

HR POLICY

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NO CHILD/ FORCED/ BONDED/ PRISON LABOR/ HUMAN TRAFFICKING POLICY

REVISION HISTORY

DATE	CHANGES MADE	CHANGE MADE BY (MR)	APPROVED BY (Director)	AFFECTED SECTION	REVISION NO.
01.10.2021	Original Release.	<u>Tej Pratap Singh</u>	<u>Director</u>	All	00

DOCUMENT OWNERSHIP AND TIMELINES

TITLE	NO CHILD/ FORCED/ BONDED / PRISON LABOR/ HUMAN TRAFFICKING POLICY	DOCUMENT CLASSIFICATION	" Internal document"
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INTRODUCTION

LUBOIL is committed to “**no child/forced/bonded/ prison labor/human trafficking policy**” to find practical, meaningful and culturally appropriate responses to support the elimination of such labor practices. It has been formulated in consideration with the “**The Child Labour (Prohibition and Regulation) Amendment Act, 2016**”

POLICY

LUBOIL does not employ any person below the age of eighteen years at the workplace. LUBOIL prohibits the use of child/forced labour or compulsory labour at all its premises. No employee is made to work against his will or work as bonded/forced/prison labor, or subject to corporal punishment or coercion or any type related to work.

We also encourage our suppliers for no child/forced/bonded/prison labor at their work place.

The following procedures and practices will be strictly followed in the Organization:-

1. Workers should be appointed only when they willingly apply for the employment and no body to be pressurized or forced to take up the employment.
2. Workers are not required to sign any bond or deposit any original certificate, passport or any document issued to them by Government or School, with HR Department/Management.
3. Workers are not required to pay for any tools, personnel protective equipment which they use for operational activities like punching, Welding, Trimming and safety purposes.
4. Workers are not required to pay any fees upon entering the employment or pay any penalty upon termination of the employment contract. Instructions of prohibition of the above to be maintained in the job description of HR.
5. The company will not offer any loan to the worker for entering the employment.
6. Workers will be allowed to leave the Organization after the scheduled working hours.
7. Workers will not be imprisoned or locked in the Organization as a punishment or for any other reasons.

8. Workers who are victim of such practices must bring it to the knowledge of Social Compliance Officer or his/her immediate Superior or to the worker's Grievances Committee.
9. Social Compliance Officer will periodically check to ensure that there is no violation of this policy

IMPLEMENTATION

This policy is publicly available throughout the company and clearly communicated to all employees in a manner in which it can be understood by them through induction program, policy manuals.

The implementation of this policy is the responsibility of the HR Department and the security staff who do not permit minors to enter the Organization as workers. There is '**ZERO TOLERANCE**' policy towards its breach.

DOCUMENTS

Employment contracts and other records, documenting all relevant details of the employees including the age are maintained and are open for verification by any authorized personal or relevant statutory body.