



RAKHEJA ENTERPRISES LLP
CONSUMER SATISFACTION

Fair Labor & Human Right Policy

Effective From: 02/01/2023

Revision Number: 2.0



PLOT NO. 132, UDYOG VIHAR, PHASE-I, GURUGRAM, HARYANA , INDIA- 122016.

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1. Introduction

At Rakheja Enterprises LLP, we are dedicated to upholding the highest standards of labor and human rights. We respect the dignity and worth of every individual and are committed to providing a safe, equitable, and respectful work environment. Our policy emphasizes the protection of workers' rights, including fair wages, equal opportunities, and freedom from discrimination and harassment. We prioritize transparency and fairness in all our practices, ensuring that every employee is treated with dignity and respect. Additionally, we provide channels for addressing grievances and encourage open communication to continuously improve our work environment, reinforcing our commitment to ethical labor practices and human rights.

2. Planned objectives

- To uphold ethical standards and prioritize the respect and dignity of every individual connected with our organization.
- To focus on the health and safety of our workforce by implementing standards for fair compensation, secure work environments, and equitable opportunities, thereby nurturing a positive work culture.
- To ensure compliance with labor laws, safety regulations, and human rights principles as outlined by the International Labor Organization (ILO) and the Universal Declaration of Human Rights (UDHR).
- To dedicate efforts to address labor-related risks such as turnover, absenteeism, and workplace disputes to ensure business stability and continuity.
- To invest in continuous training and professional development to enhance employees' skills and knowledge, promoting career growth and adaptability within the organization.
- To foster a diverse, inclusive, and respectful work environment by implementing policies and practices that ensure equal treatment, non-discrimination, and equal opportunity for all employees, regardless of background, identity, or personal characteristics.

3. Scope

This policy applies to all our manufacturing facilities and encompasses all employees (at all level), stakeholders, partners, contractors, customers, suppliers, and any other individuals or entities acting on behalf of Rakheja Enterprises LLP.

Rakheja Enterprises	Plot No. 132, Udyog Vihar, Phase-I, Gurugram, Haryana, India-122016.
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4. Rakheja's social key focus area

➤ Workplace Health and safety:

- We are focusing on creating a safe and hazard-free environment to ensure employee well-being.
- We consistently emphasize implementing regular health and safety audits to proactively address potential risks and hazards.
- We are focusing on training employees in safety protocols to minimize workplace accidents and injuries.
- We are fully dedicated to providing essential protective equipment and actively promoting safe work practices across all operations.
- We concentrate on fostering a strong workplace safety culture, ensuring a secure and protective environment for all staff.

➤ Equitable Compensation and Perks:

- We ensure fair, transparent, and competitive compensation aligned with industry standards to reward employee contributions effectively and fairly.
- We continually strive to offer competitive perks and comprehensive benefits that promote work-life balance, wellness, and overall employee well-being.
- We maintain a focus on regularly reviewing pay structures to ensure equity, fairness, and competitiveness for all employees.

→ We are deeply committed to recognizing and rewarding high-performing employees through equitable reward programs and transparent compensation policies.

➤ **Working condition:**

→ We are fully dedicated to maintaining clean, comfortable, and ergonomically designed workspaces that promote productivity, safety, and well-being.

→ We prioritize adhering to legal working hours, ensuring a fair and healthy work-life balance for all employees.

→ We consistently emphasize creating a respectful, harassment-free, and supportive workplace for all employees and stakeholders.

→ We focus on maintaining optimal indoor air quality, climate control, and well-ventilated spaces to ensure a healthy working environment.

➤ **CSR (Corporate Social Responsibility):**

→ We are deeply committed to making a positive and meaningful impact on local communities through our various CSR initiatives and programs.

→ We prioritize engaging in impactful CSR projects focused on education, healthcare, and environmental sustainability to foster long-term societal benefits.

→ We continually strive to encourage employee involvement and participation in volunteer activities, outreach, and community engagement programs.

➤ **Labor Relations:**

→ We prioritize fostering open and transparent communication between management and employees to maintain positive and respectful labor relations.

→ We are fully committed to engaging in fair, constructive, and meaningful dialogue with labor unions and employee representatives.

- We maintain a focus on respecting workers' rights to unionize and fully participate in collective bargaining for improved working conditions.
- We emphasize resolving labor disputes promptly, fairly, and transparently to promote a harmonious, collaborative work environment.

➤ **Professional career growth and Skill Development:**

- We are deeply committed to providing robust opportunities for career advancement, personal growth, and skill development across all levels.
- We continually emphasize offering structured training programs that enhance employee expertise, capabilities, and professional development goals.
- We prioritize creating targeted mentorship opportunities to help guide employees toward achieving their career aspirations and objectives.
- We focus on conducting regular performance appraisals to identify development areas, provide growth plans, and recognize employee achievements.

➤ **Prevention on Child labor, forced labor, and human trafficking:**

- We are deeply committed to strict compliance with all applicable laws and regulations that prohibit child labor, forced labor, bonded labor, and human trafficking across our operations and supply chains.
- We maintain a zero-tolerance approach toward any form of unethical labor practices, including human trafficking, and prioritize collaboration only with partners and suppliers who fully align with this commitment.
- We actively monitor and assess our supply chain to identify, prevent, and eliminate risks related to child labor, forced labor, and human trafficking, including through supplier due diligence and periodic evaluations.
- We promote awareness and capacity-building among employees, business partners, and suppliers on labor rights, ethical recruitment practices, and the prevention of human trafficking and exploitation.

➤ **Prevention of Discrimination and Harassment:**

- We are committed to maintaining a workplace free from discrimination and harassment, where dignity, respect, and equal opportunity are upheld for all employees.
- We strictly prohibit discrimination or harassment based on gender, race, ethnicity, religion, disability, age, sexual orientation, background, or any other protected characteristic, in line with applicable laws and standards.
- We focus on preventing discrimination and harassment through fair employment practices, targeted recruitment approaches, and comprehensive training programs on respectful conduct and workplace behavior.
- We emphasize fostering a culture of open dialogue and accountability, where diverse perspectives and voices are encouraged, heard, and respected across all levels of the organization.
- We strive to create a safe, supportive, and equitable work environment in which every employee feels valued, respected, and empowered to perform at their best.

➤ **External Human Rights:**

- We are fully committed to upholding and protecting human rights throughout all business operations, partnerships, and extended supply chains.
- We prioritize partnering exclusively with suppliers and stakeholders who share our deep commitment to promoting and protecting human rights.
- We focus on regularly assessing the potential human rights impacts of our business practices to identify risks and take action.
- We emphasize promoting ethical sourcing practices and ensuring fair labor rights across our entire supply chain and operations.

5. Rakheja's social key strategies

➤ Workplace Health and safety:

- We aim to implement advanced safety management systems, such as OSHA-compliant frameworks, to ensure all workers operate in a secure and safe environment.
- Our commitment is to regularly assess workplace hazards using risk assessment provide training on safety protocols.
- We strive to install modern safety equipment such as automated emergency alert systems and fire detection devices in all work areas.
- We aim to conduct regular health and safety audits using ISO 45001 standards to identify and mitigate potential risks.
- Our goal is to provide continuous safety training through workshops and e-learning platforms on first aid, equipment handling, and emergency response.

➤ Equitable Compensation and Perks:

- We aim to follow industry benchmarks using compensation analysis tools like PayScale to ensure all employees receive fair wages and competitive perks.
- Our commitment is to provide a comprehensive benefits package that includes healthcare, pension schemes, and flexible work arrangements based on local labor laws.
- We strive to regularly review and update compensation policies through market research and employee feedback mechanisms to maintain equity.
- We aim to provide transparent salary structures and career advancement pathways using HR management systems to promote fairness across roles and departments.
- Our goal is to recognize and reward employees' efforts through structured incentive programs such as performance bonuses and skill-based promotions.

➤ **Working condition:**

- We aim to implement ergonomic workplace designs by using solutions like adjustable workstations and proper lighting to promote employee well-being.
- Our commitment is to provide a clean and safe working environment, regularly maintained according to industry standards and local health codes.
- We strive to monitor and improve working conditions through periodic employee feedback surveys and site inspections.
- We aim to offer flexible work hours and remote working options where possible to support work-life balance for all employees.

➤ **CSR (Corporate Social Responsibility):**

- We aim to develop CSR programs focused on community support, environmental sustainability, and education through partnerships with local NGOs and community groups.
- Our commitment is to allocate resources and employee time for volunteering initiatives, such as tree planting, education drives, and social awareness campaigns.

➤ **Labor Relations:**

- We aim to foster open communication between employees and management using digital platforms like Workplace or Slack to ensure grievances are addressed effectively.
- Our commitment is to establish fair and transparent dispute resolution procedures through regular dialogues, labor-management committees, and third-party mediation.
- We strive to collaborate with employee unions and labor groups to ensure fair treatment and safeguard workers' rights within the organization.
- We aim to continuously improve labor relations by conducting annual surveys and meetings that gather feedback from employees on working conditions.

→ Our goal is to follow best practices outlined by the International Labour Organization (ILO) to maintain healthy labor relations and uphold workers' rights.

➤ **Professional career growth and Skill Development:**

→ We aim to provide ongoing training programs through learning management systems to enhance employees' skills and competencies.

→ Our commitment is to implement clear career progression pathways with regular performance appraisals and feedback to support professional growth.

→ We strive to offer leadership development programs, including mentorship opportunities and workshops, to prepare employees for future roles within the company.

→ We aim to allocate budgets for skill development initiatives, allowing employees to attend conferences, certifications, and other educational opportunities.

→ Our goal is to promote a culture of continuous learning by regularly reviewing and updating training materials based on industry trends and best practices.

➤ **Prevention of Child Labor, Forced Labor, and Human Trafficking:**

→ We aim to strictly comply with International Labour Organization (ILO) conventions by implementing robust systems to prevent child labor, forced labor, bonded labor, and human trafficking across all operations.

→ Our commitment includes establishing stringent supplier due diligence and vetting processes through ethical sourcing platforms to ensure full compliance with labor and human rights standards throughout our supply chain.

→ We strive to collaborate with industry bodies, civil society organizations, and government agencies to raise awareness and take proactive measures against child labor, forced labor, and human trafficking practices.

→ We aim to conduct regular audits, inspections, and social compliance assessments using recognized tools such as Sedex to verify that no child labor,

forced labor, or human trafficking exists within our operations or supplier base.

→ Our goal is to continuously educate employees, suppliers, and relevant stakeholders through training programs and workshops on human rights, ethical recruitment, labor laws, and the prevention of human trafficking and exploitation.

➤ **Prevention of Discrimination and Harassment:**

→ We aim to implement and strengthen anti-discrimination and anti-harassment policies using recognized frameworks such as the Global Diversity and Inclusion Benchmarks (GDIB) to ensure fair, respectful, and equitable treatment for all employees.

→ Our commitment includes promoting gender equality and equal opportunity across recruitment, promotion, and decision-making processes through objective, unbiased, and transparent hiring and evaluation tools.

→ We strive to prevent discrimination and workplace harassment by providing regular training programs and workshops focused on unconscious bias, respectful behavior, and cultural sensitivity.

→ We aim to reinforce a safe, inclusive, and harassment-free work environment by supporting employee engagement initiatives, including employee resource groups (ERGs) and awareness activities that encourage mutual respect and accountability.

➤ **External Human Rights:**

→ We aim to uphold human rights principles in all external partnerships by conducting due diligence and audits to ensure suppliers and partners comply with human rights standards.

→ Our commitment is to engage with stakeholders and NGOs to promote human rights initiatives and provide support for vulnerable communities affected by our operations.

- We strive to include human rights clauses in all contracts with external partners and suppliers to ensure compliance and ethical practices.
- We aim to report regularly on our external human rights impacts using frameworks such as the UN Guiding Principles on Business and Human Rights (UNGPs).

6. Rakheja's social Targets

➤ Workplace Health and safety:

- We aim to reduce workplace accidents by 25% by 2029-30, compared to the 2022-23 baseline year.
- Our goal is to provide safety training to 100% of employees annually by 2029-30.
- We plan to achieve a 30% improvement in compliance with occupational safety standards by 2029-30 from the baseline 2022-23.
- By 2029-30, we target to install advanced safety equipment in 80% of our manufacturing facilities from the baseline 2022-23.

➤ Equitable Compensation and Perks:

- We plan to increase the average employee compensation by 15% by 2029-30, compared to 2022-23 levels.
- By 2029-30, we aim to provide performance-based bonuses to 90% of employees.
- Our goal is to achieve 100% compliance with fair wage practices by 2029-30.
- We aim to extend employee benefits (e.g., healthcare, pensions) to 95% of employees by 2029-30 from the baseline data of 2022-23.

➤ Working condition:

- We aim to reduce excessive overtime by 20% from the 2022-23 baseline by 2029-30.

- Our goal is to achieve 100% compliance with ergonomic standards in workstations by 2029-30, compared to the baseline year 2022-23.
- By 2029-30, we aim to provide 100% of employees with access to proper rest areas, relative to the baseline year 2022-23.
- We plan to achieve a 25% increase in employee satisfaction with working conditions by 2029-30, compared to the baseline year 2022-23.

➤ **CSR (Corporate Social Responsibility):**

- By 2029-30, we aim to increase CSR-related funding by 30% compared to the baseline year 2022-23.
- We target having 50% of employees participate in CSR programs by 2029-30, relative to the baseline year 2022-23.
- We plan to increase the number of partnerships with local communities by 40% by 2029-30, based on the baseline year 2022-23.

➤ **Labor Relations:**

- We aim to improve employee engagement in labor relations discussions by 30% by 2029-30, based on the baseline year 2022-23.
- We target reducing labor disputes by 20% by 2029-30, using the 2022-23 baseline year.
- Our goal is to increase the number of open dialogues with employee representatives by 50% by 2029-30, relative to the baseline year 2022-23.
- We plan to achieve a 15% improvement in employee satisfaction with labor relations by 2029-30, based on the baseline year 2022-23.

➤ **Professional career growth and Skill Development:**

- We aim to increase training hours per employee by 40% by 2029-30, compared to the baseline year 2022-23.

- By 2029-30, we plan to provide 100% of employees with access to career development programs, relative to the baseline year 2022-23.
- Our goal is to achieve a 30% increase in internal promotions by 2029-30, compared to the baseline year 2022-23.
- We aim to offer specialized skill development courses to 70% of employees by 2029-30, based on the baseline year 2022-23.
- By 2029-30, we plan to increase employee participation in professional development programs by 50%, relative to the baseline year 2022-23.

➤ **Prevention on Child Labor, Forced Labor, and Human Trafficking:**

- We aim to achieve 100% compliance with child labor, forced labor, and human trafficking prevention policies by 2029-30, compared to the baseline year 2022-23.
- By 2029-30, we plan to conduct child labor, forced labor, and human trafficking risk audits in 100% of our facilities annually, relative to the baseline year 2022-23.
- Our goal is to increase supplier audits related to labor practices, including human trafficking risks, by 30% by 2029-30, based on the baseline year 2022-23.
- We aim to reduce the risk of forced labor and human trafficking in our supply chain by 25% by 2029-30, compared to the baseline year 2022-23.
- By 2029-30, we will ensure 100% of employees are trained on child labor, forced labor, and human trafficking prevention policies, relative to the baseline year 2022-23.

➤ **Prevention of Discrimination and Harassment:**

- We aim to achieve a 25% improvement in fair and non-discriminatory hiring practices by 2029-30, using 2022-23 as the baseline year.

- Our goal is to provide anti-discrimination and anti-harassment training, including unconscious bias awareness, to 100% of employees by 2029–30, relative to the baseline year 2022–23.
- By 2029–30, we plan to increase representation of underrepresented groups in leadership roles to 50%, as part of our commitment to equal opportunity and non-discriminatory advancement, based on the baseline year 2022–23.
- We aim to improve employee perception of a respectful, inclusive, and harassment-free workplace by 30% by 2029–30, compared to the baseline year 2022–23, as measured through employee feedback mechanisms.
- We plan to conduct at least five annual awareness and engagement initiatives focused on preventing discrimination and workplace harassment by 2029–30, compared to the baseline year 2022–23.

➤ **External Human Rights:**

- By 2029-30, we aim to ensure that 100% of our suppliers comply with international human rights standards, relative to the baseline year 2022-23.
- Our goal is to conduct human rights risk assessments for 100% of our key suppliers by 2029-30, based on the baseline year 2022-23.
- We plan to achieve 30% more engagement with local human rights organizations by 2029-30, compared to the baseline year 2022-23.

7. Responsibility

1. Senior Management

- **Strategic Oversight:** Ensure the implementation and effectiveness of labor and human rights strategies are aligned with the company's mission and values.
- **Resource Allocation:** Allocate necessary resources to support the effective execution of the policy and its objectives.

- **Stakeholder Engagement:** Engage with external stakeholders, including regulatory bodies and human rights organizations, to stay informed on best practices and compliance.
- **Risk Management:** Oversee risk management related to labor and human rights issues and ensure that adequate measures are in place to mitigate risks.

2. Human Resources Manager

- **Policy Approval:** Review and approve updates to the policy based on performance metrics and evolving regulations.
- **Training Coordination:** Develop and deliver training programs related to labor and human rights to all employees.
- **Compliance Monitoring:** Regularly monitor and ensure compliance with labor laws, safety regulations, and internal policies.
- **Employee Support:** Provide support and resources for employees to address grievances and ensure a safe and respectful work environment.
- **Policy Review:** Conduct regular reviews and updates of the labor and human rights policy to ensure it remains relevant and effective, based on performance metrics and feedback.
- **Recruitment Practices:** Implement and oversee recruitment strategies to promote diversity and inclusivity within the workforce.

3. Compliance and Ethics Team

- **Audit Execution:** Conduct regular audits to ensure compliance with labor and human rights policies and procedures.
- **Incident Investigation:** Investigate any reported violations or concerns related to labor and human rights practices.
- **Reporting Mechanisms:** Develop and maintain reporting mechanisms for human rights issues and ensure transparency in disclosures.

- **Policy Update Recommendations:** Provide recommendations for policy updates based on audit findings and industry best practices.
- **External Engagement:** Collaborate with external auditors and human rights organizations to enhance compliance and ethical standards.

4. Facilities and Operations Management

- **Safety Implementation:** Implement and maintain safety measures and ergonomic assessments to protect employees' health and prevent injuries.
- **Emergency Preparedness:** Conduct regular emergency drills and simulations to ensure readiness and safety across all departments.
- **Workplace Conditions:** Oversee the maintenance of a secure and conducive work environment, addressing any hazards promptly.
- **Resource Management:** Ensure that facilities are equipped with necessary resources to support employee well-being and safety.
- **Incident Reporting:** Report and document any workplace accidents or safety incidents, ensuring prompt corrective actions.

5. Employee Representatives

- **Feedback Collection:** Gather and communicate employee feedback regarding labor practices, workplace conditions, and policy effectiveness.
- **Grievance Support:** Assist colleagues in addressing and resolving grievances related to labor and human rights issues.
- **Awareness Promotion:** Promote awareness of the policy and its objectives among employees, encouraging adherence and engagement.
- **Participation in Training:** Participate in and complete required training on labor and human rights topics, and advocate for continuous learning.
- **Policy Advocacy:** Act as a liaison between employees and management, advocating for employee needs and concerns related to labor and human rights.

6. Employees

- **Adherence to Policy:** Follow the company's labor and human rights policies and practices, including fair treatment, non-discrimination, and respect for colleagues.
- **Report Violations:** Report any observed violations of labor and human rights policies through established channels, ensuring prompt attention and resolution.
- **Participation in Training:** Engage in and complete mandatory training programs related to labor rights, safety, and ethical practices.
- **Grievance Reporting:** Use the provided channels to address any grievances or concerns regarding workplace conditions or practices, seeking resolution through appropriate processes.
- **Supportive Behavior:** Actively contribute to a positive and inclusive work environment by supporting colleagues, respecting diversity, and upholding the company's ethical standards.

8. Reporting

Transparent and regular reporting is essential for tracking progress, identifying areas for improvement, and ensuring accountability in our human rights efforts. Rakheja Enterprises LLP implements the following reporting procedures:

- **Regular Human Rights Performance Reports:** We conduct annual evaluations of our human rights performance, gathering data on key metrics outlined in our Human Rights Strategy. These reports include an assessment of compliance with human rights standards and progress towards our policy objectives.
- **Internal Audits:** We perform internal audits to evaluate adherence to human rights policies and procedures, assess the effectiveness of our human rights management systems, and identify areas requiring corrective action. These audits help ensure ongoing compliance and facilitate continuous improvement.
- **Stakeholder Engagement:** We actively engage with stakeholders, including employees, suppliers, customers, and local communities, to solicit feedback, address concerns, and communicate our human rights practices and

performance. This engagement ensures transparency and fosters a collaborative approach to human rights issues.

- **Grievance Reporting Mechanisms:** We provide accessible channels for employees and stakeholders to report human rights violations or concerns. Reports are reviewed promptly, and actions are taken to resolve issues and prevent recurrence. This mechanism supports our commitment to accountability and continuous improvement.
- **Public Disclosures:** We enhance transparency by publicly disclosing our human rights performance, including progress towards policy objectives and responses to stakeholder concerns. These disclosures are made through our website, annual reports, and other communication channels, ensuring that our commitments are visible and accessible.
- **Policy Review and Updates:** We review and update our human rights policy every two years based on performance reports, audit findings, and stakeholder feedback. This ensures that the policy remains relevant, effective, and aligned with best practices and evolving human rights standards.

9. Continuous Improvement

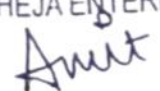

At Rakheja Enterprises LLP, we are committed to continuous improvement in our labor and human rights practices. We regularly assess our policies and procedures through performance reports, internal audits, and stakeholder feedback to identify areas for enhancement. By engaging with employees, suppliers, and external experts, we adapt our strategies to address emerging challenges and opportunities. Our focus is on refining our practices to better support workforce well-being, ensure regulatory compliance, and foster a diverse and inclusive workplace. We set measurable targets, track progress, and adjust our initiatives to achieve our human rights goals effectively. This proactive approach ensures that we continually advance our commitment to ethical labor standards and human rights excellence.

10. Review Cycle

The HR Manager is the responsible person for this human rights policy. They will conduct a comprehensive review biennially to ensure its continued effectiveness and

relevance. This review will include an assessment of regulatory compliance, progress toward policy objectives, and feedback from stakeholders. Necessary updates will be made to address emerging challenges and opportunities, ensuring ongoing improvement and alignment with best practices in human rights.

Revision No.	Date	Description of Change
0.0	02/01/2023	Initial release of Fair Labor & Human Right Policy
1.0	01/01/2024	Introduction of qualitative and quantitative Fair Labor & Human Right targets
2.0	01/01/2025	Review and update of Fair Labor & Human Right targets and strengthening of the review mechanism
3.0 (Planned)	01/01/2027	Scheduled policy review in line with the defined review cycle

Rakheja	Designation	Last Review Date	Signature
Prepared by:	General Manager	01-01-2025	FOR RAKHEJA ENTERPRISES LLP  Authorised Signatory
Approved by:	CEO	01-01-2025	FOR RAKHEJA ENTERPRISES LLP  Authorised Signatory

11. Acknowledgement by Employee

I acknowledge that I have received, read, and understood the Fair Labor & Human Rights Policy of Rakheja Enterprises LLP. I understand that this policy outlines the company's commitment to upholding the highest standards of labor and human rights, including fair treatment, non-discrimination, and a respectful work environment. I am aware that the policy applies to all aspects of my employment and that it is my responsibility to adhere to its principles and practices.

I understand the importance of reporting any concerns or violations related to human rights through the established channels and that doing so contributes to a positive and ethical work environment. I also recognize that the HR Head reviews the policy every two years to ensure its effectiveness and relevance.

By signing below, I confirm my commitment to uphold the values and standards set forth in the Fair Labor & Human Rights Policy.

Employee Name	Umang Kumar
Acknowledgement Date	02-01-2025
Signature	