



Labour and Human Rights Policy

RMSI believes that all employees deserve a fair and ethical workplace. RMSI treats employees with the utmost dignity and respect while upholding the highest standards of human rights, as per the following standards:

1. Anti-Discrimination

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 laws, in hiring and other employment practices. Employees are provided with reasonable accommodation for religious practices and disability. RMSI does not require pregnancy or medical tests, except where required by applicable laws or regulations or prudent for workplace safety, and does not discriminate based on test results.

2. 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, or sexual harassment.

3. Disciplinary Measures

RMSI has established clear disciplinary policies and procedures to support its commitment to anti-discrimination and anti-harassment. These guidelines are designed to address any violations effectively and fairly, ensuring a respectful and inclusive work environment. This approach helps maintain a workplace free from discrimination and harassment.

4. Prevention of Involuntary Labour and Human Trafficking

RMSI does not traffic persons or use any form of enslaved, forced, bonded, indentured, or imprisoned 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 are not required to pay RMSI any form of recruitment fee or other similar fee to obtain their employment. If such a fee is found to have been paid by an employee, such fees would be repaid to the employee.

RMSI ensures that all work, including overtime, is voluntary. Employees are free to leave work at any time or terminate their employment without penalty if reasonable notice is given, which is clearly stated in employees' contracts.

5. Third Party Employment Agencies

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

6. Prevention of Underage Labour

RMSI employs only those individuals who are at least 18 years of age and has an appropriate mechanism for verifying the age of employees.

7. Juvenile Employee Protections

RMSI does not employ juvenile candidates who are older than the applicable legal minimum age for employment but are younger than 18 years of age.

8. Student Employee Protections

RMSI ensures to provide appropriate support and training to all student employees that it hires. The wage rate for such workers is in accordance with applicable laws and regulations.

9. Working Hours

A work week at RMSI is restricted to 60 hours, including overtime. Regular work weeks do not exceed 48 hours. Employees get at least one day off every seven days except in emergencies or unusual situations. RMSI follows all applicable laws and regulations with respect to working hours and days of rest, and all overtime is voluntary.

10. Wages and Benefits

RMSI complies with all applicable wage laws and pays at least the minimum wage to its employees while maintaining pay equity based on nature of work/ qualification. All benefits as required by law and/or contract are provided to employees.



RMSI compensates employees for overtime hours at the legal premium rate. RMSI pays accurate wages in a timely manner and does not use wage deductions as a disciplinary measure. Pay structure and pay periods are communicated to all employees and they are provided with a wage statement that includes details of the compensation received by them for each pay period. All use of temporary and outsourced labour is within the limits of the local law.

11. Freedom of Association and Collective Bargaining

RMSI freely allows 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.

12. Grievance Systems

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

The organization is also committed to achieving 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 milestones by way of engaging employees and 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.