

MAJID AL FUTTAIM – SUSTAINABILITY

# Employment Conditions Policy

Amendments Table

Version	Date	Amendment Content
1.0	2019	- Policy was created
2.0	Oct 2022	<ul style="list-style-type: none"> <li>- Addition of Background, Purpose, Scope, Responsibility, and Governance sections</li> <li>- Addition of Grievance section</li> <li>- Labour Standards moved from table to list format</li> <li>- Grievance mechanism addressed in Basic Rights section</li> <li>- Changed “Wages &amp; Benefits” to “Remuneration”</li> <li>- Added new “Work Leave” section</li> <li>- Added “Flexible Working” section to address remote work</li> <li>- “Women’s Rights” section replaced by “Diversity &amp; Inclusion” section</li> <li>- “Health and Safety” renamed to “Occupational Health &amp; Safety”</li> <li>- “Occupational Health &amp; Safety” section newly addresses employee emergency protocol training</li> </ul>

## Background

Majid Al Futtaim operates in a region where there may be a gap between employment conditions and international best practice. As a business, we directly employ over 40,000 people and have numerous direct suppliers' and contractors' staff living in employee accommodations.

Majid Al Futtaim is committed to implementing and delivering a comprehensive sustainability strategy, Dare Today, Change Tomorrow, through which Majid Al Futtaim manages the socio-economic and environmental issues that are most material to its business.

Dare Today, Change Tomorrow has three fundamental business priorities:

- **Transforming the lives** in the communities of Majid Al Futtaim serves, to provide a healthy, fulfilling, and sustainable way of life
- **Rethinking resources**, addressing Majid Al Futtaim's use of resources to make a Net Positive impact
- **Empowering our people** to unlock their full potential

As part of our *Empowering our People* pillar, we are committed to protecting the rights of our employees, upholding best practice labour standards, and ensuring that our suppliers and contractors do the same.

## Purpose

This policy outlines the labour standards we uphold, which were developed in accordance with international best practices, namely the International Labour Organisation Core Conventions and UN Global Compact Principles, and engagement with internal and external stakeholders. It seeks to ensure that the protection and enhancement of employment conditions is one of the primary ways which we manage risks relating to human rights.

## Scope

This policy lays out the employment conditions we provide for our workforce, and what we require from our direct (Tier 1) suppliers and contractors.

In addition to expecting all concerned parties to comply with all applicable government legislation and to disclose incidences of non-compliance, we are committed to the below standards for our own employee workforce and require our direct service providers and Tier 1 contractors to do the same.

## Grievance

As part of our Code of Conduct, we provide a way for our employees to report ethical concerns; whistleblowing is done anonymously with options for reporting potential cases being:

1. Person raises a concern with his/her manager
2. Person raises a concern with the Ethics Panel or with the Chief Compliance Officer
3. Person raises a concern through the Ethics Hotline

Further details can be accessed through the links below:

[Ethics Hotline Process pdf](#), [Ethics Hotline Toll Free Numbers](#) and [Ethics Hotline Online Reporting line](#).

## Labour Standards

Outlined below are the labour standards that need to be complied with:

### Child Labour:

- Child labour will not be tolerated. The minimum working age is 16 or as per the respective country's law, whichever more stringent.

### Basic Rights:

- As per local regulations, employees shall retain, or have unbarred access to, custody of original government-issued documentation and travel documents.
- Employees shall only be employed on a voluntary basis.
- The main terms of the employer and employee relationship, details of pay, leave, discipline, and grievance systems shall be freely agreed. Terms of employment shall be provided in a language understood by the employee. Where a third-party recruiter is used, all fees and expenses shall be covered by the employer and shall not be reclaimed from the employee at any time.
- Unreasonable restrictions on the movement of employees within the workplace when entering or leaving shall not be imposed.
- All employees shall be treated with respect and dignity throughout their employment. Employees shall not be exposed to harassment and abuse in the workplace. Acts of harassment and abuse include mental or physical coercion, threatening behaviour, inhumane treatment, or sexual harassment.
- Where legally permitted, employees shall be allowed to associate with others and able to form profession-related organisations of their choosing and they shall be allowed to engage

in bargaining together (collectively) without fear of discrimination, harassment, or retaliation. Employees shall be informed of their rights in this regard.

- The right of employees to seek resolution of labour disputes shall be recognised and respected.
- Employment bans for those seeking to change jobs at the end of a contract is not allowed. If required, employer is to provide a no objection letter at the end of the services to the employee.
- In the case of ethical misconduct, employees are provided an anonymous ethics hotline to report concerns, as mentioned in the Grievance section.

#### **Remuneration:**

- Where applicable, employees shall be provided remuneration that meets or exceeds the legal minimum.  
In case there is no minimum remuneration mandated, the market-benchmarked compensation (which considers location-specific living costs) should be used.
- Overtime should be voluntary and properly compensated for, according to local regulations.
- Employees shall receive their remuneration in full via electronic bank transfer or as per labour law requirement and on a pre-agreed schedule without delay. A payslip shall be provided detailing legally mandated deductions. All other deductions from remuneration shall only be made with expressed consent of the employee or as per applicable law.
- The employer shall cover or reimburse foreign/expatriate employee costs for medical examination, visas, and air travel, as per the labour law of the respective country.
- The employer will provide employees transport to and from their workplace or provide allowances/subsidies, where applicable.  
If local labour laws mandate it, allowances/subsidies must be declared by the employer and be in addition to the agreed remuneration.
- Employees will receive medical insurance, as per the local labour laws that govern this benefit.
- Where the labour laws mandate it, all expatriate employees with a tenure of over one year will be entitled to end-of-service pay. If the employee is a citizen of the country of employment, then the country-applicable social insurance or pension plans will prevail.

### **Working Days and Hours:**

- Employees shall not be required to work more than 48 hours per week, or the legal limit on regular working hours where the legal limit is lower, unless formally agreed. In cases where overtime is agreed upon, it should be undertaken in line with the requirements set out in the Remuneration section.
- Employees are entitled to at least one day off in every seven-day period, or what is required by the respective country labour law.
- No employee will work more than 5 hours without a break. Where applicable, regional requirements in this regard shall be observed.

### **Work Leave:**

- Employees are entitled to paid annual leave, as per local legal requirements.
- Employees are entitled to take public holidays in their country of employment fully paid, plus one additional fully paid day for relevant religious holidays.
- Employees are entitled to paid maternity leave and paid paternity leave, in accordance with relevant local legal requirements or employer's policy, whichever is longer.
- Employees are entitled to paid sick leave of at least 15 days, or longer as per local regulations.
- Employees are entitled to paid compassionate leave of at least 3 days, or longer as per local regulations

### **Flexible Working:**

- Majid Al Futtaim may introduce flexible working hours at its discretion, as long as the set of core working hours is being adhered to in particular for the case of UAE Nationals.

### **Diversity and Inclusion:**

- To ensure equal opportunity, employees shall not be discriminated against during hiring, advancement, disciplinary procedures, and termination of employment or retirement. Employees shall not be discriminated against based on gender, race, ethnicity, national origin, religion, age, disability, sexual orientation, union membership or marital status.
- Female employees shall receive equal pay including benefits, equal treatment, and equal opportunity to fill all positions open to male employees.
- Female employees shall not be required to take a pregnancy or medical tests except if required by applicable laws or regulations or if relevant for workplace safety.

- Appropriate services and job-related modifications shall be provided to support employees during their pregnancy, as per the local labour laws.

#### **Occupational Health and Safety:**

- Employees shall be provided with a safe work environment that employs best practices for health and safety measures.
- Health and safety audits should be performed bi-annually at all operations and developments.
- Employees are trained for emergency protocols, in accordance with local regulations:
  - First-aid training must be performed by a certified third-party training provider:
    - Less than 250 employees: 1 first-aider
    - Between 250 to 500 employees: 2 first aiders
    - More than 500 employees: 3 first-aiders
  - Fire safety training must be performed by a certified third-party training provider:
    - At least 2 fire wardens per floor/department/area
    - Bi-annual fire drill
  - Awareness campaign sessions with the Health & Safety team
- There must be a dedicated health and safety manager / risk & compliance manager to oversee the management of health and safety across all operations and developments where required.

#### **Accommodation:**

- Where employees are provided with accommodation, accommodation will be required to meet the requirements laid out in the Majid Al Futtaim Employee Conditions Audit Checklist (which is included with the supplier's contract) or local regulations, whichever more stringent.  
This is also applicable for both Majid Al Futtaim employees and the direct service providers providing services on-site (e.g., security personnel, cleaners, trolley-boys, contractors).
- Employee accommodation audits should be performed bi-annually at all accommodation sites. Those who fail these audits will be expected to rectify the required measures within 30 days or as per the timeframes constituted in the Governance section, depending on the non-compliance. Failure to do so may result in termination of contractor/supplier contracts, as a last resort.
- In the case that an accommodation allowance is provided, the allowance should cover the costs for an accommodation that meets the requirements set out in the Majid Al Futtaim Employee Conditions Audit Checklist.

### Training and Development:

- Employees will receive the training they require to deliver their roles.
- Employees will be offered additional training in areas that improve their employment opportunities and earning potential.
- Employees are given annual performance reviews by managers to identify strengths and weaknesses and to create a personal development plan.
- Office-based employees are required to complete the following training:
  - Human rights training on the learning management system
- Suppliers are required to complete the following training and provide evidence of completion:
  - [United Nations Guiding Principles on Business and Human Rights](#) (Mandatory)
- Suppliers are encouraged to complete the following training and provide evidence of completion:
  - [Business and Human Rights: How companies can operationalize the UN Guiding Principles](#) (Optional)



## Governance

Responsibility for the delivery of this policy and the associated processes and procedures rests with the Corporate Sustainability team at Holding, in collaboration with Human Capital, Risk & Compliance, and Health & Safety department of each operating company, with oversight from the Board.

To understand the performance of our direct suppliers and contractors against the employment conditions standards, we require our service providers and contractors to maintain accurate records of compliance, make all relevant documentation available to Majid Al Futtaim and provide access to all relevant sites and facilities to Majid Al Futtaim auditors or any designated third-party audit company.

Two main processes will be employed to ensure these standards are maintained:

1. Regular audits of health and safety, employee accommodation provisions, and documentation and records
2. Interviews with a proportionate sample of the workforce

To guarantee the timely and full payment of agreed-upon compensation, Majid Al Futtaim will utilise the Wages Protection System (if available in country of operation), and within the boundaries of local regulations laws in all other countries where Majid Al Futtaim operates.

We recognise that improving employment conditions requires ongoing effort and attention. To ensure that these standards are consistently applied, we commit to monitoring and auditing both our performance and that of our contractors and tier 1 suppliers.

To uphold the accommodation standards stated in the [Majid Al Futtaim checklist](#) guidance, members of relevant Majid Al Futtaim teams will plan regular visits throughout the contract term. Failure to comply with those requirements will constitute a breach of contract and will result in an issuance of an immediate improvement notice with a rectification timeline:

- For prerequisites, non-compliance results in an immediate failure of the audit. The audited party must then submit a remediation plan within three days and ensure that the non-compliance is addressed within a month.
- For any other non-compliance, the audited party has three days to submit a remediation plan to Majid Al Futtaim. This remediation plan should have a timeline appropriate to the nature of non-compliance.

Further non-compliance could lead to blacklisting and/or contract termination. Notwithstanding the given requirements, the local regulations of each country are to be complied with. Where local

regulations are of a lower standard, the given standards shall be adopted as best practice.

Failure to comply with this policy will result in the issuance of a formal warning and a deadline to remediate non-compliance within 30 days. If unmet, this may result in termination of the contract and exclusion from any future tendering processes with immediate effect.

## Appendix 1

Worker's Accommodation General Design Conditions					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
1.1	Approval for accommodation site e.g. municipality approval	Pre-requisite		is an approval document provided?	

Worker's Accommodation Bedrooms Requirements					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
2.1	The area allocated to each person shall not be less than (3) square meters/ <u>Compliance with the country accommodation law regulation is recommended</u>	1		Evidence should be provided (pictures, reports, documentation, etc.)	
2.2	The number of workers allowed in one room should be 6 people while adhering to the space allocated for each person. Compliance with the country's accommodation law regulation is recommended	1		Evidence should be provided (pictures, reports, documentation, etc.)	
2.3	A dedicated sleeping place must be provided for each worker, even in the case of shifts.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
2.4	A bed with a side table and a wardrobe with a height of 2 m with a lock shall be provided for each person.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
2.5	Beds must not be in more than two tiers, Bunk beds are not allowed in Camps situated in Oman.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
2.6	Shoe shelves should be placed at the entrance to	1		Evidence should be provided (pictures,	

	each room so that workers can put their shoes before entering the sleeping place.			reports, documentation, etc.)	
2.7	Cooking stoves or washing machines are not allowed inside bedrooms	1		Evidence should be provided (pictures, reports, documentation, etc.)	
2.8	For Oman projects there is an area of (4) meters allotted in sleeping rooms for the worker's bed, leaving at least one meter between one bed and the other	1		Evidence should be provided (pictures, reports, documentation, etc.)	

Worker's Accommodation Sanitary facilities (bathrooms)					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
3.1	In the case of shared bathrooms, one toilet must be provided for every 8 people, and the number of toilets should not be less than 4 in any shared bathroom. <u>Compliance with the country accommodation law regulation is recommended</u>	1		Evidence should be provided (pictures, reports, documentation, etc.)	
3.2	A urinal shall be provided based on one unit per 25 persons. If water is available under pressure, the urinals must be provided with sufficient water for use after completion.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
3.3	One place for showering and one hand washbasin should be provided for every 8 people. <u>Compliance with the country's accommodation law regulation is recommended</u>	1		Evidence should be provided (pictures, reports, documentation, etc.)	
3.4	Toilet and bathroom designs should include fixtures and fittings for hanging clothes and towels, soap dispensers, mirrors, and cupboards. Clothes and towel holders made of	1		Evidence should be provided (pictures, reports, documentation, etc.)	

	strong materials such as stainless steel should be provided in sufficient quantities for the planned number of users.				
3.5	No toilet or chemical or urinal equipment shall be placed in a room that is used for purposes other than that of a latrine.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
3.6	Toilets must be supplied with toilet paper in sufficient quantity.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
3.7	Bathrooms and toilets must be maintained in a sanitary condition. It must be cleaned at least once a day. Disinfectants must be placed in it.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
3.8	Every toilet is contained in a specified toilet room and has a lockable door.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
3.9	Each toilet has a clean and working flush, a bucket of water is not acceptable to flush a toilet.	1		Evidence should be provided (pictures, reports, documentation, etc.)	

Worker's Accommodation Water Supply					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
4.1	The technical and health requirements for water connections and tanks must be adhered to, and all of them must comply with the specifications and standards of the competent authorities.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
4.2	Drinking water from the mains must be filtered and checked on a weekly basis.	Pre-requisite		Are there records of water filter checking?	
4.3	Testing by an independent laboratory should occur regularly, with inspection	Pre-requisite		Are there records of monthly laboratory testing of the drinking water?	

	records available upon request.				
4.4	All bathrooms, showers, laundries and kitchens must be equipped with hot and cold-water networks.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
4.5	Water networks must be designed and equipped with means of rationalizing water consumption.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
4.6	External water tanks must be covered with umbrellas against the sun to ensure the availability of cold water during the summer.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
4.7	A sufficient number of water coolers shall be provided, according to the number of workers residing there and/or the number of persons expected to be used for housing.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
4.8	Separate cold-water feeders with valves shall be provided in the units	1		Evidence should be provided (pictures, reports, documentation, etc.)	

Worker's Accommodation Kitchen and Dining Hall					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
5.1	Each housing unit must be equipped with a kitchen that conforms to the public health standards and the technical standards stipulated by the concerned authority.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
5.2	no wood surfaces in the kitchen area	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
5.3	The kitchen and dining hall must be equipped with a suitable drain, ventilation hole	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	

5.4	The gas supply must be in accordance with the requirements of the Civil Defence with the right approval in place as per local requirements ex. placed outside the building and protected from sunlight.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
5.5	Where gas is provided is there an automatic gas shutoff valve for use in emergencies	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
5.6	An area of no less than 1.4 m <sup>2</sup> must be allocated for each person in the dining hall (and the TV-watching room, and the lounge)	1		Evidence should be provided (pictures, reports, documentation, etc.)	
5.7	Meal scheduling announcements should be placed at the entrances to the dining room.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
5.8	A hall must be provided for workers to rest, equipped with comfortable seats and a television set (inside the dining hall)	1		Evidence should be provided (pictures, reports, documentation, etc.)	
5.9	All Cooking equipment in good condition	1		Evidence should be provided (pictures, reports, documentation, etc.)	
5.10	Free gas or electricity for use during cooking	1		Evidence should be provided (pictures, reports, documentation, etc.)	
5.11	Food storage areas provided and maintained	1		Evidence should be provided (pictures, reports, documentation, etc.)	
5.12	The kitchen and dining hall must be kept clean.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
5.13	The dining hall must be near the kitchen, and it must be provided with sufficient tables and chairs, in addition to a refrigerator for drinking water, and a place for washing hands (provided with cold and hot water, liquid soap, and tissues).	1		Evidence should be provided (pictures, reports, documentation, etc.)	

5.14	Washable tables should be provided inside the kitchen.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
5.15	The kitchen must be managed by a licensed food service company or by the food team of the residence management.	1		Evidence should be provided (pictures, reports, documentation, etc.)	

Worker's Accommodation Medical Services					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
6.1	First aiders are trained and certificates are available upon request. The accommodation operator ensures that adequate first aid and medical arrangements are in place to cover the occupants in the accommodation facility and that occupants have appropriate access to these facilities	Pre-requisite		Are there certificates for the medical or first aid staff available?	
6.2	procedure in place to report, investigate and escalate injuries and incidents	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
6.3	An isolation room must be provided for patients, equipped with adequate furniture and equipment	1		Evidence should be provided (pictures, reports, documentation, etc.)	

Worker's Accommodation Laundry					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
7.1	Free laundry facilities (washing machines or laundry services) are provided for all work-related clothing, with a continuous supply of hot water, laundry powder or soap, adequate drainage and an area to dry	1		Evidence should be provided (pictures, reports, documentation, etc.)	



	clothes. A charge for a laundry facility is applied for non-work-related clothing should be reasonable.				
7.2	The common laundry must be provided with all services, such as hot and cold-water connections, ventilation and air conditioning openings, drainage networks, and adequate lighting	1		Evidence should be provided (pictures, reports, documentation, etc.)	

Worker's Accommodation Waste Disposal					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
8.1	The waste disposal mechanism must meet the environmental and health conditions set by the concerned authority.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
8.2	Adequately sealed and regulated garbage containers shall be provided. Containers must be emptied and cleaned daily. Food waste must not be stored in the accommodation rooms.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
8.3	Residential units must be cleaned on a daily basis.	1		Evidence should be provided (pictures, reports, documentation, etc.)	

Worker's Accommodation Ventilation and Conditioning					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
9.1	All rooms have sufficient and fully maintained air conditioning with suitable fresh air circulation.	Pre-requisite		Are there maintenance records for Air Conditioning units?	
9.2	All windows must be in good condition, complete with fly screens.	1		Evidence should be provided (pictures, reports, documentation, etc.)	

9.3	An air suction system must be installed in the bathrooms to expel the air outside the building and replace it with outside air using appropriate means. Or the bathroom should have an opening to let for air circulation	1		Evidence should be provided (pictures, reports, documentation, etc.)	
9.4	A system must be provided to control the temperature, humidity and air speed	1		Evidence should be provided (pictures, reports, documentation, etc.)	
9.5	All exterior openings and entrances to toilet rooms and kitchens must be fitted with fine wire mesh material.	1		Evidence should be provided (pictures, reports, documentation, etc.)	

#### Worker's Accommodation Lighting

Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
10.1	All common areas of the accommodation facility (including the toilet and showering area) have adequate lighting at all times.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
10.2	All common external areas around the employee's facility are provided with adequate lighting at all times producing a minimum safe access lighting level	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
10.3	All lamps must be of the type that consumes low energy [LED]	1		Evidence should be provided (pictures, reports, documentation, etc.)	

#### Workers Accommodation Facilities Fire and Emergency Preparedness

Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
11.1	Firefighting equipment, and emergency exits must comply with Civil Defence	Pre-requisite		Is there a Civil defence fire certificate for the camp?	

	Standards (NFPA 101) or local legislation such as Dubai fire code				
11.2	All fire prevention, detection, and alarm devices, including monitoring devices, electrical installations, sprinkler systems, ... etc. must be designed and installed in accordance with civil defence standards.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.3	Evacuation maps located at visible location	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.4	Emergency roads and corridors must be equipped with rechargeable lighting devices that operate in the event of a power outage	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.5	underground tanks and adjacent equipment for pumping firefighting water to feed the firefighting systems, external hoses, internal hoses and fire hose reel units located in each housing unit	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.6	Each fire alarm panel must be provided with a printer that outputs A summary of the event that occurred.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.7	The gas extinguishing system shall be installed in accordance with international standards related to gas extinguishing systems.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.8	Sprinkler systems are installed in buildings, separate water connections must be installed for each control valve group of sprinkler valves.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.9	All fire safety equipment is well-maintained and checked on a weekly basis by the on-site team, and on an annual basis by an independent Third Party,	Pre-requisite		1.are all fire extinguishers and fire hose reels inspected weekly by the camp team and record maintained? 2.is there evidence of	

	with maintenance records available upon request			regular maintenance and testing of the fire alarm system by a third-party company	
11.10	fire exit doors and corridors are free of any materials, and signages provided	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.11	fire drill being conducted as per the local requirements, records available	Pre-requisite		1. Is there an emergency response plan and fire drill report 2. are there records of the emergency response plan being tested	
11.12	The fire alarm system is manually activated by pressing the button/switch installed next to the analogue fire alarm panel.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.13	All fire hose reels and pumps work and stretch far enough to cover all areas.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
11.14	Provide training for the campfire wardens	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	

#### Worker's Accommodation Public Health Pests

Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
12.1	All effective measures must be taken to prevent the presence or reproduction of public health pests such as insects and rodents. including Contracting with a company specialized in combating public health pests and licensed by the concerned local authority to carry out the control work	1		Is there a pest control contract?	

#### Worker's Accommodation Health, Safety and Security

Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
13.1	Each occupant must, within one week of starting his residence in the housing unit, join an awareness program. Ex, accommodation rules and H&S of the facility	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
13.2	Large copies of the house rules signed by the housing manager must be printed and placed clearly on each floor, provided that the rules are in the language prevailing among the housing residents.	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
13.3	Periodic maintenance work must be carried out in a manner that ensures that it meets all these requirements throughout its occupancy period	Pre-requisite		Evidence should be provided (pictures, reports, documentation, etc.)	
13.4	Employees, workers, or visitors are prohibited from using tobacco products, whether for smoking or otherwise, inside the residence and near any entrance, It is permitted to use the mentioned tobacco products only outside or in places designated for smoking	1		Evidence should be provided (pictures, reports, documentation, etc.)	

Worker's Accommodation Electricity Supply					
Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
14.1	All electrical supply and wiring systems are designed and installed in accordance with the requirements specified by the Electricity and Water Authority.	Pre-requisite		Are there records of testing of electrical systems?	
14.2	All electrical supply and wiring systems are in good	Pre-requisite		Are records available for inspections of all	

	condition, with no temporary connections, or trailing cables and are tested frequently, records to be available			portable electrical equipment, including items used in personal rooms?	
14.3	The electrical current sources shall be installed and fixed in the wall in all bedrooms, plug next to each bed for personal use and inside the room for use in electrical appliances	1		Evidence should be provided (pictures, reports, documentation, etc.)	

#### Worker's Accommodation Communication Services

Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
15.1	The accommodation should be equipped with a Wi-Fi system in all common Areas	1		Evidence should be provided (pictures, reports, documentation, etc.)	

#### Worker's Accommodation Recreation Facilities

Ref.	Criteria	This is a mandatory requirement; non-compliance results in audit failure	Observation	Evidence	Score
16.1	Provision of at least one suitably sized community room for staff socialization.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
16.2	Provision of suitable outside recreational space for sports activities or access to free or low-cost transportation during weekends for entertainment.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
16.3	Each housing unit must be provided with a prayer hall	1		Evidence should be provided (pictures, reports, documentation, etc.)	

#### Worker's Accommodation Transposition

Ref.	Criteria	This is a mandatory requirement; non-	Observation	Evidence	Score
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		compliance results in audit failure			
17.1	The pick-up and disembarkation points for workers must be near their destination in order to avoid crossing the main roads, unless there are pedestrian lanes.	1		Evidence should be provided (pictures, reports, documentation, etc.)	
17.2	transportation provided during weekend to places such as supermarket, sport areas, malls etc. (for construction contractor only)	1		Evidence should be provided (pictures, reports, documentation, etc.)	