

PURPOSE AND INTRODUCTION

To formalize the commitment of Strauss Brands to providing regular employment as a fundamental principle of the labor practices within the company, ensuring job security and stability for its workforce

RESPONSIBILITY

This procedure applies to all Strauss Brands personnel involved in the hiring, management and termination of employees across all departments and regions

POLICY STATEMENTEmployment Contracts:

- ★ Issue written contracts to all employees upon hiring, clearly defining the terms and conditions of employment, including job security and tenure where applicable
- ★ Ensure that contracts reflect the nature of employment (permanent, temporary, full-time, part-time) and are compliant with local labor laws

Use of Temporary Contracts:

- ★ Limit the use of temporary or fixed-term contracts to circumstances that are genuinely temporary, such as to cover periods of maternity leave, short-term increases in workload, or for jobs that are seasonal by nature
- ★ Regularly review the use of temporary contracts to assess the potential for conversion to regular employment

Job Stability and Security:

- ★ Prioritize the conversion of temporary or casual positions to permanent status where operationally feasible and when it reflects the ongoing nature of the work
- ★ Avoid the use of zero-hour contracts unless absolutely necessary and provide justification for their use

Probationary Periods:

- ★ Clearly define probationary periods for new hires, ensuring they are of reasonable length and that employees are fairly assessed on their performance during this time
- ★ Provide feedback and support during probation to facilitate transition to regular employment status

Hours of Work:

- ★ Ensure that part-time employees have the option to increase their hours or transition to full-time status where possible.
- ★ Provide clear, consistent schedules to part-time and hourly employees to allow for personal and professional stability.

Advancement Opportunities:

- ★ Create clear pathways for temporary or part-time employees to advance to regular, full-time positions within the company
- ★ Ensure that all employees are aware of these opportunities and understand the criteria and process for advancement

Communication:

- ★ Communicate the importance of regular employment to managerial and supervisory staff
- ★ Keep all employees informed about their employment status and any changes to their employment conditions in a timely manner

Training and Development:

- ★ Provide training and development opportunities equally to temporary and permanent employees to support their continuous professional growth and job security
- ★ Use performance evaluations to identify candidates for regular employment and career advancement within the company

Compliance Monitoring:

- ★ Monitor compliance with this procedure through regular HR audits, employee feedback and review of employment contracts
- ★ Ensure that deviations from regular employment practices are justified, documented and reviewed

Grievance Mechanism:

- ★ Provide a clear process for employees to raise concerns about their employment status or any perceived violations of this procedure
- ★ Ensure investigations into grievances are thorough, fair, and timely, with appropriate actions taken to address valid concerns

Review and Adaptation:

- ★ Regularly review this procedure to ensure it remains effective and relevant, adapting it to changes in the business environment or workforce dynamics
- ★ Consider the impact of technological and economic changes on employment practices and adjust the procedure accordingly

Documentation and Record-Keeping:

- ★ Maintain comprehensive and up-to-date records of all employment contracts, including changes to employment status
- ★ Keep documentation accessible for internal review and external audits

Strauss Brands' commitment to providing regular employment is an important aspect of responsible business conduct, promoting stability and loyalty among employees, and contributing to a positive company culture and reputation. This procedure should be reviewed regularly to ensure it remains aligned with legal requirements and company values.

IMPLEMENTATION AND COMPLIANCE

- ★ Risk Assessments: We will conduct regular human rights impact assessments to identify, prevent, mitigate, and account for how we address our impacts on Ensuring Regular Employment
- ★ Training and Awareness: We will provide training and/or resources to our employees to ensure they understand and can implement this policy effectively
- ★ Grievance Mechanism: Strauss Brands will establish a grievance mechanism for employees and other stakeholders to report human rights concerns without fear of retaliation
- ★ Monitoring and Reporting: Compliance with this policy will be regularly monitored and results will be included in our annual sustainability report
- ★ Continuous Improvement: We are committed to continuously improving our practices to support human rights, seeking dialogue with our stakeholders, and learning from best practices

RESPONSIBILITY AND REVIEW

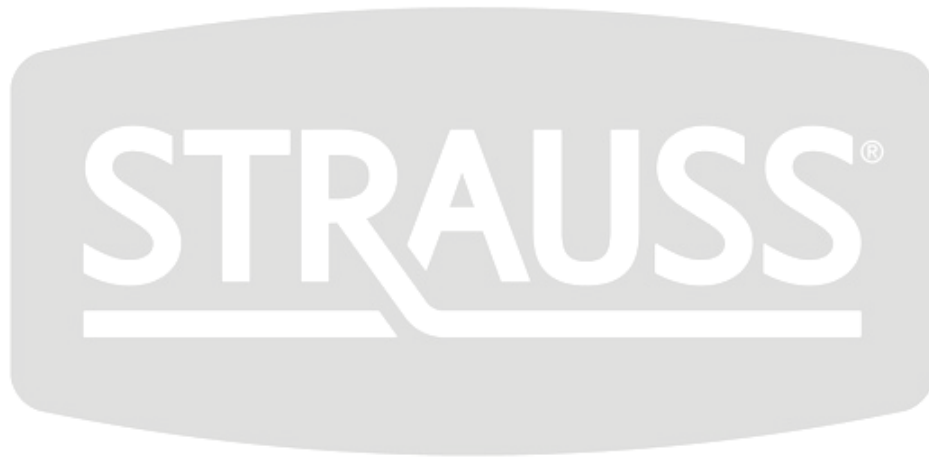
The ultimate responsibility for this policy lies with the senior leadership of Strauss Brands. This policy will be reviewed annually and updated as needed to ensure relevance and effectiveness in representing our employees' rights and interest

PROGRAM NAME

P 008 ★ Ensuring Regular Employment

RESOURCES AND REFERENCE MATERIAL

- [C095 - Protection of Wages Convention, 1949 \(No. 95\)](#)
- [C158 - Termination of Employment Convention, 1982 \(No. 158\)](#)
- [C175 - Part-Time Work Convention, 1994 \(No. 175\)](#)
- [C177 - Home Work Convention, 1996 \(No. 177\)](#)
- [C181 - Private Employment Agencies Convention, 1997 \(No. 181\)](#)



REVISION DATE	REASON FOR CHANGE	APPROVED BY
10.27.2023	Release	Elsa Kastrul