

**Labour and Human Rights Policy @ RMSI**

RMSI believes all employees in our organization deserve a fair and ethical workplace. Employees are treated with the utmost dignity and respect and RMSI does uphold the highest standards of human rights.

**Anti-Discrimination**

We at RMSI does not discriminate against any employee based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by applicable national or local law, in hiring and other employment practices. RMSI does not require pregnancy or medical tests, except where required by applicable laws or regulations or prudent for workplace safety, and does not improperly discriminate based on test results.

**Anti-Harassment and Abuse**

RMSI is committed to a workplace free of harassment and abuse. RMSI does not threaten employees with, or subject them to, harsh or inhumane treatment, including but not limited to verbal abuse and harassment, psychological harassment, mental and physical coercion, and sexual harassment.

**Prevention of Involuntary Labour and Human Trafficking**

RMSI ensures that all work is voluntary including over time and working on weekly rest day. RMSI does not traffic persons or use any form of slave, forced, bonded, indentured, or prison Labour. Involuntary Labour includes the transportation, harboring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud or payments to any person having control over another person for the purpose of exploitation.

RMSI does not withhold employees' original government-issued identification and travel documents. RMSI ensures that the employees' contracts clearly convey the conditions of employment in a language understood by the employees. RMSI does not impose unreasonable restrictions on movement within the workplace or upon entering or exiting company-provided facilities.

Employees does not be required to pay employers' or their agents' recruitment fees or other similar fees to obtain their employment. If such fees are found to have been paid by employees, such fees would be repaid to the employee.

**Third Party Employment Agencies**

RMSI ensures that the third-party recruitment agencies it uses are compliant with the provisions of this Code and the law.

**Prevention of Underage Labour**

RMSI employ's only who are at least 18 years of age, the applicable minimum legal age for employment or the applicable age for completion of compulsory education, whichever is highest.

**Juvenile Employee Protections**

RMSI do not have juveniles who are older than the applicable legal minimum age but are younger than 18 years of age. Incase if we hire, RMSI do not require juvenile employees to work overtime or perform night time work.

**Student Employee Protections**

RMSI do not have student employees, we ensure to provide appropriate support and training to all student employees incase if we hire in future.

Issued by: SOL	Approved by: Gagan	Date: 12.15.2020	CONTROLLED COPY	Page 1 of 2
Doc. name: Annexure_Labor and Human Rights Policy.docx				Version: 1.00



## Annexure Labour and Human Rights Policy Statement

### **Working Hours**

A workweek has restricted to 60 hours, including overtime and employees would get at least one day off every seven days except in emergencies or unusual situations. Regular workweeks are not exceeding 48 hours. RMSI follows all applicable laws and regulations with respect to working hours and days of rest, and all overtime is voluntary.

### **Wages and Benefits**

RMSI pays at least the minimum wage and provide all benefits required by law and/or contract. RMSI compensates employees for overtime hours at the legal premium rate. RMSI communicates it's pay structure and pay periods to all employees. RMSI meets all legal requirements relating to wages and benefits, pay accurate wages in a timely manner and wage deductions would not use as a disciplinary measure. All use of temporary and outsourced Labour are within the limits of the local law.

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

RMSI would freely allow employees' lawful rights to associate with others, form and join (or refrain from joining) organizations of their choice and bargain collectively, without interference, discrimination, retaliation, or harassment.

### **Grievance Systems**

RMSI ensures that employees have an effective mechanism to report grievances and that facilitates open communication between management and employees.

The organization is also committed to achieve continual improvement in all areas of labour and human rights related matters and to comply with all applicable legal, customer and other requirements.

RMSI thus strives to achieve these LHR milestones by way of engaging employees, contractors through participation and consultation for sustainable performance.

The policy is communicated to all the persons working under the control of the organization and to the interested parties.

It is maintained as documented information, provides a framework for setting labour and human rights objectives for the organization and is reviewed periodically to ensure its relevance to the organization.

\*\*\*\*\*

Issued by: SOL	Approved by: Gagan	Date: 12.15.2020	CONTROLLED COPY	Page 2 of 2
Doc. name: Annexure_Labor and Human Rights Policy.docx				Version: 1.00