

Reference Number:	: <b>OGL / HUMAN RIGHTS / HR / 2023</b>
Effective Date	: 1 <sup>st</sup> January, 2023
Subject	Human Rights Policy
Departments Involved	All Departments
Applicability	All Employees and workmen

**1.0 Objective:**

- 1.1 To provide comprehensive policy and guidelines to employees on human rights.
- 1.2 To prevent human rights violations during the course of business operations.

**2.0 Scope:**

- 2.1 All employees, working in various locations, are covered in this policy.

**3.0 Process Owners:**

- 3.1 Head Of Department
- 3.2 Human Resource Department

**4.0 Policy:**

- 4.1.1 This policy is intended to express the Company’s commitment to carry out the business with ethical values and embrace practices that support human rights in every location, where it operates.
- 4.1.2 This policy shall be applicable across premises of the company and shall act as an advisory for the contractors and business partners, who are associated with the ‘Company’, to uphold and adopt the principles enshrined in this policy.

**5.0 Principles of Policy:**

- 5.1.1 **Safe and Healthy Workplace:**  
The Company is committed to provide and maintain a safe, healthy workplace by addressing the risks of accident, injuries and hazards on a continuous basis. The Company is focused on inculcating a culture of awareness, monitoring and participation surrounding health and safety directly or through agency or contractor as applicable.
- 5.1.2 Making available clean, working environment in the workplace.
- 5.1.3 Supplying protective equipment and training necessary to perform tasks safely.
- 5.1.4 The Company regularly inspects the facilities, equipment, tools and others of the business premises for all officers and employees to work in a safe work environment and prepares the support plan for post management and appropriate measures for the purpose of preventing physical and mental hazards.
- 5.1.5 Ensure that company operations do not adversely impact long term health of individuals.
- 5.1.6 **Wage Payment:**  
Ensure that wages are paid on-time to all the employees.  
Ensure that employees are fairly remunerated, and that wages are regularly reviewed in a fair process.
- 5.1.7 **Prohibition of Child Labour:**  
The Company has zero tolerance towards and prohibits engagement of Child Labour, Forced Labour and any form of human trafficking. The Company is

committed to ensuring that no instance of Child or Forced Labour occurs in any of its operations and establishments. The Company prohibits associated vendors, contractors and suppliers from engaging child and/or forced labour.

**5.1.8 No Discrimination:**

The Company does not discriminate against anyone in the aspect of employment, promotion, education, wage, welfare, etc. on the ground of gender, race, ethnicity, nationality, religion, disability, age, family status, social status, and political opinion for all officers and employees and it structures the organizational culture to respect the diversity of officers and employees. The cases of discrimination shall be handled by zero tolerance policy.

**5.1.9 Escalation Matrix to report grievances**



**6.0 Display of name and address of statutory officials in case of any compliance issues**

Name and designation of the Head of Manufacturing Plant / office premises, working days, weekly off, wage rates, wage payment date(s), date of unpaid wages, if any, display of the abstracts of Min. Wages Act 1948, The Payment of Wages Act 1936, The Payment of Bonus Act 1965, The Maternity Act 2017, The Gratuity Act 1972, The Contract Labour (Regulation & Abolition) Act 1970, The EPF (MP) Act 1952, ESI Act 1948 etc. and name and address of the Dy. Chief Inspector of Factories/ Dy. Labour Commissioner are being displayed to approach for any grievances.

**Assessment & Review:**

The Human Rights Policy shall be reviewed based on the business needs.

*The Company reserves the right to amend/ modify/ rescind/ withdraw/ any or all the provisions of the Policy, at any time without assigning reason.*

**\*\*Note\*\* This Policy supersedes earlier Human Rights Policy/ Rules and all circulars/amendments/practices in vogue as on 31<sup>st</sup> December 2022.**

Document Control

Document Version	Release Description	Release Date (DD/MM/YYYY)	Released by	Verified	Reasons for Review/Change
01	Human Rights Policy	01/01/2023	Chairman and Managing Director	-	Standardization of Human Rights Policy

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For M/s Olectra Greentech Ltd.

**K. V. Pradeep**  
Chairman and Managing Director