

	<b>Corporate Policy</b>
	<b>ETHICAL STANDARDS AND HUMAN RIGHTS POLICY</b>
	Number: CP/HR/13
	Revision Number: 01
	Effective Date: 01/01/2025
	Next Review Date: 31/12/2029

## ETHICAL STANDARD POLICY

### I. PURPOSE:

To lay down a procedure for maintaining Ethical Standards and human rights policy

### II. SCOPE:

This SOP is applicable to all employees of Almelo Private limited, Unit - II

### III. ABBREVIATIONS/DEFINITIONS: Nil

### IV. RESPONSIBILITY:

Almelo Private Limited, Unit - II (Almelo) Management and Employees to follow this SOP and the Head of the departments shall ensure that their employees are followed.

### V. PROCEDURE:

- 1.0 Almelo does not employ engage or otherwise use any child labour for all its operations.
- 2.0 Almelo does not use forced labor in any form and its employees are not required to lodge papers or deposits on starting work.
- 3.0 Almelo Complies with all applicable local environment, safety and health regulations and provides a safe and healthy workplace presenting no immediate hazards to its employees. Any housing provided by Almelo to its employees is safe for habitation. Almelo provides access to clean water, food and emergency healthcare to its employees in the event of accidents or incidents at the Almelo workplace.
- 4.0 Almelo does not discriminate against any worker on any ground (including race, religion, disability or gender).
- 5.0 Almelo does not engage in or support the use of corporal punishment mental, physical, sexual or verbal abuse and does not use cruel or unusual disciplinary practices in the workplace.
- 6.0 Almelo pays each employee at least the minimum wage or a fair representation of the prevailing industry wage (whichever is the higher) and provides each employee with all legally mandated benefits.
- 7.0 Almelo complies with the laws on working hours and employment rights as per local law.
- 8.0 Almelo complies with all relevant environmental legislation as applicable. Almelo has identified all the hazardous or toxic waste and it is confident that all waste is disposed of by competent bodies via authorized disposal routes.
- 9.0 It does not engage in any activities which may cause environmental health and safety harm to either its workers or those living in the vicinity of its operations.
- 10.0 It is respectful of its employee's right to join and form independent trade unions and freedom of association.

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11.0 Almelo agrees that it is responsible for controlling its own supply chain and that it shall encourage compliance with ethical standards and human rights by any subsequent supplier of goods and services that are used by Almelo when performing its obligations.

12.0 Almelo shall ensure that it has ethical and human rights policies and an appropriate complaints procedure to deal with any breaches of such policies.

### VI. FORMATS:

Nil

### VII. ANNEXURES:

Nil

### VIII. REFERENCES:

Nil

### IX. CHANGE HISTORY:

Version	Supersedes	Changes made
00	NA	Newly Prepared
01	00	As part of periodical revision



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