



## HUMAN RESOURCES MANUAL

### TITLE: HUMAN RIGHTS POLICY

DOC. No. : HRM/HR/18

REV. No. : 00

DATE : 25-12.2025

#### Revision History

Date	Changes Made	Change Made By (MR)	Approved By (HOD)	Affected Section	Revision No.
25.12..2025	Format built & authorized	Tej Pratap Singh	ND Saini	All	00

#### Document Ownership and Timelines

Title	HUMAN RIGHTS POLICY	Document Classification	" Internal document"
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## **HUMAN RIGHTS POLICY**

### **1. Purpose**

The organization is committed to upholding and promoting human rights in all its operations, in line with the Constitution of India, applicable labour laws, and internationally recognized human rights principles.

### **2. Scope**

This policy applies to all employees, contract workers, trainees, consultants, suppliers, and business partners associated with the organization.

### **3. Our Commitments**

We are committed to:

Respecting the dignity and rights of every individual.

Providing a safe, healthy, and respectful workplace.

Conducting business ethically and responsibly.

### **4. Equal Opportunity & Non-Discrimination**

We provide equal employment opportunities without discrimination based on gender, age, caste, religion, disability, marital status, nationality, or any other status protected by law.

Employment decisions are based on merit, qualifications, and performance.

### **5. Prevention of Harassment**

The organization maintains zero tolerance towards sexual harassment, bullying, abuse, or any form of workplace harassment.

All complaints will be handled confidentially and fairly as per applicable laws and company procedures.

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## **6. Prohibition of Forced & Child Labour**

Forced, bonded, or compulsory labour is strictly prohibited.

Child labour is not permitted under any circumstances, in compliance with Indian labour laws.

## **7. Freedom of Association**

Employees have the right to freedom of association and collective bargaining as per applicable laws.

## **8. Health, Safety & Well-being**

We ensure a safe and hygienic working environment.

Adequate safety measures, training, and emergency preparedness are provided.

## **9. Fair Wages & Working Hours**

Wages and benefits comply with statutory requirements.

Working hours, overtime and leave are governed by applicable labour laws.

## **10. Reporting & Grievance Redressal**

Employees may report human rights concerns without fear of retaliation.

HR will ensure timely investigation and corrective action.

## **11. Responsibility**

Management, HR and employees are responsible for implementing and upholding this policy.

## **12. Policy Review**

This policy shall be reviewed periodically to ensure compliance with legal and ethical standards.

Issued by: HR Department

Effective Date: \_\_\_\_\_

Approved by: Management