineering PLC
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LABOR STANDARDS POLICY

Meet Engineering PLC is one of the most successful distributor groups in Ethiopia. Resulting from our business operations, the Company acknowledges its obligations towards its employees, stakeholders and the communities in which it works, and has outlined below its policy in relation to labour standards.

This policy is relevant to the Company itself, our customers, suppliers, members of the public and other parties engaged with the Company's business.

MINIMUM LABOR STANDARDS

The Company has identified the following compelling reasons to establish a comprehensive system of minimum labor standards to guide its business operations:

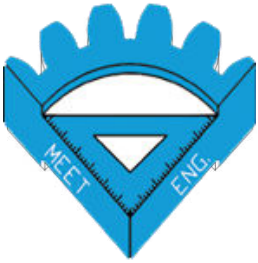
1. Ethical Responsibilities - the Company acknowledges its obligations towards its employees, stakeholders and the communities in which we work and operate. The Company wishes to carry out work and to do business in an ethical fashion.

2. Adverse Publicity and Damage to the Company's Reputation – adverse publicity from the discovery of poor labor standards within the Company's business operations presents reputational and structural risks to the Company not only in terms of revenue, but also in respect of staff recruitment and retention. Poor labor standards can also lead to a loss of trust and confidence with suppliers and also within the wider community. The Company therefore wants to do what is right and be seen to do what is right.

3. Reduced Quality of Service – the Company recognizes that there is commonly a link between poor labor standards and poor quality of services. To this end, it is in the interest of the Company to ensure that the Company reaches and exceeds minimum labor standards requirements at all times.

To help identify a defined set of minimum labor standards, the Company has referred to the following resources:

Ethiopian convention human Rights proclamation No. 377/2003 and ILO



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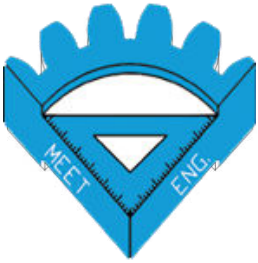
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These minimum labor standards are:

- 1. Child Labor** – the Company does not and will not engage in or support the use of child labor. If the Company engages any young workers (e.g. on work experience), it will ensure that a suitable risk assessment is carried out and that young persons are not exposed to any hazardous conditions, or in any case work more than 8 hours per day.
- 2. Forced or Compulsory Labor** – the Company shall not engage in or support the use of forced or compulsory labor, or bonded or involuntary prison labor. Employees are free to leave after providing reasonable notice in line with their individual contracts of employment.
- 3. Health and Safety** – the Company shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injuries to employee's health by minimizing, so far as is reasonably practicable, and in co-operation with its employees, workers and other members of staff, the causes of hazards inherent in the workplace. All employees will receive safety and job specific health and safety instructions during the course of their employment with the Company. Employees shall have access to clean sanitary facilities and drinking water. Responsibility for implementing the Health and Safety element of this policy is assigned to the General Manager. (Please refer to Meet Engineering PLC's Health and Safety Policy).
- 4. Freedom of Association** – freedom of association is respected and the Company will comply with Ethiopian labor relations legislation (as appropriate) in this regard.
- 5. Discrimination** – the Company shall not engage in or support any discriminatory practices in recruitment, remuneration, access to training, promotion, termination or retirement based on gender (including gender reassignment), marital status, family status, religious belief, disability, age, racial grounds (race, colour, nationality or ethnic origin), sexual orientation or other conditions that could give rise to discrimination. The Company has in place an Equal Opportunities Policy and a Dignity at Work Policy both of which are provided to all new employees at induction.
- 6. Disciplinary Practices** – the Company shall treat all employees and members of staff with dignity and respect. The Company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion, harassment, intimidation or verbal abuse of personnel. No harsh or inhumane treatment is allowed and the Company shall ensure that no disciplinary procedure is operated except as per the Company's Dignity at Work and Disciplinary Policies.
- 7. Working Hours** – the Company shall comply with applicable laws and industry standards on working hours and holiday entitlements. The Company's normal working hours do not exceed 48 hours per week, with the relevant periods of rest. The Company ensures that all employees have the legal right to be employed in Ethiopia (as appropriate).



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8. Remuneration - the Company shall comply with national laws and regulations with regard to wages and benefits. All work related activities are carried out on the basis of a recognized employment relationship established according to national law and practice. All members of staff are remunerated in a way which is in excess of the national minimum wage in Ethiopia as is appropriate.

9. Pension - the Company shall comply with national laws and regulations with regard to pension and benefits. According to pension proclamation No. 715/2011 of the FDRE .

8. Insurance - the Company shall comply with national laws and regulations with regard to the works compensation insurance and benefits with work related injuries.

Implementing the above mentioned labor standards

The HR manager is responsible to implement the labor standards of the company through different ways like

1. Orientation during employment
2. Signing employment contracts and
3. By awareness creation sessions