

## SAJJAN INDIA LIMITED

### HUMAN RIGHTS POLICY

Adopted: 23-09-2024

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#### **Preamble & Overview**

At Sajjan India Ltd., we recognize that respect for human rights is a fundamental value and integral to our company's purpose. We are committed to respecting the rights and dignity of all individuals affected by our operations, including our employees, customers, suppliers, and the communities in which we operate. This policy is grounded in the belief that business can be a force for good and that ethical conduct is central to building a sustainable and socially responsible enterprise.

In adopting this Human Rights Policy, we align ourselves with global human rights standards and demonstrate our commitment to promoting respect, fairness, and accountability throughout our business operations.

The purpose of this policy is to provide a clear framework for Sajjan India Ltd. to safeguard and promote human rights in all facets of its operations. By adhering to the principles laid out in this document, Sajjan India Ltd. seeks to ensure that human rights are respected and upheld not only within our company but also in our supply chain, business relationships, and broader sphere of influence.

This policy will be integrated into our core operations, and we will continually strive to meet and exceed the expectations of our stakeholders through the implementation of human rights due diligence, risk management, and grievance procedures.

#### **1. Definitions**

##### **1.1 Human Rights**

Human rights are the basic rights and freedoms to which all individuals are entitled. These include, but are not limited to, the rights to life, liberty, equality, and dignity, as outlined in the **United Nations Universal Declaration of Human Rights (UDHR)**. Human rights also encompass rights related to health, education, and fair treatment at work, as well as freedom from discrimination, exploitation, and inhumane treatment.

##### **1.2 Discrimination**

Discrimination refers to any unjust or prejudicial treatment of individuals based on characteristics such as race, color, religion, gender, sexual orientation, national origin, age, disability, or other protected categories.

##### **1.3 Forced Labor**

Forced labor refers to any work or service performed involuntarily under threat of punishment or coercion. It is a violation of human rights and is strictly prohibited by international law and by Sajjan India Ltd.

##### **1.4 Child Labor**

Child labor refers to any work performed by children under the age of 12, non-light work done by children aged 12–14, and hazardous work done by children aged 15–17. Child labor refers to work that deprives children of their childhood, potential, dignity, and that is harmful to their physical and mental development. Sajjan India Ltd. adheres to the **International Labour Organization (ILO)** conventions on child labor.

##### **1.5. Young Workers**

Young worker refers to any employee (on roll or contractual) that is under the age of 18.

### **1.6 Freedom of Association**

Freedom of association refers to the right of individuals to form or join groups, including trade unions, for the promotion and protection of their interests, without fear of retaliation.

### **1.7 Collective Bargaining**

Collective bargaining refers to negotiations between employers and employees (or their representatives) aimed at reaching agreements that regulate working conditions, such as wages, hours, and other terms of employment.

### **1.8 Privacy and Data Protection**

Privacy refers to an individual's right to control their personal information. Data protection laws ensure that personal data is collected, used, and stored responsibly and securely, respecting the individual's rights.

### **1.9 Grievance Mechanism**

A grievance mechanism is a formal process through which employees, contractors, or other stakeholders can raise concerns or complaints about possible human rights violations or other unethical conduct within an organization.

## **2. Purpose**

The purpose of this policy is to:

- Demonstrate Sajjan India Ltd.'s commitment to protecting and promoting human rights in all aspects of our operations, with internal as well as external stakeholders.
- Provide clear guidelines for employees, suppliers, and partners regarding their rights and responsibilities in maintaining human rights standards.
- Establish a system for monitoring, reporting, and addressing human rights violations in our business operations and supply chain.

## **3. Scope**

This policy applies to:

- All employees, contractors, suppliers, and business partners.
- All locations where Sajjan India Ltd. operates, including its supply chain and third-party contractors.
- All aspects of the company's operations, from recruitment and employment practices to supplier relations and community engagement.

## **4. Our Commitment**

### **4.1 Respect for Human Rights**

Sajjan India Ltd. respects the human rights of all individuals and is committed to conducting business in a manner consistent with the principles of dignity, fairness, and equality. We uphold all applicable labor, environmental, and safety standards.

### **4.2 Non-Discrimination**

We are committed to creating a workplace free of discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, or any other protected characteristic. We promote diversity and inclusion in all aspects of our business operations.

### **4.3 Freedom of Association and Collective Bargaining**

Sajjan India Ltd. respects the right of all employees to join or form trade unions and engage in collective bargaining. We strive to maintain an open and constructive dialogue with employee representatives.

### **4.4 Fair Wages and Working Conditions**

We ensure that all employees receive fair compensation for their work, in accordance with local laws and regulations. We are committed to providing safe, healthy, and humane working conditions for all employees.

### **4.5 Prohibition of Child Labor and Forced Labor**

We do not tolerate any form of child labor, forced labor, or human trafficking. We adhere strictly to local laws and international standards prohibiting these practices.

### **4.7. Committed to non-employment of Young Workers**

Sajjan India Ltd. commits to employ no worker (on roll or contractual) that is under the age of 18. This check is maintained through the pre-joining Background Verification Process that ensures the age of each prospective employee is above 18 years.

### **4.8 Privacy and Data Protection**

We respect the privacy rights of our employees, customers, and partners. All personal data is collected, stored, and processed in a manner that complies with applicable data protection laws and regulations.

### **4.9 Environmental Sustainability and Human Rights**

Sajjan India Ltd. is committed to operating in an environmentally responsible manner that minimizes harm to the environment and local communities. We acknowledge that environmental degradation can negatively impact human rights, and we actively seek ways to reduce our environmental footprint.

## **5. Employee Responsibilities**

Employees of Sajjan India Ltd. are expected to:

- Understand and comply with the principles outlined in this policy.
- Treat colleagues, customers, and suppliers with respect and fairness.
- Report any violations of human rights to their supervisors or through the established reporting mechanisms.

## **6. Supplier and Partner Responsibilities**

All suppliers, contractors, and business partners must adhere to the human rights principles outlined in this policy. We expect our business partners to comply with all local laws, regulations, and international standards regarding labor, human rights, and environmental practices.

## **7. Monitoring and Reporting**

Sajjan India Ltd. is committed to continuous monitoring of compliance with this policy. Regular audits and assessments will be conducted to ensure adherence to human rights standards. Any violations or concerns can be reported through our confidential reporting system. For details please refer to the policy of **Vigil Mechanism and Whistleblower**.

### **7.1 Grievance Mechanism**

We provide a confidential and secure mechanism for employees, suppliers, and other stakeholders to report human rights concerns without fear of retaliation. All reports will be investigated promptly and appropriate corrective actions will be taken. The reporting and grievance redressal mechanism is detailed

out in the policy on Vigil Mechanism and Whistleblower.

## **8. Training and Awareness**

Sajjan India Ltd. will provide regular training to employees, managers, and partners to raise awareness of human rights issues and promote adherence to this policy. This includes training on recognizing human rights violations and understanding the processes for reporting concerns.

## **9. Accountability**

Any violations of this policy may result in disciplinary action, up to and including termination of employment or contractual agreements. We are committed to taking corrective actions to address any human rights issues that arise within our operations or supply chains.

## **10. Policy Review**

This policy will be reviewed annually and updated as necessary to reflect changes in the law, best practices, and our organizational values. Stakeholder feedback is welcomed and will be considered in the revision process.

## **11. Conclusion**

Sajjan India Ltd. firmly believes that respect for human rights is fundamental to our mission of operating a sustainable and socially responsible business. We are committed to fostering a culture of respect, inclusivity, and dignity for all.

## **References**

- 1. United Nations Universal Declaration of Human Rights (UDHR)**  
Available at: <https://www.un.org/en/about-us/universal-declaration-of-human-rights>
- 2. United Nations Guiding Principles on Business and Human Rights (UNGPs)**  
Available at:  
[https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR\\_EN.pdf](https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf)
- 3. International Labour Organization (ILO) Conventions**  
Available at: <https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:1:0::NO::>
- 4. OECD Guidelines for Multinational Enterprises**  
Available at: <https://www.oecd.org/corporate/mne/>
- 5. International Covenant on Civil and Political Rights (ICCPR)**  
Available at: <https://www.ohchr.org/en/instruments-mechanisms/instruments/international-covenant-civil-and-political-rights>
- 6. International Covenant on Economic, Social and Cultural Rights (ICESCR)**  
Available at: <https://www.ohchr.org/en/instruments-mechanisms/instruments/international-covenant-economic-social-and-cultural-rights>