

Dept : HR Department	Revision Date	17.02.2024
Approved By : CHRO	Revision No.	01

### **OBJECTIVE**

At Manjushree Technopack Limited, we are committed to supporting human's workplace rights in the entire supply chain process across all locations. We believe that employees should be treated with equality, dignity, and respect. We seek to ensure that every employee has a voice in our workplace.

MTL respects and upholds high standards on the protection of human rights and acknowledges its responsibility for conducting its business ethically and contributing positively towards human rights-related aspects, in complete alignment with all applicable laws and regulations. MTL is committed to develop a culture that inculcates respect, support, and protection of human rights.

MTL is committed to respect the human rights of our workforce, communities and those affected by our operations wherever we do business (including our contractors and suppliers) in line with internationally recognized frameworks.

### **OUR STANDARDS AND EXPECTATIONS**

MTL requires compliance with all applicable local laws and regulations. The following standards are based on recognized international human rights standards and reflect the salient human right issues we have identified for our value chain. We recognize that instances may arise where national law and international human rights standards do not align. Where they conflict, we will comply with national law and explore alternative ways to respect international human rights standards to the greatest extent possible.

- 1. Child Labour:** Child labour is strictly prohibited. MTL does not employ children under the age of 18 years.
  - 2. Forced Labor and Human Trafficking:** - MTL prohibits the use of all forms of forced labor, including involuntary prison labor, indentured labor, bonded labor, slave labor, and any form of human trafficking. All employment decisions must be based on free choice. No employee may be coerced to work or subjected to physical punishment or threats of violence or other forms of physical, sexual, psychological, or verbal abuse as a method of discipline or control. All employees must be provided with a written employment document (e.g., Appointment Letter, Contract, etc.) that clearly states the terms of their employment (e.g., hours, pay, benefits, etc.) in a language understood by the worker, with a verbal explanation provided when necessary. All employment agreements must be freely agreed in writing by the employee and their employer.
  - 3. Workplace Health and Safety:** - We seek to prevent any acts or threats of violence in our workplaces. Protecting the safety, health, and well-being of our associates is one of our top priorities as a company. We have established policies and systems to drive health and safety values throughout our business, including our EHS Policy, which sets the health and
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safety standards for our business and assesses our performance. We are committed to providing and maintaining a safe and healthy workplace.

- 4. Work Hours, Wages and Benefits:** - MTL pays all workers at least the minimum wage as prescribed under applicable laws and regulations and provides all legally mandated benefits. In addition, MTL complies with all applicable maximum working hours laws and regulations.
- 5. Freedom of Association and Collective Bargaining:** - MTL recognizes and respects employee rights to join or not join any lawful organization. We recognize that employees have the right to seek labor representation. We respect our employees' right to make informed choices about labor representation, free of coercion. Where the right to freedom of association is restricted by law, we will support the development of alternative mechanisms for engagement while remaining in compliance with local law.
- 6. Fulfillment of concerned authority directions:** - When land allotted by the concerned authority to MTL, we will follow the directions of the concerned authority relating to appointment of local employees and protect both ecosystems and communities through proper sanitation.
- 7. Harassment and Discrimination:** - MTL prohibits employment discrimination based on Caste, Race, Sex, Color, Creed/Grade, Religion, Disability or Handicap, Age, Height, Weight, Veteran status or Marital status. It does not permit the lowering of bona fide job requirements, performance criteria, or qualifications. In order to give preference to any employee or applicant for employment on the basis of the above basis of discrimination. Additionally, MTL maintains a zero-tolerance towards both sexual and non-sexual harassment in the workplace, ensuring a safe and respectful environment for all employees.
- 8. Local Communities:** - We respect the rights of local communities and those who live and work there consistent with international human rights standards. We continuously monitor and address the environmental impacts of our business operations on our neighbors and strive to create positive impacts on adjacent communities through local engagement and charitable programs.

This policy shall be reviewed periodically for its suitability and updated as necessary.

### **RESPONSIBILITY FOR THE POLICY**

This Human Rights Policy has been approved by Chief Human Resources Officer of Manjushree Technopack Limited. The Location Human Resources personnel are responsible for interpretation and management of this policy in consultation with the Chief Human Resources Officer.