

	POLICY	Rev No: 3
	SOCIAL POLICY	Stran: 1/5
		Datum: 01.03.2024

POLICY ON RELIGION, REGIONAL, SEXUAL, RACIAL HARASSMENT OR BULLYING

We are morally and legally committed to maintain the work culture of our organization free from religion, regional, sexual, racial harassment or bullying.

Employee shall bring any and all such activities to notice of the management for appropriate necessary action against the blameworthy.

Employee can directly approach to management in this regard without any fear, and strict action would be initiated in a time bound manner.

Employee may choose to mark a copy of such information to the undersigned.

POLICY OF EQUAL OPPORTUNITIES
(No Discrimination Policy)

Our organization adopts the policy of equal opportunities in recruitments and equal pay for equal work, regardless of sex, ethnic origin, race, tribe, caste or religious belief of employee.

DISCIPLINARY ACTION POLICY

Disciplinary action policy is followed in the company to address the following indiscipline:

- Regular absenteeism
- Unauthorized work
- Carelessness in work
- Work against company
- Theft.

During company's work, if discipline rule(s) is/are broken by any employee, following actions are initiated:

- Show Cause Notice is given to employee by HR Department with Factory Manager's approval;
- Answer on the given notice is received from the employee. If his/her answer is satisfactory, notice is closed;
- If employee's answer on the notice is unsatisfactory, disciplinary committee is prepared for the same;
- Disciplinary committee, in consultation with Labor Officer, takes action against the employee;
- Show cause notice can be given to related employee for maximum three times.

POLICY ON HONEST WORK PRACTICE

(Anti-Bribery Policy)

All the employees of **Rastoder** are morally and legally committed to abide by honest and transparent work culture in all their activities.

The company adopts that:

- No one shall accept bribes or favors from anyone in return of his/her duties.
- All shall discourage corruption at the very first step and bring any and all such activities to the notice of the management for appropriate necessary action.

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- Employees can bring information on corruption without any fear; such information would be kept secret and action would be initiated in time bound manner.
- Employees may choose to mark copy of such information to the company's top management.

ETHICAL TRADING POLICY

We conduct the business with integrity, honesty and transparency and adhere to following standards:

- Complying with applicable laws and regulations of the country(ies) of operation.
- Fair business without paying bribes, kickbacks or giving anything of value to secure improper advantage.
- Encouragement of diverse workforce and providing a workplace free from discrimination, harassment or any other form of abuse.
- Treating employees fairly and honestly, including with respect to wages, working hours, and other benefits.
- Respecting human rights and prohibiting all forms of forced or compulsory labor.
- No child labour is used in any operation.
- Respecting employees' right to freedom of association, consistent with local laws.
- Providing safe and human working conditions for all employees.
- Carrying out the operations with care for the environment and complying with all applicable environmental laws and regulations.
- Keeping financial books and records in accordance with all applicable legal, regulatory and accepted accounting practices.
- Delivering the products and services meeting to applicable and specified quality and social accountability standards.

COLLECTIVE BARGAINING

Collective bargaining is the process by which the workers do the bargaining of their needs with the management.

In collective, bargaining two members of the management team and two members of the workers' team participate to reach an agreement. Such agreement is done for a period of 3 years.

- The management team invites the worker members for the meeting.
- In the first meeting, normal discussion is held on the demands of workers' team; management team also identifies their expectation from the workers.
- In second meeting, the workers' team discusses with management team all the details of the workers' expectations like rise in salary, any other facility needed by workers, and any other details identified by the team.
- Workers' team holds meeting with all other workers regarding the discussion held, and in parallel, the management team discusses with the Director regarding the discussions held in their meeting with workers' team.
- Negotiation takes place between management team and workers' team and they arrive on final conclusion regarding workers' expectations.
- The status and other details are finalized and informed to workers and management both.
- The formal agreement is prepared covering all the negotiated details.
- Agreement is signed by the management team, workers' team and all the concerned work force.

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QUALITY, ENVIRONMENTAL, HEALTH AND SAFETY

We, at Rastoder, commit ourselves for supplying products that would give complete satisfaction to our customers.

We will strive to achieve growth and leading position in the market by:

- Supplying products of consistent quality to our valued customers;
- Complying with requirements and continually improving the effectiveness of quality management system; and
- Creating an environment of teamwork

REMUNERATION POLICY

Rastoder is committed to respect the right of personnel to a living wage and ensure that wages paid for a normal work per week always meet at least legal or industry minimum standards and must be sufficient to meet the basic needs of personnel and to provide some discretionary income.

- For remuneration and wages we are complying with the applicable laws. Minimum salary structure is followed, which is sufficient to meet basic needs. Wages are paid regularly in transparent manner, and pay/salary slips are given to all employees. All deductions are clearly marked in the pay slip. Yearly bonus and increment also complies with the applicable law.
- Salary structure is revised from time to time as per law. **Salary register** is maintained. Salary is paid by 15th day of every month.
- **Management Representative** is appointed and authorized to carry out implementation of SA8000 standard.
- **Management team** is responsible to implement and monitor the compliance with applicable laws and standards.
- **Working & Social committee** with representative from each department is active and its meetings are held periodically, and register is maintained.
- The company ensures that deductions from wages are not made for disciplinary purposes, except when both of the following conditions exist:
 1. Deductions from wages for disciplinary purposes are permitted by national law; and
 2. A freely negotiated collective bargaining agreement is in force.
- In the salary slip, employee's wages and benefits composition are detailed clearly for each pay period and given monthly to the employees.
- The Head of Finance and accounting Department ensures that wages and benefits are rendered in full compliance with all applicable laws and that remuneration is rendered either in the form of cash or cheque, in a manner convenient to workers.
- All overtime is calculated from the time sheet and reimbursed at a premium rate as defined by national law, and at present it is double of the salary of 8 hours' work.
- The company is not using labor-only contracting arrangements, consecutive short-term contracts, and/or false apprenticeship schemes.
- **Rastoder Social, Health and Safety Policy** is laid down, communicated and followed based on the applicable local laws and Certified Standing order and the Guidelines of SA 8000 standards.

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- All relevant records are maintained and audited from time to time.

WORKING HOURS POLICY

Rastoder is committed to comply with applicable laws and industry standards on working hours and public holidays.

Application & compliance:

- The Head of SA team ensures that company complies with the applicable. We follow the policy of 40 hours work per week with one-day off in a week. **Attendance register, punch time cards** are maintained.
- Overtime work is voluntary, and doesn't exceed 12 hours a week. It is compensated at a premium rate (double than the normal rate) as per the legal act. Overtime can't be requested on a regular basis.
- All timings, including in and out timing and recess timing, are recorded with the help of punch card system and time management software.
- Office timings and list of holidays are posted on the notice board.
- Personnel are provided with at least one day off following every six consecutive days of working, except when both of the following conditions exist:
 - a) National law allows work time exceeding this limit; and
 - b) A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods. Such condition is made with our labor unions and kept as an agreement and accordingly working hours and work time average system is implemented.
- Where overtime work is needed in order to meet short-term business demand and the company is party to a collective bargaining agreement, in such cases, as per agreed agreement with labor unions, we will implement the working hour system.

FORCED AND COMPULSORY LABOR POLICY

Rastoder does not and will not engage in or support the use of forced or compulsory labor as defined in ILO Convention 29.

- No personnel will be required to pay 'deposits' or lodge original identification papers with the company upon commencing employment. Such papers will be verified against the copies given by the personnel and after verification it will be given back on the same day.
- We fully highlight the terms & conditions of employment prior to the commencement of job.
- Personnel will have the right to leave the workplace premises after completing the standard workday,
- Personnel will be free to terminate their employment provided that they give reasonable notice.
- Neither the company nor any other organization/subcontractor supplying labor to the company will withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for the company.
- Neither Rastoder nor any entity supplying labor to us will engage in or support trafficking of human beings.

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For any information, comment or complaint you can contact:

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Or

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Certification body

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