

# HUMAN RIGHTS POLICY

## **Background:**

The Human Rights Policy articulates our commitment to human rights that helps us demonstrate our commitment to respect the individuality of our employees, Vendors, suppliers, community, and all our stakeholder, which is in line with regulatory requirements and follows international frameworks.

We at CleanMax, respect and support the dignity, well-being and human rights of our employees, the communities in which we live and all stakeholders, affected by our operations. Our Human Rights Policies are guided by the Universal Declaration of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work and other related international covenants.

## **Objective:**

- To ensure that no human rights violations of any sort can occur, knowingly or unknowingly, across the range of our operations and value chain in accordance with the adopted standards and the scope of this policy.
- To maintain the dignity of all employees and all stakeholders at all times, irrespective of gender, race, colour, nationality, ancestry, religion, physical or mental disability, medical condition, sexual orientation, or marital status
- To ensure diversity, equity and inclusion within our organization
- To ensure a workplace free of discrimination, where everyone brings their whole selves to work
- To ensure that the employees, and other stakeholders are protected at all times and the workplace is safe and harmonious for all employees.
- To avoid infringing on human rights of others & address adverse human rights impact with which they are involved
- To ensure that we have a comprehensive process in place to deal with any issues related to Human Rights

## **Scope and Applicability:**

### **Equal employment opportunity and respecting diversity, Inclusion, and human rights**

- We, at CleanMax are committed to ensuring that our workplace is free from Discrimination and Prejudice.
- We conduct our business in a manner that provides equal employment opportunity to every individual. We, at CleanMax value the diversity of the people with whom we work and the contributions they make. No decisions should be made on the basis of gender, race, colour, nationality, ancestry, religion, physical or mental disability, medical condition, sexual orientation, or marital status.
- We provide fair and equitable wages, benefits, and other conditions of employment.
- We respect employees' right to freedom of speech and provide safe and humane working conditions.

### **Harassment free Workplace:**

- We are committed to respecting the rights of all our employees, customers, vendors, suppliers and other pertinent stakeholders and strive to provide them with a work environment that's free from any physical, verbal or psychological harm.
- CleanMax sets a standard of 'zero tolerance' for harassment. Harassment here includes, but is not limited to - words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle or cause personal humiliation or embarrassment to another; or that causes an intimidating, hostile or offensive work environment. It includes harassment based on any grounds such as race, religion, colour, creed, ethnic origin, physical attributes, gender or sexual orientation. We are all responsible for ensuring that we avoid actions or behaviour that are, or could be, viewed as harassment.
- We view all incidents of 'sexual harassment' very seriously and encourage each employee to report any incidents of sexual harassment to the Internal Complaints Committee as per our POSH Policy.
- Our policies and systems have been designed to prevent such instances and address them in case they do arise.

### **Prohibition of Child and Forced Labour:**

- We strictly prohibit forced labour and child labour.
- We at Cleanmax, shall not use forced labour and employees shall be free to leave their employment after reasonable notice as required by national law or contract.

- We, shall not, under any condition, employ children who are below the minimum legal age for employment. Minimum age is the age of completion of compulsory schooling, or not less than 15 years (or 14 years as per country law).
- Children over 14 years of age shall not be employed for any hazardous work or work that is inconsistent with the child's personal development.

#### **Health and Safe Working Environment:**

- We value each individual as an important asset of the organisation and are committed to high standards of safety and protection.
- Employees are provided with drinking water, clean toilets, adequate ventilation, emergency exits, proper lighting and access to first aid supplies or other provisions for emergency care.
- Each one of us has the responsibility to follow the Company's safety and security procedures, as well as applicable laws and regulations at all times. We should intervene and report immediately if health and safety are compromised.
- We own and operate facilities with the necessary permits, approvals, and controls that are designed to protect health, safety, and the environment. Our contractors and other third parties are expected to commit to the same levels of health and safety protection.
- We are not permitted to use, possess, sell, transfer, manufacture, distribute, or be under the influence of illegal drugs or alcohol on Company workplace premises, while at work during working or non-working hours. In addition, we should not report to work while under the influence of, or impaired by, alcohol or illegal drugs or substances.

#### **Grievance Mechanism and Governance:**

All grievances related to Human Rights as per this policy's scope and applicability be sent to [grievance@cleanmax.com](mailto:grievance@cleanmax.com).

A committee on Grievance redressal and Human Rights protection is under formation with representatives from HR, MD office, Operations, SCM and Projects.