

## **Environmental and Social Statement:**

Zeenni Steel Industries and Trading's Environmental Policy is a set of standards followed in the company's business activities. It forms a fundamental part of the company's journey towards perfection. The company's aim is to have its products, services and production to be part of an environmentally friendly society.

The company states that it is its priorities to:

- Zoom in on environmental issues related to our business practices.
- Establish ways of enhancing the resources and energy usage by optimizing our business and production operations.
- Empower employees and raise awareness on the importance of improving our environmental performance by regularly conducting trainings.
- Narrow down our waste levels by implementing recycling processes for our solid wastes when feasible.
- Normalize making the environment a priority in our business and production processes.
- Identify creative ways to ameliorate our environmental footprint.

## **Community Health, Safety and Security Policy:**

Zeenni Steel Industries and Trading takes the matter of ensuring the health, safety and security of the surrounding communities very seriously. The company have a set of standards they follow in order to respect, protect and maintain the surrounding environment.

Zeenni Steel Industries and Trading will work on several steps to fulfill their duty towards conserving the cultural resources in their entourage, which include having a full understanding of the tangible, intangible and cultural resources around them, as well as analyzing these cultural resources and how their business and production operations may affect them and avoid executing projects that may affect any of the cultural and tangible resources. In addition, the company has made it known, formally or informally, that they are ready to help their community in maintaining, protecting and improving the state of some resources, whenever possible.

Concerning the health, safety and security of the surrounding communities, Zeenni Steel Industries and Trading will make it their priority to either avoid, when feasible, or minimize the risk of their business activities and their production operations on the community.

The company's security personnel are chosen according to those standards as well. The company ensures that their security personnel are qualified for the position and will cause no harm to the surrounding communities, nor will they endanger them or threaten their security or safety.

If needed, the company will further assess the degree of exposure of the surrounding communities to accidental hazards as well as the effects of their activities on the surrounding ecosystem and on the natural resources as well as on pollution, climate change and natural hazards.

Zeenni Steel Industries and Trading have several considerations on the infrastructure and equipment safety, hazardous material safety, traffic management, environmental and natural resources and on emergency preparedness and response plans that are embedded in the company's set of standards that are followed in performing their business and production activities.

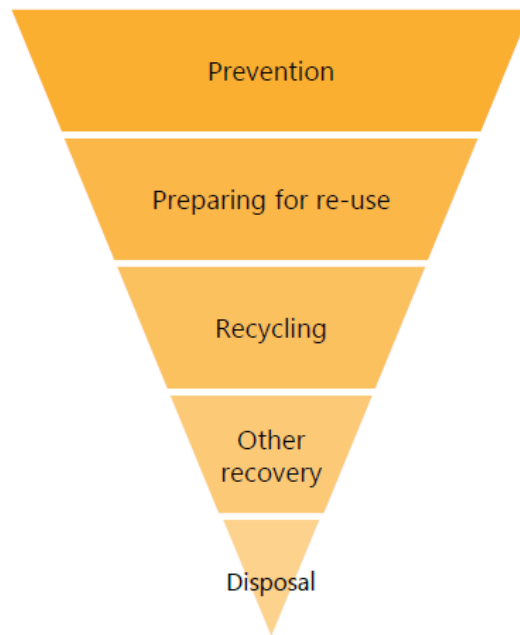
When a problem in the health, safety and security of the community or in the state of the cultural resources and the ecosystem arise, Zeenni Steel Industries and Trading will follow mitigation measures that impose that the company performs risk screening to identify the affected resources or the activities that led to a negative impact on the community's health, safety and security, assess the risks and then develop an action plan to eliminate or minimize the risk by controlling and rectifying the arising problem.

## **Waste Management Policy:**

Zeenni Steel Industries and Trading performs a great number of production activities which eventually results in the company producing several types of wastes and scraps. Hence, the company has taken it as their personal duty to ensure the proper management of the produced wastes. In addition, the company is trying its best to abide by the best environmental standards in their waste management program. Hence, the company is adapting a hierarchy of waste approach in their mission to reduce the environmental footprint of their activities.

Zeenni Steel Industries and Trading currently have a set of objectives to facilitate the proper waste management. Those standards include minimizing the generation of waste whenever feasible, facilitating and encouraging repair, reuse and recycling instead of disposal, promoting environmental awareness and ensuring the safe handling and storage of waste.

The followed hierarchy of waste is composed of five steps that are preventing, preparing for re-use, recycling, recovering and, lastly, disposing. As seen, the disposal of waste and scrap is the company's last resort when it comes to managing their wastes.



*Figure 1 Hierarchy of Waste*

At Zeenni Steel Industries and Trading, most of the produced waste and scrap are either recycled by external stakeholders or recycled internally to be re-used in the company's activities.

### **Water Policy:**

Zeenni Steel Industries and Trading are committed to ensuring that their employees have access to clean, safe and sufficient water. Moreover, the company is aware of the importance of this resource and are hence putting in place criteria to follow to ensure the management of water consumption and conservation. Thus, the company are devoted to protecting the human right to clean drinking water as well as clean water for domestic and hygiene uses.

Zeenni Steel Industries and Trading have thus engaged in many strategies to preserve that human right, some of which are knowing that all employees have the right to clean drinkable water and that the company have a duty towards their employees to procure clean water for their daily usage. In addition, the company is looking towards conserving water and its quality throughout their plant. Zeenni Steel Industries and Trading have also engaged in a plan to reduce the consumption of water, re-use it and recycling it by implementing the Reverse Osmosis System which is used to filter and recycle the cooling water that is used in many of their production processes and then re-use it in those same processes.

Moreover, any leakage or malfunction in the plant's pipes that may result in wasted water is communicated with the responsible to reduce unnecessary drainage and waste of water.

To ensure their employees' right of having clean, sufficient and safe water, Zeenni Steel Industries and Trading's have put several drinking stations around the company. Each production facility has its own supply of drinking water.

As a way of ensuring that all the company does not interfere with or deny their employees of the human right to water and sanitation in their work environment, Zeenni Steel Industries and Trading ensure that all employees have access to clean, sufficient and safe water for their own personal use such as water for personal and hygienic use.

### **Operational Health and Safety Policy:**

Zeenni Steel Industries and Trading is committed to promoting a safe working environment and makes it a priority to ensure the safety and wellbeing of their employees. Hence, the company makes sure that all its employees have the knowledge, skills and trainings needed to protect themselves and the people around them from any hazards that could arise and are aware of their responsibilities towards protecting them. The company also works on eliminating any work-related hazards in an attempt to provide a safe working environment as well as constantly improving the working conditions to promote safety and health practices. In addition, Zeenni Steel Industries and Trading ensures that all supervisors understand their position and duties towards ensuring that safety and health conditions are maintained and that they are responsible of reporting any hazard concern in their department. The managers and supervisors are then accountable for the health and safety of the employees under their supervision and for ensuring that all machines within their department are in good working conditions. Moreover, they are responsible for demanding the performance regular maintenance to keep the state of the machines under check.

All employees are responsible of complying to the safety and health work practices and of reporting any unsafe or hazardous condition to their manager or supervisor in order to take proper action and precaution to rectify the issue without risking any injury.

## **Child Protection Policy:**

The Zeenni Steel Industries and Trading Child Labor policy states the company has specific guidelines concerning the employment of minors. This policy reflects the unwavering commitment of Zeenni Steel Industries and Trading, its subsidiaries, and all stakeholders associated with the company, to uphold legal obligations and safeguard the welfare of children throughout the entire corporate structure. The company is dedicated to conducting its business and production activities in accordance with the legal and ethical guidelines. Zeenni Steel Industries and Trading restrains from any involvement in child exploitation. Zeenni Steel Industries and Trading is fully committed to complying with all applicable laws and regulations regarding child labor. Thus, the company restricts from the employment of minors, regardless of their qualifications.

## **Grievance Mechanism Policy:**

Zeenni Steel Industries and Trading is firmly committed to providing optimal working conditions for its employees. Thus, the company encourages their employees to come forward in case of any problem, complaint, suggestion or question.

As a way of creating a culture of trust and collaboration with its employees, the employees are encouraged to express their concerns regarding any established rule of conduct, policy or practice.

If an employee perceives a condition of employment or a decision affecting them as unjust or inequitable, we encourage them to make use of the following steps:

- The employee should communicate the problem with their manager. If the manager is unavailable or the employee believes it would be inappropriate to approach them, the employee may communicate it with the HR Department (HRD)
- The manager will respond to the problem through discussion or consultation with the appropriate management, as required.
- If the problem remains unresolved, the employee may present the problem to HRD.
- The HRD will provide counseling and guidance to the employee, assist in documenting the problem, and if necessary, arrange a meeting with the employee's manager(s). Employees have the option to discontinue the procedure at any step.

Although not every problem can be resolved to everyone's total satisfaction, it is only through understanding and discussion of mutual problems that employees and management can develop confidence in each other.

## **Right of Minorities and Migrant Workers Policy:**

The purpose of the Right of Minorities and Migrant Workers policy is to outline the commitment of Zeenni Steel Industries and Trading to protecting the rights and the well-being of minorities and migrant workers within the organization's environment.

The policy is guided by the following principles:

- Non-discrimination
- Equal Employment Opportunities
- Protection from Exploitation
- Cultural Diversity
- Empowerment and Participation
- Fair Remuneration and Benefits

## **Third Party Control Policy:**

The purpose of the HR policy on third-party control within Zeenni Steel Industries and Trading is to establish clear regulations and guidelines that promote fair treatment and compliance with labor laws and ethical standards for employees working under third-party contractors or vendors.

The policy statement is guided by the following principles:

- Non-Discrimination
- Occupational Health and Safety
- Employment Contracts and Agreements
- Fair Remuneration
- Grievance Mechanisms
- Code of Conduct

## **Women's Rights Policy:**

To support a gender equity-based approach in all organizational operational activities, Zeenni Steel Industries and Trading has implemented a Women's Right Policy to ensure its commitment in supporting gender equity in the workplace.

The policy statement is guided by the following principles:

- Equal pay for equal work
- Anti-discrimination
- Maternity leave
- Flexibility
- Representation