



**BLOGRE**  
COMPANY LIMITED  
Cleaning & Fumigation

## POLICIES AND PROCEDURES ON FORCED LABOR AND CHILD LABOR FOR A BLOGRE COMPANY LTD

### 1. Legal and Regulatory Compliance

- **Employment and Labour Relations Act, 2004:** Prohibits forced labor and sets the minimum working age at 14 years for light work and 18 years for hazardous work.
- **Occupational Health and Safety Act, 2003:** Regulates safety standards in fumigation and prohibits the employment of children in hazardous environments.
- **Law of the Child Act, 2009:** Defines and protects children from exploitation, including child labor.
- **International Conventions:** Compliance with ILO Conventions No. 138 (Minimum Age) and No. 182 (Worst Forms of Child Labour).

### 2. Recruitment and Employment Policies

- **Age Verification Process:** Require official identification (e.g., birth certificate, national ID) for all employees before hiring.
- **No Forced or Bonded Labor:** Ensure all employees work voluntarily, without coercion, threats, or debt bondage.
- **Contractual Agreements:** Provide written contracts with clear terms on wages, working hours, and rights.

### 3. Workplace Monitoring and Compliance

- **Site Inspections:** Regularly inspect fumigation sites to ensure compliance with labor laws.
- **Reporting Mechanism:** Establish a confidential system for workers to report suspected cases of forced or child labor.
- **Third-Party Audits:** Engage independent auditors to assess compliance with labor policies.

#### 4. Training and Awareness

- **Employee Training:** Educate workers and management on child labor laws and ethical labor practices.
- **Supplier and Contractor Awareness:** Ensure all subcontractors and suppliers comply with labor laws and sign agreements prohibiting forced and child labor.

#### 5. Remediation and Enforcement Measures

- **Immediate Action on Violations:** If forced or child labor is found, take immediate corrective measures, including:
  - Removing the child from hazardous work.
  - Providing support for education or alternative employment.
- **Disciplinary Actions:** Terminate contracts with suppliers or employees who violate labor policies.
- **Collaboration with Authorities:** Report violations to the Ministry of Labour, Employment and Youth Development and relevant agencies

Your sincerely,

*Shikunzi*

**Shikunzi Obadia.**

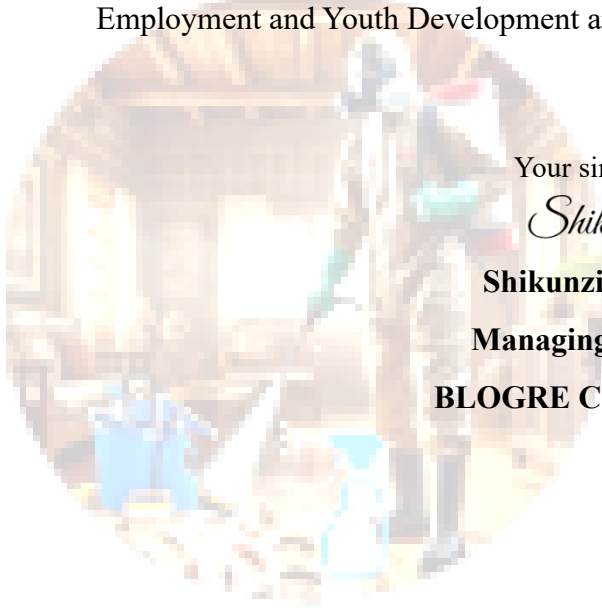
**Managing Director**

**BLOGRE Company Ltd**

**BLOGRE**

COMPANY LIMITED

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## BLOGRE CLEANING AND FUMIGATION SERVICES



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## GIFT, HOSPITALITY, AND SPONSORSHIP POLICY

### 1. Purpose

This policy establishes guidelines for handling gifts, hospitality, and sponsorship in a manner that ensures transparency, prevents corruption, and upholds the integrity of Blogre Company Ltd.

### 2. Scope

This policy applies to all employees, management, contractors, and business partners of Blogre Company Ltd.

### 3. Definitions

- **Gift** – Anything of value given or received, such as money, goods, vouchers, or favors.
- **Hospitality** – Invitations to meals, events, or entertainment related to business activities.
- **Sponsorship** – Financial or in-kind support provided for events, projects, or charitable activities.

### 4. Gift Policy

- Employees may **not** accept or offer cash gifts in any circumstance.
- Non-monetary gifts may be accepted if they are:
  - Of nominal value (e.g., calendars, promotional items).
  - Given openly without expectation of return favor.
  - Reported to management if exceeding 100,000 TZS.
- Any gifts that may influence business decisions must be declined and reported to the compliance officer/ management.

### 5. Hospitality Policy

- Employees may accept or offer hospitality if:
  - It is reasonable, transparent, and infrequent.
  - It serves a legitimate business purpose (e.g., business meetings, industry networking).
  - It does not create an obligation or expectation of favoritism.

- Approval from senior management is required for hospitality exceeding 100,000 TZS.

## ***6. Sponsorship Policy***

- Sponsorships should align with the company's corporate social responsibility (CSR) objectives.
- No sponsorship should be offered or accepted as a means to gain an unfair business advantage.
- All sponsorship requests must be reviewed and approved by the management team.

## ***7. Prohibited Practices***

- Offering or accepting gifts, hospitality, or sponsorships that could be considered bribery.
- Engaging in any transactions with government officials that may violate anti-corruption laws.
- Sponsoring politically affiliated events or individuals.

## ***8. Reporting and Compliance***

- Employees must disclose any gifts, hospitality, or sponsorships exceeding the set thresholds.
- Any suspected violations must be reported to the compliance officer.
- Non-compliance may result in disciplinary action, including termination.

## ***9. Review and Amendments***

This policy shall be reviewed annually to ensure alignment with legal and ethical standards in Tanzania

Your sincerely,

*Shikunzi*

**Shikunzi Obadia.**

**Managing Director**

**BLOGRE Company Ltd**

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## POLICY/ PROCEDURES DEALING WITH ABUSE/ DISCRIMINATION AND HARASSMENT ON FUMIGATION COMPANY IN TANZANIA

### 1. Introduction

BLOGRE Company Ltd is committed to providing a work environment free from abuse, discrimination, and harassment. All employees, customers, and business partners must be treated with dignity and respect, regardless of gender, race, ethnicity, religion, disability, or any other protected characteristic.

### 2. Scope

This policy applies to:

- All employees (permanent, contract, and temporary).
- Managers and supervisors.
- Customers, suppliers, and any other third parties associated with the company.

### 3. Definitions

#### 3.1 Abuse

Any form of physical, verbal, or psychological mistreatment, including threats, bullying, or intimidation.

#### 3.2 Discrimination

Unfair treatment based on personal characteristics such as gender, age, disability, race, religion, or nationality.

#### 3.3 Harassment

Unwelcome behavior that creates a hostile work environment, including:

- **Sexual Harassment:** Unwanted sexual advances, inappropriate comments, or physical contact.
- **Verbal Harassment:** Insults, offensive jokes, or degrading comments.
- **Physical Harassment:** Unwanted touching, blocking movement, or physical aggression.

## 4. Reporting Procedures

### 4.1 How to Report

Employees who experience or witness abuse, discrimination, or harassment should:

- Report to their **supervisor or manager**.
- If the complaint involves a supervisor, report to **Human Resources (HR)** or a designated complaints officer.
- Complaints can be submitted in writing, via email, or anonymously through a complaint box.

### 4.2 Investigation Process

- The company will **acknowledge the complaint** within 3 working days.
- An **internal investigation** will be conducted within 14 working days.
- Both the complainant and the accused will have the opportunity to provide statements.
- Findings will be reviewed, and appropriate action will be taken.

## 5. Consequences of Violations

If abuse, discrimination, or harassment is confirmed, disciplinary actions may include:

- **Verbal or written warning**
- **Suspension or demotion**
- **Termination of employment**
- **Legal action if necessary**

## 6. Protection Against Retaliation

No employee will face retaliation for reporting misconduct in good faith. Any act of retaliation will result in disciplinary action.

## 7. Training and Awareness

- All employees must receive training on this policy annually.
- Posters and materials will be provided to ensure awareness.

## 8. Review and Compliance

- This policy will be reviewed **annually** or when required by changes in law.
- Compliance with Tanzanian labor laws, including the **Employment and Labour Relations Act, 2004**, will be ensured

Your sincerely,

*Shikunzi*

**Shikunzi Obadia.**

**Managing Director**

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## GRIEVANCES PROCEDURES FOR A BLOGRE COMAPNY LTD

### 1. Purpose

The grievance procedure ensures that all complaints related to working conditions, service delivery, safety, and ethical conduct are addressed fairly, promptly, and in compliance with Tanzanian labor laws and industry regulations.

### 2. Scope

This procedure applies to:

- Employees of the company
- Clients and customers
- Suppliers and contractors
- Other relevant stakeholders

### 3. Types of Grievances Covered

- **Employee grievances:** Workplace safety, unfair treatment, wages, discrimination, or harassment.
- **Customer grievances:** Poor service, contract disputes, pricing, or safety concerns.
- **Environmental and health concerns:** Misuse of fumigation chemicals affecting public health and the environment.
- **Regulatory compliance:** Failure to follow government safety or fumigation standards.

### 4. Grievance Procedure Steps

#### Step 1: Informal Resolution

- The complainant should first discuss the issue directly with the immediate supervisor or service provider to resolve the matter informally.
- If the issue is resolved, no further action is needed.

#### Step 2: Formal Complaint Submission

If informal resolution is unsuccessful:

- The complainant submits a written grievance to the **Grievance Officer or Human Resources Department.**
- The complaint should include:
  - Name and contact details of the complainant



- Date and location of the incident
- Nature of the complaint
- Any supporting documents or evidence

### Step 3: Investigation and Response

- The company will acknowledge receipt of the grievance within **three (3) working days**.
- A designated officer will investigate the matter within **seven (7) working days**.
- Interviews may be conducted with involved parties.
- The company will issue a written response outlining the findings and proposed resolution.

### Step 4: Appeal Process

- If the complainant is not satisfied with the outcome, they may escalate the issue to senior management or the **Occupational Safety and Health Authority (OSHA) in Tanzania**.
- The appeal should be submitted within **five (5) working days** after receiving the response.

### Step 5: External Resolution

If the grievance is still unresolved, the complainant may seek external arbitration through:

- **Tanzania Labor Commission** (for employee grievances)
- **Fair Competition Commission (FCC)** (for customer disputes)
- **National Environmental Management Council (NEMC)** (for environmental issues)
- Legal action through the Tanzanian court system

## 5. Confidentiality and Non-Retaliation

- All grievances will be handled with strict confidentiality.
- Employees and clients will not face retaliation for raising concerns in good faith.

## 6. Documentation and Record Keeping

- All grievances and resolutions must be documented for future reference and compliance audits.

## 7. Review and Monitoring

- The grievance procedure will be reviewed annually to ensure compliance with Tanzanian labor laws and industry standards.

Your sincerely,

*Shikunzi*

**Shikunzi Obadia.**

**Managing Director**

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## HUMAN RIGHTS PROCEDURES, POLICIES, AND PROGRAMS

### 1. Labor Rights and Worker Safety

- **The Employment and Labour Relations Act (2004):** This act ensures fair treatment of workers, including those working in fumigation companies. It covers issues like health and safety at the workplace, minimum wage, and the right to organize. Fumigation workers, who might be exposed to chemicals, are entitled to proper safety measures, protective equipment, and health benefits.
- **Occupational Health and Safety Act (2003):** This law mandates fumigation companies to provide a safe working environment, ensuring that employees are protected from exposure to harmful chemicals. It includes provisions for workplace safety standards, training, and emergency response plans.

### 2. Environmental Protection and Public Health

- **The Environmental Management Act (2004):** Fumigation companies must adhere to the regulations set forth by this law to avoid environmental damage. This includes proper disposal of toxic chemicals, minimizing harmful emissions, and ensuring that fumigation practices do not harm local ecosystems.
- **The Pesticides Management Act (2017):** This act regulates the use of pesticides in Tanzania and includes safety standards to protect human health and the environment. Fumigation companies must comply with these standards when using chemicals to control pests.

### 3. Public Health and Community Safety

- **National Environmental Health Policy (2003):** This policy guides the management of public health, including ensuring that fumigation services do not endanger communities. It focuses on reducing risks associated with chemical exposure to people, particularly vulnerable groups like children, the elderly, and pregnant women.
- **World Health Organization (WHO) Guidelines:** International standards such as the WHO's recommendations on pesticide use and safety practices also influence the operations of fumigation companies in Tanzania. These guidelines ensure that fumigation practices are carried out in a way that minimizes risks to public health.

### 4. Anti-Discrimination and Fair Treatment

- **The Constitution of the United Republic of Tanzania (1977):** The Tanzanian Constitution guarantees fundamental human rights, including the right to equality and non-discrimination. Fumigation companies must ensure that their hiring practices do not discriminate based on race, gender, disability, or other protected characteristics.

- **Tanzania's National Gender Policy:** This policy promotes gender equality in employment. Fumigation companies are expected to foster inclusive workplaces and ensure equal opportunities for both male and female workers.

## 5. Consumer Protection

- **Fair Trading Practices:** Under the Fair Trading Act, fumigation companies are required to provide safe and effective services to their customers. This includes giving clear information about the chemicals used and ensuring that services are carried out with minimal risk to the health of individuals and communities.

## 6. Human Rights Reporting and Compliance

- **The Tanzania Human Rights Commission (THRC):** The THRC plays a role in ensuring human rights standards are upheld in all sectors. If there are any violations related to human rights by fumigation companies (such as labor exploitation, environmental harm, or consumer endangerment), complaints can be filed with the Commission.

## Recommendations for Fumigation Companies in Tanzania:

- **Training and Certification:** Ensure that all workers are properly trained in handling hazardous chemicals and receive adequate personal protective equipment (PPE).
- **Community Engagement:** Establish transparent communication with local communities regarding fumigation activities, potential risks, and mitigation measures.
- **Compliance with International Standards:** Align with international best practices on chemical use and disposal to ensure sustainability and public safety.

Your sincerely,

*Shikunzi*

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