



## **Labour and Human Rights Policy**

RMSI is committed to respecting and promoting the fundamental human rights of all individuals. We ensure safe, fair, and dignified working conditions across our operations, in line with global human rights frameworks and applicable labour laws. Our practices are designed to safeguard employee well-being, prevent harassment, and build a workplace built on mutual respect and accountability. RMSI treats employees with the utmost respect while upholding the highest standards of human rights, as per the following standards. RMSI encourages employees to speak up about any labour or human rights concerns without fear of retaliation, and ensures that all reports are handled confidentially and addressed promptly.

### **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 Modern Slavery 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/ Child 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. Young/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.

RMSI is committed to ensuring equal remuneration for all employees irrespective of gender. The Company will pay equal wages for the same work or work of a similar nature, determined on the basis of skill, effort, responsibility, and working conditions, and shall not discriminate on the ground of gender in this matter or on any other condition of employment. Any differences in remuneration shall be based solely on objective, gender-neutral criteria such as role, qualifications, experience, and performance.

## **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. Strikes and Lockout**

To promote dialogue and prevent sudden disruptions, RMSI will give employees a 14 days' prior notice before lockout and expects the same from employees prior to any strike being called by them. No strikes or lockouts will be permitted during conciliation, tribunal proceedings, or the operation of a settlement or award.

RMSI encourages resolution of differences through dialogue, consultation, and lawful processes, and expects all stakeholders to act responsibly and in compliance with applicable labour laws while considering strikes or lockouts.

## **13. Grievance Systems and Dispute Resolution:**

RMSI ensures that employees have an effective mechanism to report grievances, to facilitate open communication between management and employees. All grievances are reviewed impartially, treated with confidentiality, and resolved in a timely and transparent manner.



Any dispute arising out of or in connection with such grievances shall be addressed through a structured resolution process, beginning with internal review and escalation as per the Company's Grievance Redressal framework.

Where required, disputes may be referred to appropriate statutory or legal forums in accordance with applicable laws.

#### **14. Women's Rights:**

RMSI empowers women across the community and organization. We provide equal access to opportunities, promote a culture of respect, and enforce strict measures against any form of gender-based discrimination or harassment. Our practices align with legal and ethical standards to ensure a supportive environment for women.

#### **15. Diversity, Equity, and Inclusion (DEI):**

We embrace diversity as a core strength and are committed to building an inclusive workplace where individuals of all backgrounds feel respected and valued. Guided by our formal Diversity and Inclusion Policy, RMSI actively works to eliminate bias, promote equitable practices, and ensure broad representation across all roles and levels.

#### **16. Rights of Minorities and Indigenous Peoples:**

RMSI respects and upholds the rights, cultural heritage, and identities of minorities and indigenous people. We are committed to maintaining non-discriminatory practices and aligning with global and local standards that protect the dignity of all, ensure equal opportunity, and support inclusive engagement within our business operations.

#### **17. Ethical Recruiting:**

We uphold ethical recruitment practices that are transparent, non-discriminatory, and compliant with applicable regulations and standards. RMSI's hiring processes emphasize fairness and equal opportunity while actively preventing any form of forced, bonded, or exploitative labour. We are committed to treating all candidates with dignity throughout the recruitment lifecycle.

#### **18. Land, Forest, and Water Rights & Forced Evictions:**

RMSI acknowledges the importance of respecting land, forest, and water rights in accordance with applicable legal and regulatory frameworks. While our operations do not directly impact these resources, we recognize the need for responsible business practices that avoid contributing to land disputes or forced evictions. We ensure that any business activities, partnerships, or supply chain engagements comply with established legal protections for local communities and indigenous populations.

#### **19. Use of Private or Public Security Forces:**

RMSI upholds the principles of responsible security management and ensures that any engagement with private or public security forces aligns with legal and ethical standards. We are committed to preventing human rights violations by ensuring that security personnel do not engage in excessive force, harassment, discrimination, or abuse while carrying out their duties.

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.