



APEX COCO AND SOLAR ENERGY LIMITED	Doc No : APEX/POL/02
	Rev No : 0.0
Human Rights Policy	Date : 01/04/2023

HUMAN RIGHTS POLICY

Our Human Rights Policy provides a broad framework so that we, as a company and through each of our employees, continue to protect and uphold human rights and that a common set of principles apply to our business practices to ensure that we do not condone human rights violations or abuses.

The key objective of this Policy is to ensure respect and support the dignity, well-being and elevation of human rights in accordance with fundamental principles of human rights enshrined in the Constitution of India, applicable laws, the Universal Declaration of Human Rights and United Nations Guiding Principles on Business and Human Rights.

As a people company, our first obligation is to protect and promote human rights across our employee base, supply chain, and the local communities where we operate. With our uniquely collaborative way of working, we nurture trusting, long-term relationships with all stakeholders in our ecosystem.

The Company expects its business partners and contractors to treat their employees, and to interact in ways that respect human rights and adhere to the spirit and intent of our Human Rights Policy.

The Company endeavors to achieve adherence to the human rights policy by:

- **Equal Opportunity, Inclusion and Fair Treatment**

The Company believes in equal opportunity and fair treatment with commitment to prohibit discrimination in the matter of compensation, training, opportunities and employee benefits on the basis of their social, cultural, ethnic or national origins, religious or other beliefs, caste, gender identity/ expression, disability, marital status, age, pregnancy status, sexual orientation, paternal, race, skin colour, political ideology, caring responsibilities, or any other class of person protected by appropriate laws. Company encourages an inclusive work environment, wherein diversity is valued and equal opportunities are available to all the employees and stakeholders.

The Company encourages the development, retention and empowerment of people different from each other as a source of innovation, creativity and performance, which is essential in the rapidly changing world.

- **Labour Standards**

The Company ensures compliance with all applicable laws related to wages, work hours, leaves, and benefits to its employees. Our company offers with all fairness competitive remuneration relative to the industry. Our Company values commitment, dedication, integrity and sincerity.


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- **Harassment Free workplace**

The Company is committed to maintaining a work environment that is free of harassment, violence or any action that creates a threatening workplace; this includes any attitude, form of behaviour, or situation that may be specified as harassment. Our employees are expected to be mindful and respectful of personal and cultural differences, both among peers and between a manager and team member, so that everyone can contribute as their unique and authentic self and enjoy a comfortable atmosphere at work and work-related events.

- **Safe and Healthy Workplace**

Protecting the environment and the health and safety of our employees is of prime importance to the Company and the Company strives to provide a safe, healthy, and hygienic environment to its workforce and adhere to all relevant legislations in this regard. The Company is committed to provide and maintain a safe and healthy workplace by addressing risks of accidents, injuries and hazards on a continuous basis.

- **Prohibition of Child and Forced Labour**

Company does not employ minors or children in any part of its business and strives to ensure that its suppliers do not practice child labor in any form in their supply chains and business operations. Company does not use forced, bonded, or compulsory labor, and all its employees are free to terminate their employment at any time, by providing reasonable notice. We maintain reasonable working hours to not overburden our employees. We promote flexible working, to give our employees the freedom to choose how they balance their work and personal life.

- **Freedom of Association and Collective Bargaining**

The Company respects the right of employees to exercise their lawful right of free association, participation and Collective bargaining. All workers can freely exercise their right to form or join a union of their choice, to seek representation and collectively bargain and do so without fear of intimidation, harassment or obtaining prior approvals, unless legally required. Workers know and understand their rights, including any legal right to strike. No other worker, manager or other company representative impedes them in the enjoyment of these rights.

Collective bargaining negotiations are entered into in good faith when requested from any legally recognized representative group of workers and collective agreements are concluded and implemented. Worker representatives are not discriminated against, and unfair labour practices do not take place against them because of their role as worker representatives. They have reasonable access to carry out their representative functions in the workplace.


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- **Right to Privacy**

The Company is committed to protect the right to privacy of its employees and other stake holders. The Company does not disclose personal information/data to third parties, without consent of its stakeholders, unless required by law/Statutory Authorities etc., to do so.

- **Promoting Employee Morale, Skill Upgradation and Career Development**

Company provides opportunity to its workforce for various learning and development programs that are relevant to their role in the organization without differentiation on grounds of gender, age, or physical abilities. The programs pertain to domain specific areas as well as learning offerings and interventions including training on technical, managerial and process skills, industry domain knowledge and leadership skills for employees.

- **Sexual Harassment**

The Company aims to provide a safe working environment and prohibits any form of sexual harassment. Hence any act of sexual harassment or related retaliation against or by any employee is unacceptable. Company's Policy on Prevention of Sexual Harassment, therefore, intends to prohibit such occurrences and also details procedures to follow when an employee believes that a violation of the policy has occurred within the ambit of all applicable regulations regarding sexual harassment. The policy outlines the preventive measure taken and framework for dealing with complaints, if raised.

- **Communication, Feedback and Grievance Mechanism**

The Company believes that empowered employees are the best way to receive feedback and help identify areas for improvement. The Company encourages employees to raise concerns under this policy to enable it to investigate and take appropriate corrective actions to any violation.

Appropriate systems and mechanisms with time bound process for redressal, such as Grievance Management System, Safety Committees, Internal Complaints Committee, Whistle-blower Policy etc. are in place to allow for resolution of the issues raised under this policy. This helps in grievance redressal, maintaining high standards, monitoring and learning for continuous development and in incorporation of new policies and practice, to properly anticipate, respond and sync with changing environment.


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