



# HICO Surgical (Private) Limited

## CODE OF CONDUCT

HS/HR/COC/00

HICO Surgical (Private) Limited is committed to ethical business practices, compliance with legal and regulatory standards, and ensuring responsible sourcing of products and services. As part of this commitment, HICO upholds the following principles and requires its suppliers, contractors, and stakeholders to adhere to them:

### 1. CHILD LABOUR

HICO strictly prohibits the employment of child labour in any form. The company ensures that no individual below the age of **18 years** is hired for full-time employment. All recruitment and employment practices comply with **local and international labour laws** regarding child labour.

### 2. FORCED LABOUR

HICO does not engage in or tolerate **forced, bonded, or involuntary labour**. Employees shall not be required to **deposit identity documents, financial securities, or other forms of collateral** to secure employment. All work must be conducted under **fair and voluntary conditions** in compliance with labour rights.

### 3. SAFETY, HEALTH & ENVIRONMENT (SHE)

HICO is committed to providing a **safe, healthy, and environmentally responsible** workplace. Adequate measures are implemented to **prevent workplace accidents, injuries, and health hazards**. The company ensures full compliance with **occupational safety and environmental regulations** and continuously improves workplace conditions.

### 4. FREEDOM OF ASSOCIATION & RIGHT OF COLLECTIVE BARGAINING

HICO respects the **right of employees to freely associate** and participate in **collective bargaining**, in line with national and international labour standards. Employees are free to form or join trade unions without any fear of retaliation or discrimination.

### 5. DISCRIMINATION

HICO ensures an **inclusive and equal-opportunity work environment**. The company does not discriminate based on **race, caste, national origin, religion, disability, gender, sexual orientation, political affiliation, union membership, or age**. All employment-related decisions, including hiring, wages, training, promotions, and terminations, are made based on merit and business needs.

### 6. HARASSMENT & ABUSE

HICO strictly prohibits **physical, verbal, psychological, or sexual harassment, coercion, or abuse** in any form. All employees are treated with **dignity and respect**, and any violations will be subject to **strict disciplinary action**.

### 7. WORKING HOURS

HICO follows **legal and industry standards** regarding working hours. The standard workweek does not exceed **48 hours**, and employees receive at least **one rest day in every seven-day period**.



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Overtime work is **voluntary**, compensated at a **premium rate**, and does not exceed **12 hours per week**.

## 8. COMPENSATION & BENEFITS

HICO ensures that wages paid meet or exceed **legal minimum wage requirements** and industry standards. Employees are provided with **fair compensation**, including all **statutory benefits such as health insurance, social security, and overtime wages**. Wage deductions for disciplinary purposes are strictly prohibited.

## 9. SUBCONTRACT POLICY




HICO ensures that any subcontracted activities comply with this **Code of Conduct**. Suppliers must seek **written approval** before subcontracting and ensure that subcontractors **adhere to the same ethical and legal standards**.

## 10. PUBLICATION OF CODE OF CONDUCT

HICO ensures that all employees are **informed and aware** of this Code of Conduct. A **translated copy** of the Code is displayed in an accessible location within the workplace, ensuring transparency and awareness among workers.

## 11. SUPERVISION & COMPLIANCE

HICO maintains **all necessary documentation** to demonstrate compliance with this Code of Conduct. The company reserves the right to conduct **inspections, audits, and compliance reviews** at any time, with or without prior notice. Non-compliance with the Code may result in **corrective action, contract termination, or legal proceedings**.

Organized By:	Reviewed By:	Approved By:
Mr. Manager HR	Mr. Khurram Iqbal Malik	Mr. Nasar Iqbal Malik
Dated: 01/07/2023	Dated: 01/07/2023	Dated: 01/07/2023
Signature: 	Signature: 	Signature:  Nasar Iqbal Malik