



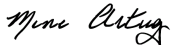
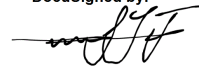
Labour Welfare Framework

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DOCUMENT APPROVAL

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Labour Welfare Framework

Table of Contents

1.	Introduction	4
2.	Scope	4
3.	Objective	4
4.	Terminology	5
5.	Labour Welfare Policy	7
6.	Labour Compliance and Welfare Requirements	8
7.	Implementation of ACWA Power's LWF Core Requirements	13
7.1.	No Fees (Core Requirement 1.1)	13
7.2.	Employer-funded Travel (Core Requirement 1.2)	14
7.3.	Contract Transparency (Core Requirement 2.1)	14
7.4.	Orientation (Core Requirement 2.2)	15
7.5.	Forced Labour (Core Requirement 3.1)	15
7.6.	Child Labour (Core Requirement 3.2)	17
7.7.	Modern Slavery (Core Requirement 3.3)	17
7.8.	Equal Opportunities and Treatment (Core Requirement 4.1)	17
7.9.	Discrimination (Core Requirement 4.2)	18
7.10.	Disciplinary Procedures (Core Requirement 4.3)	18
7.11.	Harassment (Core Requirement 5.1)	19
7.12.	Freedom of movement (Core Requirement 6.1)	19
7.13.	Freedom of Association (Core Requirement 6.2)	20
7.14.	Personal Documents (Core Requirement 6.3)	20
7.15.	Guarantee of Legal Rights (Core Requirement 6.4)	20
7.16.	Wages and Benefits (Core Requirement 7.1)	21
7.17.	Wage Payment (Core Requirement 7.2)	21
7.18.	Overtime Remuneration (Core Requirement 7.3)	22
7.19.	Working Hours (Core Requirement 8.1)	22
7.20.	Voluntary Overtime (Core Requirement 8.2)	23
7.21.	Leave (Core Requirement 8.3)	23
7.22.	Health, Safety, Environment and Welfare (Core Requirement 8.4)	23
7.23.	Medical Insurance (Core Requirement 8.5)	24

Labour Welfare Framework

7.24.	Living Conditions (Core Requirement 9.1)	24
7.25.	Transportation (Core Requirement 9.2).....	25
7.26.	Grievance Mechanism (Core Requirement 10.1).....	25
7.27.	Prequalification and Tender Process for Contractors in the Supply Chain (Core Requirement 11.1)	26
7.28.	Contractual Obligation (Core Requirement 11.2)	27
7.29.	Labour Compliance & Welfare Management Plan (Core Requirement 11.3)....	27
7.30.	Boarding-Offboarding Process for Contractors/Sub-contractors (Core Requirement 12.1)	28
8.	Roles and Responsibilities.....	28
9.	Legal Requirements and References.....	30
10.	Document Revision History.....	31
11.	Contributors and Reviewers.....	32

Labour Welfare Framework

1. Introduction

ACWA Power is a leading developer, owner and operator of power generation and desalinated water. As a member of the UN Global Compact, ACWA Power supports the Ten Principles contained within the UN Global Compact and the UN Sustainable Development Goals. ACWA Power is committed to the welfare, health, safety, security and dignity of everyone working in the organization and in its supply chain. ACWA Power meets this commitment by addressing welfare and social compliance related requirements within the organization. These core requirements have been sourced among others from the International Labour Organization (ILO), Lender Performance Standards of the IFC/EBRD/ADB, United Nations Guiding Principles (UNGPs), United Nations Sustainability Development Goals (UNSDGs), UN Global Impact, World Health Organization (WHO).

ACWA power requires each organization in its business operations including those it develops, executes, manages and operates jointly with our partners and in our supply chain including contractors, subcontractors and labour suppliers to share our commitment. These organizations must demonstrate effective leadership, through the integration of a Labour Welfare Framework and allocation of sufficient resources to ensure that welfare policy and its requirements are implemented throughout their supply chain. ACWA Power will promote awareness about its requirements, monitor their implementation and take corrective actions where requirements are not met.

2. Scope

This framework applies to all ACWA Power, including all its business units, subsidiaries, or any entity in which ACWA Power holds a majority shareholding or is a managing partner, notwithstanding the jurisdiction in which such entities or subsidiaries are incorporated. Requirements of this framework shall be read in conjunction with the Company's Anti-DVH Framework.

This document outlines core requirements that include key requirements related to accommodation, transport and employment practices applicable to the employees, contractors and their subcontractors working at ACWA Power's project and operational sites and offices. It also describes the operational practices that must be adopted to ensure the successful implementation of the LWF.

Accommodation (living conditions) related requirements listed in this document are applicable to contractors whose employees reside in company-provided accommodation, regardless of the occupancy capacity, unless otherwise stated.

3. Objective

The objective of core requirements is to safeguard the health, safety, security, and dignity of everyone working in ACWA Power's organization and within its supply chain and to achieve continuous improvement in the working and living conditions of employees, contractors, and their subcontractors working at ACWA Power's project and operational sites and offices.

Labour Welfare Framework

4. Terminology

4.1. Terms and Definitions

Terms	Definitions
Core Requirements	Labour Welfare Core Requirements of the ILO, Lender Performance Standards of the IFC/EBRD/ADB, UNGPs, UNSDGs), UN Global Impact, WHO.
Group accommodation	Leased, managed, or owned employer-provided housing facilities for employees which may be on or offsite with a competent accommodation facility management responsible for providing the required services.
Apartment/Villa	Employer-provided commercial apartment(s)/villa(s) for employees which may be on or offsite and may be shared by employees as per the applicable local laws which may be managed by a competent accommodation manager.
Engineering Procurement Contractor	A party contracting at ACWA Power and shall be deemed to include all subcontractors, including all labour suppliers providing manpower to the EPC.
Subcontractor or Subcontractors	Another party appointed by a Contractor to perform work at the ACWA Power site/office. It includes any organization that provides employees to perform work and includes labour suppliers, and other service providers, it excludes other suppliers.
Child labour	Work that deprives children of their childhood, potential and dignity and that is harmful to their physical and mental development.
Client or Clients	Any entity that enters into a contract with Contractors to undertake work at ACWA Power project site/offices. This can include ACWA Power, third-party delivery/management companies, developers, partner organisations.
Consultant/s	The entity that enters into contract with the client to audit, monitor and report the Contractor's/subcontractors' LW performance to the client and responsible for ensuring the delivery of LW scope of services by the Contractors.
Employer or Employers	The entity that is directly hired and is legally responsible for its employees as named in the employment contract with the employee. Examples – EPC and subcontractors
Employee or Employees	Any persons directly hired and paid by the employers as named in the employment contracts with the employer.

Labour Welfare Framework

Terms	Definitions
Forced Labour	Work which is exacted under the threat of penalty and for which the person has not offered himself or herself voluntarily.
GBVH	Umbrella term for violence and harassment directed at persons because of their sex or gender, or affecting persons of a particular sex or gender disproportionately, and includes sexual harassment.
Grievance Mechanism	Processes that can be used by workers, community members and service users to make complaints or report concerns
Law or Laws	Any law, regulation, directive, decree, ministerial decision, or order issued and amended and/or updated from time to time by governmental authorities, in the country of work.
Migrant Workers	Any person who is moving or has moved across an international border or within a state away from their habitual place of residence to work or seek work,
Serious non-compliance	Non-compliance with the core requirements that significantly affects the protection, health, safety, welfare, security, rights or the dignity of any employee.
Wages	Money given to an employee in return for services in line with the terms of their employment and applicable legal requirements, including any other entitlement such as other allowances, overtime, end of service, etc.
Temporary subcontractor/supplier	A subcontractor or supplier organisation that is delivering material or providing their services where their employees are not at the project site for more than 30 days.

4.2. Abbreviations

See the next page.

Labour Welfare Framework

Abbreviations	Definitions
ADB	Asian Development Bank
DVH	Discrimination, Violence & Harassment
EBRD	European Bank for Reconstruction and Development
EPC	Engineering Procurement Contractor
IFC	International Finance Corporation
IFI	International Finance Institutions
ILO	International Labour Organization
LCWMP	Labour Compliance and Welfare Management Plan
LW	Labour Welfare
LWF	Labour Welfare Framework
NC	Non-conformance
NCR	Non-conformity Report
O&M	Operations and Maintenance
PC	Project Company
SNC	Serious Non-conformance
UN	United Nations
UNSDGs	United Nations Sustainability Development Goals
WHO	World Health Organization

5. Labour Welfare Policy

ACWA Power is a signatory to the Ten Principles of the United Nations Global Compact on human rights, labour, environment and anti-corruption and is committed to them. These are based on the core labour standards set by the ILO. The Employer shall seek to identify, assess, and manage its LWF commitment by following core principles and proactively support and influence organizations in its business operations and supply chain to meet these requirements, these principles include:

1. Follow ethical recruitment practices and ensure that these are implemented.
2. Respect employees' rights to voluntarily agree to employment terms and conditions.
3. Prohibit modern slavery, human trafficking, forced or child labour practices.
4. Employees are provided equal employment opportunity, treated equally and without discrimination during recruitment and through employment.
5. Ensure to protect and preserve the dignity of employees and not tolerate harassment or abuse of any kind.

Labour Welfare Framework

6. Provide awareness to employees on their right to freedom of movement, right to freedom of association, right to retain their personal documents and the right to exercise their in-country entitlements without fear of reprisal.
7. Ensure to provide employees' wages on time and in full.
8. Ensure to provide a clean, safe and healthy working environment that also meets the required site welfare conditions.
9. Provide secure, safe and hygienic living environment and transportation (commute) where applicable.
10. Respect employees' right to remedy through effective grievance mechanisms to prevent adverse consequences and offer competent remediation where required.
11. Identification of significant labour risks in supply chains, including Child Labour, Forced Labour, risk of harm and appropriate action to such risks.
12. Contract labour welfare assessment throughout a Project's life cycle to address project execution related labour risks.

6. Labour Compliance and Welfare Requirements

See the next page.

Labour Welfare Framework

No	Policy & Principles	Core Requirements	Brief description
1	We follow ethical recruitment practices and ensure that they are implemented.	1.1. No fees	Contractors are required to follow the 'employer pays' principle where employees will not bear any of the costs related to recruitment or placement.
		1.2. Employer-funded travel	Migrant employees shall receive employer-funded air travel at the commencement of their employment and at the end of their employment or termination.
2	We respect employees' rights to voluntarily agree to employment terms and conditions.	2.1. Contract transparency	Employment terms and conditions will be clearly communicated in a language that employees understand and agreed with them.
		2.2. Orientation	All employees will receive an orientation in a language they understand prior to mobilisation.
3	We prohibit modern slavery, human trafficking, forced or child labour practices.	3.1. Forced labour	There shall not be any use of forced labour, indentured labour, bonded labour, or other forced labour. All work must be voluntary.
		3.2. Child labour	No employees below the age of eighteen will be employed.
		3.3. Modern slavery	The contractors are prohibited to practice modern slavery.
4	Employees are provided equal employment opportunity, treated equally and without discrimination during recruitment and through employment.	4.1. Equal opportunities and treatment	Employees will receive equal pay for equal work. Women will receive equal pay, treatment, evaluation and opportunity to men.
		4.2. Discrimination	No employee shall be subject to discrimination based on any category protected by applicable laws, during recruitment or the employment period.

Labour Welfare Framework

No	Policy & Principles	Core Requirements	Brief description
		4.3. Disciplinary procedures	Disciplinary procedures shall be fully communicated, consistent and in line with applicable laws and regulations.
5	We ensure to protect and preserve the dignity of employees and not tolerate harassment or abuse of any kind.	5.1. Harassment	Every employee shall be treated with dignity and respect. No employee shall be subject to any form of harassment. This requirement shall be read in conjunction with Company's Anti-DVH Framework.
6	We provide awareness to employees on their right to freedom of movement, right to freedom of association, right to retain their personal documents and the right to exercise their in-country entitlements without fear of reprisal.	6.1. Freedom of movement	Employees will have unrestricted movement in line with applicable laws.
		6.2. Freedom of association (Where applicable)	Employees will have the freedom of association or joining an association in line with applicable laws.
		6.3. Personal documents	Employee's identity documents or other valuable items, including work permits and passports will not be confiscated or withheld.
		6.4. Guarantee of legal rights	Employees are free to exercise all their legal rights, with no retribution from the employer for doing so.
7	We ensure to provide employees' wages on time and in full.	7.1. Wages and benefits	Employees will be paid wages and benefits in accordance with their employment contract and all applicable laws during the duration of the contract.
		7.2. Wage payment	Employees shall receive their full wages on time and via electronic bank transfer.
		7.3. Overtime remuneration	Employees who complete overtime hours will be compensated as per the applicable laws and regulations.

Labour Welfare Framework

No	Policy & Principles	Core Requirements	Brief description
8	We ensure to provide a clean, safe and healthy working environment that also meets the required site welfare conditions.	8.1. Working hours	Employees will not be required or forced to exceed the maximum working hours of their employment contracts.
		8.2. Voluntary overtime	All overtime hours worked must be voluntary.
		8.3. Leave	Employees will receive remuneration consistent with applicable laws when availing annual leave, sick leave or maternity leave.
		8.4. Health, safety and environment	Employees will be provided with safe, secure and healthy working environments.
		8.5. Medical insurance	Employees will receive employer-provided medical insurance, which will provide coverage in all places of work and residence in the country of work.
9	We provide secure, safe and hygienic living environment and transportation (commute) where applicable.	9.1. Living conditions (Review criteria provided separately)	Housing and food standards must comply, at all times, with all applicable standards, rules, regulations and/or requirements mandated under applicable laws.
		9.2. Transportation	Employees will be provided with safe, air-conditioned transportation (where required) that is compliant with applicable laws to and from their work site or an equivalent transport allowance.
10	We respect employees' right to remedy through effective grievance mechanisms to prevent adverse consequences and offer competent remediation where required.	10.1. Grievance mechanism	Employees will have access to a clear and concise grievance reporting mechanism, which will provide multiple avenues of reporting, as well as providing anonymity. Contractor will provide competent remediation as required.

Labour Welfare Framework

No	Policy & Principles	Core Requirements	Brief description
11	Prequalification and tender process for contractors in the supply chain	11.1. Prequalification and tender process for contractors in the supply chain	Contractors' capability to meet the Core Requirements is assessed at the tender stage through a prequalification process to ensure that the salient risks are identified prior to award of contracts.
		11.2. Contractual obligation	The LWF, the Core and Country-specific Requirements are contractual obligations placed on all Project Companies, main Contractors and all subsequent tiers of subcontractors.
		11.3. LCW Management Plan	Prior to commencing work on any ACWA Power's project site, the contractor shall submit their LCWMP and receive Client's approval.
12	Contractors/ subcontractors' boarding-offboarding process	12.1. Boarding Offboarding of contractors/ subcontractors	Contractor's /subcontractor's performance throughout the project life cycle will be assessed to identify and address any risks to the project through the Project Mobilization-Execution-Demobilization phases

Labour Welfare Framework

7. Implementation of ACWA Power's LWF Core Requirements

The following provides guidance for Main Contractors and sub-contractors on implementing the Core Requirements. This section explains the requirements and how they shall be applied. For contractors to manage the risk of non-compliance with the Requirements, it is important that they are communicated by the main Contractors to their employees and all sub-contractors during their induction to ACWA Power projects/operational sites/offices.

The following sub-sections detail what policies Contractors must have in place to support implementation of the Core Requirements, including examples of the type of documents that can be provided to demonstrate compliance.

7.1. No Fees (Core Requirement 1.1)

- 7.1.1. Recruitment agencies used will be reviewed by the Contractor to ensure they are reputable, legally registered within the country of operation and adhere to the recruitment standards set in this sub-section.
- 7.1.2. Costs paid by the Contractor to registered recruitment agencies, recruitment agents or any other party involved in recruitment (country of employment or overseas), including direct or indirect costs for processing or placement fees, will not be passed on to its employees.
- 7.1.3. Contractors must use recruitment agencies, recruitment agents or any other party involved in recruitment, which do not charge employees a fee for any recruitment or recruitment related services.
- 7.1.4. Recruitment agents, in-house recruiters and any other party involved in recruitment must provide transparent information to prospective employees about the recruitment process and their terms of employment in the country of employment, as well as their rights.
- 7.1.5. The Contractor will have formal agreements with their recruitment agencies.
- 7.1.6. The Contractor shall maintain a current list of recruitment agencies and recruitment agents (individuals) that it uses and those used by its subcontractors.
- 7.1.7. The Contractor will document its recruitment procedures describing the process it uses to recruit employees from abroad.
- 7.1.8. Where recruitment fees have been paid by the employee to the country of employment or overseas registered recruitment agency, recruitment agents or any other party involved in recruitment, these will be reimbursed by the employer in one amount before or during their next salary payment.
- 7.1.9. The Contractor shall prohibit bribery and corruption within its formal agreements with recruitment agencies and will include a governance statement on managing the use of sub-agents (if any).
- 7.1.10. Where the Contractor uses in-house team or any other party for recruitment of employees whether in the country of operation or overseas, the Contractor shall have an anti-bribery and corruption policy/code of conduct/statement. It shall prohibit bribery and corruption at the recruitment stage, or the Contractor shall be able to demonstrate that its recruitment is and will be free of bribery and corruption of any form.
- 7.1.11. The Contractor must undertake assessments to verify whether its employees have paid any fees during the recruitment stage.

Labour Welfare Framework

- 7.1.12. In cases where no newly hired employees are brought onto the ACWA Power's project site or offices and the employees were recruited prior to their deployment at ACWA Power's project site by the same contractor, then the contractor shall assess if those individuals are currently repaying debts incurred from recruitment related fees. In such cases, the remaining amounts shall be reimbursed to the employee in the next pay cycle.
- 7.1.13. The client is permitted to prohibit the contractor's use of any recruitment agent, agency or any other party involved in recruitment used to recruit employees for ACWA Power's project sites.

The policy/system should:

Prohibit payment of illegal fees by employees during recruitment.

More specifically, the policy/system should:

1. State zero tolerance for employees paying any form of recruitment fees.
2. State that the employee does not pay recruitment and service fees and costs at any stage of the recruitment process, during or after employment.
3. State that reimbursement of recruitment fees will be made to all employees found to have paid recruitment fees as according to policy procedures for fees reimbursement.
4. Describe/list all fees covered by the contractor.
5. Describe recruitment process.
6. State and ensure that all job ads clearly mention that the employee does not pay any recruitment fees.
7. Describe the practical monitoring process to ensure that employees do not pay any fees.
8. Describe relevant procedures in place for how to prevent, identify and investigate alleged fee payment by the employee during recruitment and during employment.

7.2. Employer-funded Travel (Core Requirement 1.2)

Foreign employees shall be granted employer-funded air travel or cost of the travel between their country of origin and the country of work for expatriation (joining) at the beginning of their employment, for repatriation at the end of their employment contract or termination by the Contractor.

The policy/system should:

State that you provide employer-funded travel.

More specifically, the policy/system should:

State that all air travel, at the beginning and at the end of their employment, will be provided to all employees and all expenses will be borne by the employer.

7.3. Contract Transparency (Core Requirement 2.1)

- 7.3.1. Employment offer letter - Contractors must provide an employment offer letter to each employee in a language that the employee understands. The offer letter must be explained verbally in a language that the employee understands.

Labour Welfare Framework

- 7.3.2. Employment contract - Contractors must provide a signed employment contract to each employee. The employment contract must match the employment offer letter signed by the employee in their country of origin or the country where employed. The contract must be explained verbally in a language that the employee understands.
- 7.3.3. The employee must be free to terminate the employment contract without penalty upon giving reasonable notice in accordance with the terms and conditions of their employment and applicable laws.
- 7.3.4. No change shall be made to the employment contract signed by the employee without the employee's consent provided such change may not prejudice the employee's rights. This shall be effective only after the concerned authority's approval where required.
- 7.3.5. Employees seeking to change employment must not be subjected to employment bans by the employer. Employer will not hinder employment by way of imposing or requesting any bans.

The policy/system should:

Ensure contract transparency during recruitment and in employer's business activities.

More specifically, the policy should:

1. Be clear, practical, and relevant.
2. Describe the monitoring process of:
 - a. Content of contracts and offer letters provided to employees.
 - b. Ensuring that it is also verbally explained in the employee's language to those who are not able to read.
 - c. Describe the process of monitoring the recruitment agency to ensure contract transparency practices.

7.4. Orientation (Core Requirement 2.2)

Employee induction/orientation process - All employees will receive an orientation in a language they understand prior to mobilisation to the ACWA Power's project site/offices. The induction training shall cover the LWF and all relevant human resource policies in detail, including but not limited to:

1. Employer's employment policies.
2. Disciplinary/grievance procedures including information related to client-operated grievance mechanisms.
3. Mechanisms to obtain support or advice.
4. Working hours, overtime policy, holidays, vacation, sick leave.
5. Freedom of association where applicable.
6. Social and cultural awareness.
7. Recruitment process and fees payment assessments.
8. Retrenchment policy that complies with all legal and contractual requirements related to notification to public authorities, provision of information to and consultation with employees and their organisations.

7.5. Forced Labour (Core Requirement 3.1)

Labour Welfare Framework

The contractors are prohibited to practice forced labour. Employees must be treated fairly.

The policy/system should:

Forbid forced labour in employer business practices and during recruitment, either directly or through a recruitment agency.

More specifically, the policy/system should:

1. State zero tolerance for forced labour directly in employer business practices and supply chain.
2. Refer to deceptive or coercive recruitment.
 - a. Recruiter or employer must not employ coercive recruitment practices, which physically (abduction, confinement) or psychologically control the employee during recruitment process.
 - b. Job adverts must not mislead.
 - c. Work contracts must be transparent.
 - d. The terms and conditions of employment agreed upon at the time of recruitment must be the same as those contained in the employment contract. Changes cannot be made without the knowledge or consent of the employee.
 - e. Employees must not be charged for any recruitment fee.
 - f. Employees must not be required to sign blank papers.
3. Refer to employment under menace of penalty.
 - a. Employees must not be subjected to threats of being returned to their home country and/or reported to the authorities if they leave employment.
 - b. Employees must not be subjected to physically abusive or humiliating forms of discipline.
 - c. Freedom of movement beyond what is considered reasonable must be ensured and respected.
 - d. Employees must not be made to work overtime for fear of some detriment (e.g. dismissal, reduced future work, pay cuts, demotion).
4. Refer to debt/wage entrapment and termination prevention.
 - a. No employees' wages can be withheld at any time.
 - b. No employees' personal documents can be withheld.
 - c. All salaries must be paid on time.
 - d. Outstanding payments due to employees on terminations must be made paid on time.
 - e. Employer must provide flight return ticket to employees' country of origin.
 - f. Employees must be allowed to change jobs freely.
 - g. Employees must have personal control of their bank card to withdraw their wages.
 - h. Records of working hours and wages for every employee must be complete and verifiable.
 - i. If loans and/or salary advances are provided by the contractor, the contractor must ensure to have written procedures detailing the proper procedures.

Labour Welfare Framework

7.6. Child Labour (Core Requirement 3.2)

Employees under the age of eighteen must not be employed. Any employment of juveniles will comply with all applicable Laws (National legal provisions on child labour and ILO Fundamental Conventions on Child Labour) regarding juvenile labour.

The policy/system should:

State that employer does not employ employees under the age of eighteen.

More specifically, the policy/system should:

1. State zero tolerance for child labour.
2. Describe recruitment process to ensure that no children are employed.
3. State and ensure that all job ads clearly mention minimum age.
4. Describe the practical monitoring process to ensure that the contractor does not employ child labour.
5. Describe relevant procedures in place for how to prevent, identify and investigate alleged child labour.
6. Assess child labour risks

7.7. Modern Slavery (Core Requirement 3.3)

Employees must not be subjected to modern slavery practices including human trafficking or bonded or debt bondage.

The policy/system should:

State that employer prohibits all forms of modern slavery practices.

More specifically, the policy/system should:

1. State that the company prohibits human trafficking practices.
 - Human trafficking is the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.
2. State that the company prohibits and does not practice debt bondage practices.
 - Debt bondage is when a person is forced to work to pay off a debt. They are tricked into working for little or no pay, with no control over their debt. Most or all of the money they earn goes to pay off their loan.

7.8. Equal Opportunities and Treatment (Core Requirement 4.1)

Employees must receive equal remuneration (including equal benefits; equal treatment; equal evaluation of the quality of their work; and equal opportunity to fill all positions) for doing the same work. Female employees must receive equal remuneration to their male counterparts. Employees including people of determination shall receive equal opportunities and treatment during recruitment and employment and in line with applicable laws.

Labour Welfare Framework

The policy/system should:

State that employer provides equal pay and equal opportunities for equal work.
State equal access to leadership roles and skills training for underrepresented groups, including women and people with disabilities.

More specifically, the policy/system should:

1. State and ensure equal pay for equal work. Pay must relate to the full range of benefits including basic pay, overtime pay, bonuses and allowances.
2. Describe how it provides equal opportunity for all.
3. Describe how salaries are determined in a non-discriminatory way.
4. Describe procedures for regular monitoring and review.

7.9. Discrimination (Core Requirement 4.2)

Employees must be treated equally and fairly, irrespective of their nationality, gender, sexual orientation, pregnancy status, family status, ethnicity, social status, race, religion or any other category protected by applicable Laws that does not affect an individual's ability to do the job, in employment, including in relation to hiring, salary, benefits, advancement, discipline or termination.

The policy/system should:

Prevent all forms of discrimination and ensure equitable treatment of all employees.

More specifically, the policy/system should:

1. Prohibit discrimination in hiring, salary, benefits, advancement, discipline, and termination, particularly on grounds of gender roles, identities, or personal characteristics.
2. Commit to implementing measures to prevent indirect discrimination, such as revising job criteria, offering flexible work arrangements, providing gender-neutral facilities, and ensuring equitable access to training, development opportunities, and promotions.
3. Promote the use of inclusive language in all communications and employee documentation.
4. Include procedures to monitor workforce data, identify any patterns of discrimination, and take corrective actions.
5. Conduct regular employee training to raise awareness of unconscious biases and prevention of discrimination.

7.10. Disciplinary Procedures (Core Requirement 4.3)

The dignity of employees must be protected and preserved. Employees must not be subjected to inhumane treatment, abuse or humiliating disciplinary action. Disciplinary measures, including those relating to remuneration must be fully communicated, consistent and in line with applicable laws and regulations.

The policy/system should:

Describe employer's disciplinary measures and process in full.

Labour Welfare Framework

More specifically, the policy/system should:

1. Prohibit discriminatory and unreasonable disciplinary measures.
2. Describe/list all actions that will result in a disciplinary penalty.
3. Describe the employee code of conduct and ethics and each team member's responsibility to adhere to the conduct guidelines.
4. Describe/list all disciplinary penalties that can be imposed by the employer against the employee in accordance with applicable laws and regulations.
5. Determine and describe the disciplinary penalties that will be imposed against those actions that require a disciplinary measure.
6. Describe the process of issuing a disciplinary penalty. This process must be in accordance with all applicable laws and regulations.
7. Describe how monetary fines are used. Monetary fines must be used in accordance with all applicable laws and regulations and must be allocated to the employees' social welfare.
8. Explain that all employees receive notice of dismissal and severance payments mandated by law and collective agreements, where applicable, in a timely manner.

7.11. Harassment (Core Requirement 5.1)

Every employee shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological, or verbal harassment or abuse, nor will any form of corporal punishment or cyber harassment be tolerated.

The policy/system should:

Prohibit all forms of violence and harassment in the workplace, with particular emphasis on gender-based violence and harassment (GBVH).

More specifically, the policy/system should:

1. Define harassment to include all forms of GBVH, including gender-specific violence, abuse of power, and cyber harassment.
2. State zero tolerance for any form of violence and harassment, with examples of actions that violate this policy.
3. Prescribe disciplinary actions for individuals found guilty of harassment, including investigation procedures and potential termination of employment.
4. Include or reference mandatory reporting mechanisms to address violence and harassment complaints, ensuring anonymity, confidentiality, and protection against retaliation, and a survivor-centred approach to be followed in every investigation step.
5. Conduct regular employee training to raise awareness on recognizing, reporting, and preventing violence and harassment, including GBVH during orientation and regular awareness programs.

7.12. Freedom of movement (Core Requirement 6.1)

Employees must have freedom of movement outside normal working hours unless there are legitimate health, safety or security issues that might threaten the health, safety or wellbeing of the employees or their colleagues.

Labour Welfare Framework

The policy/system should:

Commit to ensuring employees' freedom of movement outside normal working hours.

More specifically, the policy/system should:

Ensure that accommodation policies and rules (for employer-provided accommodation) do not restrict employees' freedom of movement.

7.13. Freedom of Association (Core Requirement 6.2)

The contractor shall allow employees to have freedom of association or be part of an association that support employees where applicable.

The policy/system should:

Commit to ensuring employees' have access to the associations and liaise with these associations in managing any employee grievances.

More specifically, the policy/system should:

Ensure that there is continuous engagement with the associations that employees have opted to be associated with, in raising and managing their grievances where applicable.

7.14. Personal Documents (Core Requirement 6.3)

Confiscating or withholding employee identity documents or other valuable items, including work permits and travel documentation (e.g., passports), is strictly prohibited. The retention of personal documents shall not be used as a means to bind employees to employment or to restrict their freedom of movement.

The policy/system should:

Prohibit confiscation and withholding of employee identity documents including passports.

More specifically, the policy/system should:

1. State that for no reason, the employer will confiscate or withhold the passport of any employee.
2. Ensure that no fee or any other personal document can be asked in return of the passport.
3. Ensure that the contractor will not safekeep any of its employee's passport at any time.
4. Ensure that if the contractor's staff ask and obtain the personal documents of the employee, it is solely for the purpose of employment formalities where required.

7.15. Guarantee of Legal Rights (Core Requirement 6.4)

Employees must have the freedom to exercise their rights under applicable laws, including raising a grievance, freedom of movement, resignation, or refusing to perform work that poses an unacceptable health or safety risk for the type of work that the employee is employed.

Labour Welfare Framework

The policy/system should:

Allow employees to exercise their legal rights.

More specifically, the policy/system should:

State the employer's guarantee of the employee's legal rights including:

- a. The right to raise a grievance.
- b. Freedom of movement.
- c. The right to resign or refuse to perform work that poses an unacceptable health or safety risk.

7.16. Wages and Benefits (Core Requirement 7.1)

Hours-worked, remuneration and payment schedules must be fully communicated to all employees during each pay cycle and conform with employees' employment contracts.

The policy/system should:

Communicate to employees how salaries are calculated based on their hours worked, contractual salaries and company pay schedules.

More specifically, the policy/system should:

1. Explain how and when salaries are paid.
2. Explain how wages and benefits are calculated correctly, it must include in detail calculating systems for:
 - a. regular hours.
 - b. overtime hours.
 - c. rest day overtime.
 - d. public holiday overtime.
 - e. annual leave.
 - f. allowances.

7.17. Wage Payment (Core Requirement 7.2)

Wage payments must be made as per the employment contract and paid on time via electronic bank transfers and on a pre-agreed upon schedule. At the end of an employee's contract or in case an employee's death in service, all monies owed by the contractor must be paid in full prior to repatriation and as per the death in service procedure. This includes, but is not limited to, severance pay, end of service gratuity, annual leave balance and employer-funded air travel back to their home country and other relevant payments as applicable.

Employer will have a death in service procedure, which includes:

1. Information related to the Next of Kin of each employee must be recorded and signed by the employee during the employment process. This information shall be kept up to date in case of emergency cases.

Labour Welfare Framework

2. Next of kin are to be informed immediately and regularly updated of legal processes in the country of employee's employment.
3. Open communications with the deceased's family throughout the entire process.
4. The employer will be responsible for all associated costs and procedures for repatriation of the remains, regardless of cause.
5. Remains of any deceased employees must be repatriated to their families upon receipt of any local authority clearance documentation within a maximum of 72 hours.

The policy/system should:

State that all wages and benefits will be paid on time, in full and as per employment contracts and according to local laws and guidelines.

7.18. Overtime Remuneration (Core Requirement 7.3)

Employees who complete overtime hours will be compensated as per the applicable laws and regulations.

The policy/system should:

Define employees who are eligible for overtime hours remuneration in line with the terms accepted in their employment contracts.

Confirm that additional payment will be provided to eligible employees towards the overtime hours through their normal monthly salary cycle.

More specifically, the policy/system should:

1. State that all overtime worked will be paid according to local laws and guidelines.
2. Explain how overtime remuneration is calculated, including for rest days and national holidays.
3. Explain how and when overtime is remunerated.

7.19. Working Hours (Core Requirement 8.1)

The employer must implement a time and attendance recording system to capture the presence of all employees, including that of all of its subcontractors in the supply chain. Employees shall be provided rest and leave in accordance with the country-specific laws. Working hours and overtime hours will adhere to the legal limits prescribed in the country-specific laws.

The policy/system should:

Comply with all requirements for working hours.

More specifically, the policy/system should:

1. State that working hours are in compliance with the Labour Law and other applicable Laws and regulations.
2. Explain employees' rights regarding working hours, rest days, breaks, overtime and Ramadan working hours.

Labour Welfare Framework

7.20. Voluntary Overtime (Core Requirement 8.2)

Any overtime hours worked must be entirely voluntary and according to laws and guidelines on the part of employees.

7.21. Leave (Core Requirement 8.3)

Medical, annual and parental leave must be recognised and remunerated by the employer as per the applicable Laws and regulations. Employees who take parental leave will not face dismissal or threat of dismissal, loss of seniority or deduction of wages, and will be able to return to their former employment at the same rate of pay and benefits. Appropriate services and accommodation will be provided to women employees in connection with pregnancy where applicable.

The policy/system should:

Recognise all forms of leave described in local laws and regulations.

More specifically, the policy/system should:

1. State that all medical, annual, and maternity leave is recognized and remunerated as required by the applicable local laws and regulations.
2. Ensure all leave wages and benefits are paid on time.
3. Explain how leave is recognised and remunerated, it must include in detail information for:
 - a. Medical leave (sick days).
 - b. Annual leave.
 - c. Maternity leave.
 - d. National and religious holidays.
 - e. Explain how and when leave remuneration is provided.

7.22. Health, Safety, Environment and Welfare (Core Requirement 8.4)

A safe and healthy working environment shall be provided to employees to prevent accidents, illness and injuries arising out of, linked with, or occurring in the course of work. The employer will comply with all workplace health, safety and environment and site-welfare conditions required by the applicable laws and project best practices. The employer will ensure regular welfare, health and safety training systems to detect threats to welfare, health and safety of employees at project sites. Employees on project sites must have unrestricted access to adequate, hygienic, ventilated and safe welfare facilities. Personal protective equipment (PPE) that is appropriate to the working environment must be provided to all employees without personal expense by the employer.

The policy/system should:

Commit to providing a safe and healthy working environment for employees.

More specifically, the policy/system should:

1. Commit to providing a safe and healthy working environment for employees.

Labour Welfare Framework

2. Ensure employees have unrestricted access to toilet and welfare facilities and a portable water supply.
3. Ensure employees will be provided with Personal Protective Equipment (PPE) that is appropriate to the working environment free of charge.
4. Employer will take all the necessary precautions and measures to ensure a safe and healthy working environment for all employees.

7.23. Medical Insurance (Core Requirement 8.5)

Employees must be provided an employer-funded medical insurance and access to medical facilities in nearby areas for treatment. Treatment costs related to any occupational injury or illness to employees will be fully paid by the employer, and employee will be compensated under a project-approved workmen's compensation scheme.

The policy/system should:

Commit to provide employees with employer-funded medical insurance.

More specifically, the policy/system should:

1. Provide medical insurance coverage for all employees.
2. Ensure that the medical insurance is valid and provided only by authorized medical insurance providers under the applicable Law.

7.24. Living Conditions (Core Requirement 9.1)

In circumstances where the employer provides accommodation, housing and food, employer must comply with all related standards and requirements under applicable laws and best practices including Lender Performance Standards.

The group accommodation provided by the employer must be operated or overseen by an experienced and competent accommodation manager with a facility team or a licensed facility management company. The employer will cover the following key areas when acquiring and assessing accommodations prior to accommodating its employees in them.

The policy/system should:

Provide accommodation, housing and food that complies with all applicable Laws and standards.

More specifically, the policy/system should:

1. State that accommodation facilities comply with National Laws and Lender Performance Standards related to accommodation facilities.
2. State that accommodation facilities comply with all applicable laws on construction of housing and other facilities.
3. State that accommodation facilities comply with all applicable laws on Health, Safety and Environment.
4. Establish the maximum number of persons per room, with provision of all accompanying facilities.

Labour Welfare Framework

5. Confirm that a group accommodation will be operated or overseen by an experienced and competent accommodation manager.
6. Ensure that accommodations meet safety standards, particularly for women and vulnerable workers (immigrants, refugees, disabled people, temporary workers), with provisions such as separate sleeping areas, secure locks, adequate lighting, and gender-specific facilities where necessary.
7. Regularly audit accommodations to identify and mitigate any risks related to harassment or violence.

7.25. Transportation (Core Requirement 9.2)

Workers should have access to transportation for travel to and from a project site. This can be either using a public transport, in an employer-funded and compliant transportation where there is no public transportation available, or an appropriate travel allowance shall be paid to employees as reflected in the employees' employment contract for workers to arrange for their transportation. Employer shall also address gender-specific transportation needs where applicable.

The policy/system should:

Where applicable, provide workers with access to transport.

More specifically, the policy/system should:

1. Explain how employees are transported to their place of work.
2. Describe arrangements for ensuring company pays for transportation e.g., free of charge to employees, employee receives transport allowance, reimbursement of employee travel costs.

7.26. Grievance Mechanism (Core Requirement 10.1)

The employer must implement and maintain a confidential process for employees to raise LW related grievances, report concerns or other breaches of ACWA Power's LWF, Core or Country-specific Requirements. The process should be communicated to employees during initial orientation training and via regular awareness activity.

The employer shall appoint/nominate dedicated competent person/s to manage employees' grievances and deal with confidential investigations of such reported cases sensitively. The employer's remediation team will ensure anonymity of the grievant where asked and no retaliatory actions are taken against employees raising grievances or reporting breaches of ACWA Power's LWF, Core or Country-specific Requirements. The employer will maintain a grievance log including actions taken, cases resolved, trends and risks as records.

- The employer shall educate the responsible personnel on GBVH and discrimination framework to ensure a survivor-centred approach is followed throughout the investigation.
- Review and audit grievance logs to identify trends, proactively address systemic risks and report to leadership to take necessary actions.

Labour Welfare Framework

The grievance process must:

1. Be of a method that is accessible for all employees.
2. Allow issues to be raised anonymously, without fear of intimidation.
3. In the language of the employee.
4. Engage the employee in the communication and resolution of the issue.
5. Not result in penalty, dismissal, or reprisal or victimisation of any kind toward the employee.
6. Identify any additional support or advocacy required by the employee, such as counselling or legal advice.
7. The employer will have a written disciplinary process in place providing details of disciplinary actions that could be taken against employees in case of breaches to company policies, procedures or requirements. The disciplinary process shall provide for fair assessment of any breaches and will allow employee time for improvement where required.
8. The induction materials should inform employees about their legal rights and the employee welfare provisions.

More specifically, the policy/system should:

1. Explain how employees can raise concerns and complaints.
2. Explain how concerns and complaints are processed and settled.
3. Ensure that a person or committee is assigned as responsible for hearing, processing and settling concerns/complaints.
4. Confirm that company grievance mechanisms are accessible to all employees.
5. Confirm that issues may be raised anonymously, without fear of intimidation.
6. Confirm that employees will be engaged in the communication and resolution of the issue.
7. Confirm that raising a grievance will not result in penalty, dismissal, or reprisal or victimisation.

7.27. Prequalification and Tender Process for Contractors in the Supply Chain (Core Requirement 11.1)

Contractors' capability to meet the Core Requirements is assessed at the tender stage through a pre-qualification process to ensure that the salient risks are identified prior to award of contracts.

- 7.27.1. As part of the pre-qualification process for projects and services, the proposed Contractors' level of commitment to Social Compliance and Welfare Policy within the supply chain, including Engineering, Procurement, Construction entities (EPC), and contractor/subcontractor companies and their ability to comply with the Core Requirements will be assessed.
- 7.27.2. Uphold all Contractors to standards of respect and safety, ensuring their conduct aligns with ACWA Power's commitment to a workplace free from violence, harassment and discrimination, and provide guidance for their implementation.
- 7.27.3. Uphold all Contractors to a zero-tolerance stance against GBVH and Discrimination within the supply chain and contractor/subcontractor companies and monitor implementation where third parties are contractually obliged to comply with ACWA Power's requirements.

Labour Welfare Framework

- 7.27.4. Uphold all Contractors to a zero-tolerance stance against Child Labour and Forced Labour within the supply chain and monitor implementation where third parties are contractually obliged to comply with ACWA Power's requirements.
- 7.27.5. An assessment including an inspection of the accommodation facilities (where applicable) and employee transports (where applicable), and review of employment practices shall be undertaken to identify gaps in the information provided by contractors wishing to prequalify. This assessment shall take place in the pre-qualification process during the tender stage.
- 7.27.6. The Contractor that fails to meet the pre-qualification requirements may be disqualified. It is, however, possible for the contractor to develop and agree an improvement action plan to address all non-compliant findings. This must be accompanied by a formal LW Commitment Statement, signed by the contractor's most senior management representative. During the tender stage, bidding contractor shall submit, its updated improvement action plan (where required), a draft Labour Compliance and Welfare Management Plan (LCWMP) in its commercial submission.
- 7.27.7. For Contractors' who are required to submit the improvement action plan with the pre-qualification stage findings, they must demonstrate that all outstanding serious non-compliances have been closed out prior to award of the contract.

7.28. Contractual Obligation (Core Requirement 11.2)

The LWF, the Core and Country-specific Requirements are contractual obligations placed on all clients, Contractors and all subsequent tiers of subcontractors. Each Contractor is responsible to mandatorily include these documents in their contracts with their supply chain/subcontractors and take the commitment letter signed by the subcontractor's top management representatives.

7.29. Labour Compliance & Welfare Management Plan (Core Requirement 11.3)

Prior to commencing work on any ACWA Power project site, the Contractor shall submit their LCWMP and receive client approval. The content of the Contractor's LCWMP must include specific elements that demonstrate its own and its subcontractors' ability to implement and deliver on the Policy, Core and Country-specific Requirements. The plan will include the following:

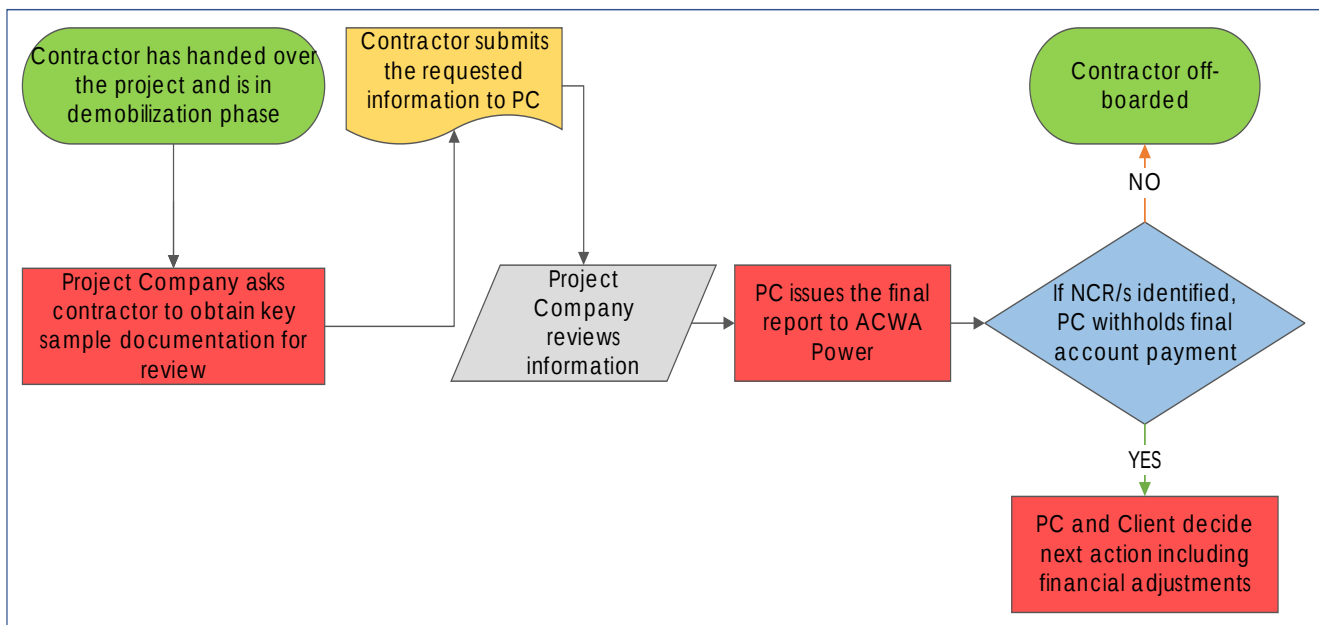
- 7.29.1. Pre-qualification issues closeout document
- 7.29.2. Dedicated resource plan for LW management comprising an organisation chart identifying the key personnel and their responsibilities, including Labour Welfare Manager and team members, the Accommodation Manager/Officer/In-Charge and team members, Health & Safety Manager and team, Human Resources Manager and any other responsible person
- 7.29.3. Contractor's responsibilities
- 7.29.4. LW commitment statement signed by the top management representative
- 7.29.5. LW Internal audit plan
- 7.29.6. Contractor's declaration of the grievance mechanism, grievance policy, process, competent grievance remediation
 - a. Employee representation in committees (where applicable),
 - b. Issues log management of subcontractors

Labour Welfare Framework

- c. Reporting compliance status of subcontractors to the project management and client

7.30. Boarding-Offboarding Process for Contractors/Sub-contractors (Core Requirement 12.1)

Contractors' /subcontractors' performance throughout the project life cycle will be assessed to identify and address any LW risks to the project. The Project Company shall among others seek wage and work permit related reports including additional sample documentation during the assessment. The Contractors' /subcontractors' issues log with any outstanding issues will be reviewed and assessed. Based on the assessment, the Project Company shall prioritise actions to mitigate the key risks during the Project Mobilization-Execution and De-mobilization. The actions may include financial adjustments from the contractors' /subcontractor's related scope of services.



8. Roles and Responsibilities

8.1. ACWA Power Management

- 8.1.1. **Business Development (BD):** The BD Department shall ensure that all relevant requirements of the LWF are clearly embedded in contractor agreements, thereby mandating contractors' compliance as part of contractual obligations.
- 8.1.2. **People & Culture (P&C):** The P&C Department shall establish and implement appropriate control measures and a robust monitoring mechanism to ensure ongoing adherence to the HR related LWF requirements across all relevant projects and their contractors.
- 8.1.3. **Environment & Social (E&S):** The E&S Compliance team shall ensure that the labour welfare commitments align with lender expectations and corporate policies. This includes establishing governance frameworks, integrating labour welfare standards into internal policies, and ensuring corporate oversight of contractor compliance. The

Labour Welfare Framework

team shall also facilitate lender audits, coordinate reporting mechanisms, and promote continuous improvement in labour welfare practices across the organization.

- 8.1.4. **Compliance:** The Compliance Department shall assess and address grievances in alignment with the Anti-DVH framework, ensuring impartiality and adherence to the company's values.

8.2. Project Company

Project Companies that will award contracts to contractors to build and operate projects for ACWA Power are expected to ensure the health, safety, security and welfare of employees by fully endorsing and deploying the LWF, Core Requirements and Country-specific Requirements without any alteration, unless agreed with ACWA Power corporate.

- 8.2.1. Project Companies shall provide leadership and direction for implementation of the LWF, Core Requirements and Country-specific Requirements. The Project Companies must also monitor periodically (minimum every 6 months) and measure compliance of their Contractors and subcontractors with the LWF, Core Requirements and Country-specific Requirements through appointed consultants and/or the competent project delivery teams.
- 8.2.2. Project Companies will need to ensure sufficiency of contractual provisions within their agreements with the Contractors to enable them to enforce the LWF Requirements, such that the Project Companies may take appropriate actions including adjustments against the scope of work, towards any Contractors or its subcontractor that fails to adhere to the LWF, Core Requirements and Country-specific Requirements. Such adjustments can be of financial nature, termination, reporting to the local regulatory authorities or exclusion from tendering on any future works directly or indirectly associated with ACWA Power.
- 8.2.3. Project Companies shall assess the Contractors' capability to deliver upon the LWF Requirements during the tendering stage, which shall include seeking and reviewing responses to tender submission documents. The process includes review of pre-qualification assessments including physical inspection of accommodation facilities, worker transports and review of employment practices, improvement plan for closing issues identified during prequalification assessments and LCWMP.
- 8.2.4. Once Contractors have been appointed, the Project Companies shall review the close out actions for issues identified during the pre-qualification assessment earmarked in the Improvement Action Plan to verify whether the contractors has closed out all Serious Non-conformances (SNCs) prior to mobilization, review and approve the planned actions for closing out Non-conformances (NCs).
- 8.2.5. Project Companies shall utilize the procedures, tools and templates related to LWF, Core Requirements and Country-specific Requirements in their reporting. Contractors and subcontractors shall develop and implement their own procedures but can choose to utilize procedures, tools and templates related to LW Policy, Core Requirements and Country-specific Requirements specifically for ACWA Power projects.
- 8.2.6. Project Companies shall develop an audit plan for monitoring Contractors' performance through the appointed consultants and/or project delivery teams, as appropriate, to achieve the required compliance level with the LWF, Core Requirements and Country-specific Requirements.

Labour Welfare Framework

- 8.2.7. Project Companies shall evaluate temporary subcontractors/suppliers through a prequalification self-assessment questionnaire during onboarding in order to comply with the LWF.
- 8.2.8. Prior to Contractors' demobilization from the project, Project Companies shall review the contractors' overall performance and conduct offboarding assessments to identify any residual risks and put in place mitigation plans towards managing these risks through the appointed consultants and/or the project delivery teams. The Project Companies shall take appropriate mitigating actions against the residual risks.

8.3. Contractors' Responsibilities

Contractors must take responsibility for ensuring compliance with the LWF, Core and Country-specific requirements within their own organisation and that of their subcontractors, plus all subsequent levels of subcontractors intending to employ employees on ACWA Power's project sites.

- 8.3.1. The Contractor shall appoint a dedicated and competent team to manage the social compliance of their own organization and that of their subcontractors before mobilization at ACWA Power projects. The team member(s) must have the knowledge, experience and the required qualifications for reviewing and managing compliance with the employment practices, accommodation, site welfare conditions and employee transportation and other LWF Requirements.
- 8.3.2. The Contractors is responsible for the successful implementation of the LWF, Core and Country-specific Requirements.
- 8.3.3. The Contractor is responsible for monitoring, measuring and ensuring its own organization's compliance with the requirements and that of its subcontractors in its supply chain.
- 8.3.4. The Contractor shall ensure that their employees, and those of their subcontractors, at ACWA Power's project sites are made aware of the LWF, Core and Country-specific Requirements, related company policies, procedures and practices.
- 8.3.5. The Contractor shall monitor by conducting regular assessments of the welfare conditions at the project-site, accommodation facilities and employee transports where applicable and employment practices of their own and all their subcontractors' organizations in the supply chain.
- 8.3.6. The Contractor shall take action to resolve their non-compliant findings throughout the project life cycle in addition to the non-compliant findings of all their subcontractors.
- 8.3.7. The Contractor shall conduct boarding-offboarding assessment for each of their subcontractors. An assessment report, mitigation plan with outstanding issues with residual risks, actions taken, and Boarding-Offboarding Commitment Letter must be maintained as a record.

9. Legal Requirements and References

- 9.1. ACWA Power HSSE Policy and related documentation (manuals, procedures)
- 9.2. ACWA Power HSSE Framework
- 9.3. ACWA Power Communications Policy
- 9.4. ACWA Power Digital Communications Guidelines
- 9.5. ACWA Power Third Party Compliance Policy
- 9.6. ACWA Power Anti-Bribery and Anti-Corruption Policy

Labour Welfare Framework

- 9.7. ACWA Power Code of Conduct and Ethics Policy
- 9.8. ACWA Power Whistleblower Policy
- 9.9. ACWA Power HR Policy Manual
- 9.10. ISO 14001:2015 - Environmental management systems, Clause 8.1 Operational planning and control.
- 9.11. ISO 45001:2018 - Occupational health and safety management systems, Clause 8.1 Operational planning and control.
- 9.12. EBRD, IFC and CDC Group, "Addressing Gender-Based Violence and Harassment: Emerging Good Practice for the Private Sector," 2020.
- 9.13. IFC Performance Standard 2 Labor and Working Conditions and 4 Community Health, Safety, and Security.
- 9.14. World Bank Good Practice Note Addressing Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) in Investment Project, 2020.
- 9.15. EBRD & ILLAC, Guide to Developing an Organizational Policy Against GBVH, 2022.
- 9.16. UN Women/ILO, "Handbook: Addressing Violence and Harassment Against Women in the World of Work," 2019.
- 9.17. IFC Addressing GBVH and Building Respectful Workplaces Tool Suite.
- 9.18. Business Fights Poverty, How Business Can Tackle GBVH In the World of Work, 2019.
- 9.19. ILO, Violence, and Harassment at Work: A Practical Guide for Employers, 2022.
- 9.20. ILO, A guide on Convention No. 190 and Recommendation No. 206.

10. Document Revision History

Revision No.	Date	Brief Description of changes from the previous version
00	27 May 2025	First issue.

Labour Welfare Framework

11. Contributors and Reviewers

With due respect and gratitude, the efforts of the following personnel are placed on record for their contribution/ review suggestions/ being part of the review, towards creating this document and thus making it effective for implementation.

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