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Human Rights Policy

1. Purpose

At **Sarita Handa Exports Pvt Ltd**, we are committed to respecting and protecting internationally recognized human rights throughout our operations and supply chain. We recognize our responsibility to operate ethically and in accordance with the United Nations Guiding Principles on Business and Human Rights, the Universal Declaration of Human Rights, and the International Labour Organization (ILO) Core Conventions.

2. Scope

This policy applies to:

- All permanent, temporary, contract, apprentice, and migrant workers.
- Management and employees at all levels.
- Contractors, suppliers, subcontractors, service providers, and business partners associated with the company.

3. Our Commitments

3.1 No Child Labour

We prohibit the employment of children below the legal minimum working age as defined by applicable laws and ILO conventions. Robust age verification procedures will be followed during recruitment.

3.2 No Forced or Bonded Labour

We prohibit all forms of forced, bonded, trafficked, prison, or involuntary labour. Employees shall work voluntarily and have the freedom to leave employment after reasonable notice as required by law.

3.3 Non-Discrimination and Equal Opportunity

Employment decisions shall be based on qualifications, skills, and performance without discrimination based on race, caste, religion, gender, age, disability, marital status, sexual orientation, nationality, political opinion, or any other protected characteristic.

3.4 Respect and Dignity

Every employee shall be treated with dignity and respect. Physical punishment, verbal abuse, sexual harassment, intimidation, coercion, bullying, and any form of workplace violence are strictly prohibited.

3.5 Fair Wages and Benefits

Employees shall receive wages, overtime compensation, and benefits that meet or exceed applicable legal requirements. Wage deductions shall not be used as a disciplinary measure.

3.6 Working Hours

Working hours, overtime, rest days, and leave shall comply with applicable labour laws. Overtime shall be voluntary wherever legally required and compensated according to legal requirements.

3.7 Freedom of Association

Employees have the right to freely associate, join or form trade unions, and bargain collectively in accordance with applicable laws. Where these rights are restricted by law, the company will support alternative lawful means of worker representation.

3.8 Health and Safety

We are committed to providing a safe, healthy, and hygienic workplace by:

- Identifying and mitigating workplace hazards.
- Providing appropriate personal protective equipment (PPE).
- Conducting regular safety training.
- Maintaining emergency preparedness and fire safety systems.
- Ensuring access to clean drinking water, sanitation, and first-aid facilities.

3.9 Prevention of Human Trafficking

The company does not tolerate human trafficking or exploitation in any part of its operations or supply chain. Recruitment practices shall be transparent and ethical.

3.10 Responsible Recruitment

No recruitment fees shall be charged to workers. Employees shall retain possession of their personal identification documents unless legally required.

3.11 Protection of Vulnerable Workers

Special attention will be given to protecting migrant workers, women workers, young workers, persons with disabilities, and other vulnerable groups from discrimination, exploitation, and abuse.

4. Supply Chain Responsibility

We expect our suppliers, subcontractors, and business partners to uphold the same human rights standards. Suppliers may be evaluated through audits, assessments, and corrective action plans where necessary.

5. Grievance Mechanism

Employees and stakeholders may report concerns regarding human rights violations through confidential grievance channels without fear of retaliation. All complaints will be investigated promptly and fairly.

6. Responsibilities

- **Senior Management:** Provide leadership, resources, and oversight for implementing this policy.
- **Managers and Supervisors:** Ensure compliance within their departments and address issues promptly.
- **Employees:** Comply with this policy and report any suspected violations.

7. Monitoring and Continuous Improvement

The company will periodically review its human rights performance through internal audits, worker feedback, supplier assessments, and management reviews. Corrective actions will be implemented where improvements are needed.

8. Compliance

Failure to comply with this policy may result in disciplinary action, termination of contracts, or other appropriate corrective measures.

9. Policy Review

This policy shall be reviewed at least annually or whenever significant legal, operational, or business changes occur to ensure continued effectiveness and alignment with international best practices.

Policy Version 2.04

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