



# **Labour, Human Rights and Inclusion Policy**

## 1. INTRODUCTION

**LSKB Aluminium Foils Private Limited** (Herein referred as “**The Company**”) is committed to following all applicable labour laws and regulations in India & other countries where the Company is operational. We recognize that our employees are our most valuable asset, and we are dedicated to providing them with a safe and healthy work environment, fair compensation, and equal opportunities for advancement.

## 2. SCOPE

This policy applies to all employees of the Company, including full-time, part-time, temporary, and contract employees. It covers all aspects of labour code compliance, including but not limited to fair treatment, non-discrimination, working hours and overtime, wages and benefits, health and safety, child labour and forced labour, and record-keeping and reporting. We will comply with all relevant labour laws and regulations in India & other countries where LSKB is operational, and we will review and update this policy as necessary to ensure ongoing compliance.

## 3. OBJECTIVE

The main objective of this policy is to ensure that the Company and employees comply with all applicable labour and human rights laws and regulations in India. We are committed to treating our employees fairly and providing them with a safe and healthy work environment, fair compensation, and equal opportunities for advancement. Through this policy, we aim to promote a positive workplace culture that values and respects the rights and dignity of all employees. Our specific objectives include:

- **Compliance:** To ensure that we comply with all relevant labour laws and regulations in India, and to review and update this policy as necessary to ensure ongoing compliance.
- **Fair Treatment and Non-Discrimination:** To ensure that all employees are treated fairly and equally regardless of their race, gender, religion, caste, age, disability, or any other protected characteristic under the law.
- **Working Hours and Overtime:** To ensure that our employees receive adequate breaks and time off, and we pay overtime according to the law.
- **Wages and Benefits:** To provide our employees with fair and competitive wages and benefits that comply with all applicable laws and regulations.
- **Health and Safety:** To maintain a safe and healthy work environment that complies with all relevant health and safety laws and regulations.
- **Child Labour and Forced Labour:** To ensure that we do not use any form of child labour or forced labour in our operations.
- **Record-Keeping and Reporting:** To maintain accurate records of our employees' hours, wages, and other employment-related data in compliance with all applicable laws and regulations.
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#### **4. FAIR TREATMENT AND NON-DISCRIMINATION**

We will not tolerate any form of discrimination or harassment in the workplace. We will treat all employees fairly and equally regardless of their race, gender, religion, caste, age, disability, or any other protected characteristic under the law. We will comply with the Indian Constitution, the Labour Laws (including amendments), and the Prevention of Sexual Harassment of Women at Workplace as referred under the provisions of Article 257, 258, 265, 266, 267 & 268 in line with guidelines prescribed by ILO in Dec 2010.

#### **5. WORKING HOURS AND OVERTIME**

We will comply with all applicable laws and industry standards governing working hours, rest periods, and overtime pay. We will ensure that our employees receive adequate breaks and time off, and we will pay overtime according to the law (labour law).

#### **6. WAGES AND BENEFITS**

We will provide our employees with fair and competitive wages and benefits that comply with all applicable laws and regulations. benefits, bonuses, overtimes and Gratuity as per the laws of India (Labour Law) and industry standards.

#### **7. HEALTH AND SAFETY**

We will maintain a safe and healthy work environment that complies with all relevant health and safety laws and regulations. We will provide our employees with the necessary training, equipment, and resources to ensure their safety on the job.

#### **8. CHILD LABOUR AND FORCED LABOUR**

We will not use any form of child labour or forced labour in our operations. We will comply with all applicable laws and regulations regarding the employment of minors, and we will ensure that our employees work voluntarily and are not subjected to any form of coercion or exploitation.

#### **9. PREVENTION FROM SEXUAL HARASSMENT**

Our company is committed to providing a safe, respectful, and harassment-free workplace for all employees. Sexual harassment is strictly prohibited in any form and will not be tolerated. Sexual harassment includes any unwelcome sexual advances, requests for sexual favours, or any other verbal, nonverbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.

#### **10. RECORD-KEEPING AND REPORTING**

We will maintain accurate records of our employees' hours, wages, and other employment-related data in compliance with all applicable laws and regulations. We will also comply with any reporting requirements imposed by law.

## **11. COMPLIANCE TRAINING**

We will provide training to our managers and employees to ensure that they are aware of and understand our labour code compliance policy and their responsibilities under the law. We will also provide training to our Human Resource department to ensure that they are familiar with relevant labour laws and regulations.

Policy Awareness Training to be provided to ensure coverage of 100% of all stakeholders including all employees till 2030.

## **12. ENFORCEMENT**

We take our commitment to labour code/law compliance seriously, and we will take appropriate disciplinary action against any employee who violates this policy. We will also investigate and address any allegations of violations promptly and thoroughly.

This policy comes in force from the date of approval and shall supersede any such policy or content available before this date in any form.

This policy and its contents shall be reviewed every three years from the date of approval or immediately in the event of any trigger necessitating its review before the scheduled review date.