

1. Introduction

1.1. This policy outlines the [RajGanga Agro Products Private Limited](#) commitment to upholding human rights and environmental sustainability throughout our operations. We recognize the interconnectedness of these principles and strive to conduct business ethically and responsibly.

2. Human Rights

- 2.1. **Fair Labor Practices:** We are committed to fair labor practices that comply with all applicable laws and regulations.
- 2.2. This includes prohibiting child labor, forced labor, and discrimination in the workplace. We will treat all employees with dignity and respect, and ensure safe and healthy working conditions.
- 2.3. **Community Rights:** We respect the rights of the communities where we operate. This includes respecting land rights, cultural heritage, and the right to a healthy environment.
- 2.4. We will engage in open and transparent communication with communities and strive to minimize any negative impacts of our operations.

3. Sustainability

- 3.1. **Responsible Sourcing:** We will source psyllium seeds from suppliers who share our commitment to human rights and sustainability. We will work with farmers to promote responsible agricultural practices that minimize environmental impact.
- 3.2. **Water Stewardship:** We recognize the importance of water conservation. We will strive to reduce water usage in our processing operations and explore ways to reuse or recycle wastewater.
- 3.3. **Energy Efficiency:** We are committed to reducing our energy consumption. We will invest in energy-efficient technologies and explore renewable energy sources where possible.
- 3.4. **Waste Management:** We will minimize waste generation in our processing operations and implement responsible waste disposal practices. We will explore opportunities to recycle or reuse psyllium processing byproducts.

4. Implementation and Monitoring

- 4.1. We will develop and implement procedures to ensure compliance with this policy.
- 4.2. We will conduct regular audits to monitor our performance and identify areas for improvement.
- 4.3. We will provide training to employees on human rights and sustainability principles.
- 4.4. We will be transparent in our communication about our human rights and sustainability practices.



Policy for Human Right

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5. Conclusion

5.1. By integrating human rights and sustainability into RajGanga Agro Products Private Limited, we aim to contribute to a more just and equitable world for all. This policy is a continuous commitment, and we will strive to improve our practices over time.

Authorized by:

S. D. S. J.



Date: 01.04.2023

1. Introduction

- 1.1. **RajGanga Agro Products Private Limited** is committed to providing a work environment free from harassment for all employees, regardless of their position, department, or any other factor. This policy prohibits harassment based on sustainability requirements and all other legally protected characteristics.

2. What is Harassment?

- 2.1. Harassment is unwelcome conduct based on a person's sustainability beliefs or practices, or any other legally protected characteristic, that creates a hostile work environment. Harassment can be verbal, nonverbal, physical, or visual and can include, but is not limited to:
- 2.2. Verbal abuse, threats, intimidation, insults, offensive jokes, or derogatory remarks regarding a person's sustainability efforts or beliefs.
- 2.3. Sabotage or interference with a person's work or efforts to meet sustainability requirements.
- 2.4. Unfair criticism or punishment related to a person's sustainability practices.
- 2.5. Unwanted physical contact or gestures.
- 2.6. Displaying offensive or discriminatory images or materials related to sustainability.

3. Reporting Procedure

- 3.1. If you believe you have been harassed, you are encouraged to report the incident immediately. You have the right to report harassment regardless of whether the conduct was directed at you or someone else. You can report harassment to any of the following:
- 3.1.1. **Your supervisor:** This is the most common way to report harassment. Your supervisor will take steps to investigate the complaint and take appropriate action.
- 3.1.2. **Human Resources Department:** The HR department is responsible for investigating all complaints of harassment and taking appropriate corrective action.
- 3.1.3. **EHS Officer (Environment, Health, and Safety):** The EHS officer can provide support and guidance on reporting harassment related to sustainability practices.

4. Investigation and Resolution

- 4.1. All complaints of harassment will be investigated promptly and confidentially. The investigation will be conducted by a trained investigator who will interview the complainant, the alleged harasser, and any witnesses. Based on the investigation, appropriate action will be taken, which may include counselling, disciplinary action up to and including termination of employment, or legal action.

5. Confidentiality

5.1. RajGanga Agro Products Private Limited Will take all reasonable steps to keep the identity of the complainant and the alleged harasser confidential throughout the investigation and resolution process. However, RajGanga Agro Products Private Limited May disclose this information as necessary to conduct a proper investigation or to take corrective action.

6. Retaliation

6.1. Retaliation against anyone who complains of harassment or participates in an investigation is strictly prohibited. Any employee who retaliates against another employee for reporting harassment will be subject to disciplinary action, up to and including termination of employment.

7. Training

7.1. RajGanga Agro Products Private Limited Will provide training to all employees on this Anti-Harassment Policy and on how to identify and report harassment. This training will be conducted on a regular basis.

8. Sustainability Requirements and Respectful Communication

8.1. RajGanga Agro Products Private Limited Acknowledges that meeting sustainability requirements can be challenging at times. However, all employees are expected to communicate with each other in a respectful manner. Employees who disagree with a sustainability practice should raise their concerns through the proper channels and avoid any form of harassment towards those implementing the requirements.

9. Conclusion

9.1. RajGanga Agro Products Private Limited is committed to providing a work environment where all employees feel safe, respected, and valued. This Anti-Harassment Policy is intended to ensure that all employees are treated with dignity and respect, regardless of their sustainability beliefs or practices.

Authorized by:



Date: 01.04.2023

1. Introduction

1.1. Our company is committed to fostering a workplace that promotes equality, sustainability, and ethical practices. In line with the SEDEX requirements, this policy outlines our approach to equal remuneration and sustainability within [RajGanga Agro Products Private Limited](#).

2. Policy Objectives

- 2.1. Ensure equal remuneration for all employees regardless of gender, race, ethnicity, or other characteristics.
- 2.2. Promote sustainability in all aspects of our operations.
- 2.3. Adhere to SEDEX (Supplier Ethical Data Exchange) standards, ensuring ethical and responsible business practices.

3. Equal Remuneration

3.1. Commitment to Equality

3.1.1. We are dedicated to providing equal pay for equal work. This means:

- 3.1.1.1. Employees performing the same work, or work of equal value, will receive the same pay regardless of their gender, race, or other unrelated characteristics.
- 3.1.1.2. Regular reviews of pay structures and practices to eliminate any disparities.

3.2. Salary Structure and Transparency

- 3.2.1. Clearly defined salary bands for each role within the organization.
- 3.2.2. Transparent communication of the criteria for pay increases, bonuses, and promotions.
- 3.2.3. Annual audits of pay practices to ensure compliance with equal remuneration principles.

3.3. Training and Development

- 3.3.1. Regular training for HR personnel and managers on unbiased recruitment, promotion, and pay practices.
- 3.3.2. Development programs aimed at helping all employees advance their careers equally.

4. Sustainability Practices

4.1. Environmental Responsibility

- 4.1.1. Implement eco-friendly processes in the processing unit to minimize waste and energy consumption.
- 4.1.2. Use sustainable raw materials and support suppliers who adhere to environmental standards.
- 4.1.3. Regularly monitor and report on our environmental impact.

4.2. Social Responsibility

- 4.2.1. Promote fair labor practices and ensure a safe working environment for all employees.
- 4.2.2. Support local communities through engagement and development initiatives.
- 4.2.3. Encourage employee participation in sustainability programs.

4.3. Economic Responsibility

- 4.3.1. Implement cost-effective practices that do not compromise ethical standards.
- 4.3.2. Ensure financial transparency and accountability in all operations.

5. Compliance with SEDEX Requirements

5.1. Ethical Business Practices

- 5.1.1. Adhere to SEDEX standards for labor rights, health and safety, the environment, and business ethics.
- 5.1.2. Regularly conduct SEDEX audits to ensure compliance and identify areas for improvement.
- 5.1.3. Engage with suppliers and partners who are committed to SEDEX principles.

5.2. Continuous Improvement

- 5.2.1. Establish a continuous improvement program to address any findings from SEDEX audits.
- 5.2.2. Set measurable goals for enhancing our sustainability and ethical practices.
- 5.2.3. Foster a culture of transparency and accountability across the organization.

5.3. Monitoring and Reporting

- 5.3.1. Regular internal reviews and external audits to ensure policy compliance.
- 5.3.2. Annual sustainability and equality reports shared with stakeholders.
- 5.3.3. Mechanisms for employees to report concerns related to equal remuneration or sustainability anonymously.

6. Conclusion

- 6.1. This Equal Remuneration Policy is a testament to our commitment to equality and sustainability. By adhering to these principles and the SEDEX requirements, we aim to create a fair, ethical, and sustainable working environment in RajGanga Agro Products Private Limited.
- 6.2. This policy will be reviewed annually to ensure its effectiveness and alignment with evolving standards and regulations.

Authorized by:



Date: 01.04.2023

1. Introduction

1.1. At RajGanga Agro Products Private Limited, we are committed to upholding sustainable practices across all aspects of our operations, including our Psyllium Processing Unit. As part of our dedication to social responsibility, we recognize the importance of ensuring fair wages for all employees. This Minimum Wages Policy outlines our commitment to meeting or exceeding minimum wage standards while adhering to SEDEX-SMETA requirements.

2. Policy Statement

2.1. RajGanga Agro Products Private Limited pledges to:

- 2.1.1. Pay all employees, including full-time, part-time, and temporary workers, at or above the legally mandated minimum wage as per the relevant local, national, and international regulations.
- 2.1.2. Regularly review and adjust wages to ensure they remain in compliance with updated minimum wage laws and standards.
- 2.1.3. Provide transparency regarding wage rates, including clear communication of pay scales and any relevant allowances or benefits.
- 2.1.4. Respect the dignity and rights of all workers, irrespective of their position or status within the organization.

3. Implementation Guidelines

3.1. To effectively implement this policy, RajGanga Agro Products Private Limited will:

- 3.1.1. Conduct regular assessments to ensure compliance with SEDEX-SMETA requirements regarding fair wages and labor standards.
- 3.1.2. Establish clear procedures for calculating and disbursing wages, ensuring accuracy and transparency in all payroll processes.
- 3.1.3. Provide training and resources to managers and HR personnel to ensure they understand and uphold minimum wage regulations and SEDEX-SMETA standards.
- 3.1.4. Encourage open communication channels for employees to report any concerns or violations related to wage practices.

4. Monitoring and Reporting

4.1. RajGanga Agro Products Private Limited will:

- 4.1.1. Establish mechanisms for monitoring wage practices, including regular audits and assessments of payroll records.
- 4.1.2. Maintain accurate records of wage payments, including details of hours worked, rates of pay, and any deductions or allowances.

4.1.3. Prepare annual reports documenting compliance with minimum wage regulations and SEDEX-SMETA requirements, which will be made available to relevant stakeholders upon request.

5. Continuous Improvement

5.1. RajGanga Agro Products Private Limited is committed to continuous improvement in its wage policies and practices. To achieve this, we will:

5.1.1. Solicit feedback from employees, labor unions (if applicable), and other stakeholders to identify areas for improvement.

5.1.2. Regularly review and update this policy to reflect changes in minimum wage laws, SEDEX-SMETA standards, and best practices in the industry.

5.1.3. Engage with industry peers and experts to stay informed about emerging trends and innovations in fair wage practices.

6. Conclusion

6.1. By adhering to this Minimum Wages Policy, RajGanga Agro Products Private Limited reaffirms its commitment to promoting fair and sustainable labour practices within our Psyllium Processing Unit. We believe that by providing equitable compensation to our employees, we contribute to a more just and prosperous society.

Authorized by:



Date: 01.01.2024



Policy for Company's Union

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1. Purpose:

1.1. **RajGanga Agro Products Private Limited** recognizes the fundamental rights of workers to organize and bargain collectively. This policy aims to foster a positive and collaborative relationship between management and union representatives, ensuring fair treatment, effective communication, and sustainable working conditions for all employees. By establishing clear guidelines and protocols, we strive to create a harmonious and productive work environment where the interests of both parties are respected and addressed.

2. Scope:

2.1. This policy applies to all employees and management personnel involved in union activities or negotiations within our organization. It encompasses the process of union formation, collective bargaining, dispute resolution, and ongoing cooperation between the company and union representatives. Our commitment to sustainability extends to our union policies, emphasizing environmentally responsible practices, fair labour standards, and community engagement.

3. Key Components:

3.1. **Union Formation:** Employees have the right to form, join, or assist labour unions without fear of retaliation or discrimination. The company will not interfere with these rights and will provide necessary resources for union activities, such as meeting spaces and communication channels.

3.2. **Collective Bargaining:** We are committed to engaging in good-faith negotiations with union representatives to reach mutually beneficial agreements on wages, benefits, working conditions, and other relevant matters. Transparency and openness are paramount throughout the bargaining process.

3.3. **Dispute Resolution:** In the event of disagreements or disputes, both parties will adhere to established procedures for resolving conflicts, including mediation and arbitration if necessary. Timely and fair resolutions will be pursued to maintain a positive working relationship.

3.4. **Employee Representation:** Union representatives will have access to employees for communication and organizational purposes, as long as it does not disrupt business operations. Management will also provide relevant information to union representatives as required by law.

3.5. **Sustainability Requirements:** Our union policies align with our commitment to sustainability by promoting responsible practices in the following areas:

3.5.1. **Environmental Impact:** We encourage initiatives that reduce our environmental footprint, such as energy conservation, waste reduction, and promoting eco-friendly practices in the workplace.

3.5.2. **Fair Labor Practices:** Upholding fair labour standards is essential. This includes ensuring safe working conditions, fair wages, reasonable working hours, and compliance with labour laws and regulations.

3.5.3. **Community Engagement:** We actively engage with local communities to support social and economic development initiatives, promote diversity and inclusion, and contribute positively to the areas where we operate.

4. Implementation and Compliance:

4.1. This policy will be communicated to all employees, managers, and union representatives to ensure understanding and compliance. Regular reviews and assessments will be conducted to evaluate the effectiveness of our union policies and make improvements where necessary. Violations of this policy will be addressed promptly and fairly through established disciplinary procedures.

5. Conclusion:

5.1. RajGanga Agro Products Private Limited's union policy reflects our commitment to fostering a collaborative and sustainable work environment where employees' rights are respected, and their voices are heard. By working together with union representatives, we aim to achieve shared goals of fairness, transparency, and mutual respect, ultimately contributing to the long-term success and well-being of our workforce and communities.

Authorized by:



Date: 01.04.2023

1. Purpose:

1.1. The purpose of this policy is to establish guidelines and procedures for enhancing employee benefits within RajGanga Agro Products Private Limited. By improving the benefits package, we aim to attract and retain top talent, boost employee morale and satisfaction, foster a positive work environment, and ultimately contribute to the long-term success and sustainability of RajGanga Agro Products Private Limited.

2. Scope:

2.1. This policy applies to all full-time and part-time employees of RajGanga Agro Products Private Limited, regardless of their position or department. It covers a wide range of benefits, including but not limited to healthcare, retirement plans, paid time off, wellness programs, professional development opportunities, and other perks offered by the company.

3. Sustainability Requirements:

3.1. In implementing these improvements, sustainability is a key consideration. We are committed to ensuring that our enhanced benefits are financially feasible and contribute to the overall well-being and longevity of our employees and the company. Sustainability requirements include:

3.2. **Cost Analysis:** Before implementing any new benefits or enhancements, a thorough cost analysis must be conducted to assess the financial impact on the company.

3.3. **Budget Allocation:** Adequate budget allocation should be made to sustain the improved benefits package over time without compromising other essential operations or financial stability.

3.4. **Employee Feedback:** Regular feedback from employees should be sought to gauge the effectiveness and sustainability of the benefits package. Adjustments may be made based on this feedback to ensure ongoing relevance and satisfaction.

4. Healthcare Benefits:

4.1. **Medical Insurance:** We will offer comprehensive medical insurance coverage for employees and their eligible dependents, including options for different plan types and coverage levels.

4.2. **Dental and Vision Insurance:** In addition to medical insurance, dental and vision coverage will be provided to promote overall well-being and preventive care.

4.3. **Mental Health Support:** Access to mental health services, counselling, and resources will be integrated into our benefits package to support the holistic health of our employees.

5. Retirement and Financial Planning:

5.1. **Financial Education:** Workshops, seminars, or resources on financial planning and investment strategies will be offered to empower employees to make informed financial decisions.

6. Paid Time Off (PTO):

- 6.1. **Vacation and Holidays:** Employees will receive a generous amount of vacation days and paid holidays to promote work-life balance and well-deserved breaks.
- 6.2. **Sick Leave:** Paid sick leave will be provided to ensure that employees can take time off when needed for their health or the health of their family members.

7. Wellness Programs:

- 7.1. **Fitness Subsidies:** Reimbursement or subsidies for gym memberships, fitness classes, or wellness activities will be available to encourage a healthy lifestyle.
- 7.2. **Wellness Initiatives:** Wellness challenges, mental health days, or initiatives promoting healthy eating and stress management will be implemented to support employee well-being.

8. Professional Development:

- 8.1. **Training and Development:** Opportunities for training, workshops, certifications, and skill development programs will be offered to enhance employee knowledge and career growth.

9. Other Perks and Benefits:

- 9.1. **Flexible Work Arrangements:** Flexible hours, remote work options, or compressed workweeks may be offered where feasible to accommodate employees' needs and promote work-life balance.
- 9.2. **Employee Assistance Programs (EAP):** Confidential counselling, legal advice, and support services will be available through EAP to assist employees during challenging times.
- 9.3. **Recognition and Rewards:** Employee recognition programs, bonuses, incentives, and performance-based rewards will be in place to acknowledge and motivate outstanding contributions.

10. Implementation and Review:

- 10.1. **Timeline:** The implementation of these benefits improvements will be phased according to a predetermined timeline to ensure smooth integration and communication to employees.
- 10.2. **Monitoring and Evaluation:** Regular reviews and assessments of the benefits package will be conducted to measure its impact, gather feedback, and make necessary adjustments for continuous improvement.
- 10.3. **Communication:** Clear and transparent communication channels will be established to inform employees about the enhanced benefits, eligibility criteria, enrolment processes, and any updates or changes.

11. Compliance and Legal Considerations:



Policy for Comprehensive Employee Benefits Improvement

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11.1. All benefits offered will comply with relevant laws, regulations, and industry standards. Legal consultation and compliance checks will be conducted as needed to ensure adherence to legal requirements.

12. Conclusion:

12.1. This policy underscores our commitment to prioritizing the well-being and success of our employees. By enhancing our benefits package sustainably, we aim to create a supportive and rewarding work environment that attracts top talent, fosters employee growth and satisfaction, and contributes to the long-term success of RajGanga Agro Products Private Limited

Authorized by:




Date: 01.04.2023

1. Purpose

1.1. The purpose of this Diversity and Inclusion Policy is to establish a comprehensive framework that promotes and ensures a diverse, inclusive, and equitable workplace. Our commitment to diversity and inclusion is grounded in our belief that a diverse workforce enhances creativity, innovation, and productivity, and is essential for the long-term success and sustainability of RajGanga Agro Products Private Limited

2. Scope

2.1. This policy applies to all employees, contractors, consultants, interns, and volunteers across all levels and functions of the organization. It encompasses all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, social and recreational programs, and termination.

3. Principles and Objectives

- 3.1. **Equal Opportunity:** Ensure all employees and job applicants receive equal opportunity in all aspects of employment, free from discrimination based on race, colour, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other characteristic protected by law.
- 3.2. **Diverse Workforce:** Actively recruit and retain a diverse workforce that reflects the global community in which we operate. Implement strategies to attract talent from a variety of backgrounds and experiences.
- 3.3. **Inclusive Culture:** Foster an inclusive workplace culture where all employees feel valued, respected, and empowered to contribute fully. Promote understanding and respect for differences through continuous education and awareness programs.
- 3.4. **Equitable Policies and Practices:** Regularly review and update our policies, procedures, and practices to ensure they are fair, equitable, and free from bias. Implement measures to identify and eliminate any barriers to equality and inclusion.
- 3.5. **Leadership Commitment:** Ensure that our leadership team is committed to and accountable for diversity and inclusion. Integrate diversity and inclusion goals into business strategies and performance metrics.
- 3.6. **Employee Development:** Provide opportunities for professional growth and development for all employees, with a focus on underrepresented groups. Support mentorship, sponsorship, and networking initiatives to foster career advancement.

4. Implementation and Accountability

- 4.1. **Diversity and Inclusion Committee:** Establish a Diversity and Inclusion Committee responsible for overseeing the implementation of this policy. The committee will include representatives from various departments and levels of the organization.
- 4.2. **Training and Education:** Develop and deliver mandatory training programs on diversity, inclusion, and unconscious bias for all employees. Provide ongoing education and resources to promote awareness and understanding.

- 4.3. **Monitoring and Reporting:** Implement mechanisms to monitor the effectiveness of our diversity and inclusion efforts. Collect and analyse data on workforce composition, recruitment, retention, and advancement. Report on progress and outcomes to stakeholders annually.
- 4.4. **Feedback and Grievance Mechanism:** Provide a safe and confidential process for employees to raise concerns or grievances related to diversity and inclusion. Ensure that all complaints are thoroughly investigated and addressed promptly.

5. Sustainability Requirements

- 5.1. **Continuous Improvement:** Commit to continuous improvement in our diversity and inclusion practices. Regularly review and update our policy to reflect best practices and changing legal requirements.
- 5.2. **Community Engagement:** Engage with external organizations, communities, and stakeholders to promote diversity and inclusion beyond our workplace. Support initiatives that advance equality and inclusion in the broader community.
- 5.3. **Supplier Diversity:** Promote diversity in our supply chain by seeking out and partnering with diverse suppliers and vendors. Encourage suppliers to adopt similar diversity and inclusion practices.
- 5.4. **Environmental, Social, and Governance (ESG) Integration:** Integrate diversity and inclusion into our broader ESG strategy. Ensure that our diversity and inclusion efforts contribute to our overall sustainability goals, including social equity and community development.
- 5.5. **Transparency and Communication:** Maintain transparency in our diversity and inclusion efforts by regularly communicating our goals, strategies, and progress to employees and stakeholders. Celebrate successes and milestones in our journey towards a more inclusive workplace.
6. By adhering to this policy, we aim to create a workplace where diversity is celebrated, inclusion is the norm, and every employee has the opportunity to thrive and contribute to the success of [RajGanga Agro Products Private Limited](#)

Authorized by:



Date: 01.04.2023

1. Purpose

1.1. The purpose of this Anti-Discrimination Policy is to affirm our commitment to providing a work environment free from discrimination, harassment, and retaliation. We believe in the inherent dignity and worth of every individual and strive to create an inclusive and equitable workplace where all employees, clients, partners, and stakeholders are treated with respect and fairness. This policy outlines our standards and procedures to prevent and address discrimination, promote diversity, and ensure sustainability in **RajGanga Agro Products Private Limited**

2. Scope

2.1. This policy applies to all employees, contractors, interns, volunteers, and any other individuals working within or with our organization. It covers all aspects of employment, including recruitment, hiring, training, promotions, compensation, benefits, discipline, termination, and other terms and conditions of employment. It also extends to interactions with clients, partners, vendors, and any other external stakeholders.

3. Definitions

- 3.1. **Discrimination:** Any unjust or prejudicial treatment of individuals based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetic information, or any other characteristic protected by law.
- 3.2. **Harassment:** Unwelcome conduct based on protected characteristics that creates an intimidating, hostile, or offensive work environment or that unreasonably interferes with an individual's work performance.
- 3.3. **Retaliation:** Any adverse action taken against an individual for reporting discrimination or harassment, participating in an investigation, or otherwise asserting their rights under this policy.

4. Policy

- 4.1. **Non-Discrimination:** We are committed to ensuring equal employment opportunities and will not tolerate discrimination in any form. All employment decisions will be based on merit, qualifications, and business needs. We prohibit discrimination against employees, applicants, and other individuals based on any protected characteristic.
- 4.2. **Anti-Harassment:** We are dedicated to maintaining a workplace free from harassment. Any form of harassment, whether verbal, physical, or visual, is strictly prohibited. This includes offensive comments, jokes, or behaviour related to any protected characteristic, as well as unwelcome sexual advances or requests for sexual Favors.
- 4.3. **Retaliation Prohibition:** We strictly prohibit retaliation against anyone who reports discrimination or harassment, participates in an investigation, or asserts their rights under

this policy. Retaliation is a serious violation and will result in disciplinary action, up to and including termination.

5. Reporting and Investigation

- 5.1. **Reporting Procedure:** Employees are encouraged to report any incidents of discrimination, harassment, or retaliation to their supervisor, manager, or the Human Resources department. Reports can be made verbally or in writing, and individuals may choose to remain anonymous.
- 5.2. **Investigation Process:** All reports of discrimination, harassment, or retaliation will be promptly and thoroughly investigated by qualified personnel. The investigation will be conducted impartially, respecting the confidentiality of all parties involved to the extent possible. Findings will be documented, and appropriate corrective actions will be taken if necessary.
- 5.3. **Resolution and Follow-Up:** Upon conclusion of the investigation, the involved parties will be informed of the findings and any corrective actions. Follow-up will be conducted to ensure that the resolution is effective and that no further issues arise.

6. Training and Education

- 6.1. **Employee Training:** All employees will receive regular training on anti-discrimination and anti-harassment policies and procedures. Training will include information on recognizing, preventing, and reporting discrimination and harassment, as well as understanding the impact of such behaviours.
- 6.2. **Leadership Development:** Managers and supervisors will receive additional training on how to handle complaints, conduct investigations, and foster an inclusive and respectful work environment. They will be held accountable for enforcing this policy and setting an example for others.

7. Diversity and Inclusion Initiatives

- 7.1. **Commitment to Diversity:** We are committed to fostering diversity and inclusion within our organization. This includes actively seeking to hire and promote individuals from diverse backgrounds and ensuring that our workplace culture is inclusive and supportive.
- 7.2. **Employee Resource Groups:** We support the formation of employee resource groups (ERGs) to provide a platform for employees to connect, share experiences, and promote diversity and inclusion within the organization. ERGs will be provided with the necessary resources and support to achieve their goals.

8. Sustainability Requirements

- 8.1. **Environmental Sustainability:** We recognize that sustainability and social responsibility go hand in hand. Our anti-discrimination efforts will be integrated with our commitment to environmental sustainability. This includes minimizing our environmental impact, promoting

sustainable practices, and encouraging employees to engage in environmentally responsible behaviours.

8.2. Sustainable Business Practices: We will work with partners, suppliers, and clients who share our commitment to anti-discrimination and sustainability. This includes conducting regular assessments of their practices and ensuring that they adhere to our standards.

9. Continuous Improvement

9.1. We are committed to continuously improving our anti-discrimination and sustainability practices. This includes regularly reviewing and updating our policies, seeking feedback from employees and stakeholders, and implementing best practices in diversity, inclusion, and environmental sustainability.

10. Accountability and Compliance

10.1. **Monitoring and Reporting:** We will regularly monitor and report on our anti-discrimination efforts and progress. This includes tracking incidents, outcomes of investigations, training participation, and diversity metrics. Reports will be reviewed by senior management and used to inform future initiatives.

10.2. **Compliance with Laws:** We are committed to complying with all applicable anti-discrimination and labour laws. This policy will be reviewed and updated as necessary to ensure compliance with legal requirements and best practices.

11. Policy Review

11.1. This policy will be reviewed annually or as needed to ensure its effectiveness and alignment with our organizational goals and values. Feedback from employees, stakeholders, and external experts will be considered in the review process.

12. Conclusion

12.1. Our commitment to anti-discrimination, diversity, and sustainability is fundamental to our organizational values and success. By fostering an inclusive and respectful work environment, we can attract and retain talented individuals, drive innovation, and contribute to a more equitable and sustainable society. We expect all employees to uphold this policy and contribute to our shared vision.

Authorized by:




Date: 01.04.2023