



## **POLICY ON NO FORCED LABOUR OR COMPULSORY LABOUR**

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## **INTRODUCTION**

The purpose of this policy is to ensure that all operations of the Company are conducted in a manner that respects human rights and prohibits any form of forced or involuntary labour.

## **SCOPE**

The policy applies to all categories of employees of the Company, including management and workmen, apprentices and employees on contract at our workplace premises.

## **DEFINITION**

According to International Labour Organisation (ILO) norms, "**Forced Labour**" shall mean all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.

## **POLICY**

- The Company strictly prohibits all forms of forced labour, including bonded, indentured, prison labour, or any form of coercion in its operations and supply chain.
- Employment shall be voluntary, and no worker shall be required to continue employment to repay any debt to the employer or a third party.
- No worker shall be compelled to work under coercion, as part of a sentence, or without fair and lawful compensation.
- The Company shall ensure that no goods or services are procured from sources involving forced labour.
- The Company and any entity supplying labour shall not withhold any part of an employee's wages, benefits, property, or personal documents to coerce continued employment.
- All wages shall be paid directly to workers through transparent and legal methods such as bank transfers.
- Workers shall retain possession of their original personal documents (e.g., passports, certificates, ID proofs). The Company may retain copies only for record and verification purposes.



- The Company shall not engage in or support any form of human trafficking.
- The Company shall not charge or deduct any recruitment or placement fees from workers.
- Workers shall have the freedom to leave the workplace after their shift and to terminate employment in accordance with applicable laws. No confinement or restriction of movement is permitted.
- All exit points shall remain unlocked and accessible at all times to ensure safety and freedom of movement.
- The facility shall promote, advice and shall ask its subcontractor/vendors to discourage the engagement of Forced/ Bonded Labour being clear case of violation of law of land.
- Employment terms, including job roles, working hours, and conditions, shall be clearly communicated and agreed upon at the time of hiring.
- Contract workers shall not be held liable for training costs or penalties for leaving employment before completion of their contract, unless required by law.

## **COMPLIANCE**

All employees, contractors, and business partners are required to comply with this policy. Any violation may result in disciplinary action, termination of contract, or legal action as applicable.

## **REPORTING MECHANISM**

Employees and stakeholders are encouraged to report any concerns or violations. All reports will be kept confidential and no retaliation will be taken.

## **REVIEW**

This policy shall be reviewed periodically to ensure its effectiveness and compliance with applicable laws and international standards.