

	<b>Labour &amp; Human Rights Policy</b>	
	<b>HR Process No.01</b>	<b>1st October 2022</b>

## LABOUR & HUMAN RIGHTS POLICY

### Introduction and purpose

Employee engagement, human rights, Worker health and wellness is core to the long-term success of our business. We strive for a sustainable workforce that is stable, engaged and committed to the organization, our goals and objectives. We respect and protect the rights of our people across operations and throughout our business relationships.

We are committed to ensure that, our employees are subject to fair working practices and are treated with respect. Within our business, the rights of our employees are respected by the implementation of this policy and our Code of Ethics.

**Heranba Industries Limited (HIL)**'s policies and codes are based on and fully respect the International Bill of Human Rights and the International Labour Organization's declaration on Fundamental Principles and Rights at Work and the Children's Rights and Business Principles.

### The Codes.

#### 1. Non-discrimination

**HIL** shall not accept any form of discrimination against people on the basis of race, color, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, age, disability, or other distinguishing characteristics. Employment-related decisions, from hiring to termination and retirement shall be based on relevant and objective criteria.

**HIL** has an Inclusion and Diversity policy that recognizes difference as a positive element.

#### 2. Forced Labour

**HIL** shall prohibit any form of forced labour, including bonded labour, indentured labour, slave labour, or human trafficking.

**HIL** people shall be allowed to move around freely and leave their place of work when their work shift ends.



### 3. Child labour

**HIL** shall not condone the hiring of child labour under any circumstances. The minimum age for full-time employment in 'regular work' shall be as per the legal minimum age for employment.

**HIL** shall refrain from hiring workers under the age of 18 years old for positions where 'hazardous work' is performed.

### 4. Freedom of association and collective bargaining

**HIL** shall respect employees' rights to form, not join or join a labour union or other organization of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment. If no legally recognized union exists in the area of operations, or if only state-authorized organizations are allowed.

**HIL** shall respond to initiatives to establish internal means to achieving effective representation of workers' interests.

### 5. Harassment

**HIL** shall protect workers from any acts of physical, verbal, sexual or psychological harassment, abuse or threats in the workplace by either their fellow workers or their managers.

### 6. Working hours, benefits and wages

**HIL** shall ensure, as a minimum, it adheres to all applicable laws or industry standards, whichever may be more stringent, relating to wages, working hours, overtime and benefits.

**HIL** shall be committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement see performance management. In the event of termination of employment, **HIL** shall meet or exceed applicable laws and industry standards.

### 7. Leave

**HIL** shall grant all employees the right to leave and annual holiday. Employees who take leave shall not face dismissal or threat of dismissal, and subject to business conditions, shall be able to return to their former employment or equivalent employment on comparable terms of employment.

### 8. Employee contracts and letters

All **HIL** employees shall be provided with a written, understandable and legally binding contract/letter. This relates to contracts and compliance and individual freelancers, contractors and consultants.



### Scope

This policy applies to the management, employees and contract workers of all entities, joint ventures and business partners are strongly encouraged to adopt and implement our policy.

### Compliance

All sites of **HIL** shall comply with the provisions of the labour and human rights policy as well as national laws and regulations. Should there be differences between the content of this policy and the national laws or other applicable standards, the more rigorous requirements shall apply.

### Application

**HIL** shall implement this policy in their daily work. If any of the **HIL** people believe that they have experienced any mistreatment or have witnessed such in relation to the policy they can raise this with management. The **HIL** Company shall periodically review the labour and human rights policy in order to ensure its continued adequacy and relevance for our business. The most recent version will always apply.

### Responsibilities

Line management is responsible for human rights and labour rights along with individual employees. This policy statement has the complete support of the Management team of **HIL**.

Prepared & Proposed By (HR Department)	Authorized By (Subodh M. Pitkar - V.P. – HR & Admin.)
	