

**Preamble**

KVTC recognises that its activities have an impact on the lives of its employees. The company will in accordance with the law of the country as a minimum standard treat all our employees fairly, respect their dignity, well being and diversity. KVTC's objective is to be consistent and fair to all stakeholders. The Company will work towards full compliance with the ILO Fundamental Conventions and with the UN Declaration of Human Rights and adhere to the FSC Principles and Criteria related to Labour Relations.

Policy

In order to achieve the above the company will operate according to the following principles and monitor its performance in respect of them.

1. KVTC will comply with the labour laws of Tanzania.
 - a. A mechanism for annual legal review of policy will be introduced and annually reported to KVTC's Board of Directors.
2. KVTC will take into account its impact on employees, contractors and the local communities affected by its operations and take steps to mitigate any risks.
3. KVTC will not employ forced labour of any kind.
4. KVTC will not employ harmful child labour.
5. KVTC will pay wages that meet or exceed industry legal national minima and are sufficient to meet basic needs.
6. KVTC will treat employees fairly in terms of recruitment, progression, terms and conditions of work and representation, irrespective of gender, race colour, disability, political opinion, sexual orientation, age religion, or social or ethnic origin.
 - a. Employees will be protected from arbitrary dismissal by the institution of a disciplinary procedure that will ensure that employees receive a fair hearing and have the right to representation.
 - b. A policy of no sexual harassment will be followed in the workplace.
 - c. KVTC will deliberately aim to increase diversity in the workplace with special emphasis on increasing the number of female employees at all levels of the organisation.
7. KVTC will allow consultative work-place structures and associations that provide employees with an opportunity to present their views to management.
8. The rights of workers to organise and voluntarily negotiate with their employers shall be guaranteed as outlined in Conventions 87 and 98 of the International Labour Organisation (ILO).



Irvine Kanyemba
CHIEF EXECUTIVE OFFICER