

PADMINI VNA

Respect for Human Rights & Working Conditions

1.0 Objective

Padmini VNA respects the human rights of its employees and aims to provide working conditions that exceed the minimum standards. A key role in this respect falls Human Resource and Padmini managers, who must lead by example, putting the values into practice.

2.0 Scope & Coverage

This process covers all employees (direct & indirect) of Padmini VNA.

3.0 Respect for Human rights & working conditions

The following sections outline the key points in order to respect human rights and ensure favourable conditions of work.

3.1 Child Labour and Young Worker

Padmini VNA does not tolerate child labor of any kind. A child's development must not be hampered by undertaking any kind of work that keeps them from receiving an education. Their dignity must be respected, and their health and safety protected.

Padmini VNA adheres to minimum employment ages and fully rejects child labor, in particular all worst forms of child labor i.e. dangerous work that can harm the health, safety or morals of children. We ensure that workers below the legal minimum working age are not hired either directly or indirectly via labor agencies/contractors.

Padmini VNA doesn't hire the young workers in the company as this likely to jeopardize the health or safety of the young workers

All employees joining the company directly or through contractor undergo the ID check through National ID and Qualification documents to ensure that no child labour in company. No employee should be less than 18 years of age. HR department is responsible to ensure the compliance for direct or through any agency.

3.2 No Forced Labor

Padmini VNA does not tolerate forced or compulsory labor of any kind. Padmini VNA opposes the use of forced or unlawful compulsory labor, fair or exploitative prison, indentured, bonded (including debt bondage), trafficked or slave labor of any kind in its business activities.

All employees/associate to join the company and perform work voluntarily with free consent. All the workers have the freedom to terminate employment at any time without any penalty.

The appropriate clause is included in appointment letters to ensure no Forced or bonded labour in company. All employees are imparted training on human rights & working conditions to bring awareness.

3.3 Human Trafficking & Slavery

Padmini VNA is committed to a work environment that is free from Human trafficking and slavery or bonded (including debt bondage), involuntary or exploitative prison. We strongly believe that we are responsible for promoting ethical and lawful employment practices.

Human trafficking: the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation.

All the workers have the freedom to terminate employment at any time without any penalty

3.4 Land, forest and water rights and forced eviction & use of private security forces.

At Padmini VNA, we are unwavering in our commitment to safeguarding human rights. Recognizing the intrinsic significance of land, forest, and water resources, we uphold the rights of indigenous peoples, local communities, and stakeholders, ensuring transparent consultations and obtaining free, prior, and informed consent for any potential impact. Our stance against forced evictions is resolute, as we pledge to neither engage in nor benefit from such actions. We honor the vital connection between these resources and the livelihoods, cultures, and identities they sustain, striving to harmonize sustainable practices with community well-being. In cases where our actions fall short, we pledge to provide appropriate remedies, collaborating with authorities and organizations to align our endeavours with international standards.

Padmini VNA is steadfastly committed to human rights, transparency, and community welfare in all our operations. It's important to note that we do not employ public security forces. However, to prioritize the safety of our employees and premises, we maintain internal security personnel. They are solely dedicated to this purpose, ensuring a secure environment while upholding our commitment to ethical and responsible practices. We maintain a vigilant and proactive approach to security, emphasizing the well-being of our workforce and the protection of our facilities.

3.5 Freedom of Association and the right to collective Bargaining

Padmini VNA recognizes the rights of its employees to form representative bodies and participate in collective bargaining regarding working conditions without any interference.

Padmini VNA has a culture of trusting, constructive collaborations with applicable employee representatives. Even on controversial issues, it aims to maintain stable collaborations with representative bodies for its own interests as well as for the good of its employees. Employees are neither shown preference nor disadvantaged for either belonging or choosing not to belong to a trade union or employee representative body. Where a facility has no applicable employee representatives, Padmini VNA promotes a regular dialogue between the workforce and the company. Padmini VNA also doesn't and will not finance any trade union.

3.6 Protection from Discrimination

Equal treatment of all employees is a fundamental principle of our corporate policy. Padmini VNA does not tolerate discrimination against its employees. Staff must not be disadvantaged, favored or harassed on the grounds of characteristics such as gender, skin color, religion, nationality, political or other beliefs, ethnic origin, disability, age, sexual orientation, or any other characteristics protected by local laws. Moreover, in keeping with its Diversity Strategy Padmini VNA actively promotes diversity and nurtures an open and integrative corporate culture.

Any employee who feels they have been discriminated against or treated negatively shall report the issue to Human Resources, their direct supervisor, manager. Or employee can write a mail on ethics@padminivna.com

3.7 Right to Health and Occupational Safety

At Padmini VNA, the protection and promotion of employees' health and safety is a top priority. Padmini VNA complies with all the applicable employment protection legislation and sets its own additional standards for improving occupational safety. Effective management systems and certification (e.g. OHSAS 18001) allow regular controls in order to verify adherence to specifications concerning occupational health and safety as well as ergonomic workplace design, which in turn reduces the risk of accidents. In line with applicable legislation, the managers responsible take their duties very seriously. They ensure that all employees concerned are regularly instructed on the relevant aspects of occupational health and safety. To support them in these responsibilities they receive regular training. In addition, Padmini VNA actively promotes the physical and psychological wellbeing of its employees through health management initiatives.

By implementing adequate security measures, Padmini VNA also makes every effort to keep employees and visitors safe at all of its sites. Site-specific risk analyses are carried out and measures are implemented in accordance with applicable legislation.

3.8 Remuneration

Padmini VNA remunerates its employees with competitive, performance-based compensation which is complemented with additional benefits. Employees are remunerated fairly by both internal and external standards. Where legislation exists, Padmini VNA pays its employees at least the legal minimum wage applicable as per Minimum wage Act 1948. It also strives to provide its employees with above-average remuneration overall (consisting of salaries and fringe benefits) compared with the rest of the local employment market. The company also rewards workers in line with local policies for their individual or collective performance.

3.9 Working Times

Padmini VNA complies with national legal working time regulations as a minimum requirement. In addition, our working time principles describe Padmini VNA values for employees resting times, leisure, holiday and a healthy life balance.

Working times and break times take into account not only business but also personal needs. They are based on scientific criteria, such as medically recognized limits regarding physical and psychological stress. Padmini VNA supports employees' efforts to reconcile their professional and personal lives with a range of different working time models as well as childcare arrangements and advice on caring for family members to help them achieve a healthy balance in the various stages of their careers and lives.

3.10 Trainings

Padmini VNA promotes the long-term employability of its employees. It recruits new employees on the basis of their personal ability and trains and develops them accordingly. Their skills and talents are enhanced by future-oriented training and education programs that are designed to keep their performance and employability levels high over the longer term. As well as concentrating on technical training, courses focus on personal development. Access to further education and training is based on the principle of equal opportunities for all employees.

3.11 Freedom of movement & its Restrictions

Padmini VNA ensure that everyone has the right to freedom of movement in subject to any restrictions except those which are provided by law.

3.12 Ensuring Human Rights:

All employee/associates/Apprentices joining the Padmini VNA undergoes Induction training on human rights to which help them understand their rights at work.

3.13 Decent work

Padmini VNA ensures the productive work for women and men in conditions of freedom, equity, security and human dignity. We ensure the decent work by

- paying a fair income
- ensuring secure form of employment and safe working conditions
- ensures equal opportunities and treatment for all
- includes social protection for the workers and their families
- By offers prospects for personal development and encourages social integration
- freedom to express their concerns and to organise

3.14 Fair Treatment and redressal of issues

Padmini VNA is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and with respect. All employees have a right to a workplace that is free from discrimination, bullying or harassment. Padmini VNA seeks

to resolve employee issues/grievances/allegations in a fair, transparent, consistent and confidential manner and adhere to relevant legislation. This procedure outlines the process to be followed when an issue/grievance/allegation is raised.

All employees have the right to raise issues and or lodge a complaint if they feel that they have been unfairly treated. They may raise with their supervisor or a Welfare office or HR. The role of welfare office is Act fairly and impartially and attend meetings to support the employee at the employee's request and Provide information and support relating to this procedure in confidence. The welfare office will not disclose any information about the employee without the employee's consent, except where they hold a reasonable belief that failure to disclose to an appropriate authority will lead to serious harm to an individual or the community.

- Informal Resolution- The employee talks to the person involved with their issue/grievance or meets with either their immediate Supervisor to discuss the issue/grievance or a Welfare Officer to assist them to work out a process for resolving the issue/grievance and provide them with options and information to support them through the process.
- The employee meets with the Supervisor or Welfare Officer or HR. The Supervisor/Welfare Officer listens carefully to the employee and together establishes a process to resolve the grievance. If it is not appropriate for the supervisor to deal with the matter i.e. relates to the Supervisor, it can be referred in writing to the next level of authority.
- Formal Procedure & Resolution- The next level of authority (Human Resource officer) holds a formal meeting and listens to the employee's concerns and agrees a process for investigating and resolving the matters. The authority then leads this process and meets with the employee to discuss the findings
- If the complainant is not satisfied that the issue has been resolved. The employee can appeal to a senior authority (COO/CEO) who will listen to the employee and attempt to resolve the grievance.

3.15 - Facilities for Religious Observances

Padmini VNA is committed to fostering an inclusive and respectful workplace. Acknowledging the diverse religious beliefs of our employees, we pledge to provide appropriate facilities for religious observances. This commitment is a cornerstone of our dedication to upholding human rights and ensuring a supportive work environment. These facilities will be accessible to all employees, ensuring privacy, respect, and the ability to practice their faith in a safe and peaceful setting. Our goal is to create a workspace that not only respects but celebrates the rich diversity of our team's cultural and religious backgrounds. Padmini VNA has made a procedure to address the request related to religious observance.

- 1.0 **Human Rights Score Card**- HR will keep monitor the Human Rights issues as per score card (Annexure-1) and review this on quarterly basis.

Annexure-1

Padmini VNA -Human Rights Score Card	Target	Actual
No. of case of Child Labour and Young Workers identified (Less than 14 to 18 year)	0	
No of the case of Forced Labor, unlawful compulsory labor, involuntary or exploitative prison, indentured, bonded (including debt bondage), trafficked or slave labor	0	
No. of case of Human Trafficking & Slavery	0	
No of instances violations of Freedom of Association and the right to collective Bargaining	0	
No of Discrimination cases reported	0	
Number and rate of fatalities as a result of work-related injury	0	
The number of fatalities as a result of work-related ill health	0	
No. of cases where the Remuneration is below minimum wages	0	
No. of complaints reported for restriction of Freedom of movement of employees	0	