



HUMAN RIGHTS POLICY



TABLE OF CONTENTS

S. No.	Topic
1	<u>PREFACE</u>
2	<u>OBJECTIVE</u>
3	<u>SCOPE</u>
4	<u>COVERAGE AND POLICY GUIDELINES</u>
5	<u>GRIEVANCE MECHANISM</u>
6	<u>LEGAL FRAMEWORK AND REFERENCES</u>
7	<u>MONITORING AND CONTINUOUS IMPROVEMENT</u>

HUMAN RIGHTS POLICY

1. PREFACE

At Pranav Vikas (India) Pvt. Ltd., we are committed to respecting and promoting human rights in all aspects of our operations and activities. We recognize that human rights are universal and inalienable. We are committed to respecting the human rights of all our stakeholders, including employees, business partners, suppliers and communities including socially vulnerable groups.

CORE VALUES OF PRANAV VIKAS

Pranav Vikas has scripted a success story by following its Core Values of Truth, Honesty, Integrity; Respect and Discipline; Customer Delight; Collaboration, and Challenge and Innovation over the past four decades. These core values and business philosophy form part of our endeavors and constitute the foundation of our position as an industry leader.

2. OBJECTIVE

The objectives of our Human Rights Policy ("Policy") include the following:

Promoting awareness and understanding of human rights among all stakeholders.

- i. Ensuring that human rights are an integral part of all our policies, procedures, and practices.
- ii. Providing a mechanism for reporting, investigating and addressing human rights violations.
- iii. Advocating for promoting and protecting human rights.

3. SCOPE

- i. The Policy applies to all our employees in businesses/units/subsidiaries or holding companies of the Pranav Vikas.
- ii. This policy addresses the company's obligations to uphold national and internationally recognized human rights standards. The scope of this Policy refers to the areas of concern and action including but not limited to the protection and promotion of fundamental rights and freedoms that are inherent to all human beings, regardless of their race, gender, nationality, religion or any other characteristic. These rights include civil, political, economic, social, and cultural rights, such as the right to life, liberty, and security, the right to education, healthcare, and adequate standard of living, and the right to equal treatment and non-discrimination.

4. COVERAGE AND POLICY GUIDELINES

4.1 COMMITTEMENT TO HUMAN RIGHTS PRINCIPLES

- i.** We shall ensure to uphold the human rights in line with the principles as per the Constitution of India, Universal Declaration of Human Rights, ILO and relevant national/international frameworks.
- ii.** We shall integrate human rights considerations into our business strategies, policies, and practices.
- iii.** We shall promote a culture of respect by raising awareness on human rights, amongst employees, communities, business partners and relevant stakeholders.
- iv.** We shall avoid involvement with parties violating Human Rights principles
- v.** We are committed to taking appropriate measures to prevent, mitigate and redress any human rights violation.

4.2 PROHIBITION OF FORCED AND CHILD LABOUR

We shall have zero tolerance for any form of forced, bonded, or child labour in any part of our operations or supply chain.

4.3 NON-DISCRIMINATION AND INCLUSION

- We are dedicated to fostering a workplace free from discrimination based on race, gender, age, religion, disability, sexual orientation, or any other protected characteristic. We encourage equal opportunities for employment, advancement, and development for all our employees. We strive to improve workforce representation by making it more inclusive, reflecting gender parity, people with disability (PwD) and culture-informed approaches.

4.4 ETHICAL RECRUITMENT

We shall ensure that our recruitment process is fair and followed without any bias, prejudice, any kind of favoritism and recruitment fees from the candidates.

We shall strive to hire the person with the right skills and fitment with requisite competencies.

We shall transparently disclose the employment conditions with the potential candidate without any ambiguity & misleading information related to the job & working conditions.

4.5 WORKING HOURS AND WORK LIFE BALANCE

- i. We shall promote work life balance and compliance with all the applicable laws of the country pertaining to working hours and employee benefits.
- ii. We shall provide employees with reasonable breaks, leaves & holidays confirming local regulations.
- iii. We shall ensure overtime hours are compensated as per the applicable laws.

4.6 SAFE AND HEALTHY WORKING CONDITIONS

- i. We shall create and implement policies and procedures to prevent workplace hazards and promote employee well-being.
- ii. We continuously strive to identify, assess and mitigate potential health and safety risks within our organization
- iii. We shall minimize and respond to health and safety incidents and accidents occurring in the workplace and provide adequate personal protective equipment as needed.
- iv. We are committed to providing a safe and secure working environment for all our employees and caring for their physical & mental health.

4.7 FAIR AND EQUITABLE TREATMENT

- i. We shall ensure that all our employees are fairly and equitably paid; the remuneration structure is compliant with the statutory obligations of the jurisdiction in which the Group operates.
- ii. We shall ensure that fair living wages are paid to 100 % of our direct employees by 10th of every month
- iii. We shall ensure that all our employees are provided with requisite working norms as per regulatory requirements.
- iv. We respect the privacy of our employees, customers and other stakeholders and we shall protect their personal information in accordance with applicable laws and regulations.
- v. We are committed to respecting and preserving the culture and heritage of local communities, including socially vulnerable groups, by developing constructive relationships with these groups.

4.8 FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

- i. We aim to maintain a collaborative and constructive approach with our employees to address and protect their interests related to working conditions.
- ii. We encourage open communication between employees and management to resolve workplace issues.

4.9 RIGHTS OF MINORITIES, INDIGENOUS PEOPLE, AND FORCED EVICTION

We shall ensure the rights of the local communities are respected concerning their living conditions, religion, language, culture, and social system.

4.10 LAND, AIR AND WATER RIGHTS

- i. We are committed to respecting land rights in line with applicable laws concerning forestation and minimizing the impact of land and air pollution.
- ii. We shall be committed to assessing and mitigating water risks related to our processes and taking the necessary steps to improve water efficiency, minimize water waste, and replenish ground water.

4.11 DUE DILIGENCE & ENGAGEMENT WITH STAKEHOLDERS

- i. We shall conduct human rights due diligence to identify and address human rights risks associated with our operations and supply chains and to prevent or mitigate adverse human rights impacts.
- ii. We shall actively engage with its stakeholders to understand and address human rights impacts.

5. GRIEVANCE MECHANISM

- i. We are committed to providing accessible, transparent, and confidential grievance mechanisms to address human rights concerns raised by the related stakeholders.
- ii. Any complaint regarding the same shall be raised to the Vigilance Office. All reports shall be handled with utmost confidentiality and fairness in accordance with the provisions outlined in our Vigil Policy.
- iii. All grievances shall be investigated promptly, and appropriate corrective actions shall be taken.
- iv. We shall take any complaints related to verbal or indicative sexual advances against women, under POSH policy & guidelines.

6. LEGAL FRAMEWORK AND REFERENCES

This policy is guided by the following national and international laws and conventions:

6.1 INDIAN LAWS:

- i. Constitution of India (Fundamental Rights and Directive Principles)
- ii. Equal Remuneration Act, 1976
- iii. Bonded Labour System (Abolition) Act, 1976
- iv. Child Labour (Prohibition and Regulation) Act, 1986
- v. Minimum Wages Act, 1948
- vi. Factories Act, 1948
- vii. Sexual Harassment of Women at Workplace: (Prevention, Prohibition, and Redressal) Act, 2013
- viii. Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.

6.2 INTERNATIONAL CONVENTIONS:

- i. Universal Declaration of Human Rights (UDHR)
- ii. International Labour Organization (ILO) Conventions
- iii. United Nations Guiding Principles on Business and Human Rights (UNGPs)

7. MONITORING AND CONTINUOUS IMPROVEMENT

- i. We will regularly assess the effectiveness of this policy and its implementation.
- ii. Training programs will be conducted to promote awareness and compliance with human rights standards.
- iii. All employees and stakeholders are expected to understand and uphold the principles outlined in this Human Rights Policy. Together, we will create a business environment that respects and enhances human rights.
- iv. The document is the property of Pranav Vikas, and it is intended for limited circulation as per management discretion.
- v. Management reserves the right to change or update the policy without prior notice.