

# Solon India Private Limited



## Labour Rights Policy

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## List of Acronyms

SIPL	SOLON India Pvt Ltd
EPC	Engineering Procurement Construction
OHS	Occupational Health and Safety

## 1. Introduction

At Solon India Private Limited (SIPL), we believe in the transformative power of renewable energy and its potential to create a sustainable future. As a leading player in the solar energy sector, we recognize that our success is not only measured by the clean energy solutions we provide but also by the well-being and dignity of our workforce. Our Labour Rights policy stands as a testament to our unwavering dedication to fostering a workplace that upholds the rights and dignity of all employees.

### 1.1 Background and Purpose

This Labour Rights policy is designed to outline our commitment to fair and just treatment, equal opportunities, and safe working conditions for every individual within our organization. Grounded in international labour standards and aligned with the principles of social responsibility, this policy reflects our understanding of the critical role that employees play in our journey toward a sustainable energy future. By establishing a framework that respects and safeguards labour rights, we aim to create an inclusive and empowering work environment where employees can thrive both professionally and personally.

### 1.2 Scope of the Policy

This policy applies to all employees, contractors, subcontractors, and stakeholders who contribute to the operations and projects of Solon India Private Limited. It encompasses all aspects of labour rights, including but not limited to, equal opportunity employment, working hours, compensation and benefits, health and safety, employee development, labour representation, and the prevention of child labour and forced labour. The principles outlined in this policy extend to our entire value chain, encouraging responsible practices and fostering positive impacts across our supply chain partners and local communities.

### 1.3 Commitment to Labour Rights

We wholeheartedly commit to upholding the labour rights of every individual connected to Solon India Private Limited. Our commitment extends beyond mere compliance with legal requirements. It is an integral part of our corporate culture and values. We pledge to treat all employees with respect, dignity, and fairness, regardless of their background, gender, ethnicity, religion, age, or any other characteristic. We are dedicated to creating an environment free from discrimination, harassment, and exploitation. Through transparent communication, continuous improvement, and stakeholder engagement, we strive to ensure that our workplace stands as a beacon of labour rights excellence within the renewable energy industry and beyond.

## 2. Equal Opportunity Employment

At Solon India Private Limited, we are committed to providing equal opportunity employment to all individuals, fostering an inclusive and diverse workforce that reflects the richness of the communities we serve. We firmly believe that every employee and potential candidate should be treated with fairness and respect, irrespective of their personal characteristics or background. Our commitment to equal opportunity is not only a legal obligation but a fundamental principle that guides our recruitment, hiring, and promotion practices.

## 2.1 Non-Discrimination

Discrimination has no place within our organization. We stand firmly against any form of discrimination, including but not limited to, race, colour, national origin, gender, sexual orientation, gender identity, age, religion, disability, or any other protected characteristic. We pledge to create an environment where all individuals are treated equitably, and decisions related to hiring, assignments, promotions, training, and other employment-related matters are based solely on merit and qualifications.

## 2.2 Hiring Practices

Our hiring practices are rooted in transparency, fairness, and meritocracy. We are committed to conducting recruitment processes that provide all qualified candidates an equal opportunity to join our workforce. Our hiring decisions are based on skills, qualifications, and potential contributions to our mission, and they are never influenced by discriminatory factors. We strive to reach a diverse pool of candidates through inclusive job postings, unbiased interview processes, and consideration of underrepresented groups in the solar industry.

## 2.3 Promotion and Advancement

Advancement within Solon India Private Limited is based on performance, skills, and demonstrated potential. We provide employees with equal opportunities for growth and career development, regardless of their background. Our promotion processes are transparent, and we ensure that all eligible employees have access to information about available positions and the criteria for advancement. Discrimination or favouritism play no role in our promotion decisions, and we actively work to identify and eliminate any barriers that may hinder equal opportunities for career progression.

## 2.4 Harassment and Bullying Prevention

We are committed to maintaining a workplace that is free from harassment, bullying, and intimidation. We have a zero-tolerance policy for any behaviour that creates a hostile or offensive work environment. Harassment or bullying based on any protected characteristic, such as race, gender, religion, or sexual orientation, is strictly prohibited. Our company encourages open communication and provides clear channels for employees to report any incidents of harassment or bullying. We are dedicated to promptly investigating and addressing any such reports, and appropriate actions will be taken to prevent recurrence and ensure a safe and respectful workplace for all.

## 3. Working Hours and Overtime

At Solon India Private Limited, we value the well-being of our employees and are committed to ensuring that working hours are reasonable, safe, and conducive to a healthy work-life balance. We recognize the importance of managing working hours in a way that promotes employee health, productivity, and job satisfaction. Our approach to working hours and overtime is guided by a commitment to compliance with labour laws and a genuine concern for the welfare of our workforce.

### 3.1 Standard Working Hours

We establish standard working hours that align with local laws and regulations, ensuring that employees have a predictable schedule that enables them to plan their personal and family responsibilities. These standard hours are designed to prevent excessive work-related stress and fatigue, fostering an environment where employees can perform at their best. We regularly review and assess the appropriateness of these hours, taking into consideration the nature of our projects and the unique demands of the industry.

**Working Hours: 9am to 6pm**

### 3.2 Overtime Policies and Compensation

Overtime work may occasionally be required due to project deadlines, unforeseen circumstances, or operational needs. Solon India Private Limited is committed to compensating employees fairly for overtime hours worked, in accordance with applicable laws and regulations. We ensure that overtime work is voluntary and that employees have the right to decline overtime assignments without facing adverse consequences. Our overtime policies are transparent, clearly outlining the procedures for requesting and approving overtime, as well as the compensation rates and calculations. We actively monitor overtime to identify patterns and mitigate excessive workloads, prioritizing the health and well-being of our employees.

### 3.3 Rest Breaks and Meal Periods

We understand the importance of rest breaks and meal periods in maintaining employee well-being and productivity. Employees are provided with designated rest breaks and meal periods in accordance with local labour laws. We encourage employees to take these breaks to rest and recharge, promoting overall physical and mental health. Supervisors and managers are responsible for ensuring that employees have access to these breaks and that they are not pressured to forego them. We are committed to fostering an environment that respects employees' need for regular breaks and meal periods, contributing to a healthier and more efficient workforce.

**Rest Breaks: 10.30am- 10.45am; 3.30 pm- 3.45 pm**

**Meal Periods: 1.30 pm-2pm**

## 4. Compensation and Benefits

At Solon India Private Limited, we believe that fair and competitive compensation is a cornerstone of a just and equitable workplace. We are dedicated to ensuring that our employees are fairly remunerated for their contributions and expertise. Our compensation and benefits policies are designed to attract and retain top talent, foster employee satisfaction, and recognize the value that each individual brings to our company.

### 4.1 Fair and Competitive Compensation

We are committed to offering compensation that is not only compliant with local labour laws but also reflective of industry standards and the skills and experience of our employees. Our

compensation structure is built on transparency and equity, with clear guidelines for determining salaries and wages. We conduct regular market research and benchmarking to ensure that our compensation remains competitive within the solar EPC industry. We are committed to addressing any gender or diversity pay gaps that may arise and to providing equal pay for equal work.

#### **4.2 Benefits Package**

Our comprehensive benefits package reflects our commitment to the well-being and security of our employees. We offer a range of benefits that may include health insurance, family and parental leave, etc. These benefits are tailored to the needs of our employees and are designed to provide them with peace of mind, financial stability, and a strong foundation for their personal and professional growth. We regularly review our benefits offerings to ensure that they align with evolving needs and industry best practices.

#### **4.3 Bonus and Incentive Programs**

We recognize and celebrate exceptional performance and contributions through our bonus and incentive programs. Our bonus and incentive structures are designed to motivate and reward employees who go above and beyond in achieving our company goals and objectives. These programs are transparent and objective, with clearly defined criteria for eligibility and measurement. We believe in fostering a culture of recognition and appreciation, where employees are acknowledged for their dedication and effort. Through these programs, we aim to create a work environment that encourages excellence and continuous improvement while fostering a sense of shared success within our team.

### **5. Health and Safety**

At Solon India Private Limited, the health and safety of our employees are paramount. We are deeply committed to creating and maintaining a work environment that prioritizes the physical and mental well-being of every individual. Our comprehensive Health and Safety policies and practices underscore our dedication to upholding the highest standards of Occupational Health and Safety (OHS) within the solar EPC industry. By safeguarding the health and safety of our employees, we not only fulfil our legal obligations but also ensure that our team can thrive in a secure and conducive atmosphere.

#### **5.1 Occupational Health and Safety (OHS) Commitment**

Our OHS commitment is unwavering. We pledge to establish and maintain a workplace that is free from hazards and potential risks. We recognize that the successful implementation of our projects relies on the well-being of our employees, contractors, and stakeholders. Through continuous assessment, proactive measures, and ongoing collaboration, we endeavour to provide a safe and healthy work environment that enables our team to operate effectively and confidently.

#### **5.2 Hazard Identification and Mitigation**

Identifying and mitigating potential hazards is a cornerstone of our Health and Safety program. We engage in comprehensive hazard assessments across all phases of our projects, from design and procurement to construction and operation. Our teams are empowered to identify

and report hazards promptly, and we are dedicated to taking immediate action to eliminate or minimize risks. We prioritize the use of advanced technologies, best practices, and industry standards to ensure that our workplaces are safe and secure for all.

### 5.3 Training and Education on OHS

Equipping our employees and partners with the knowledge and skills to work safely is of paramount importance. We provide comprehensive training and education on OHS principles, safe work practices, emergency response procedures, and the proper use of protective equipment. Continuous learning is integral to our OHS culture, and we encourage active participation in training programs to foster a collective commitment to safety across our organization.

### 5.4 Reporting and Investigating Incidents

Prompt reporting and thorough investigation of incidents are essential components of our Health and Safety approach. We maintain clear procedures for reporting accidents, injuries, near-misses, and potential hazards. All incidents are thoroughly investigated to understand the root causes and to implement corrective actions that prevent recurrence. We prioritize open communication and encourage employees to share their insights, experiences, and concerns to contribute to a safer workplace for everyone.

## 6. Employee Development

At Solon India Private Limited, we believe that the growth and development of our employees are essential for both their personal success and the success of our organization. We are committed to fostering a culture of continuous learning, empowerment, and skill enhancement. Our Employee Development initiatives are designed to equip our workforce with the tools and knowledge needed to excel in their roles, contribute to our mission, and unlock their full potential.

### 6.1 Training and Skill Enhancement

We provide comprehensive training and skill enhancement opportunities to our employees. Our training programs cover a wide range of topics, from technical skills relevant to the solar industry to soft skills that promote effective communication, teamwork, and leadership. We prioritize the identification of individual training needs and tailor our programs to address those needs. Through workshops, seminars, online courses, and hands-on experiences, we aim to empower our employees with the skills required to adapt to evolving industry trends and contribute to our collective success.

### 6.2 Career Growth Opportunities

We recognize that a fulfilling career is built on opportunities for advancement and growth. At Solon India Private Limited, we are committed to providing clear pathways for career progression within our organization. We actively promote from within, providing our employees with the chance to take on new responsibilities and challenges. Our career growth opportunities are based on merit, performance, and demonstrated potential. We encourage employees to set goals and aspirations, and we support them in their journey toward achieving their professional ambitions.



### 6.3 Performance Management and Appraisals

Performance management is an integral part of our commitment to employee development. We believe in a collaborative and transparent approach to performance assessments. Our performance appraisal process is designed to provide constructive feedback, recognize achievements, and identify areas for improvement. Regular performance discussions between employees and their managers help align expectations, set goals, and chart a path for growth. We are dedicated to creating a performance-oriented culture that values continuous improvement, open communication, and accountability.

## 7. Labour Rights and Representation

At Solon India Private Limited, we recognize the fundamental rights of our employees to organize, associate freely, and collectively bargain. We are committed to upholding the principles of labour rights and ensuring that our workforce has the opportunity to express their interests, voice concerns, and actively participate in decisions that impact their working conditions. We believe that a strong partnership between our employees and the company is essential to creating a harmonious and productive work environment.

### 7.1 Freedom of Association and Collective Bargaining

We respect and support the right of our employees to freely associate and join labour unions or similar representative bodies of their choice. Our commitment to freedom of association extends to enabling meaningful collective bargaining negotiations. We engage in good faith discussions with employee representatives, fostering open lines of communication and collaboration. We believe that respectful and constructive dialogue is essential for addressing workplace concerns, resolving disputes, and collectively striving for positive outcomes.

### 7.2 Grievance Mechanisms

We are dedicated to providing effective and accessible grievance mechanisms that allow employees to express their concerns, share feedback, and seek resolution in a fair and timely manner. Our grievance procedures are transparent and provide clear steps for reporting and addressing issues. We encourage open communication at all levels and ensure that employees can voice their grievances without fear of retaliation. Our commitment to addressing grievances promptly helps maintain a healthy and inclusive work environment.

### 7.3 Whistleblower Protection

Solon India Private Limited values the role of whistleblowers in promoting transparency, accountability, and ethical behaviour within our organization. We have established whistleblower protection mechanisms that safeguard individuals who report suspected violations of laws, regulations, company policies, or ethical standards. We treat all whistleblower reports with confidentiality and ensure that individuals making reports are protected from any form of retaliation. We encourage a culture where employees are empowered to come forward with concerns, knowing that their actions contribute to a stronger and more responsible organization.

## 8. Child Labour and Forced Labour

At Solon India Private Limited, we firmly stand against the exploitation of child labour and forced labour in any form. We are committed to creating a work environment that respects the rights and dignity of all individuals, including the most vulnerable. Our policies on child labour and forced labour underscore our unwavering dedication to upholding human rights and ensuring that our operations and supply chain remain free from such unethical practices.

### 8.1 Prohibition of Child Labour

We unequivocally prohibit the use of child labour within our organization and throughout our supply chain. We adhere to all applicable international conventions and laws governing the employment of minors. We ensure that employees and contractors engaged in our projects are of legal working age, as defined by the laws of the respective countries. We take proactive measures to verify the age of our workforce and diligently monitor compliance to prevent any instances of child labour. Our commitment to this principle extends beyond mere compliance; it reflects our dedication to nurturing a responsible and just work environment.

### 8.2 Elimination of Forced Labour

We are resolute in our commitment to eradicating forced labour in all its forms. We do not tolerate any practices that infringe upon the freedom and dignity of individuals. Our employees and partners are not coerced, threatened, or subjected to any form of involuntary labour. We uphold the principles of informed consent and ensure that all individuals involved in our projects engage in work willingly and without any form of duress. Our due diligence efforts try to identify and address any potential risks of forced labour within our supply chain, thus contributing to the prevention and elimination of this objectionable practice.

### 8.3 Supply Chain Due Diligence

We recognize that responsible business practices encompass not only our internal operations but also extend to our supply chain. We are committed to conducting thorough due diligence to ensure that our suppliers and partners share our commitment to labour rights. We engage in proactive efforts to assess, monitor, and mitigate potential risks related to child labour and forced labour within our supply chain. We prioritize partnerships with suppliers who adhere to our standards and values, and we collaborate to create a responsible and ethical supply chain ecosystem that upholds the principles of social responsibility and human rights.

## 9. Environmental Sustainability

As a leading solar EPC company, Solon India Private Limited is fully committed to integrating environmental sustainability into every facet of our operations. We recognize the urgent need to address the challenges of climate change and environmental degradation. Our commitment to environmental sustainability aligns with our core values and underscores our responsibility to contribute positively to the communities we serve, while minimizing our ecological footprint.

### 9.1 Commitment to Sustainable Practices

Our commitment to sustainable practices is deeply embedded in our corporate ethos. We strive to develop and implement environmentally friendly solutions that maximize the

benefits of renewable energy while minimizing adverse impacts on ecosystems, natural resources, and local communities. Through innovation, collaboration, and incorporation of cutting-edge technologies, we are dedicated to leading by example and setting industry benchmarks for sustainable practices. By continuously evaluating and improving our processes, we aim to drive long-term positive change that transcends our immediate projects and contributes to a more sustainable future for generations to come.

## 9.2 Minimizing Environmental Impact

We take a proactive approach to minimize our environmental impact throughout the entire lifecycle of our projects. From project planning and design to construction, operation, and decommissioning, we strive to adhere to the highest environmental standards. We prioritize resource efficiency, waste reduction, and responsible management of materials. Our aim is to reduce greenhouse gas emissions, conserve water resources, and protect biodiversity in the areas where we operate. We are committed to engaging with local communities, regulatory bodies, and environmental experts to ensure that our projects align with the principles of sustainable development and contribute positively to the regions we work in.

## 10. Community Engagement

At Solon India Private Limited, we recognize the integral role that local communities play in our projects and operations. We are committed to fostering meaningful and transparent relationships with these communities, guided by principles of mutual respect, collaboration, and shared prosperity. Our approach to community engagement is rooted in the belief that our success is intertwined with the well-being and development of the regions where we work.

### 10.1 Engagement with Local Communities

We actively seek opportunities to engage with and understand the needs, concerns, and aspirations of the local communities affected by our projects. We believe in open dialogue and transparent communication, ensuring that community members have a platform to voice their opinions and contribute to the decision-making process. We strive to be good neighbours and to address community feedback in a constructive and responsive manner. Through ongoing engagement, we aim to build trust, promote cultural sensitivity, and establish a positive legacy that benefits both our projects and the communities they serve.

### 10.2 Social Responsibility Initiatives

Our commitment to social responsibility goes beyond the confines of our projects, extending to initiatives that uplift and empower the communities in which we operate. We proactively identify opportunities to contribute to community well-being, such as supporting education, healthcare, infrastructure development, and skills training programs. We believe in giving back and nurturing a sense of shared responsibility. Through our social responsibility initiatives, we aspire to make a positive and lasting impact that enhances the quality of life for community members and contributes to sustainable development.

## 11. Monitoring and Compliance

At Solon India Private Limited, our commitment to labour rights is rooted in accountability and transparency. We understand that ensuring the effective implementation of our Labour Rights policy is essential to upholding our values and ethical standards. Monitoring and compliance mechanisms are integral components of our commitment to creating a fair, respectful, and responsible work environment.

### 11.1 Policy Implementation Oversight

We maintain a robust framework for overseeing the implementation of our Labour Rights policy across all levels of our organization. Senior leadership is actively involved in promoting a culture of respect for labour rights, and our management teams are responsible for communicating and ensuring compliance with policy guidelines. We encourage open channels of communication between employees, managers, and stakeholders to address concerns, share insights, and identify areas for improvement. By fostering a collaborative and transparent approach, we strive to create an environment where the principles outlined in this policy are consistently upheld.

### 11.2 Regular Audits and Assessments

We are committed to conducting regular audits and assessments to evaluate our adherence to labour rights standards and identify opportunities for enhancement. These assessments encompass various aspects of our operations, from recruitment and employee development to health and safety practices. They not only ensure compliance with our Labour Rights policy but also facilitate the identification of potential risks and areas for improvement, allowing us to align our practices with evolving best practices.

### 11.3 Corrective Action and Continuous Improvement

Continuous improvement is at the heart of our approach to labour rights. When gaps or shortcomings are identified through monitoring, assessments, or audits, we are committed to taking prompt and effective corrective actions. Our corrective measures are aimed at addressing root causes, preventing recurrence, and ensuring that our policies and practices align with the highest labour rights standards. We believe in an iterative approach to improvement, where lessons learned from past experiences guide our efforts to create a more equitable, safe, and respectful workplace.

## 12. Communication and Training

Open communication and continuous learning are fundamental to our commitment to labour rights at Solon India Private Limited. We recognize that effective communication and comprehensive training play a pivotal role in promoting awareness, understanding, and adherence to our Labour Rights policy. Through transparent and informative communication channels, as well as targeted training programs, we empower our employees and stakeholders to actively participate in upholding our shared values.

### 12.1 Employee Communication

We are dedicated to fostering a culture of open communication where all employees have access to information about their labour rights and responsibilities. Regular communication

channels, such as company meetings, newsletters, and digital platforms, provide a platform to share updates, news, and important announcements related to labour rights. We encourage dialogue and invite employees to ask questions, seek clarification, and express their views. By engaging in two-way communication, we create an environment where every employee feels heard, respected, and well-informed about their rights and the company's commitment to upholding them.

### 12.2 Training Programs

Training is a cornerstone of our approach to labour rights education. We offer comprehensive training programs that provide employees with a deep understanding of their rights, responsibilities, and the principles outlined in our Labour Rights policy. These programs cover a wide range of topics, including non-discrimination, health and safety, ethical conduct, and labour representation. Through a blend of in-person workshops, e-learning modules, and hands-on experiences, we ensure that employees have the knowledge and tools they need to promote a culture of respect and responsibility in their day-to-day activities.

### 12.3 Dissemination of Labour Rights Information

We are committed to ensuring that labour rights information is easily accessible to all stakeholders. Our Labour Rights policy, along with related resources and guidelines, is made readily available to employees through our internal communication channels. We extend our efforts beyond our immediate workforce, sharing relevant information with contractors, subcontractors, and suppliers involved in our projects. By disseminating labour rights information throughout our value chain, we aim to create a ripple effect that promotes ethical practices and responsible behaviours across the solar EPC industry.

## 13. Policy Review and Updates

Our commitment to labour rights is an ongoing journey that requires continuous evaluation, improvement, and adaptation. At Solon India Private Limited, we recognize the importance of regularly reviewing and updating our Labour Rights policy to ensure its relevance and effectiveness. Through a robust and transparent review process, we aim to maintain a policy that reflects our evolving values, industry best practices, and the changing landscape of labour rights.

### 13.1 Periodic Policy Review

We are dedicated to conducting periodic reviews of our Labour Rights policy to assess its alignment with our organizational goals and the ever-evolving landscape of labour rights principles. These reviews are conducted at regular intervals to ensure that our policy remains current, effective, and reflective of our commitment to promoting fair and respectful labour practices. We engage experts and stakeholders to provide insights and recommendations during the review process, ensuring that our policy reflects a diversity of perspectives and expertise.

### 13.2 Incorporating Stakeholder Feedback

The input of our stakeholders is invaluable in shaping our Labour Rights policy. We actively seek and welcome feedback from employees, local communities, advocacy groups, and other



relevant stakeholders. We consider stakeholder feedback during policy reviews and updates, aiming to address concerns, fill gaps, and implement improvements that enhance the impact of our policy. By involving stakeholders in the process, we ensure that our policy remains rooted in real-world experiences and serves as a meaningful instrument for positive change.

### 13.3 Keeping Abreast of Labour Rights Developments

We are committed to staying informed about the latest developments and advancements in labour rights on a global scale. Our commitment extends beyond compliance with existing laws; we aspire to be at the forefront of ethical labour practices. We engage in continuous learning and actively monitor emerging trends, research, and international standards related to labour rights. By keeping abreast of developments, we are better equipped to adapt our policy to address new challenges and seize opportunities to elevate our labour rights initiatives.

## 14. Conclusion

In conclusion, the commitment of Solon India Private Limited to labour rights is steadfast and unwavering. Our Labour Rights policy serves as a guiding compass that directs our actions, decisions, and interactions within and beyond our organization. We firmly believe that fostering a work environment based on respect, fairness, and ethical conduct not only strengthens our company but also contributes to the betterment of society at large. We acknowledge that upholding labour rights is a collective effort that requires the dedication and cooperation of every individual associated with our company. Through the principles outlined in this policy, we aim to create a workplace where all employees, partners, and stakeholders are treated with dignity, equity, and integrity, embodying the highest standards of responsible and sustainable business practices.

### 14.1 Reiteration of Commitment to Labour Rights

We reiterate our unyielding commitment to labour rights as a foundational element of Solon India Private Limited's ethos. We pledge to continuously uphold the principles enshrined in this Labour Rights policy, valuing the rights, well-being, and contributions of every individual we engage with. Our commitment extends to fostering a culture of openness, accountability, and mutual respect that drives our shared vision for a brighter and more equitable future. By championing labour rights, we demonstrate our dedication to social responsibility and our role as a responsible corporate citizen within the global community.

### 14.2 Policy Acknowledgment

All employees, contractors, subcontractors, suppliers, and stakeholders are expected to familiarize themselves with and adhere to the principles outlined in this Labour Rights policy. By aligning our actions with these principles, we collectively contribute to the creation of a workplace that upholds labour rights, respects human dignity, and serves as an exemplar of ethical conduct. We encourage every individual to actively participate in promoting a culture that values and protects labour rights, ensuring that our organization remains at the forefront of positive change within the solar EPC industry and beyond.



## Appendix A: Glossary of Terms

### Solon India Private Limited

1. **Child Labour:** The employment of individuals under the legal working age as defined by local laws and international conventions.
2. **Collective Bargaining:** The process of negotiation and communication between employees, often represented by labour unions or similar representative bodies, and employers to establish terms and conditions of employment.
3. **Discrimination:** Unjust or prejudicial treatment of individuals based on characteristics such as race, gender, age, religion, disability, or other protected factors.
4. **Forced Labour:** Any work or service performed involuntarily, under threat of punishment or coercion, where an individual does not have the freedom to leave or refuse work.
5. **Freedom of Association:** The right of employees to join or form trade unions, associations, or groups for the purpose of promoting their collective interests.
6. **Grievance Mechanism:** Formal procedures and channels through which employees can raise concerns, complaints, or grievances related to their work environment or conditions.
7. **Harassment:** Unwanted or offensive behaviour, including verbal, physical, or visual actions, that create a hostile, intimidating, or uncomfortable work environment.
8. **Labour Rights:** Fundamental rights and principles related to employment, including but not limited to fair wages, safe working conditions, non-discrimination, and the right to organize and bargain collectively.
9. **Non-Discrimination:** The principle of treating all individuals fairly and equitably, regardless of their race, colour, gender, religion, sexual orientation, age, disability, or other protected attributes.
10. **Overtime:** Additional hours worked beyond the standard working hours, often compensated at a higher rate than regular hours.
11. **Whistleblower:** An individual who reports suspected wrongdoing, violations of laws, regulations, or company policies, and is protected against retaliation for their reporting.



## Appendix B: Relevant Laws and Regulations

### Solon India Private Limited

1. **Labour Laws:** The laws and regulations governing various aspects of labour rights, including but not limited to working hours, minimum wage, overtime, employee rights, and workplace safety.
2. **Anti-Discrimination Laws:** Legal provisions prohibiting discrimination based on characteristics such as race, colour, gender, religion, disability, age, and other protected attributes.
3. **Child Labour Laws:** Regulations specifying the minimum age at which individuals can be employed and the conditions under which young workers can engage in employment.
4. **Forced Labour Laws:** Legal provisions prohibiting forced labour, involuntary servitude, and human trafficking.
5. **Health and Safety Regulations:** Laws outlining requirements for workplace safety, hazard identification, protective equipment, emergency response, and employee well-being.
6. **Freedom of Association Laws:** Legal protections ensuring the right of employees to join labour unions, engage in collective bargaining, and participate in other forms of collective action.
7. **Employment Contracts and Agreements:** Legal requirements and guidelines governing employment contracts, terms of employment, and working conditions.
8. **Workplace Harassment and Bullying Laws:** Regulations addressing workplace harassment, bullying, and the prevention of hostile work environments.
9. **Wage and Compensation Laws:** Laws pertaining to fair wages, minimum wage standards, overtime compensation, and other forms of remuneration.
10. **Whistleblower Protection Laws:** Legal provisions safeguarding individuals who report violations of laws, regulations, or company policies from retaliation.

## Appendix C: Reporting and Whistleblower Procedures

### Solon India Private Limited

This document outlines the procedures for reporting concerns, grievances, and instances of potential violations related to labour rights within Solon India Private Limited. We encourage employees, contractors, suppliers, and other stakeholders to use these procedures if they observe or experience any behaviour that contradicts our Labour Rights policy or related ethical standards.

#### 1. Reporting Concerns:

If you have concerns related to labour rights, workplace conditions, harassment, discrimination, or any other issue covered by our Labour Rights policy, you are encouraged to follow these steps:

- Report the concern to your immediate supervisor or manager.
- If you are uncomfortable reporting to your supervisor or if the concern involves your supervisor, you can report it directly to the next level of management or the Human Resources department.
- You may also use the company's designated communication channels, such as a dedicated email address or helpline, to report your concern.

#### 2. Whistleblower Protection:

Solon India Private Limited is committed to protecting individuals who report violations in good faith. We strictly prohibit retaliation against whistleblowers. If you are concerned about possible retaliation, follow these steps:

- When reporting a concern, you have the option to request anonymity.
- Your report will be handled confidentially, and your identity will be protected to the extent permitted by law.
- Any form of retaliation against a whistleblower is strictly prohibited and will result in disciplinary action.

#### 3. Investigation and Resolution:

Upon receiving a report, Solon India Private Limited will promptly initiate an impartial and thorough investigation. The investigation will be conducted with the highest degree of confidentiality, and all parties involved will be treated with respect and fairness. If a violation is confirmed, appropriate corrective actions will be taken in accordance with our policies and procedures.

#### 4. Follow-Up and Communication:

Solon India Private Limited is committed to keeping whistleblowers and individuals who report concerns informed about the progress of investigations and subsequent actions. You will be

provided with updates on the status of your report and the resolution process to the extent permitted by law.

Remember that your role in upholding labour rights is vital. By reporting concerns and potential violations, you contribute to the creation of a responsible, ethical, and respectful work environment within Solon India Private Limited.

Please note that this document provides an overview of reporting and whistleblower procedures. For detailed instructions and specific contact information, please refer to the company's official reporting channels and resources.

## Appendix D: Grievance Procedure Details

### Solon India Private Limited

This document outlines the procedure for addressing grievances related to labour rights within Solon India Private Limited. We encourage employees, contractors, suppliers, and other stakeholders to utilize this procedure if they have concerns that cannot be resolved through informal communication or reporting mechanisms.

#### **1. Filing a Grievance:**

If you have a grievance related to labour rights, workplace conditions, harassment, discrimination, or any other issue covered by our Labour Rights policy, follow these steps:

1. Submit a written grievance detailing the nature of the concern, individuals involved, relevant dates, and any supporting documentation.
2. Address the written grievance to your immediate supervisor or manager. If the concern involves your supervisor or if you are uncomfortable reporting to them, address the grievance to the next level of management or the Human Resources department.
3. If you are unable to submit a written grievance, you may request assistance from a trusted colleague or representative to help document and submit the grievance on your behalf.

#### **2. Investigation and Resolution:**

Upon receiving a written grievance, Solon India Private Limited will initiate an impartial and thorough investigation. The investigation will be conducted promptly and in accordance with our policies. An investigation team will review the grievance, interview relevant parties, and gather necessary evidence to reach a fair and just resolution.

#### **3. Grievance Resolution:**

Once the investigation is complete, Solon India Private Limited will communicate the findings and proposed resolution to the grievant in writing. The resolution may involve corrective actions, changes to policies or practices, or other measures to address the concern and prevent future occurrences.

#### **4. Appeals:**

If the grievant is dissatisfied with the resolution, they have the right to appeal. The appeal must be submitted in writing within a specified timeframe after receiving the resolution. The appeal will be reviewed by a designated appeals committee or individual not involved in the initial investigation to ensure impartiality.

#### **5. Confidentiality and Non-Retaliation:**

All grievance proceedings will be conducted confidentially to the extent permitted by law. Solon India Private Limited strictly prohibits retaliation against individuals who file grievances.

in good faith. Any form of retaliation is a violation of our policy and will result in disciplinary action.

Please note that this document provides an overview of the grievance procedure details. For complete instructions and specific contact information, please refer to the company's official grievance procedure documentation.

## Appendix E: Acknowledgment of Policy Receipt

### Solon India Private Limited

By signing below, I acknowledge that I have received, read, and understood Solon India Private Limited's Labour Rights Policy. I understand that it is my responsibility to adhere to the principles, guidelines, and commitments outlined in the policy. I recognize that upholding labour rights is integral to our company's values and contributes to a respectful, ethical, and inclusive work environment.

I understand that the Labour Rights Policy addresses various aspects of employment, including equal opportunity, non-discrimination, health and safety, compensation, community engagement, and more. I am aware of the procedures for reporting concerns, grievances, and potential violations, as well as the protections offered to whistleblowers and individuals who report in good faith.

I am committed to actively participating in the promotion of labour rights, respectful conduct, and ethical behaviour within Solon India Private Limited. I acknowledge that I can refer to the Labour Rights Policy document for guidance, and I am encouraged to seek clarifications or additional information if needed.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Signature: \_\_\_\_\_

***For Solon India Private Limited official use only***

Received By: \_\_\_\_\_

Date: \_\_\_\_\_



P. H. A. H.