

	<b>TELEMA ELECTRICALS PRIVATE LIMITED.</b>	<b>Doc. No.: TEPL-EV-P-18</b>
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	<b>HUMAN RIGHTS POLICY</b>	<b>Issue No.: 1.0</b>
		<b>Issue Date: 01.01.2025</b>
		<b>Rev. No.: - - -</b>
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**1. PURPOSE** - The purpose of this policy is to establish a comprehensive and enforceable framework to ensure that all operations of Telema Electricals Private Limited respect, protect, and uphold the fundamental human rights of all individuals associated with the organization, including employees, contract workers, trainees, and business partners.

This policy ensures that all workplace practices are free from exploitation, forced labour, child labour, discrimination, harassment, unsafe conditions, or unfair treatment and that all concerns are reported, investigated, and resolved within defined timelines.

**2. SCOPE** - This policy applies to all employees, trainees, contract workers, suppliers, contractors, and any individual associated with Telema Electricals Private Limited and covers all workplace practices, employment conditions, and operational activities carried out within or on behalf of the company.

**3. DEFINITIONS** - For the purpose of this policy, the following definitions shall apply:

- 3.1 Human rights means the fundamental rights and freedoms to which all individuals are entitled.
- 3.2 Forced labour means any work performed under threat, coercion, or without voluntary consent.
- 3.3 Child labour means employment of individuals below the legal minimum working age.
- 3.4 Discrimination means any unfair or unequal treatment based on personal characteristics.
- 3.5 Harassment means any unwanted behavior that causes discomfort, intimidation, or harm.
- 3.6 Retaliation means any adverse action taken against an individual for reporting a concern.

**4. OVERALL RESPONSIBILITY**

- 4.1 The Director shall ensure enforcement of this policy and review human rights compliance at least once every 12 months.
- 4.2 The HR Department shall monitor implementation, maintain records, conduct investigations, and ensure resolution of all human rights concerns.
- 4.3 Department Heads and Supervisors shall ensure that all practices within their areas comply with this policy and shall report any violation on the same working day.
- 4.4 Employees shall follow this policy and report any concern or violation without delay.

**5. ABBREVIATIONS**

- HR - Human Resources

**6. ACTIVITY DESCRIPTION**

- 6.1 The company shall ensure that all employees are treated with dignity, fairness, and respect and no individual shall be subjected to any form of exploitation, abuse, or unfair treatment under any condition.
- 6.2 The company shall strictly prohibit child labour and shall verify age documentation at the time of recruitment and no individual below the legal working age shall be employed.
- 6.3 Any identification of child labour shall result in immediate removal from work and shall be recorded in the Incident, Investigation, Action & Closure Record (TEPL/EV/F/01) and corrective action shall be initiated.
- 6.4 The company shall strictly prohibit forced labour, bonded labour, or involuntary work and all employment shall be based on voluntary agreement.
- 6.5 No employee shall be required to deposit personal documents, money, or any form of security as a condition of employment.

<b>PREPARED BY</b> <b>Management Representative</b>	<b>REVIEWED &amp; APPROVED BY</b> <b>Plant Head</b>

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- 6.6 Employees shall have the right to leave employment after serving defined notice period and shall not be restricted from movement or employment.
- 6.7 Any case of forced labour shall be recorded in the Incident, Investigation, Action & Closure Record (TEPL/EV/F/01) and immediate corrective action shall be taken.
- 6.8 The company shall ensure equal opportunity and shall not permit discrimination in recruitment, training, promotion, wages, or termination based on personal characteristics.
- 6.9 All employees shall be protected from harassment, abuse, or intimidation and any such behavior shall be treated as a violation.
- 6.10 Employees shall have the right to raise concerns, communicate freely, and participate in discussions as defined in company policies without fear of retaliation.
- 6.11 Working hours, rest periods, and wages shall be provided as per defined policy and no employee shall be subjected to excessive working hours or unfair wage practices.
- 6.12 The company shall provide a safe and healthy working environment and all safety measures shall be implemented to prevent injury or harm.
- 6.13 Employees shall be provided with necessary personal protective equipment and shall be trained in safe working practices.
- 6.14 Any unsafe condition or hazard shall be reported on the same working day and corrective action shall be initiated immediately.
- 6.15 The company shall ensure that all employees are aware of their rights and responsibilities through training and communication.
- 6.16 Any violation of human rights shall be reported to the HR Department on the same working day and shall be recorded in the Incident, Investigation, Action & Closure Record (TEPL/EV/F/01).
- 6.17 The HR Department shall acknowledge the concern within 1 working day and initiate review.
- 6.18 The HR Department shall investigate the concern within 5 working days which shall include collection of statements, verification of records, and assessment of impact.
- 6.19 The HR Department shall ensure that the complainant is protected from retaliation and no adverse action shall be taken against any individual reporting a concern.
- 6.20 Where violation is confirmed, corrective action shall be implemented immediately and preventive measures shall be introduced to avoid recurrence.
- 6.21 Where misconduct is identified, the case shall also be recorded in the Incident, Investigation, Action & Closure Record (TEPL/EV/F/01) and action shall be taken as per Disciplinary Policy.
- 6.22 The HR Department shall communicate the outcome of the investigation to the concerned parties within 2 working days of completion.
- 6.23 The HR Department shall review human rights compliance, incident records, and corrective actions at least once every 30 days to ensure effectiveness.
- 6.24 Risks assessment shall be carried out for the human rights issues and details shall be documented in the **Human Rights Impact Assessment Report (TEPL/EV/F/05)**.
- 6.25 The company shall conduct awareness training on human rights, workplace behavior, and employee rights at the time of joining and refresher training shall be conducted at least once every 12 months.
- 6.26 Suppliers and contractors shall be expected to follow human rights principles and any violation shall result in corrective action or termination of engagement.
- 6.27 No exception to this policy shall be allowed under any condition.

**7. DOCUMENTED INFORMATION**

- 7.1 Incident, Investigation, Action & Closure Record (TEPL/EV/F/01)
- 7.2 Human Rights Impact Assessment Report (TEPL/EV/F/05)

**8. KPI (KEY PERFORMANCE INDICATORS)**

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Management Representative	Plant Head



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#### 8.1 Quantitative KPIs

- Investigation within 5 working days - Target: 100%
- Corrective action implementation - Target: 100%

#### 8.2 Qualitative KPIs

- Respectful workplace environment
- No exploitation or forced labour
- Equal treatment
- Safe and healthy working conditions

### 9. REVISION HISTORY

Version	Date	Description of Change	Prepared By	Approved By
1.0	01.01.25	Initial Release	HR	Director

PREPARED BY	REVIEWED & APPROVED BY
Management Representative	Plant Head