



## LABOR UTILIZATION POLICY

### 1. *General principle*

*Aethon Marine Services (AMS) shall at all times comply fully with all legal requirements relevant to the conduct of their business and abide by all rules/ regulations, labor laws of country in which office is situated or where the employee /contractor is stationed and to ILO regulations.*

### 2. *Employment Standards*

#### a. *Forced Labor*

*Company shall not use forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise. No employee may be compelled to work through force or intimidation of any form, or as a means of political coercion or as punishment for holding or expressing political views.*

#### b. *Child Labor*

*Company shall not employ children who are less than 21 years old.*

#### c. *Discrimination*

*Company shall not discriminate in recruitment and employment practices. Decisions about hiring, salary, benefits, training opportunities, work assignments, advancement, discipline and termination must be based solely on ability to perform the job, rather than on the basis of personal characteristics or beliefs, such as race, national origin, gender, religion, age, disability, marital status, parental status, association membership, sexual orientation or political opinion. Additionally, will implement effective measures to protect migrant employees against any form of discrimination and to provide appropriate support services that reflect their special status.*

#### d. *Wages and Benefits*

*Wages shall be equal or exceed the minimum wage required by law of country in which office is situated or where the employee/contracted employee is stationed on assignment or the prevailing industry wage, whichever is higher, and legally mandated benefits shall be provided. In addition to compensation for regular working hours, employees shall be compensated for overtime hours at the rate legally required in the country of employment or, in those countries where such laws do not exist, at a rate exceeding the regular hourly compensation rate. Company shall progressively raise employee living standards through improved wage systems, benefits, welfare programs and other services, which enhance quality of life.*

### *Working hours*

*Employees shall not be required, except in extraordinary circumstances, to work more than 60 hours per week including overtime or the local legal requirement, whichever is less. Employees shall be allowed at least 24 consecutive hours rest within every seven-day period, and shall receive paid annual leave. The annual leave shall be based on the law of state where the employee is engaged with. The annual leaves allocation shall be mentioned in the agreement/contract of employee/contractor with the company.*

### *Rest /Workhours guidelines for inspectors*

- *Inspector should be sufficiently rested prior leaving for inspection.*
- *Inspector can do only one back to back inspection if in same port / close vicinity and should have rest period of at least 10 hrs (6 hours continuous) in between.*
- *Inspector should advise Admin and Quality department and decline for an assignment if he feels he is not properly rested or under Fatigue.*

*The guide time as specified in VIQ is 8-10 hours for an inspection, however the actual time to conduct the inspection will be greater than this taking in account travel time to and from the vessel. All inspectors should take into account their own rest hours and fatigue levels when conducting inspections. 'Back to back' inspections are discouraged and inspectors should complete the report for one vessel before commencing an inspection on another vessel.*

*Inspector shall take min 70 hours of rest in 7 day period. 6 hrs continuous rest in 24 hrs period and min of 10 hours in 24 hrs period shall be norm.*

#### *a. Freedom of Association & Collective Bargaining*

*Company recognizes and respects the right of employees to join and organize associations of their own choosing and to bargain collectively. It shall develop and fully implement mechanisms for resolving disputes, including employee grievances, and ensure effective communication with employees and their representatives.*

#### *b. Disciplinary Practices*

*Employees shall be treated with respect and dignity. No employee may be subjected to any physical, sexual, psychological or verbal harassment or abuse, or to fines or penalties as a disciplinary measure. Company has enforced a non-retaliation policy that permits employees to express their concerns about workplace conditions directly to top management without fear of retribution or losing their jobs.*

### *c. Health and Safety*

*A safe and hygienic working environment shall be provided, and occupational health and safety practices which prevent accidents and injury must be promoted. This includes protection from fire, accidents, and toxic substances. Lighting, heating, and ventilation systems shall be adequate. Employees will have access at all times to sanitary facilities which should be adequate and clean. Health and safety policies shall be clearly communicated to employees. Where residential facilities are provided to employees, the same standards apply.*

### *d. Environmental Requirements*

*Company shall make progressive improvement in environmental performance in their own*

*operations and require the same of their partners and contractors/subcontractors.*

*This includes:*

*Integrating principles of sustainability into business decisions; responsible use of natural resources; adoption of pollution prevention measures; and reduction of carbon foot prints.*

### *e. Terms of Employment*

*Each permanent or temporary employee working directly for company shall be provided with written agreement containing terms and conditions of employment. A contractual employee working terms and conditions shall be governed by written contract between the employee and company. The agreement/contracts shall be legally binding on employee and employer and shall not contravene the legal rights of the employee or the ILO regulations or the state Labour laws.*

*Approved: \_\_\_\_\_*  
*Managing Director*

*03 January 2021*

*Date: \_\_\_\_\_*