

At Unique Punch Systems Private Limited, we hold firm to our commitment to uphold and advocate for human rights, drawing guidance from cornerstone documents such as the Universal Declaration of Human Rights (UDHR), the International Labor Organization's (ILO) Declaration on Fundamental Principles and Rights at Work, and in alignment with the principles of the United Nations Global Compact (UNGC). Our Human Rights Policy serves as a comprehensive roadmap, outlining our dedication to not only respecting but actively promoting human rights across all facets of our operations, supply chain activities, and within the communities where we operate. Importantly, this policy extends its reach to all stakeholders involved, including our employees, contractors, customers, suppliers, and other partners within our value chain.

Objectives:

- Ensure compliance with international human rights standards and applicable laws and regulations.
- Promote a culture of respect for human rights within the organization and throughout the supply chain and address human rights risks, including those related to labor practices and supply chain operations.
- Foster diversity, inclusion, and equal opportunities for all individuals, regardless of background or identity.
- Engage with communities respectfully and contribute positively to their well-being and development.
- Encourage employee representation and participation in decision-making processes and ensure two-way communication with employees.

Respect for Human Rights:

Inherent in our operations is a deep respect for the innate human rights of all individuals, regardless of their background or identity. We are staunch advocates for conducting business in a manner that champions and safeguards these rights, ensuring that factors such as race, color, religion, gender, sexual orientation, age, disability, national origin, or any other protected characteristic do not impede the fair treatment of any person.

Labor and Employment Rights:

Central to our ethos is the promotion of fair and equitable employment practices. We champion principles such as non-discrimination, equal opportunity, and the freedom of association. This includes providing avenues for our workers to engage in trade unions and collective bargaining, along with offering competitive wages, safe working conditions, and opportunities for professional growth and development.

Human trafficking, Child Labor and Forced Labor:

We condemn human trafficking as a deplorable affront to human dignity and actively work to eradicate it from our operations and supply chain. Similarly, we unequivocally prohibit the use of child labor and forced labor, adhering strictly to legal mandates regarding minimum employment age. Through meticulous due diligence efforts, we identify and address any risks related to human trafficking, child labor, or forced labor within our supply chain, collaborating closely with our suppliers to ensure compliance with these principles. The Company prohibits the hiring of individuals that are under 18 years of age for position in which hazardous work is required.

Health and Safety:

The health and safety of our workforce, contractors, and visitors are of paramount importance to us. We spare no effort in providing a work environment that is free from hazards and risks, in compliance with all relevant health and safety regulations. Proactive measures are implemented to prevent accidents and injuries, and comprehensive training and access to protective equipment are provided to safeguard the well-being of our personnel.

Supply Chain Responsibility:

We hold our suppliers and business partners to the same high standards of human rights as we do ourselves. Through rigorous due diligence processes, we assess and address human rights risks within our supply chain, advocating for responsible sourcing practices and collaborating with our partners to improve social and environmental conditions throughout our network.

Non-Discrimination and Equal Opportunities:

Diversity and inclusion are cornerstones of our organizational culture. We are steadfast in our commitment to providing an inclusive work environment, free from discrimination and harassment. Equal opportunities for employment, career advancement, and professional development are extended to all individuals, irrespective of their background or identity. We recruit, train, promote, punish and dismiss candidates/employees irrespective of their demographic identity.

Our recruitment process is communicated clearly and fairly to all candidates and is designed to evaluate candidates based on their merit, with no biasness based on demographic parameters. All Candidates' skills are determined based on the qualifications; experience gained by candidates in the previous work. Where applicable, candidate capabilities may be determined during one-to-one interaction by interviewing panels. Our annual performance evaluation process and promotion decisions are based on individually specified Key Responsibility Areas (Qualitative and quantitative goals), and their achievement. Our remuneration is based on the principles of equal pay for equal work.

Minorities and disabled personnel: We will create special reservations in Positions of responsibility (PoRs) for vulnerable groups, minorities and employees with disabilities. Our sites are made accessible to disabled personnel with disabled friendly infrastructure and reserved utilities.

Working conditions:

We are committed to providing safe, healthy, and conducive working conditions for all employees, contractors, and visitors. This includes ensuring proper ventilation, adequate lighting, ergonomic workstations, and comfortable rest areas. We recognize the importance of maintaining a work environment that promotes physical and mental well-being.

Additionally, we strive to foster a culture of work-life balance, offering flexible working arrangements where feasible and appropriate. We provide regular health checkups and insurance benefits to employees along with paid leaves granting them their right to disconnect. Regular assessments of working conditions are conducted to identify areas for improvement, and feedback from employees is actively sought to address any concerns. Through these efforts, we aim to create an environment where everyone can thrive and contribute to our collective success.

Leaves and overtime:

In line with the Factories Act 1948, overtime at twice the rate of usual wage is paid to workers exceeding working time of 9 hours in a day or 48 hours in a week including appropriate breaks and rest intervals between shifts. We also provide a complete day off every week.

We provide paid leaves in form of Regional holidays, Casual leaves (1 leave every month) and Earned leaves (1 leave for every 20 working days). We have defined procedures for accumulation and encashment of Earned leaves as well to provide maximum benefit to the employees.

Paternity leave of fifteen days (extendable up to three months) can be granted to new fathers along with paternity benefit. Pregnant women can take maternity leave for a total of 26 weeks out of which up to 8 weeks can be claimed before delivery. The woman is also supposed to get paid a benefit at the rate of her daily wage for three months before she goes on maternity leave. In case of adoption or miscarriage, 12 weeks of maternity leave can be granted. The facilities of creche is also provided at site with an option of work from home during the period of pregnancy if their specific job role allows to do so.

Community Engagement and External Stakeholders' Human Rights:

We actively engage with the communities in which we operate, endeavoring to understand their unique needs, concerns, and aspirations. We respect their cultural traditions and human rights, striving to contribute positively to their well-being and development. Furthermore, we recognize and respect the rights of indigenous peoples, safeguarding their cultural heritage and seeking their consent when engaging with their territories or resources. We are also committed to creating economic opportunity and fostering goodwill in the communities in which we operate through locally relevant initiatives.

Respect for Freedom of Association and Collective Bargaining:

We uphold the rights of our employees to freely associate, including the right to join or form trade unions and engage in collective bargaining without fear of reprisal. We maintain open

lines of communication with employee representatives, engaging in good-faith negotiations to achieve mutually beneficial outcomes.

Employee Participation and Social dialogue:

We actively encourage the representation and participation of our employees in decision-making processes. Mechanisms such as employee representative bodies and works councils are established to facilitate dialogue and collaboration, providing opportunities for employees to voice their concerns, provide input, and contribute to discussions on matters affecting their working conditions, rights, and welfare. We encourage an open environment where employees are free to discuss work related matters including growth opportunities, improvements in the work places.

Communication and Information Sharing:

Transparency is a cornerstone of our communication practices. We are committed to providing timely and accurate information to our employees and stakeholders regarding company policies, objectives, performance, and any changes that may impact them. Two-way communication channels are maintained to ensure that feedback and concerns are heard and addressed.

Workplace Security

The Company is committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive condition due to internal and external threats. Security safeguards for employees are provided as needed and will be maintained with respect for employee's privacy and dignity.

Conflict Resolution and Dispute Settlement:

We have robust procedures and mechanisms in place for resolving conflicts and disputes in a fair, impartial, and timely manner. Dialogue and mediation are favored approaches, with a commitment to adhering to applicable laws and regulations governing dispute resolution. In cases where resolution cannot be achieved through dialogue, access to independent grievance mechanisms is provided.

Layoffs Management:

In the unfortunate event of organizational restructuring or downsizing necessitating employee layoffs, we are committed to managing such situations with empathy, fairness, and respect for the affected individuals. Recognizing the profound impact of layoffs on employees and their families, we will strive to provide comprehensive support measures, including outplacement services, career counselling, and access to training and re-skilling opportunities, where feasible. We will provide a fair paid notice period/fair compensation so that the layoffs get sufficient time to settle matters and get back on their feet, in accordance with the law of the land.

Throughout the process, we will prioritize transparent communication, ensuring affected employees are kept informed and involved to the extent possible. Additionally, we will adhere to all relevant legal requirements and industry best practices, seeking to minimize the adverse effects of layoffs while upholding our commitment to the well-being and dignity of our workforce.

Human Rights Due Diligence:

We conduct thorough human rights due diligence to identify, prevent, and mitigate potential adverse human rights impacts stemming from our operations and business relationships. This involves assessing the human rights risks and impacts of our activities and taking appropriate measures to address them. We actively engage with relevant stakeholders to inform our decision-making processes and ensure that human rights considerations are integrated into our business practices.

Reporting and Transparency:

We place great importance on transparency and accountability in our human rights practices. Regular reporting on our progress, challenges, and initiatives related to human rights is conducted through public channels. Our reporting endeavors to align with the principles of the United Nations Global Compact and other relevant frameworks, aiming to enhance transparency and build trust with our stakeholders.

Whistleblowing:

Any employee who believes he/she has been harassed or discriminated against is encouraged to try to resolve the problem by informing the individual (s) that the behavior is unwelcome or offensive and by requesting that he behavior stop. This shall not put prevent the employee, however, from making an immediate formal complaint.

We ensure protection of anonymous whistle-blowers. All complaints regarding Human rights can be routed through the whistleblowing procedure of the company. The company maintains a complaint box, complaint register and records of case investigations.

Alternate non anonymous route- The employee can directly report to their section supervisor. The section supervisor will intimate to HR in charge about the complaint received from his section employee. HR in charge will do the investigation as per the HR procedure and will take the necessary disciplinary action against the employee who is involved in

Discrimination/harassment. After completion of this activity, HR in charge to give investigation details to the employee who has raised the complaint and Director of the company. If the employee is uncomfortable reporting concerns to their immediate supervisor, he/she may report to HR incharge or Director of the company.

Continuous Improvement:

Our commitment to human rights is an ongoing journey of improvement. We regularly review and update our policies, practices, and procedures to ensure they remain aligned with international principles and evolving best practices. We actively engage with our employees,

stakeholders, and experts to deepen our understanding of human rights issues and develop effective strategies for their promotion and protection.

Review and Update:

Annual reviews and updates of our Human Rights Policy are conducted to reflect changes in laws, regulations, and societal expectations. We actively engage with our employees, stakeholders, and human rights experts throughout this process to ensure that our practices remain effective, relevant, and aligned with the principles of the Universal Declaration of Human Rights and the United Nations Global Compact.

Remediation Plan for Modern Slavery/Forced labour/Human Trafficking-

A comprehensive remediation plan can help to prevent Forced Labour/ human trafficking, protect victims, prosecute traffickers, and build a safer world for all as follows.

- Companies develop clear guidelines for identifying and addressing potential incidents of human trafficking in their supply chains.
- Implementing effective processes for addressing identified incidents, including providing compensation and support to victims.
- Extract the worker from the job, contact the local NGO/regulatory agency who support the victims in rehabilitation. Maintain contact with the NGO to monitor the wellbeing of the individual. If viable support the worker in getting an alternate job.

Modern Slavery:

We are committed to prevent modern slavery by ensure in the standard working hours as per the Indian factory act. However, any incident arises during the premises

- Extract the worker from the working area, give a compensatory off for the day.
- Provide a training to maintain fair approach for working hours as per Living wage policy as per Karnataka Minimum Wages Act 1958.

Prepared By	Approved By
	

