

COLLECTIVE BARGAINING AGREEMENT (CBA) ON DIVERSITY, NON-DISCRIMINATION, AND NON HARASSMENT

1. Purpose

To establish clear procedures and guidelines for ensuring compliance with diversity and inclusion, non-discrimination, and non-harassment policies as part of the Collective Bargaining Agreement (CBA) for the chemical manufacturing company. This SOP aims to protect employees' rights, ensure workplace fairness, and foster a culture of inclusion.

2. Scope

This SOP applies to all unionized employees, management, and relevant stakeholders in the company involved in collective bargaining. It addresses the prevention, reporting, and resolution of issues related to diversity, discrimination, and harassment.

3. Definitions

- **Collective Bargaining Agreement (CBA):** A legally binding agreement between the company and the union that outlines employment terms and conditions.
- **Diversity and Inclusion:** The presence of differences in race, gender, ethnicity, age, sexual orientation, religion, disability, and other characteristics.
- **Discrimination:** Unfair treatment of employees based on protected characteristics like race, gender, age, religion, disability, etc.
- **Harassment:** Any form of unwelcome behavior that creates an intimidating, hostile, or offensive work environment.
- **Equal Employment Opportunity (EEO):** The principle that all employees should have fair access to employment opportunities, free from discrimination.

4. Roles and Responsibilities

- **HR Department:** Responsible for ensuring compliance with the CBA, updating policies, providing training on diversity, discrimination, and harassment, and managing complaints.
- **Union Representatives:** Act as advocates for employees, participate in negotiations, and ensure that CBA provisions related to diversity and fairness are upheld.
- **Management:** Responsible for implementing and enforcing company policies, including those on discrimination and harassment.
- **Employees:** Expected to follow the company's diversity, discrimination, and harassment policies, and report any violations through appropriate channels.

5. Procedure

5.1 Diversity Initiatives in CBA

1. Promotion of Diversity:

- The CBA shall include provisions for actively promoting diversity in recruitment, retention, and promotion.
- Target initiatives to increase representation of underrepresented groups in the workforce.

2. Diversity Training:

- Mandatory training for all employees, managers, and union representatives on topics related to diversity, inclusion, unconscious bias, and anti-discrimination.
- Regular updates on diversity goals during CBA negotiations.

5.2 Discrimination and Harassment Prevention

1. Zero-Tolerance Policy:

- The company, in agreement with the union, shall have a zero-tolerance policy for any form of discrimination or harassment.
- Discriminatory practices in hiring, promotion, training, or daily operations are strictly prohibited.

2. Reporting Mechanism:

- Employees may report incidents of discrimination or harassment to HR, their union representative, or via a dedicated hotline/email.

- All reports must be investigated promptly and confidentially.

3. Investigation Process:

- HR and the union must collaborate to ensure impartial investigations of complaints.
- Any employee found in violation of anti-discrimination or anti-harassment policies will face disciplinary action, which could include termination.

4. Conflict Resolution:

- Conflict resolution processes must be included in the CBA to address disputes involving discrimination or harassment claims.
- Options include mediation, arbitration, or grievance procedures as outlined in the CBA.

5.3 Collective Bargaining Terms Related to Diversity and Anti-Discrimination

1. Negotiation of Anti-Discrimination Provisions:

- Both the company and union representatives will negotiate specific terms in the CBA that address diversity, anti-discrimination, and anti-harassment policies.

2. Monitoring and Compliance:

- Regular audits of hiring, promotion, and training practices to ensure compliance with diversity and anti-discrimination standards.
- A joint committee between HR and the union may be formed to monitor compliance and review complaints.

3. Employee Protections:

- Guarantee that no employee will face retaliation for filing complaints of discrimination or harassment.
- Outline procedures for appeals if an employee believes their case was mishandled.

6. Recordkeeping and Documentation

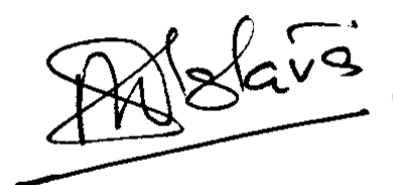
- All records related to complaints of discrimination or harassment must be maintained confidentially in accordance with company policies and applicable laws.
- Annual reports will be prepared on the effectiveness of the CBA's diversity and anti-discrimination provisions.

7. Training and Communication

- Annual or bi-annual training on diversity, anti-discrimination, and harassment prevention.
- Clear communication of policy updates via company emails, employee handbooks, and union meetings.

8. Review and Revision

- This SOP will be reviewed annually and updated as necessary to comply with changes in laws, company policies, or union agreements



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