***Employee Relationship Management Requirements***

***for Contractors/Subcontractors***

* 1. The Contractor/Subcontractor declares that:
* he/she complies with labour and employment regulations (including laws on remuneration, working hours, overtime and other benefits. e.g. sick leave and holidays), and protects his/her employees' personal data;
* complies with the rules for employment of minors;
* does not use forced labour, slave labour or victims of human trafficking;
* treats employees equally, regardless of their colour, race, nationality, ethnic origin, disability, gender, age, trade union membership, marital or family status (unrelated to the requirements for a given position); this extends to recruiting, hiring, training, promotions and other terms and conditions of employment;
* treats his/her employees with respect and protect human rights;
* does not tolerate unacceptable treatment of employees, e.g. abuse, harassment, intimidation, discrimination, coercion, threats, insults and exploitation; undertakes action to prevent such conduct;
* does not discourage employees from electing their representatives, forming or joining employees' organisations of their choice; does not discriminate against the employees who are representatives or intend to join such organisations;
* if it provides employees with accommodation, he/she ensures that the lodgings are safe and meet the employees basic needs.
  1. The Contractor/Subcontractor shall, as part of his/her activities, provide a mechanism for reporting complaints by his/her employees, enabling them to raise objections about the workplace.

This mechanism should include:

- informing employees about the complaints system when hiring them,

- a procedure for the handling of complaints and communicating feedback about the complaint;

- a method of handling complaints made anonymously,

- the assurance that that the complainant will not be persecuted in any way.

|  |  |
| --- | --- |
|  |  |

* 1. The Contractor shall be fully responsible for the implementation of the above provisions by his/her Subcontractors.

***I hereby certify that I have read the above Employee Relationship Management requirements and represent that the company ……………….complies with these requirements.***

……..……………………… …………………………………….

Place and date Signature of the Contractor's/Subcontractors

authorised representative

|  |  |
| --- | --- |
| ***for the Buyer:*** | ***for the Seller:*** |
| *date:*  *…………………………………………* | *date:*  *…………………………………………* |
| *place:*  *…………………………………………* | *place:*  *…………………………………………* |
| *Signatures:* | |
|  |  |
| *…………………………………………* | *…………………………………………* |