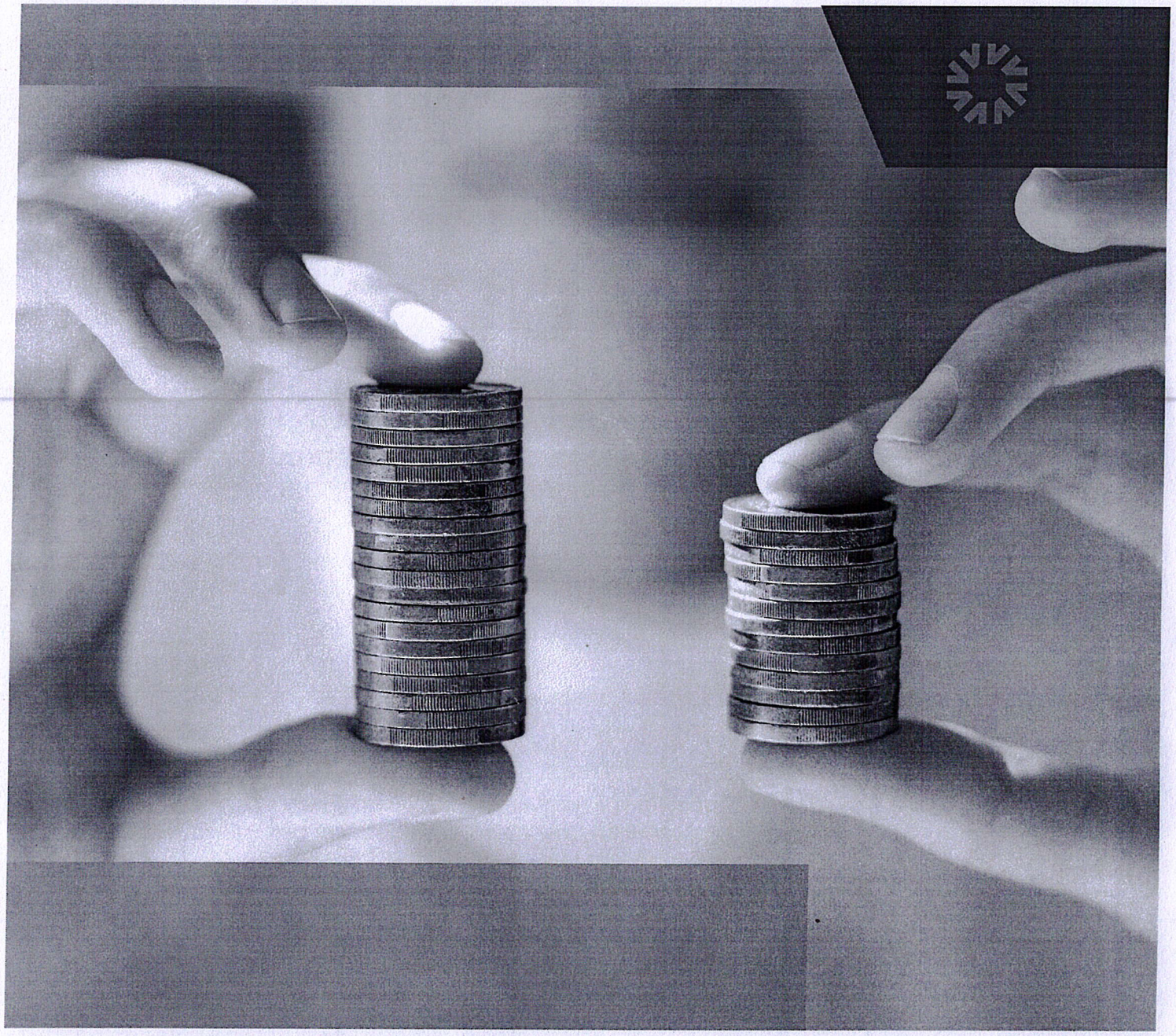
Saptagir Camphor Private Limited

LIVING WAGE



Revision Number - 2

Effective Date - 01/01/2024

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❖ Introduction

At Saptagir Camphor Private Limited, we are dedicated to ensuring fair and equitable wages for all employees. We believe every worker deserves compensation that meets their basic needs and supports a decent standard of living. This Living Wage Policy underscores our commitment to upholding human dignity and aligning with global standards for labor and human rights. Through this initiative, Saptagir Camphor aims to enhance employee well-being and foster economic resilience in the communities where we operate.

❖ Scope

This policy applies to all Saptagir Camphor Private Limited (SCPL) employees, Workers, Contractors, Sub-Contractors, suppliers, partners, and stakeholders across all operational locations. It encompasses our manufacturing sites, corporate offices, and any other business operations, and extends to our interactions with clients, vendors, regulators, and the wider community.

Sr. No.	Address
1.	Vaishnavi's Cynosure, 5th Floor, Telecom Nagar, Gachibowli, Hyderabad - 500032
2	13.5 Kms, Gooty Road, B. Kothapalli - 515731, Anantapur (Dist) A.P. INDIA
3	3C/2, Mariamma Street, Near Teppakulam, New Ramnad Road, Madurai - 625009, Tamil Nadu, India
4	No. 106/43B, Jeeva Nagar, (Velan Nagar 1st Street) E.N. Road, Korukkupet, Chennai - 600021, Tamil Nadu, India
5	No. 51, 5th Cross, 2nd Main Road, Chamarajpet, Bangalore – 560018
6	54-3/1-5A, 9th Block, Plot No.44, 2nd Cross Rd, J. Auto Nagar, Auto Nagar, Vijayawada, Andhra Pradesh - 520007

❖ Living Wage Commitment

Saptagir Camphor Private Limited is dedicated to ensuring that all employees and contract workers are compensated with a living wage, which is defined as the minimum income necessary for workers to meet their basic needs, such as food, housing, healthcare, and education, and maintain a dignified quality of life. Our living wage commitment includes:

- **Wage Standards Above the Legal Minimum:** Saptagir Camphor is committed to paying wages that exceed the legal minimum wage in the regions where we operate. We ensure that wages are sufficient to cover basic living expenses, providing workers with a wage that promotes financial independence and well-being.
- **Basic Needs Coverage:** A living wage ensures that employees and contract workers can meet their basic needs such as food, housing, transportation, education, healthcare, and savings. Saptagir Camphor assesses local living conditions and ensures that wages reflect the actual cost of living in each region.
- **Equal Pay for Equal Work:** Saptagir Camphor is committed to gender pay equity and ensuring that there is no wage discrimination based on gender, race, age, or any other personal characteristic. We promote fair and equal pay for all employees and contract workers performing similar roles and with comparable qualifications and experience.
- **Continuous Wage Assessment:** Camphor regularly reviews and updates its wage structures to reflect changes in the cost of living, inflation, and market conditions. In some specific business units, wage assessments will focus on selected employee groups, while the full living wage policy applies globally to all internal employees and contract workers. We ensure that wages remain aligned with local living costs and adjust salaries accordingly to maintain wage equity across all operations.

❖ Quantitative Targets

➢ **Sets FY 2022-23 as the Baseline for tracking our living wage compliance and employee compensation performance.**

♦ **Living Wage Implementation**

- Ensure that 100% of internal employees and contract workers across all business units and regions are paid a living wage by FY 2027–28.
- Conduct annual reviews of wage structures to reflect local cost of living and inflation rates, with phased implementation starting from high-priority units.

♦ **Wage Equity and Gender Pay Parity**

- Maintain 100% gender pay parity for internal employees and contract workers by FY 2027–28.
- Maintain zero 0% wage gaps based on gender, race, or other discriminatory factors by conducting structured pay audits every fiscal year.

♦ **Employee Awareness and Engagement**

- Maintain 100% annual training sessions for HR and all procurement teams on living wage principles and compliance procedures by FY 2025–26.
- Maintain 100% annual implementation of an internal communication plan to consistently raise employee awareness about their rights to fair compensation and wage equity, ensuring all workers remain informed and engaged every year by FY 2027-28.

♦ **Governance and Monitoring**

- Ensure 100% of wage-related grievances are resolved within 30 business days through a standardized escalation and resolution process, by FY 2027–28.
- Monitor 100% of employee and contract worker wages each year to ensure compliance with living wage policies by FY-2027-28

❖ Action Framework

- **Annual Wage Reviews:** Saptagir Camphor will conduct annual wage reviews to assess whether internal employees and contract workers in selected business units

are earning a living wage. These reviews will consider local living costs, inflation rates, and prevailing economic conditions.

- **Pay Audits:** Regular pay equity audits will be conducted to ensure that there are no wage disparities based on gender, race, or other discriminatory factors among internal employees and contract workers. Any identified gaps will be promptly addressed, and findings will be shared with management for continuous improvement.
- **Employee Feedback:** Saptagir Camphor will establish a transparent and accessible communication channel for employees and contract workers to report wage-related concerns, such as inequity or unfair compensation. This platform will support proactive resolution and reinforce the company's commitment to fair and equitable pay practices.

❖ Roles and Responsibilities

- **Human Resources Department:** Responsible for implementing the living wage policy, conducting periodic wage reviews, and ensuring compliance with wage equity standards across all business units and regions for internal employees and contract workers.
- **Compliance Team:** Tasked with performing regular audits of suppliers and contractors to verify adherence to Saptagir Camphor's living wage requirements and fair labour practices. They will document findings and recommend corrective actions when necessary.
- **Supervisors and Managers:** Accountable for ensuring that all employees and contract workers under their supervision are compensated fairly in line with policy standards. They must also address wage-related concerns raised by workers in a timely and transparent manner.

❖ Monitoring and Reporting

- **Annual Living Wage Report:** Saptagir Camphor will publish an annual living wage report outlining progress toward achieving living wage goals for internal employees and contract workers. The report will include the outcomes of wage reviews, pay equity audits, and supplier compliance assessments.
- **Employee Feedback and Surveys:** Saptagir Camphor will conduct periodic employee surveys to assess satisfaction with wages and benefits. Insights from

these surveys will be used to guide wage review processes and inform continuous policy improvement.

- **Supplier Audits:** The compliance team will conduct annual audits of high-priority suppliers and contractors to verify that they pay their workers a living wage. Any instances of non-compliance will prompt immediate corrective measures or may result in contract termination.

❖ Communication and Transparency

- Saptagir Camphor's Living Wage Policy will be made publicly available on the company website and communicated internally to all employees and contract workers via employee handbooks, newsletters, and training sessions.
- Saptagir Camphor will actively engage with suppliers and contractors to ensure they fully understand the living wage requirements and are provided with the necessary support to meet these standards. This includes offering training on wage equity and human rights.

❖ Continuous Improvement

Saptagir Camphor Private Limited is committed to continuously enhancing its wage practices to ensure that all internal employees, contract workers, suppliers, and contractors receive fair and just compensation. Our living wage strategy will be implemented in phases across business units, with the objective of full implementation by FY 2027–28. We will consistently update this policy to reflect changes in local living standards, inflation rates, and market conditions. Our aim is to set a benchmark for fair wages in the camphor and fragrance industry, ensuring that every worker is treated with dignity and respect.

❖ SDGs (Sustainable Development Goals) Covered in the Living Wage Policy



❖ Review

The Living Wage Policy will be reviewed annually by the Human Resources Department in collaboration with the Compliance Team. This review will assess progress towards achieving the defined targets, evaluate the policy's effectiveness, and ensure alignment with evolving legal requirements and industry best practices in labour rights. Any required adjustments will be communicated to all internal employees, contract workers, suppliers, and partners.

Approved By: J. Vijayakumar

Designation: Director

SAPTAGIR CAMPHOR PRIVATE LIMITED HYDERABAD

Last Review Date: 01/04/2026

Next Review Date: 01/04/2027

❖ Employee Acknowledgement – Saptagir Camphor Private Limited Living Wage Policy

I acknowledge that I have received, read, and understood the Saptagir Camphor Private Limited Living Wage Policy. I am aware of the company's commitment to promoting fair and equitable wages for all employees and ensuring that every worker earns a wage that meets their basic needs and supports a decent standard of living.

I understand my role in supporting this policy, which includes adhering to the wage standards set forth by Saptagir Camphor, advocating for equal pay for equal work, and ensuring compliance with all applicable labor laws and regulations. I agree to participate in discussions regarding wage-related concerns and provide feedback for continuous improvement of our wage practices.

Furthermore, I will actively support efforts to foster a fair and equitable work environment, report any wage discrepancies or concerns, and contribute suggestions for enhancing our Living Wage Policy. By signing below, I confirm my commitment to upholding the Saptagir Camphor Private Limited Living Wage Policy and supporting the company's mission to ensure that every worker is treated with dignity and respect.

Employee Name: Gitavali

Employee Signature: Gitavali

Date: 05/08/2026