

Alhamadah Almutahida

Commercial Registration No. 412256



Human Rights, Labour and Diversity Policy

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Revision: 1.0

Process Owner: Chief Executive Officer

Intended Users: Alhamadah Almutahida. All employees and business associates.

Last updated: August 2026

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1. PURPOSE

- 1.1.** Alhamadah Almutahida respects the Universal Declaration of Human Rights and the United Nations Guiding Principles on Business and Human Rights, and uses them to guide this policy alongside the labour law of the State of Kuwait.
- 1.2.** Scrap is a manual trade that depends on migrant labour, which is why this policy is specific rather than general. The practices below are the ones an auditor checks first.

2. SCOPE

- 2.1.** This policy applies to every director and employee of Alhamadah Almutahida, and to our business associates, including agents, suppliers, subcontractors, hauliers and any other party performing services for or on behalf of the company.
- 2.2.** It applies at our yard, at our office, and at any client site our people or our vehicles enter. Where a client operates a stricter standard, the client's standard applies.

3. COMMITMENTS

- 3.1.** We do not tolerate forced labour, child labour, or any restriction on a person's freedom of movement, in our own operations or in those of the businesses we buy from and sell to.

3.2. We give effect to these commitments through the following, which include but are not limited to:

a) **Prohibiting Forced Labour**

We do not use forced, bonded or involuntary labour in any form. Nobody works for us against their will, and anyone is free to resign and to leave with everything they are owed.

b) **Protecting the Rights of Children**

We do not employ children, directly or through a contractor. Age is verified from documents before any person starts work, without exception.

c) **Retention of Documents**

Passports and personal documents remain with the person they belong to. The company does not hold them, for any reason or for any period.

d) **Recruitment Fees**

No worker pays a fee to be recruited by us. Where a fee has been paid to an agent, we repay it. The cost of recruitment is ours to carry.

e) **Fair Wages and Working Hours**

Wages are paid in full, on time and through a traceable transfer, with only those deductions the law allows. Working hours, rest days and leave follow Kuwaiti labour law, and overtime is voluntary and paid.

f) **Accommodation and Transport**

Where the company provides accommodation or transport, it is clean, safe and fit to live with, and it is provided at no cost to the employee.

g) **Providing Equal Opportunities**

We hire, pay and promote on capability. We do not discriminate on nationality, race, religion, gender, age, disability or background, and we promote diversity and inclusion in the workplace.

h) **Eradicating Harassment and Abuse**

We maintain a workplace free from physical, verbal and psychological abuse and from harassment, whatever the seniority of the person responsible, and we deal with any report promptly, fairly and confidentially.

i) **Business Associates**

We require the same standard of our labour suppliers and subcontractors, and we stop using those who fall short of it.

4. IMPLEMENTATION

4.1. Age and right to work are verified from documents before any person starts, and a record of that verification is kept.

4.2. Employees are told, in a language they understand, what they will be paid, when, and what may be deducted, before they begin work.

4.3. A grievance may be raised without going through a person's own supervisor, and is answered without retaliation of any kind.

5. RESPONSIBILITIES AND REPORTING

- 5.1. Responsibility for observing this policy rests with every person it covers. Oversight rests with the Chief Executive Officer, and day to day implementation with management.
- 5.2. Anyone, whether employed by the company or not, may report a breach. A person who reports in good faith is given confidentiality and is protected from any adverse consequence for having reported.
- 5.3. Reports may be made to the Chief Executive Officer directly, using the telephone number printed at the foot of this document.

6. EFFECTIVE DATE

- 6.1. This policy was approved by the Chief Executive Officer and is effective from the date shown below. It is reviewed at least once a year, and whenever the work, the law or a client requirement changes.

Effective from **31 August 2026**

Mohammed Sajid

Chief Executive Officer

Alhamadah Almutahida

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