

	HUMAN RESOURCE DEPARTMENT FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING POLICY	
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HRD POLICY 4/A/ (02.26)

1. Policy Statement

Sonapack Ghana Limited respects and upholds the rights of all employees to **freedom of association** and **collective bargaining** in accordance with the Labour Act of Ghana, International Labour Organization (ILO) Conventions.

The company is committed to maintaining open, respectful, and constructive engagement with employee representatives.

2. Freedom of Association

Sonapack recognizes the right of all employees to:

- Freely form, join, or refrain from joining a trade union of their choice without fear of intimidation, discrimination, or retaliation.
- Participate in lawful union activities during approved times and in line with company procedures.

Employees are not compelled to join any union or association as a condition of employment.

3. Trade Union Recognition

Sonapack officially recognizes the **Industrial and Commercial Workers' Union (ICU)** as the representative trade union for unionized employees.

Management engages the ICU in good faith on matters relating to:

- Terms and conditions of employment
- Wages and benefits
- Working hours
- Health and safety
- Disciplinary and grievance issues

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4. Collective Bargaining Agreement (CBA)

A **Collective Bargaining Agreement (CBA)** exists between Sonapack Ghana Limited and the ICU.

- The CBA governs the employment relationship between management and unionized employees.
- Sonapack complies with all obligations outlined in the CBA.
- Negotiations are conducted transparently, respectfully, and in good faith.
- No employee or union representative shall be victimized for participating in collective bargaining activities.

5. Welfare Associations

In addition to union membership, Sonapack allows employees to form or join **welfare associations** for social, mutual support, and employee well-being purposes.

- Participation in welfare groups is voluntary.
- Welfare associations operate independently and are not restricted by management, provided their activities comply with company policies and applicable laws.

6. Non-Discrimination and Protection

Sonapack strictly prohibits:

- Discrimination based on union membership or non-membership
- Interference with lawful union or welfare activities
- Retaliation against employees or representatives for exercising their rights

Any form of harassment, intimidation, or unfair treatment related to association rights will be investigated and addressed promptly.

7. Communication and Engagement

Management maintains regular communication with union representatives through:

- Scheduled meetings

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- Negotiation sessions
- Consultations on workplace issues

Employees are encouraged to raise concerns through their union representatives, welfare leaders, or internal grievance procedures.

8. Implementation and Monitoring

- This policy is communicated to all employees during induction and periodic training.
- Compliance is monitored by the Human Resources Department.
- Any violations of this policy will attract appropriate corrective action.

9. Policy Review

This policy shall be reviewed periodically or when required by changes in law or company operations.

RACHEL KOUAME

Managing Director of Sonapack GH Ltd

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Date:.....08/06/2026.....