

FORCED AND BONDED LABOUR POLICY (HUMAN TRAFFICKING)

Policy No.	Owner	Effective Date
SEPL/HR/035	FH – HR	01/04/2022

Purpose	Shaily Engineering Plastics Ltd. strictly prohibits the use of forced labour and human trafficking. Shaily Engineering Plastics Ltd. is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment.
Scope	Company premises at Shaily Engineering Plastics Ltd.

Shaily is committed to a work environment that is free from human trafficking, forced labor, and unlawful child labor. We strongly believe that we are responsible for promoting ethical and lawful employment practices.

There is Tools/Documentation to support compliance mechanism to secure IWAY Standard (IKEA) / RBA (Responsible Business Alliance)/ SA 8000(Social Accountability) /URSA (Unilever Responsible Sourcing Audits)/Customers' Code of Conduct & Compliance Commitment OR equivalent compliance standards.

These practices are also required to be followed by our suppliers/business partners.

Forced and bonded labour: Any type of forced, involuntary or exploitative prison, indentured, bonded (including debt bondage), trafficked or slave labor is not permitted.

- have the legal right to perform work at the Supplier premises
- have the freedom to terminate employment at any time according to the agreed notice period, without penalty or salary deductions.
- have the freedom to leave the premises when their work shifts end.
- personal documents or other belongings are not withheld.
- have not been charged, directly or indirectly, any fees or commission related to the recruitment and/or employment process. If the recruitment agent has requested any such fee, the Worker has been reimbursed by the Supplier.
- have not been requested to provide deposits and have not payments delayed, been offered wage advances or loans with the consequence of indebting the Worker and binding him or her to employment.

We ensure that employees working in its facility are doing so voluntarily and does not engage in or support the use of forced labor.

Employees are not required to work on any holiday or work overtime without their consent.

Interest free loan/advance salary as per the terms of employment guidelines will be allowed to employees for their financial wellness & to meet certain exigencies viz. education / sickness

Prepared By		Approved By		Revision Date
Name:	Kiran Pradhan	Signature	Mahendra Sanghvi	01/04/2022
Date:	01-04-2022	Signature	01/04/2022	Revision No.
				R00

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of self & family / renovation of house / marriage & other religious ceremony etc. on the basis of submission of evidences.

Neither the company nor any entity supplying labour to the company shall engage OR support trafficking in human beings OR use of Forced/Bonded Labour in any of manufacturing activities/allied activities whether in existence or to be opened in future.

Neither the company nor any entity supplying labour to the company shall withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for the company.

Personnel shall have the right to leave the workplace premises after completing the standard workday and be free to terminate their employment provided that they give reasonable notice to their employer.

The facility shall promote, advice and shall ask its suppliers/stakeholders to discourage the engagement of Forced/Bonded labour being clear case of violation of law of land.

The company and its suppliers/stakeholders shall not engage in or support the use of forced or compulsory labour as defined in ILO Convention 29, nor shall personnel be required to pay 'deposits' or lodge identification papers with the company upon commencing employment. We encourage all to report, if any such case found.

Revision History:

R00: New Release

Prepared By		Approved By		Revision Date
Name:	Kiran Pradhan	Signature	Signature	01/04/2022
Date:	01-04-2022	Mahendra Sanghvi		Revision No.
		01/04/2022		R00