



## GauriShankar Overseas Pvt. Ltd.

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### Policy

Recruiting Lic. No.558/062/063  
Comp. Reg. No. 32609/061/062

### Human Rights and Labour & Ethics Policy

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## LABOUR

**Gaurishankar Overseas Pvt. Ltd.** recognizes the corporate responsibility to respect human rights, including labour rights, and – at a minimum – fully respecting and complying with applicable laws and regulations. We respect internationally recognized human rights as expressed in the International Bill of Human Rights, consisting of the Universal Declaration on Human Rights, the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights

We are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

We are committed to conduct our business activities based on respecting the following human and labour rights:

1. **Freedom of association:**

Respect employees' rights to freely associate, organize and bargain collectively in accordance with applicable laws and regulations;

2. **Young Workers:**

Not tolerate any form of forced or child labour;

3. **Non-Discrimination and equal opportunities:**

Ensure no discrimination in hiring and employment practices with regards to race, religion, sex, age, physical ability, political opinion, social or ethnic origin or sexual orientation;

4. **No harassment:**

Provide a workplace that is free from any form of harassment, including verbal, physical, mental and visual harassment;

5. **Fair employment practices:**

Comply with applicable laws and industry norms on employees pay, work hours and conditions. Provide fair and competitive compensation commensurate with the employees' position;

6. **A safe and healthy workplace:**



Provide and maintain a safe and healthy work environment for every employee, on-site contractor and service provider;

**7. Human rights and labour due diligence:**

Ensure full respect of human and labour rights in all company activities by performing due diligence assessments when necessary and defining corrective actions based upon the findings;

**8. Working Hours :**

Working hours are not exceed the maximum set by local law. Further, a workweek should not be more than 60 hrs per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off every week.

**9. Wages and Benefits:**

Compensation paid to workers shall comply with all applicable wages laws, including those relating to minimum wages, overtime hours and legally mandated benefits. in compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

**10. Retrenchment:**

Develop a retrenchment plan prior to collective dismissals in line with national and local laws, local legal procedures and collective agreements, involving, where possible, the consultation of worker's organizations and, if applicable, governmental bodies.

**11. Personal and professional development:**

Foster personal and professional development and encourage employees to balance their work and personal responsibilities; and

**12. Open dialogue and resolving concerns:**

Encourage employees to take their concerns up directly with management and create an environment where open dialogue is the preferred way of resolving issues. Provide employees on-site contractors and service providers with a mechanism to report concerns confidentially, anonymously and without fear of reprisal, as governed by the applicable company procedure.



## **ETHICS**

To meet social responsibilities and to achieve success in the marketplace, Employee and their agents are to uphold the highest standards of ethics including:

### **1. Business Integrity**

The highest standards of integrity are to be upheld in all business interactions. Employee shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

### **2. No Improper Advantage**

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

### **3. Disclosure of Information**

Information regarding labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

### **4. Intellectual Property**

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

### **5. Fair Business, Advertising and Competition**

Standards of fair business, advertising and competition are to be upheld.

### **6. Protection of Identity and Non-Retaliation**

Programs that ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers<sup>2</sup> are to be maintained, unless prohibited by law. Employees should have a

communicated process for their personnel to be able to raise any concerns without fear of retaliation.

## **7. Privacy**

Committed protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers and employees.

This policy applies to:

Employees, and where applicable, on-site contractors and service providers

This Policy will be updated regularly, where possible, by engagement with internal and external stakeholders. It will be actively communicated and promoted ensuring its compliance. We expect our contractors and any other third party working on our behalf to uphold the standards within this Policy.