

1 Purpose:

Transpek Industry Limited across its functions and processes ensures that people are treated with dignity, respect and equality. This policy formalizes our long standing commitment to respect human rights for all employees associated with the company. Transpek works towards aligning its internal guidelines and processes related to human rights with internationally recognized principles and fulfilling the existing laws and regulation within India.

2 Scope:

This policy covers all employees working at Transpek Industry Limited.

3 Responsibility:

Head of Departments

4 Description:

4.1 Inclusiveness and Diversity:

Transpek respects, values and welcomes diversity in its workforce. Transpek employs people based on their skill and capabilities. Transpek follows an open approach and does not discriminate based on race, gender, marital status, colour, religion, medical condition, disability or any other status that is protected by the law. Transpek believes in awarding equal opportunity to all its employees and does not discriminate for any reason whatsoever.

4.2 Prohibition on Harassment:

Transpek is committed in providing a work environment free of sexual harassment as well as harassment based in factors such as race, gender, marital status, colour, religion, medical condition, disability or any other status that is protected by the law. Transpek does not tolerate any form of unfair treatment, disrespectful behaviour, abuses, etc towards any of its employees. The company advocates a code of conduct for its employees and creates a safe, friendly and diverse workplace.

4.3 Safe & Excellent Work Environment:

Transpek is committed in providing safe and healthy workplace for our employees, contractors and workers. We seek to provide a secure business environment for our employees, products, systems and processes and the communities surrounding our work area. Every employee is trained and made aware to take reasonable precaution to maintain a safe and healthy working environment

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in order to avoid the possibility of injuring themselves or putting at risk those with whom they work and members of the public. We strive to comply with all applicable regulatory requirements as a minimum, and implement programs and processes to achieve greater protection, where appropriate.

4.4 Prohibition on Child Labour

Transpek does not employ individuals below the age of 18 years in any position.

4.5 Prohibition on Forced Labour and Human Trafficking

Transpek ensures that there is no form of forced labour, bonded labour, prison labour, indentured labour, military labour, slave labour or any form of human trafficking is used.

4.6 Minimum Wages, Working Hours and Benefits

Transpek complies and provides employee compensation in accordance with the applicable wage laws including those relating to minimum wages, overtime hours and all other legally mandated benefits. Working hours for employees, workers and contractual manpower are within the limits that have been laid out in the applicable law.

4.7 Freedom of Association and Collective Bargaining

Transpek is committed to an open and constructive dialogue with our employees and, if applicable, with their representatives. Our employees are free to join organizations of their choice that represent them consistent with local organizing laws. These organizations may, if recognized as the appropriate agent, engage in collective bargaining according to the applicable legal regulations. In cases where employees are not represented by any organization, we seek to create an environment where they can openly communicate their ideas, concerns or problems with their managers and together resolve them.

4.8 Empowering Women through rights, skills and opportunities :

Transpek believes women are integral to company's business model and growth ambitions. It seeks to manage and grow socially responsible businesses where women participate on an equal basis. It believes that women's rights and economic inclusion are key priorities.

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4.9 Redressal Mechanism:

Transpek places importance on the providing effective remedy wherever human rights are impacted and addressing them through company-based grievance mechanisms. We encourage our employees to share their ideas, concerns or suggestions through an environment of cooperation and teamwork. Employees can consult not only their managers but also Human Resource Department and company's compliance officer where required. It is made sure that all the concerns are addresses in the best possible manner and within a determined timeframe. Transpek imparts knowledge and awareness amongst its employees and workers on human rights and labour rights on a continuous basis.

5 Reference:

- The Protection of Human Rights Act, 1993
- Child Labour Act, 1986
- Whistle Blower Policy
- Sexual Harassment Policy
- Mahila Utkarsh (welfare) Committee

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