



SCHWEIZER AGRICULTURE LIMITED

WAGES, WORKING HOURS AND FAIR REMUNERATION POLICY

ESG POLICY & GOVERNANCE FRAMEWORK

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DOCUMENT CONTROL, DISCLAIMER & PROHIBITION

Document	Wages, Working Hours and Fair Remuneration Policy
Company	Schweizer Agriculture Limited
Registration No.	320190001653
Website	www.schweizeragriculture.co.zm

Purpose. To provide fair, transparent and lawful remuneration practices, accurate payroll records and reasonable controls over working hours, overtime, deductions and benefits.

Disclaimer. This policy is a corporate governance and operational framework. It does not replace applicable Zambian law, regulatory permits, employment contracts, collective agreements, technical standards, professional advice or project-specific environmental and social management plans. Where a legal or contractual requirement is stricter, the stricter requirement applies.

Prohibition on Misrepresentation or Unauthorised Alteration. No person may knowingly misrepresent compliance with this policy, falsify implementation records, alter an approved version for external reliance, or use this policy to conceal non-compliance. External publication or material amendment requires appropriate corporate approval.

Date Integrity. December 2023 is presented as the policy framework reference date. The consolidated edition is prepared for current adoption and publication in 2026. If Board records confirm formal approval in December 2023, the status line may be updated to reflect that historical approval.

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1. PURPOSE AND POLICY STATEMENT

To provide fair, transparent and lawful remuneration practices, accurate payroll records and reasonable controls over working hours, overtime, deductions and benefits.

Schweizer Agriculture Limited (SAL) is committed to conducting its activities with integrity, accountability, respect for people, responsible stewardship of natural resources and continuous improvement. This policy forms part of SAL's broader ESG and good-governance framework.

2. SCOPE

Applies to SAL employees and relevant labour arrangements under SAL control.

3. CORE COMMITMENTS

- Pay wages and statutory benefits in accordance with applicable law and agreed employment terms.
- Provide employees with understandable information on pay, authorised deductions and applicable benefits.
- Prohibit unlawful or punitive deductions and withholding of earned wages.
- Manage working hours, rest periods and overtime in accordance with law and operational needs.
- Maintain payroll, attendance and payment records accurately and confidentially.
- Promote equal pay principles and non-discriminatory remuneration decisions.

4. GOVERNANCE AND RESPONSIBILITIES

- Human Resources/Finance: payroll controls, records and statutory compliance.
- Managers: accurate time and attendance information and lawful overtime approval.
- Employees: report payroll discrepancies promptly.
- Governance/Internal Audit: periodic review of controls and material complaints.

5. IMPLEMENTATION REQUIREMENTS

- Use documented employment terms and approved payroll processes.
- Provide payslips or equivalent remuneration statements where practicable.
- Reconcile payroll and statutory obligations periodically.
- Investigate wage complaints and correct verified errors promptly.

6. MONITORING, RECORDS AND REPORTING

- Maintain payroll, attendance, overtime, leave and statutory contribution records as required.
- Monitor recurring payroll complaints, unexplained deductions and late-payment incidents.
- Escalate material or systemic payroll control weaknesses.

7. TRAINING AND COMMUNICATION

- Relevant employees and contractors shall receive induction and periodic refresher training proportionate to their responsibilities and risk exposure.
- Managers shall communicate policy requirements through toolbox talks, briefings, workshops, written procedures and project-specific instructions.
- Training attendance and competency records shall be retained where appropriate.

8. GRIEVANCE, REPORTING AND NON-RETALIATION

Concerns may be raised through line management, the Ethics/Compliance function, the whistleblowing email, hotline/SMS, confidential reporting box, or direct escalation to senior management, the Audit Committee or Board. Good-faith reporters shall be protected from retaliation. Existing whistleblowing procedures apply to investigations and confidentiality.

9. SUPPLIER AND PARTNER EXPECTATIONS

- Suppliers, contractors, agents and implementation partners are expected to meet applicable legal requirements and the relevant standards of this policy.
- SAL may require due diligence, contractual commitments, corrective action plans, evidence of licences or records, and reasonable monitoring for material ESG risks.
- Serious or repeated non-compliance may lead to suspension, remediation requirements or termination subject to contract and law.

10. REVIEW AND CONTINUOUS IMPROVEMENT

This policy should be reviewed at least annually, or earlier where material legal, regulatory, operational or stakeholder changes occur. Findings from incidents, grievances, audits, monitoring and project reviews shall inform corrective action and continuous improvement.