

1. PURPOSE

We at EFL, a manufacturer of Screw, bolts and nuts parts are commitment to practice Equality in Society, Safe & Healthy working environment in EFL premises

2. SCOPE

It is applicable to all Employees and Contractors

3. RESPONSIBILITY

Policy Defined by	Policy communicated by
Director / MD	ESG Coordinator

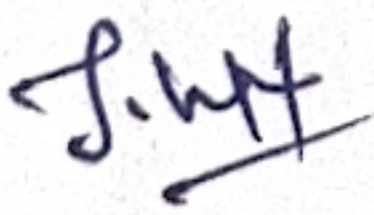
4. DEFINITIONS

- I. **Employee:** Person performing work or work-related activities that are under the control of the organization
- II. **Participation:** involvement in decision-making
- III. **Consultation:** seeking views before making a decision
- IV. **Workplace:** place under the control of the organization where a person needs to be or to go for work purposes.
- V. **Contractor:** external organization providing services to the organization in accordance with agreed specifications, terms and conditions
- VI. **Corrective Action:** Action to eliminate the cause(s) of a nonconformity or an incident and to prevent recurrence

5. PROCEDURE

- ❖ Everyone must be treated equally and respectfully in society
- ❖ Prohibition of forced labour : Whomsoever involved in unlaw's he same are no eligible to participate in EFL premises and any process.
- ❖ Prohibition of child labour : Below 18 years not allowed to work in EFL premises and any process.
- ❖ Provide Safe & Healthy working environment : Free from Accident and unhealthy work premises and process.

- ❖ Prohibition of discrimination in employment and labour by the reason of Race, Nationality, Skin colour, Gender, Handicap, Religion, etc.,
- ❖ EFL allow all employees to avail all leave benefits such as Medical, Earn leave, Casual leave and Maternity leave
- ❖ EFL will not violate the human rights of others.
- ❖ EFL will respect internationally recognised human rights.
- ❖ EFL comply with the Minimum Wages: Govt. Norms should be followed by EFL
- ❖ EFL comply with overtime compensations and legal benefits to all Employees
- ❖ EFL will monitor Safety, Gender, Absentees, and Attrition rate through the Record
- ❖ The Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) : No employee / worker shall be subject to Sexual Harassment at any Workplace.
- ❖ EFL will ensure that maternity leave can be availed by all Female employees

Prepared by	Approved by
	
ESG Coordinator	Director / MD