

01-01-2025



Title: LEGAL COMPLIANCE PROCEDURE

Document #:

HG GC/HSEQ/SOP-03

Rev #

01

Effective Date

01-01-2022

Review Date

01-01-2025

Legal Compliance Procedure

1 PURPOSE:

- 1.1 The purpose of this procedure is to ensure that the company is aware of, and in compliance with, all legislative requirements which are applicable to the business operations and the use of its products.

2 SCOPE:

- 2.1 This system shall be applicable to all operations of **M/S HAJI GUL GROUP OF COMPANIES**.

3 DEFINITIONS:

- 3.1 **SOP:** "Standard Operating Procedure"
 3.2 **HSEQ:** "Health, Safety, Environment and Quality"
 3.3 **BLP:** "Bureau of Labor Publication"
 3.4 **NH & MP:** "National Highway and Motorway Police"
 3.5 **NC:** "Non-compliance"

4 RESPONSIBILITIES:

- 4.1 HSEQ Manager shall be responsible to ensure that all the applicable laws and regulations related to HSEQ are up-to date.
 4.2 HSEQ Manager shall be responsible to ensure that company is 100% compliance on all legal standards.

5 PROCEDURE:

- 5.1 HSEQ Manager is responsible to prepare a list of all applicable laws.
 5.2 List of laws shall be reviewed and update on regular basis.
 5.3 If there is any change occurred, HSEQ Manager shall need to update the list.
 5.4 BLP provides all latest updated on all changes occurred in labor laws after every two months.
 5.5 For environmental protection laws, check <http://epasindh.gov.pk/> on regular basis.
 5.6 For NH & MP laws, check http://nhmp.gov.pk/traffic_rules on regular basis.
 5.7 In addition to above sources, following source of information may be useful:
 - **Customer**
 - **Competitor**
 - **Industrial forums**
- 5.8 All applicable regulatory HSEQ requirements have been entered in Legal Compliance Register wherein detailed description of relevant clauses of applicable Acts and regulations has been mentioned with existing compliance status and reference of responsible authority.

HAJI GUL GROUP OF COMPANIES



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- 5.9 HSEQ supervisor shall be responsible to evaluate compliance on all applicable regulatory requirements, annually.
- 5.10 If any NC identified regarding legal mater, HSEQ Manager shall intimated.
- 5.11 HSEQ manager then investigate the NC.
- 5.12 IF HSEQ Manager required any resources to solve the issue, he shall request Operation Manager.
- 5.13 Operation Manager shall be responsible to provide all necessary resources to resolve the matter.
- 5.14 After the issue has been resolved HSEQ Manager shall ensure that the specific compliance is being monitored on regular basis for at-least 2 months.
- 5.15 HGGC top Management is committed to ensure strict compliance of all legal requirements in relevance to environment, occupational health and safety Management system subscribe to HGGC operation and activities.

6 RECORDS:

| Sr. # | Document Name | Document # | Retention Period |
|-------|---------------------------|-----------------|------------------|
| 1 | List of Applicable Laws | HGGC/HSEQ/LAL01 | 1 Year |
| 2 | Legal Compliance Register | HGGC/HSEQ/LCR01 | 1 Year |

| Prepared by: | | | |
|----------------------|------------|-----------------------------|-----------|
| Designation | Department | Date | Signature |
| Manager (Operations) | Operations | Jan 01 st , 2022 | |

| Reviewed by: | | | |
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| Designation | Department | Date | Signature |
| Manager (HSEQ) | HSEQ | Jan 01 st , 2025 | |

| Approved by: | | | |
|--------------|------------|-----------------------------|-----------|
| Designation | Department | Date | Signature |
| CEO | All | Jan 01 st , 2025 | |