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# LABOUR & HUMAN RIGHTS POLICY

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## INTRODUCTION

At JMF Performance Materials Pvt Ltd., we believe that every employee deserves to work in an environment characterized by equity, fairness, and respect. As a leading warehouse company, we recognize the fundamental importance of upholding the rights and dignity of our diverse workforce. Our Workplace Equity and Fairness Policy serve as a cornerstone of our commitment to foster an inclusive and supportive workplace culture where all employees feel valued, empowered, and treated with fairness and respect.

Central to our Workplace Equity and Fairness Policy is the principle that discrimination, harassment, and inequality have no place within our organization. We are dedicated to create a workplace environment that promotes diversity, embraces differences, and ensures equal opportunities for all employees, regardless of their race, ethnicity, gender, age, sexual orientation, disability, or any other characteristic protected by law. By fostering an environment of inclusivity and fairness, we aim to unlock the full potential of our workforce and cultivate a culture of collaboration, innovation, and mutual respect.

Through this policy, JMF Performance Materials Pvt Ltd. is committed to upholding the highest standards of ethical conduct and compliance with applicable labour and human rights and laws. We are dedicated to provide our employees with the resources, support, and mechanisms necessary to address concerns related to equity, fairness, or any form of discrimination or harassment in the workplace. By fostering a culture of transparency, accountability, and continuous improvement, we strive to create a workplace where every employee can thrive, contribute meaningfully, and achieve their full potential, thereby driving the success and sustainability of our company.

## SCOPE

This Policy applies to the following sites and all of its employees, workers, sub-contractors, and other stakeholders:

Sr. No.	Name of Site	Address
1	Bhiwandi Warehouse	D6, 10 To 15, Bhagwan Seth Estate, Purna, Bhiwandi 421302 & B3 Gala No.12, Gayatri Complex, Village Val, Bhiwandi, Thane, Maharashtra, 421302.
2	Chennai Warehouse	WH No.14 at DCB Group, 35/2A & 36/2B2, Sothupakkam Road, Sothupakkam, Redhills, Chennai, Tamil Nadu, 600052.
3	Faridabad Warehouse	Plot No. 12/66, Baba Deep Singh Ji Shaheed Marg, NIT Industrial Area, Opp. Govt. Press Colony, Faridabad, Haryana, 121001.
4	Nariman Point Office	6th Floor, 609, Raheja Centre, Free Press Journal Marg, Nariman Point, Mumbai, 400021.

5	Thane Office	9th Floor, Unit No. 910, B-Wing, Lodha Supremus - II, Plot No. F-4 & F-4/1, MIDC Road No. 22, Wagle Estate MIDC, Thane (W), Maharashtra, 400604.
6	Delhi Office	501, Sethi Bhawan, East Patel Nagar, Rajendra Place, New Delhi, 110008.

### POLICY STATEMENT

At JMF Performance Materials Pvt Ltd, we advocate workplace equity and fairness as fundamental pillars of our organizational ethos. We fiercely reject all forms of discrimination, harassment, and injustice, nurturing a culture where diversity isn't just accepted but celebrated. Regardless of origin or identity, we ensure everyone has equal opportunities for growth, advancement, and skill development. Committed to upholding labour laws, human rights and ethical standards, we cultivate an environment of mutual respect and support. We provide robust channels for addressing concerns swiftly and effectively, fostering a workplace where every voice is heard, every person is empowered, and every individual feels profoundly valued. We have also shared our commitment for improvement as compared to baseline year 2022.

### OUR COMMITMENT

- ◆ Provide extensive training to employees on the safe and proper use of all warehouse equipment, including forklifts, pallet jacks, and conveyors.
- ◆ Mandate the consistent use of essential protective gear such as helmets, gloves, safety glasses, and high-visibility vests for all warehouse staff to minimize the risk of injuries.
- ◆ Design workstations with ergonomics in mind to reduce strain and prevent musculoskeletal injuries. Adjustable work surfaces, ergonomic chairs, and proper lifting techniques should be emphasized.
- ◆ Safety and Ergonomics: Ensure that workstations and equipment are designed with ergonomics in mind to prevent musculoskeletal injuries.
- ◆ Lighting: Ensure that all areas of the warehouse are well-lit to minimize the risk of accidents and improve visibility for workers.
- ◆ Break and Rest Areas: Designate comfortable break and rest areas equipped with seating, tables, and amenities such as drinking water, microwaves, and refrigerators.
- ◆ Cleanliness and Hygiene: Establish and enforce strict cleanliness protocols for the entire warehouse facility, including work areas, aisles, restrooms, and common areas

- ◆ Accessible Communication Channels: Establish transparent and easily accessible channels for warehouse staff to voice concerns, share feedback, and actively participate in decision-making processes.
- ◆ Effective Grievance Resolution: Develop a structured system for resolving grievances promptly, ensuring confidentiality, fairness, and impartiality in addressing employee concerns.
- ◆ Structured Social Dialogue: Hold regular, scheduled meetings between management and employee representatives to discuss workplace conditions, safety, pay, and operational changes
- ◆ Employee Empowerment Programs: Implement initiatives to empower warehouse personnel through skill development, career advancement opportunities, and engagement in company decision-making.
- ◆ Training and Skill Development: Offer continuous training programs to improve warehouse employees' skills and enable career progression within the company.
- ◆ Performance Assessment: Implement a fair and transparent performance evaluation system based on clear criteria, providing constructive feedback and avenues for improvement.
- ◆ Health and Safety Standards: Enforce robust health and safety measures to protect warehouse staff and maintain a secure work environment.
- ◆ Zero-Tolerance Policy: Enforce a strict zero-tolerance policy against any forms of child labour, forced labour, human trafficking or exploitation within our warehouse operations and supply chain.
- ◆ Supplier Compliance: Mandate suppliers and subcontractors to strictly adhere to labour standards, including the prohibition of child labour, forced labour and human trafficking, through contractual agreements and regular audits.
- ◆ Ethical Employment Standards: Guarantee fair treatment and safe working conditions for all warehouse employees, complying with applicable labour laws and regulations.
- ◆ Fair Hiring Practices: Advocate for diversity and inclusion in warehouse staffing by ensuring fair and unbiased recruitment processes, devoid of discrimination based on gender, race, ethnicity, religion, age, disability, or any other protected status.
- ◆ Diversity Training: Conduct training sessions to promote understanding and respect for diverse perspectives and backgrounds among warehouse employees, fostering an inclusive work culture.
- ◆ Inclusive Workplace Policies: Develop and enforce policies that prioritize equal opportunities and create a supportive environment where all warehouse staff feel valued and respected, regardless of their differences.

- ◆ Respect for Collective Bargaining: Uphold employees' rights to participate in collective bargaining in line with national laws and international labour standards.
- ◆ Joint Committees: Establish joint management–employee committees to address key issues like occupational safety, health measures, and workplace well-being.
- ◆ Human Rights Due Diligence: Assess human rights impacts to identify, prevent, and address adverse effects in our operations, products, or services, adhering to human rights principles.
- ◆ Supply Chain Responsibility: Implement ethical practices to mitigate human rights and environmental risks across procurement and distribution processes.

### OUR GOALS

Below Goals are in alignment with our ESG KPI Roadmap for the year 2030 and are kept keeping in mind the baseline year of 2022.

- ◆ Achieve 100% completion of equipment safety training for all warehouse staff annually by 2030.
- ◆ Achieve 100% availability of standardized health & safety training materials for all warehouse job categories by 2030.
- ◆ Conduct monthly audits to verify the availability and proper use of required PPE, aiming for a consistent compliance rate of 98% or higher by 2030.
- ◆ Implement ergonomic improvements in 100% of workstations within the warehouse facility by 2030.
- ◆ Ensure Zero ergonomic-related injuries reported by employees compared to the baseline year by 2030.
- ◆ Ensure zero cases of lost time injuries through proactive safety measures.
- ◆ Achieve a 100% compliance rate with safety protocols through regular audits and training.
- ◆ Target a 20% reduction in absenteeism rates by promoting employee well-being as compared to baseline year.
- ◆ Conduct an annual review of all training content to ensure alignment with updated health & safety regulations and operational best practices.
- ◆ Achieve a high employee satisfaction rate through regular surveys and feedback mechanisms, aiming for a score of at least 85%.
- ◆ Reduce employee turnover rate by implementing retention strategies and enhancing employee benefits, targeting a decrease of 15% within the next year.
- ◆ Ensure timely resolution of employee grievances and concerns, aiming to address 90% of reported issues within a specified timeframe, such as 30 days.
- ◆ Achieve an 100% attendance rate in training programs annually.

- ◆ Target a 15% annual promotion rate, recognizing and elevating deserving employees.
- ◆ Turnover Rate: Maintain an annual turnover rate below 10% through retention efforts and career development incentives.
- ◆ Zero Tolerance: Maintain a strict zero-tolerance stance toward child labour, forced labour, and human trafficking, with the objective of zero occurrences across all operations and the supply chain.
- ◆ Audit Compliance: Achieve 100% compliance in internal and third-party audits verifying the absence of child labour, forced labour, and human trafficking within company operations and supplier facilities.
- ◆ Response Time: Ensure a maximum 48-hour response time for reporting, investigating, and initiating corrective actions for any alleged or identified cases related to child labour, forced labour, and human trafficking.
- ◆ Increase Diversity in Hiring: Aim for a 20% increase in underrepresented groups in the workforce.
- ◆ Reduce Discrimination Reports: Decrease complaints by 50% by 2030.
- ◆ Monitor Promotion Rates: Ensure equitable promotion opportunities.
- ◆ Enhance Retention: Aim for an 85% retention rate across all groups
- ◆ Achieve 100% compliance with labour laws and international human rights standards.
- ◆ Conduct annual human rights impact assessments and address identified gaps.
- ◆ Ensure 90% participation in human rights training programs by 2030.
- ◆ Ensure 100% of warehouse staff have access to recognized employee representatives or committees by 2030.
- ◆ Conduct quarterly meetings between management and employee representatives, aiming for 85% participation.
- ◆ Establish joint management–employee committees for health, safety, and workplace well-being.
- ◆ Address 80% of employee concerns raised through social dialogue channels within 30 days.
- ◆ Implement action plans for at least 80% of suggestions received during structured dialogue meetings annually.

### HARMONIZING WORKPLACE PRACTICES WITH SUSTAINABLE DEVELOPMENT GOALS

JMF Performance Materials Pvt Ltd has the opportunity to strategically align its Labour and Human Rights Policy with several Sustainable Development Goals (SDGs) established by the United

Nations. By integrating sustainable practices into its operations, the company contributes meaningfully to these global objectives while enhancing its operational efficiencies and corporate reputation.

Here is a detailed look at how JMF Performance Materials Pvt Ltd align its environmental initiatives with specific SDGs:



### GOVERNANCE

#### 1. Managing Director

Responsibilities:

- Set strategic goals in alignment with the company's mission.
- Approve and provide resources for Labour and Human rights initiatives.
- Monitor overall compliance and risk management.

#### 2. Human Resource Manager Responsibilities:

- Implement and manage this policy at operational levels.
- Regular training and communications to ensure staff awareness and engagement.
- Monitor day-to-day performance and compliance.
- Review the policy at regular frequency

#### 3. Legal Compliance Officer (ECO)

Role: A dedicated role that reports directly to the ESC and is responsible for:

- Developing compliance programs and initiatives.
- Ensuring adherence to local, national, and international Labour and Human laws.
- Acting as the primary contact for regulatory bodies.

### IMPLEMENTATION PROCESS

Policy Deployment: All employees will receive a copy of this policy. Regular workshops and seminars will be conducted to reinforce policy understanding. Embed relevant responsibilities into job descriptions and performance reviews.

### REPORTING

At JMF Performance Materials Pvt Ltd, we're committed to transparency, accountability, and continually improving our Environmental, Social, and Governance (ESG) principles, especially in warehouse management. To understand our current status and identify areas for improvement, we've established a robust reporting system with these core elements:

- ◆ **Performance Metrics:** Regularly monitor and report on key performance indicators related to workplace equity and fairness, including metrics such as employee satisfaction, diversity representation, promotion rates, and turnover rates, to track progress towards fostering an inclusive and equitable workplace culture.
- ◆ **Diversity and Inclusion Reporting:** Report on diversity and inclusion initiatives, including recruitment practices, training programs, and employee resource groups, to demonstrate efforts to promote diversity and create an inclusive work environment where all employees feel valued and respected.
- ◆ **Employee Feedback and Engagement:** Solicit feedback from employees through surveys, focus groups, or other mechanisms to assess perceptions of workplace equity and fairness, identify areas for improvement, and foster open communication and dialogue between management and employees.

## REVIEW MECHANISM

This policy will be reviewed by the Human Resource Manager (HR) every two years to track progress on every issue and its targets and same will be approved by Managing Director.

### Revision History

Date	Changes
01/01/2023	New policy
01/01/2025	Updated commitments, goals and added a topic for employee acknowledgment

APPROVED BY:



**Managing Director**  
**Vishal Jhunjhunwala**

JMF PERFORMANCE MATERIALS PVT. LTD

LAST REVIEW DATE – 01-01-2025

NEXT REVIEW DATE – 01-01-2027

EMPLOYEE ACKNOWLEDGMENT - LABOUR AND HUMAN RIGHTS POLICY

I acknowledge that I have received, read, and understood the Labour & Human Rights Policy of JMF Performance Materials Pvt Ltd. I am aware of the company's commitment to upholding labour and human rights, ensuring a safe and inclusive work environment, and promoting the health and well-being of all employees.

I understand my responsibilities in supporting this policy, including complying with all applicable labour laws, engaging in open communication regarding working conditions, and participating in initiatives that promote diversity, equity, and inclusion. I agree to adhere to fair labour practices in my daily work, report any violations or concerns, and contribute ideas for continuous improvement.

By signing below, I confirm my commitment to upholding the Labour & Human Rights Policy and supporting JMF Performance Materials Pvt Ltd's efforts toward creating a positive and equitable workplace for all.

Employee Signature:



Date : 02-01-2025