

1. Purpose & Commitment

The purpose of the Labour and Human Rights Policy is to affirm the Tagros's commitment to respecting, protecting, and promoting internationally recognized human rights across its operations and supply chain. The policy ensures fair employment practices, safe and healthy working conditions, prohibition of child and forced labour, non-discrimination, and respect for freedom of association.

Our commitments are guided by UNGP on business and human rights, Universal declaration of human rights, ILO core labor standard and conventions, OECD guidelines, UN Global compact, ISO 26000, SA 8000 and applicable legal requirement as Factories act 1948 (India), applicable Factory rules (Indian states), Industrial relation code (India), Occupational safety, health and working conditions code (India), Child and adolescent labor act (India) etc.

2. Scope

This policy applies to:

- All employees (permanent, temporary, and contractual)
- All management levels, from entry-level to senior leadership
- Contractors, consultants, and representatives acting on behalf of Tagros
- All business partners, suppliers, and intermediaries in our value chain
- All visitors and third parties engaging in business activities on Tagros premises

Geographic Coverage: All locations where Tagros operates, including India and international operations.

The policy extends to all business activities, operations, partnerships covering supply chain management, and engagement with internal and external stakeholders in all geographies where Tagros operates.

3. Policy Statement

Tagros Chemicals India Private Limited (hereafter "Tagros" or "the Company") is committed to running its business in a manner that protects the safety, health, and welfare of our employees and others impacted by our activities. We strive to respect and promote labour and human rights in accordance with the UN Guiding Principles on Business and Human Rights, the Universal Declaration of Human Rights, the International Labour Organization (ILO) conventions, and applicable national and international labour laws.

We are committed to upholding internationally recognized human rights standards and promoting a culture of integrity, respect, and ethical decision-making in all business activities. Our Zero-Tolerance Commitments:

- Zero tolerance for forced labour, child labour, and human trafficking

- Zero tolerance for discrimination, harassment, and unfair treatment
- Zero tolerance for unsafe or unhealthy working conditions
- Zero tolerance for denial of freedom of association or collective bargaining rights
- Zero tolerance for denial of fair wages, rest periods, or legal leave entitlements

This policy is the foundation of our formal public commitment to addressing labour and human rights issues and serves as a guide for exemplary conduct throughout our organization, supply chain, and partnerships.

4. Key focus area

4.1 Health, Safety, and Welfare

Tagros is committed to ensuring the health, safety, and welfare of our employees and other stakeholders, including local communities. We are committed to proactive health and safety hazard/risk recognition and mitigation through systematic HIRA/HAZOP assessments, incident reporting, worker engagement, and continuous improvement.

4.2 Respect for Diversity and Inclusion

We value diversity and are committed to creating an inclusive work environment free from discrimination based on race, color, religion, caste, gender, gender identity, sexual orientation, national origin, age, disability, marital status, or any other protected characteristic. We actively work to increase representation of women and underrepresented groups in professional and managerial roles.

4.3 Fair Labour Practices

We uphold fair wages compliant with or exceeding applicable legal minimum standards, safe and healthy working conditions, reasonable working hours with appropriate rest and leave, and the right to collective bargaining and worker representation. We comply with all applicable labour laws in each jurisdiction where we operate.

4.4 Anti-Harassment and Non-Discrimination

We prohibit all forms of harassment, discrimination, and abusive conduct, including physical, verbal, sexual, and psychological harassment. All employees have the right to a workplace free from intimidation and hostility.

4.5 Freedom of Association

We unequivocally respect and promote the right to join or form a labour union and engage in collective bargaining. We recognize multiple forums for worker representation and social dialogue within the organization.

4.6 Career Development and Training

We are committed to training for employees that enables them to develop their skills and find greater fulfilment in their work. We provide ongoing professional development, supervisory development, and career advancement opportunities based on merit.

4.7 Child Labour, Forced Labour, and Human Trafficking

We have zero tolerance for child labour, forced labour, and any form of human trafficking. All our employees work on mutually agreed terms and conditions. We do not employ any person under the age of 18 and ensure this policy is adhered to by all vendors, contractors, and third-party associates.

4.8 Supply Chain Accountability and External Stakeholder Rights

We work exclusively with suppliers and partners who share our commitment to labour rights and human dignity. We respect the human rights of external stakeholders and local communities affected by our operations, including land rights, community health/safety, and Indigenous peoples' rights where applicable.

5. LABOUR AND HUMAN RIGHTS COMMITMENTS

5.1 Health, Safety, and Welfare Commitments

Tagros commits to:

1. **Proactive Hazard and Risk Recognition:** Conduct documented HIRA/HAZOP assessments at all manufacturing facilities and office locations annually. Identify, evaluate, and mitigate occupational health and safety hazards.
2. **Personal Protective Equipment and Safety Protocols:** Provide appropriate PPE to all employees in hazardous roles. Establish and enforce safety protocols, standard operating procedures, and safety signage.
3. **Incident Reporting and Investigation:** Maintain a transparent system for reporting workplace injuries, near-misses, and hazards without fear of retaliation. Conduct root-cause analysis and implement corrective actions for all incidents.
4. **Workplace Health Surveillance:** Conduct occupational health surveillance for employees in hazardous roles (exposure to chemicals, heat, etc.) including pre-employment, periodic, and exit health assessments.
5. **Emergency Preparedness:** Maintain emergency response plans, evacuation procedures, first aid facilities, and emergency communication systems at all facilities.
6. **Joint Health & Safety Committees:** Establish joint Health & Safety Committees with equal representation of management and workers at all manufacturing facilities to evaluate and recommend action on workplace safety, occupational hygiene, and welfare.

7. Continuous Improvement: Implement a culture of safety through employee training, near-miss reporting, and continuous improvement of safety systems.

Quantitative Targets:

- Reduce 20% TRFR (total recordable frequency rate) from previous year's
- Achieve zero Dangerous occurrence (DO)
- Achieve zero Major process safety incidents MPSI
- Ensure minimum 1 Man-day safety training to each employee

5.2 Working Conditions and Hours Commitments

Tagros commits to:

1. Compliance with Working Hour Laws: Ensure working hours comply with local labour laws and industry standards. Standard working hours are 48 hours per week or as per statutory requirement, whichever is lower.
2. Overtime Management: Limit overtime to exceptional circumstances and compensate all overtime at rates mandated by law (typically 2x regular rate). Overtime shall not be used systematically to avoid hiring additional staff.
3. Rest Breaks and Leave Entitlements: Provide all employees with:
 - Regular rest breaks during each working day (as per law)
 - Paid annual leave of not less than 35 days per year other than weekly off and paid holidays. (as per statutory requirement)
 - Public holidays as per local law
 - Sick leave as per statutory requirements
 - Maternity/paternity leave as per applicable law (minimum 26 weeks maternity, 07 days paternity where applicable)
 - Compassionate leave for death or emergency in family
 - Leave for union activities (where applicable)
4. Fair and Non-Coercive Terms: All employment contracts clearly define terms and conditions in writing, in the employee's language. No forced overtime or unreasonable working conditions shall be imposed.
5. On-site Contractor Terms: Ensure that all on-site contractors (security, facility management, food service) provided by third-party agencies receive fair wages, benefits, and working conditions equivalent to directly employed staff in similar roles.

Quantitative Targets:

1. 100% on-time payment of wages and statutory dues.
2. 100% workers covered under social security schemes (PF, ESI, group insurance etc.)
3. 100% access to safe drinking water, sanitation and welfare facilities
4. 100% grievance addressed within defined timelines

5.3 Child Labour and Forced Labour Prevention

Tagros commits to:

1. Zero Child Labour: Tagros will not employ any person under the age of 18 (as per ILO Convention 138). Age verification is mandatory during recruitment.
2. No Forced Labour: All employees work on mutually agreed terms and conditions. No employee shall be coerced, threatened, or deceived into work. Work assignments are based on legal agreements accepted before employment begins.
3. No Human Trafficking: Tagros shall not engage in any form of trafficking of persons.
4. Supply Chain Due Diligence: Conduct due diligence on all suppliers, contractors, and labour-providing agencies to verify they do not employ children, use forced labour or engage in human trafficking.

This includes:

- Review of age verification processes
 - Verification of free, informed consent to employment
 - Assessment of labour conditions and wage practices
5. Remediation: If child labour or forced labour is discovered, we will:
 - Immediately cease engagement with suppliers found to be non-compliant
 - Support affected workers (e.g., back-pay, reinstatement, or transition to appropriate work for minors)
 - Report to relevant authorities where legally required

Quantitative Targets:

- Screen 100 % of high-risk suppliers (labour agencies, on-site contractors) for child and forced labour indicators by FY 2026
- Achieve zero confirmed cases of child labour, forced labour, or human trafficking in Tagros operations and supply chain (baseline: 0, target year: ongoing)

5.4 Diversity, Equity, and Inclusion Commitments (No discrimination and harassment)

Tagros commits to:

1. **Equal Employment Opportunity:** Provide equal and fair opportunities for employment to all qualified applicants without discrimination based on age, disability, gender, race, religion, caste, ethnic origin, sexual orientation, or any other protected characteristic.
2. **Non-Discrimination and Inclusion:** Maintain a work environment free from harassment, discrimination, and abusive conduct. We actively foster an inclusive culture where diverse perspectives are valued.
3. **Women's Advancement:** Implement mentoring and sponsorship programs to increase representation of women in professional and managerial positions. Offer flexible work arrangements to support work-life balance.
4. **Representation in Leadership:** Create pathways for advancement of women and underrepresented groups into supervisory and management roles through targeted development programs.
5. **Diversity Training:** Provide mandatory diversity and inclusion training to all employees, especially managers, to build awareness and skills for leading inclusive teams.
6. **Pay Equity:** Conduct regular pay equity audits to ensure equal remuneration for men and women performing substantially similar work.

Quantitative Targets:

- Increase representation of women and underrepresented in professional and managerial roles to 20% by FY 2027 (baseline 12.56%, FY 2024)
- Ensure 100% of manager complete annual diversity and inclusion training

5.5 Freedom of Association and Social Dialogue Commitments

Tagros commits to:

1. **Right to Collective Bargaining:** Respect the right of employees to lawfully and peacefully form, join, or choose to remain outside labour unions without fear of reprisal or discrimination.
2. **Worker Representation Forums:** Establish and support multiple forums for worker representation and social dialogue, including:
 - Safety Committees with equal management and worker representation
 - Canteen/Welfare Committees for employee welfare and facilities
 - Grievance Redressal Committees to address employee concerns

- Union representation where unions are present
3. Engagement and Dialogue: Conduct regular management-worker dialogues to jointly decide on measures to improve working conditions, safety, welfare, and operational practices.
 4. Anti-Retaliation: Prohibit retaliation, discrimination, or any adverse action against employees for union membership, collective bargaining activities, or participation in worker representation forums.

Quantitative Targets:

- Conduct quarterly joint management-worker safety and welfare meetings at all manufacturing facilities

5.6 Training and Career Development Commitments

Tagros commits to:

1. Mandatory Induction Training: All new employees receive comprehensive induction covering company policies, safety, health, human rights, grievance mechanisms, and their roles.
2. Ongoing Professional Development: Provide annual skills training and professional development opportunities for all employees aligned with role requirements and career goals.
3. Supervisory and Management Development: Offer development programs for supervisors and managers to build leadership, communication, and performance management skills.
4. Technical Skills Training: Provide technical training relevant to employee roles in manufacturing, operations, quality, safety, and other functional areas.
5. Career Advancement: Create transparent promotion and advancement pathways based on merit, performance, and capability.
6. Education Support: Consider support for further education (certifications, degree programs) where relevant to employee development and company needs.

Quantitative Targets:

- Ensure 100% of employees receive at least 8 hours of skills/professional development training annually
- Ensure 100% of managers and supervisors complete annual leadership development training

5.7 External Stakeholder and Community Human Rights Commitments

Tagros commits to:

1. **Respect for Land Rights:** Conduct stakeholder engagement and obtain free, prior, and informed consent from local residents before facility expansion or land acquisition projects.
 2. **Fair Compensation:** Provide fair, transparent compensation for any land acquisition, resource use, or community impact caused by our operations.
 3. **Indigenous and Local Community Engagement:** Where applicable, engage respectfully with Indigenous peoples and local communities whose lands or livelihoods may be affected by Tagros operations.
 4. **Community Health and Safety:** Maintain operations that protect community health and safety, including environmental compliance, waste management, noise control, and emissions management.
 5. **Community Grievance Mechanism:** Maintain accessible channels for community members to report concerns or grievances related to Tagros operations, separate from employee grievance channels.
 6. **Social Impact Assessment:** Conduct social impact assessments for major projects to identify and mitigate potential negative impacts on local communities.
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6. GOVERNANCE, ROLES, AND RESPONSIBILITIES

6.1 HR & Labour Rights Committee

The HR & Labour Rights Committee (or designated responsibility within HR and EHS departments) is jointly accountable for:

- Developing and maintaining this labour and human rights policy
- Overseeing implementation and rollout across all locations
- Monitoring compliance with labour laws and this policy
- Setting, tracking, and reporting on quantitative targets
- Conducting due diligence on suppliers and business partners
- Investigating alleged violations and coordinating corrective actions
- Maintaining confidential records of grievances and investigations
- Providing quarterly reports to the Board/Management Committee on labour and human rights performance

- Recommending annual policy reviews and updates

Committee Members:

- HR Manager (Lead)
- EHS Manager or Health & Safety Officer
- Compliance Officer (if separate)
- Procurement/Supply Chain Representative
- Worker/Union Representative (if applicable)

6.2 Health & Safety Officer / EHS Manager

The Health & Safety Officer or EHS Manager is responsible for:

- Conducting and overseeing HIRA/HAZOP assessments at all facilities
- Chairing Health & Safety Committees
- Investigating workplace incidents and near-misses
- Developing and communicating safety protocols
- Ensuring proper maintenance of PPE and safety equipment
- Coordinating emergency preparedness and response
- Tracking health & safety KPIs and incident rates

6.3 Human Resources Department

The HR department is responsible for:

- Recruitment and hiring that adheres to non-discrimination and fair employment practices
- Communicating the labour and human rights policy to all employees
- Administering mandatory annual labour rights and human rights training
- Maintaining records of employee training completion and policy acknowledgments
- Managing recruitment agencies and contractor on-boarding
- Supporting Diversity, Equity & Inclusion programs and initiatives
- Managing compensation and benefits
- Conducting pay equity audits
- Facilitating worker representation forums (unions, committees)

- Supporting grievance resolution processes

6.4 Procurement and Supply Chain Team

The procurement team is responsible for:

- Conducting due diligence on suppliers and labour-providing agencies before engagement
- Communicating Tagros labour and human rights expectations to suppliers
- Monitoring supplier compliance through audits, certifications, or third-party assessments
- Escalating concerns about supplier labour practices to the HR & Labour Rights Committee
- Including labour and human rights clauses in supplier agreements
- Maintaining records of supplier due diligence and compliance assessments

6.5 Department Managers and Team Leads

All managers are responsible for:

- Ensuring their team members understand and comply with this policy
- Creating a workplace culture that supports labour rights, safety, and dignity
- Promptly reporting suspected violations to HR or the HR & Labour Rights Committee
- Supporting investigations and maintaining confidentiality
- Modelling ethical and respectful conduct
- Providing guidance to team members on labour rights and grievances
- Ensuring proper working conditions, rest, and leave for their teams

6.6 All Employees

Every employee is personally accountable for:

- Understanding and complying with this policy
- Raising concerns about labour rights violations immediately
- Participating in worker representation forums and collective bargaining (if applicable)
- Treating colleagues with respect and dignity
- Maintaining confidentiality of investigations and sensitive information

- Contributing to a culture of safety, respect, and human dignity
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7. IMPLEMENTATION AND MONITORING MECHANISMS

7.1 Training and Awareness

Mandatory Labour Rights Training:

- All employees must complete comprehensive labour rights and human rights training during on-boarding
- Annual refresher training is mandatory for all staff
- Targeted training on specific topics (child/forced labour prevention, safety, diversity & inclusion) for high-risk roles (procurement, HR, supervisory)

Training Content:

- Overview of Tagros labour and human rights commitments
- Key labour laws and regulations applicable to operations
- Recognition of labour rights violations and red flags
- Reporting mechanisms and whistle-blower protections
- Role of worker representation and collective bargaining
- Practical scenarios and case studies relevant to roles
- Consequences of policy violations

Documentation:

- Training completion records maintained by HR
- Training effectiveness assessed through post-training assessments or knowledge tests

7.2 Due Diligence on Operations and Supply Chain

Periodic Risk Assessments:

- Conduct annual HIRA/HAZOP assessments at all manufacturing and office facilities
- Supply chain labour rights risk assessments for high-risk suppliers (labour agencies, on-site contractors) at least biannually
- Enhanced due diligence for operations or suppliers in high-risk jurisdictions
- Social impact assessments for major facility expansions or community-impacting projects

Assessment Focus:

- Child labour, forced labour, human trafficking indicators
- Fair wages, working conditions, and hours
- Freedom of association and collective bargaining status
- Occupational health and safety practices
- Diversity and equal opportunity practices
- Community impact and external stakeholder rights

Remediation:

- Corrective action plans developed for identified risks or non-compliance
- Follow-up assessments to verify remediation
- Supplier debarment for serious or non-remediable violations

7.3 Confidential Grievance and Whistle-blower Channels

Reporting Channels:

1. Direct Reporting: Report to your manager or HR department
2. HR & Labour Rights Committee: Contact HR Manager or Compliance Officer directly
3. Written Submission: Submit concerns in writing to HR, marked "Confidential"
4. Union Representative: Report to union representative (where applicable)

Protection Against Retaliation:

- Tagros strictly prohibits retaliation, victimization, or discrimination against anyone who, in good faith, reports a violation or cooperates with an investigation
- Retaliation is itself a serious breach and will result in disciplinary action up to and including termination
- The company maintains confidentiality of the reporter's identity to the extent legally permissible

Investigation Process:

- All reported concerns are acknowledged within 3 working days
- A prompt, impartial investigation is conducted by HR or an external investigator
- Findings are documented in a confidential investigation report
- Substantiated violations result in corrective action

- The reporter is informed of outcome (subject to confidentiality and legal constraints)

7.4 Disciplinary Measures and Sanctions

Violations of this policy will result in appropriate disciplinary action:

Severity	Examples	Potential Sanctions
Minor	First-time non-compliance with no material impact; unintentional breach	Verbal warning, written warning, mandatory retraining
Moderate	Repeated violations; non-compliance with material impact; negligence in duties	Suspension, demotion, financial penalty, mandatory remedial training
Serious	Forced labour violation, significant safety breach, deliberate discrimination	Termination of employment, legal action, reporting to authorities
Severe	Child labour, human trafficking, wilful safety violation causing serious injury	Immediate dismissal, criminal prosecution, restitution

For Suppliers and Partners:

- Substantiated violations may result in contract suspension or termination
- Non-compliant suppliers removed from approved vendor lists
- Serious violations reported to industry bodies or authorities

7.5 Policy Review and Update Mechanism

Annual Review:

- This policy is reviewed formally at least annually (e.g., Q4 2026, Q4 2027) by the HR & Labour Rights Committee
- Review includes assessment of effectiveness, progress on quantitative targets, emerging risks, regulatory changes, and stakeholder feedback
- Material changes to the policy require Board/Management Committee approval
- Updated policies are communicated to all employees within 30 days of approval
- Employees must acknowledge the updated policy upon communication

Triggers for Unscheduled Review:

- Significant regulatory or legal changes affecting labour rights

- Major business restructuring, acquisition, or facility expansion
- Substantiated policy violations or investigation findings
- Changes in EcoVadis or industry best practices
- Stakeholder feedback or governance concerns
- Significant changes in supply chain or operations

Board Reporting:

- Quarterly report to Board/Management Committee on labour and human rights performance, including:
 - Quantitative target progress and KPIs
 - Incident statistics (safety, discrimination, other violations)
 - Grievances received and outcomes
 - Due diligence findings and corrective actions
 - Policy updates and effectiveness assessments

8. DETAILED GUIDELINES AND EXAMPLES

8.1 Occupational Safety Scenario

Scenario: Reporting a Safety Hazard

- Situation: An employee notices a chemical storage container is leaking near the production area.
- Action: Employee immediately reports the hazard to their supervisor and/or the Health & Safety Officer. The area is cordoned off, and appropriate action is taken to contain the spill and prevent exposure. The incident is documented and investigated to prevent recurrence. The employee is thanked and protected against any retaliation.

8.2 Working Hours Scenario

Scenario: Excessive Overtime Request

- Situation: A manager requests employees to work significant overtime repeatedly over several weeks.
- Policy: Overtime is limited to exceptional circumstances and compensated at legal rates. Systematic overtime to avoid hiring additional staff is prohibited. HR

intervenes; additional staffing is arranged to reduce overtime. Employees' rest and leave entitlements are protected.

8.3 Discrimination and Harassment Scenario

Scenario: Gender-Based Harassment

- Situation: A female employee receives repeated unwelcome comments about her appearance and family status from a colleague.
- Action: Employee reports through HR, Investigation confirms harassment. The offending employee is warned or suspended depending on severity and history. The affected employee is supported (counselling, role adjustment if needed). Documentation is maintained.

8.4 Collective Bargaining Scenario

Scenario: Union Formation

- Situation: Employees express interest in forming or joining a union to collectively negotiate on wages and working conditions.
- Policy: Tagros respects this right. Employees may organize unions and engage in collective bargaining without fear of reprisal. Management engages respectfully with union representatives to negotiate terms in good faith.

8.5 Child Labour Prevention Scenario

Scenario: Supplier Employing Minor

- Situation: During a supply chain audit, it is discovered that a labour-providing agency has assigned a 16-year-old to an on-site contractor role.
- Action: The engagement with the supplier is immediately suspended. The minor is removed from work. Back-pay is provided. The case is reported to relevant authorities if required by law. The supplier is debarred from future engagement unless remediation is verified and robust controls are implemented.

9. QUANTITATIVE TARGETS AND PERFORMANCE METRICS

Tagros commits to the following measurable objectives and targets:

Objective	Target	Baseline (2024)	Target Year	Measurement
Health & Safety Training	100% of own and contractual employees attended 1 MD training on occupational safety	Not applicable	2024-25	Training completion records
Workplace Accident Reduction	Reduce recordable workplace accidents by 20% from previous year of the site	2023-24	2025-26	OSHA-style incident logs
Supplier Due Diligence	100% of high-risk suppliers screened for labour rights compliance (child/forced labour, wages, conditions)	100%	2026-27	Audit reports and certifications
Employee Training Hours	Increase average annual training hours per employee by 50%	8 hours/year	2025-26	Training records and attendance
Women and underrepresented in Leadership	Increase women & underrepresented in professional and managerial roles to 20%	12.56%	2027-28	HR workforce data
Policy Acknowledgment	100% of employees provide signed acknowledgment of labour & human rights policy	35%	2025-26	HR on-boarding records
Diversity in Technical Roles	Increase diversity in technical roles by 30%	FY 2023 baseline	2025-26	HR workforce composition data

Objective	Target	Baseline (2024)	Target Year	Measurement
Zero Incidents	Zero confirmed cases of child labour, forced labour, or human trafficking	0 (baseline)	Ongoing	Supply chain audit records

10. EMPLOYEE ACKNOWLEDGMENT AND SIGN-OFF

Mandatory Employee Acknowledgment:

All employees must read, understand, and acknowledge their commitment to this Labour & Human Rights Policy.

Acknowledgment Requirements:

- Acknowledgment must be provided in writing (physical signature or digital confirmation) at on-boarding
- Acknowledgment must be renewed annually or whenever the policy is materially updated
- Failure to acknowledge or comply with the policy may result in disciplinary action

Employee Acknowledgment Statement:

I confirm that I have read, understood, and carefully reviewed Tagros' Comprehensive Labour & Human Rights Policy, including all sections on occupational health and safety, working conditions, freedom of association, non-discrimination, training and development, child and forced labour prevention, and diversity and inclusion.

I understand that this policy applies to all my work activities, whether at Tagros facilities or elsewhere, and applies to my interactions with colleagues, contractors, customers, suppliers, and other stakeholders.

I acknowledge that:

- *I am personally accountable for complying with this policy*
- *I will report any violations or concerns immediately through designated channels*
- *Retaliation against anyone reporting violations is strictly prohibited*
- *Violations may result in serious disciplinary action, including termination of employment*
- *I will seek guidance from my manager or HR if I am uncertain about appropriate conduct*

I confirm my commitment to upholding labour and human rights standards in all my work at Tagros.

Employee Signature: _____

Date: _____

Employee Name (Printed): _____

Employee ID: _____

Department: _____

11. AUTHORITY AND APPROVAL

Policy Owner: HR Manager / Head of Human Resources

Approval Authority: Board of Directors / Management Committee

Approved By:



Signature: _____

Name & Title: _Sunish Nair (Director)

Date: 01 April 2025

Reviewed and Endorsed By:

Director – Board of director

Date: 01.04.2025

12. POLICY COMMUNICATION AND DISTRIBUTION

This policy will be communicated to all employees through multiple channels:

- Posted on the company intranet and employee portal
- Included in employee handbooks and on-boarding materials
- Presented during orientation and mandatory annual training
- Distributed electronically to all active employees upon policy approval
- Made available to suppliers, contractors, and business partners on the company website or upon request
- Discussed during performance reviews and management meetings

DOCUMENT HISTORY

Version	Date	Changes	Approved By
1.0	01 April 2024	Initial Human Rights Policy and Child & Forced Labour Policy	Sunish Nair
2.0	01 April 2025	Comprehensive revision incorporating health & safety, working conditions, career development, diversity & inclusion, external stakeholder HR, governance, quantitative targets per EcoVadis best practices	Board of Directors