



SAPTAGIR CAMPHOR PRIVATE LIMITED
AN ISO 9001:2015 CERTIFIED COMPANY

LABOUR & HUMAN RIGHTS POLICY

OBJECTIVE

Saptagir Camphor Limited (SCPL) supports the protection and elevation of human rights and is guided by fundamental principles of human rights. Our support for these fundamental principles is reflected in our policies and actions towards our employees, suppliers, clients, communities and the countries where we do business.

SCOPE

This Labour & Human rights policy is applicable to all the employees of Saptagir (including independent contractors, temporary workers and similar). We encourage our business partners to uphold the principles in this Policy and to adopt similar policies within their businesses.

RESPONSIBILITIES

The responsibility of implementing the contents of the policy and to make the necessary updates as required lies with the management.

COMMITMENT

SCPL is committed to maintaining and improving systems and processes to avoid complicity in human right violations. This policy is intended to succinctly express SCPL's commitment to do business with ethical values and embrace practices that supports environment, human rights, and labour laws on a worldwide basis.

RESPECT FOR HUMAN RIGHTS

SCPL respects human rights. SCPL believes in sustainable business development and considers respect for Human Rights and the proper adherence to Labour Rights as an integral component of responsible business behaviour. The Company is also committed to identify, prevent, or mitigate adverse human rights impacts resulting from or caused by our business activities before or if they occur through human rights due diligence and mitigation processes.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

SCPL is committed to building a culture in which all employees, including potential candidates can compete in a fair, open and transparent environment. Merit in qualification, performance and capability form the sole criteria for selection. It is SCPL's constant endeavour to ensure there is no discrimination in respect of employment and occupation.

HARASSMENT-FREE WORK PLACE

SCPL treats all employees with respect and provides a work environment free from all forms of harassment, whether physical, verbal or psychological. This includes behaviour/action directed towards third parties during the course of conducting SCPL's business.

Factory:

13.5 Kms, Gooty Road
B. Kothapalli, Anantapur-515731,
Andhra Pradesh, India
Phone: 08551-286490, 286491
Fax: 08551-286451

Corporate Office:

"Vaishnavi's Cynosure",
5th Floor, 5 (E&F) Units, Survey
No:18, Telecom Nagar, Gachibowli,
Hyderabad - 500 032 Telangana, INDIA
Phone No: +91-40-29800591 / 29800791



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SAFE AND HEALTHY WORK PLACE

SCPL strives to institutionalize health and safety processes, with special focus on aspects such as women's safety, motherhood and associated special care and assistance, assistance to persons with disability, emergency response and preventive health & safety measures. Employees are encouraged to highlight concerns or health/security hazards to the management.

DATA PRIVACY

SCPL is committed to protect the data privacy of employees (including ex-employees and retirees), customers and suppliers. We do not disclose information to third parties without explicit consent of our stakeholders, unless required by law to do so.

CHILD LABOUR / YOUNG WORKERS

We at SCPL,

- Do not engage or support any child labour/young worker, who is less than 18 years of age in our organization for any of the activities.
- All Interested parties of SCPL are communicated on the requirements of policy against Child Labour through trainings and other communication channels.
- Remediation measures and support shall be given in case any child Labour/young worker is found.
- Expects our business partners and associates to have and uphold similar standards and abide by country-governing laws in countries wherein they operate.
- If violation of these Principles occurred and not be remediated, serious action will be taken, including but not limited to discontinuation of the business relationship

FORCED LABOUR & HUMAN TRAFFICKING

We at SCPL shall not engage or support, forced or compulsory Labour in any form. (i.e. Bonded, forced or compulsory prison Labour).

- All employees work voluntarily without any obligation.
- The terms and conditions relating to the employment are communicated prior to recruitment/ at the time of interview.
- Submission of documents do not relate to identity papers, originals or any monetary or non-monetary deposits.
- SCPL does not withhold any part of employee's salary, benefits, property, or documents in order to force such employee to continue working for the organisation.
- Employees do not have exit barriers; they are free to terminate their employment provided that they give reasonable notice to SCPL.
- Neither SCPL nor any entity supplying Labour/services to SCPL shall engage in or support trafficking in human beings.

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- Neither SCPL nor any entity supplying Labour to SCPL shall collect any employment fees or costs in whole or in part from workers.

SCPL shall strive to put efforts for promoting awareness on forced labour among employees and all interested parties in all means.

VALUING DIVERSITY

SCPL aim to recruit, hire, place, train, compensate and advance people based on needs in the organization and qualifications, skills, experience and performance of our people. We are dedicated to fostering workplaces that are free from discrimination or harassment based on race, sex, national or social origin, religion, age, disability, sexual orientation, political opinion, or any other status protected by applicable law.

SCPL does not tolerate disrespectful or inappropriate behaviour, unfair treatment, or unfair retaliation of any kind. Harassment is unacceptable.

WORKING HOURS AND OVERTIME POLICY

SCPL has identified all applicable laws and industry standards related to working hours and ensures that

- Workers are allowed to work only 8 hours in a day and 48 hours in a week as per law.
- One day off for every seven-day period are provided for all employees.
- The breaks (e.g. Tea Time, Lunch, etc.) during the working hours are provided
- The records of duty hours are maintained and reviewed on regular basis to ensure adherence to the defined working hours.
- Compensation towards working on holidays, or weekly holidays is paid at twice the basic wages.
- As per law, overtime work if any, (more than regular working hours as 48 hours per week) of each employee does not exceed 12 hours per week. The overtime hours are always remunerated at a premium rate as per the factories Act, 1948 and The Code of wages 2019 and amendments thereby.
- No homework is given to the workers at any given point of time.
- No Home Workers are engaged in any of the work.
- The overtime work is always voluntary and is not demanded other than in exceptional and short-term special business circumstances.
- The Salary for Over time shall be given along with the worker's salary.
- The worker shall be informed that his remuneration for the OT work will be double the usual basic wages.

Awareness on working hours & over time is promoted in all employees including contract employees during induction trainings.

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GRIEVANCE MECHANISM

SCPL implements the above standards by incorporating it in related policies, processes and guidelines across all our business operations.

SCPL believes that an empowered workforce is the best way to receive feedback and identify improvement areas. The following grievance mechanism provide all employees, vendors, suppliers and customers a secure and 24x7 access to raise grievances and to report confidentially and anonymously without fear of retaliation any breach of policies and procedures in SCPL.

Additionally, through forums like mailers, team and individual meetings with business and HR leaders, we continuously engage with employees to create awareness, understand and address grievances.

EXTERNAL ENGAGEMENT; COMMUNITY & STAKEHOLDERS

SCPL is conscious of the impact it has on the communities in which it operates through the projects it performs on behalf of its clients. Through our well spread network of offices, we can engage with stakeholders in those communities to ensure that we listen to, learn from, and consider their views as we conduct our business. We are committed to engaging in dialogue with stakeholders on human rights or labour rights issues related to our business where appropriate, taking the view that local issues are most appropriately addressed at the local level.

REVIEW

Our progress on aspects of human rights is owned by the business and functional leadership team, and is under the review and oversight of our Board of Directors. SCPL identifies and manages human rights impacts; risks and opportunities that continuously help strengthen our workplace policies, practices and programs. It is thus a constant endeavour to stand by our commitment and build frameworks to support SCPL in implementing human rights standards.

This policy shall be reviewed for every three years or before based on the necessity for its suitability and updated as necessary.

Approved by

J. Vijaya Kumar
(Director)

Version: March 2020

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