



# LABOUR AND HR POLICY

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**Authored by: Mohan N S  
Suprajit Engineering Limited**

## 1. Objective

Suprajit Engineering Limited encourages employees to bring in continuous innovations and improvisations to the product range and thereby achieve client delight. It can thus be concluded that customer satisfaction is directly related to employee satisfaction. The manufacturing industry, especially in India, is infamous for violating human rights especially at factories as reported by the Thomas Reuters Foundation. In addition to being the industry leader in product quality, we also strive to be the industry leaders in protecting the rights of our workers. We especially focus on toilets, drinking water, first aid, special provision to female workers as these have been described as the most crucial and primary requirements at the workplace by National Human Rights Council of India. With concern for our workers and regard for our local laws, Suprajit Engineering Limited has put together this Labour and Human Rights Policy that will serve as a guiding light for the betterment of employees and world class working conditions.

## 2. Scope Of Application

This policy applies to all employees (full-time, part-time and contractual staff members) and suppliers of Suprajit Engineering Limited.

## 3. Our Commitment

Our company adheres to the commitments made in regard to the following topics:

### 3.1 Safety and Health of workers

The Company focuses on ensuring the well-being of all its employees & stake holders. The safety and health of employees is extremely important to the Company. Suprajit Engineering Limited hopes to minimize any health and safety risks associated with our daily operations. Physical, chemical, biological and psychological hazards are identified for our processes and equipment as a preventive measure. Controls are then put in place for high – risk areas.

#### Targets:

- Conduct a health and safety risk assessment for 90% of our operational sites by 2025.
- Provide Personal Protective Equipment (PPE) to 90% of affected employees by 2025.
- To train 90% of employees on health and safety issues by 2027.
- To train 90% of our subcontractors on health and safety issues by 2027.

### 3.2 Operating Environment

Employee satisfaction is greatly determined by the environment in which employees are working. Better working conditions directly lead to happier employees.

Workers are guaranteed at least one day off following every six consecutive days of working. Overtime, if required, is voluntary and shall not exceed 12 hours per week and shall not be requested on a regular basis. Compensation for overtime work is also provided. Wages are determined in such a way to ensure a reasonably good standard of living to meet basic needs and to provide certain discretionary income as a saving for future post – employment period. They are governed as per minimum wage and living wage.

#### Targets:

- To offer Health insurance to 90% of employees by 2027.
- To conduct annual employee satisfaction surveys by 2025.

### 3.3 Community Discussion

The Company commits to taking into account the views of its employees. Open communication between employees and management are ensured through the welfare & safety committees.

#### Targets:

- Welfare committee meeting plan adherence 100% by 2025.
- Safety committee meeting plan adherence 100% by 2025.

### 3.4 Training and Development

The Company believes that employees should grow and develop alongside the organization. We provide support for individual career development and goals. Annual appraisals are in place to gauge employees' progress. Eligible employees are also carefully selected for training courses and development, either provided in-house or through an external party.

#### Targets:

- To increase the number of employees subject to annual performance reviews to 90% by 2025.
- To increase the number of employees offered skill development training to 90% by 2026.
- To increase the average number of training hours of employee/year to 3 hours by 2026.

### 3.5 Forced labour and Child labour

The Company does not engage in any forced labour or child labour and also undertakes preventive actions. At the time of appointment of any kind of workers (including contract workers), HR shall verify their age by obtaining copies of birth certificates or any other age proof (preferably issued by the Government). Without proper age records, the candidate will not be allowed to work in the premises. Employees also undergo training so as to spread awareness regarding national laws on forced labour and child labour.

#### Targets:

- To maintain 0 cases of child/forced labour cases.
- To provide awareness training on child and forced labour to 90% of employees by 2025.

### 3.6 Diversity, Justice and Inclusion

We benefit greatly from the skills, experience and commitment of the diverse range of people who work with us. We recognize that diversity is essential to us being able to best serve our customers and strive to ensure that no one is treated inappropriately or disrespectfully at our workplace. This is aligned with our Values to act with integrity and care for our people. Inclusion and diversity for the purposes of this policy means the creation of a respectful work environment in which people neither discriminate nor are discriminated against in any context on the basis of the following characteristics:

- Age
- Disability
- Gender or gender reassignment
- Family status including pregnancy, maternity, paternity
- Race including ethnic origin, nationality or colour
- Religious, political or other beliefs
- Full-time or part-time status and
- Any other characteristic in respect of which legal protection is afforded by local law

The Company practices equal employment throughout all its hiring, employment and professional development processes. Employees are also trained on antidiscrimination and harassment. All grievances will be considered seriously and appropriate measures will be taken against the perpetrator.

#### Targets:

- To train 90% of employees on anti-discrimination and harassment by 2025.

#### **4. Responsibilities**

Information sharing about this policy along with ensuring that the policy is enforced and abided by will be the responsibility of management and the employees.

Management – To enforce the policy document upon the organization and all staff members.

Staff members – To adhere to this policy and execute it.

#### **5. Review**

Annual review about the extent to which this policy document is being enforced and followed by the organization, its various departments as well as all business units will be conducted by the senior management of the organization. Review of this policy document also extends to its application by the suppliers. Revision details are provided at the end of this document.

#### **6. Communication**

Suprajit Engineering Limited will rely on the following channels of communication to disseminate information about this policy.

1. During the onboarding of employees, the policy document will be shared with the new staff members.
2. Post review email sent out to full-time, part-time, contractual employees and suppliers.

## 7. Reporting

Non-compliance of this Policy is looked upon critically. Full-time, part-time, contractual employees and especially the senior management will be responsible for identifying the areas of breach and any assistance from the employees is encouraged. We bank upon all our employees to report any suspected breaches of this policy by writing to [Anonymous Feedback - Suprajit Group](#) or calling on [+918043421100](tel:+918043421100).

The confidentiality and anonymity of all employees reporting any suspected neglect of this policy will be protected by the company's Whistleblower Policy.



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Mohan N.S  
Managing Director & Group CEO

## 8. Revision History

Revision no.	Date of last review	Revision Details	Date of next review
00	02.01.2024	Initial issue	JAN 2025