RECRUITMENT POLICY ON

MANAGEMENT ACCOUNTABILITY AND RESPONSIBILITY

NEW SUPERSTAR MANPOWER (PRIVATE) LIMITED.

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New Super Star Manpower (Pvt) Ltd. (L.L.No-2517)

(Manpower Suppliers for garment factories)

Company Policy For Management Accountability and Responsibility

1. Introduction.

THE COMPANY.

It is with great pleasure and privilege that we introduce New Super Star Manpower (Pvt) Ltd, being a limited liability company in Sri Lanka manage to achieve 4 star grade by the government of Sri Lanka in recognition of the dedicated service in the field of manpower recruitment agency services rendered to the foreign companies by providing the service of skilled, disciplined and hard working employees. We are registered in Sri Lanka under labor license No.2517 issued by the Sri Lanka Bureau of Foreign Employment (SLBFE) in the year 1999.

2. Policy:

The agency have an implementing structure and procedure in place to ensure that its policies and procedures are in compliance at all times with the existing legislation or guidelines covering private employment agencies required by the governments of countries where the agency operates, including countries where workers are sourced, recruited, and deployed for employment.

These compliance guidelines are the basis for strict compliance with laws and applications concerning business activities. Performing our jobs with sincerity and in conformity with social and ethical standards is another important aspect of these guidelines.

3. Procedures

New Super Star Manpower (Pvt.) Ltd. have appointed an accounted officer to carry out the required activities as depicted below to comply with the policies, procedures and existing legislation etc.

We as a responsible recruitment agency we believe in continuous improvement. We change or amend in our policy as per the demand of market and time, for better improvement. We will analyze and evaluate of policy and activities in every 6 months and do changes. So, improvement is an ongoing process.

A. Laws and Regulations

- **Compliance**
  We strictly comply with all laws and regulations involving business activities.

- **Fair and unrestricted competition**
  We never participate in collusion, cartels and other activities that impede fair and unrestricted competition.
  We never use a business transaction to force a counterparty to accept unfavorable terms or be damaged in other ways.

- **Conflicts of interest**
  Staff of NSM never engage in activities that are detrimental to the company's legitimate interests or that attempt to earn profits or other benefits for themselves or a third party.

- **Confidential information**
  We preserve the confidentiality of information involving customers and business partners and handle confidential information with extreme care.

- **Workplace environment**
  Ensure that workplaces are safe and healthy in compliance with labor laws and regulations.

B. Social and Ethical Guidelines

Corporate citizenship
We are a responsible member of communities and participate in community activities.

Entertainment and gifts
We never use business for the purpose of receiving gifts or other improper benefits and refuse to accept entertainment or gifts that violate laws and regulations or are improper with respect to social standards.

Proper and transparent management and business activities

We prepare and oversee accurate records of corporate information for the purpose of supplying information in a timely and proper manner.
We cooperate fully with internal and external audits and investigations.

Human rights
Discrimination
We respect basic human rights and never discriminate or infringe on human rights on the basis of gender, nationality, race, beliefs, religion, social standing, job position or any other reason. We maintain safe, healthy and pleasant workplaces where employees show respect for each other's individuality and values.

Harassment
We do not tolerate sexual or any other form of harassment.

Personal information
The privacy of individuals is one of our highest priorities. We comply with the Personal Information Protection Act and all other related laws and regulations and exercise extreme care when handling customer and other personal information.

Approved & Endorsed By

Managing Director
New Super Star Manpower (Pvt) Ltd

Revised On - 6th April 2025