

**CESC Limited**  
**Human Resource Policy**

CESC Limited ('CESC', "the Company") is committed to ensuring a diverse, inclusive and equitable work environment. The Company ensures fair treatment, equality of opportunity and fairness for all by promoting an environment built on respect and dignity. Inclusion builds a culture of belonging by actively inviting the contribution and participation of all people.

To foster these commitments as a competitive advantage, the Human Resource Policy seeks to provide guidance for harmonized relations with trade unions and employee representatives based on the fundamental principles of human rights.

The Policy not only helps meet compliance but also reinforces long term relations with employees and external stakeholders. This Policy is applicable at all situations involving both employees and value chain partners, in dealing with their colleagues, business partners and public in general.

**Approach to Long term Stakeholder Value**

CESC's commitment is aligned to the requirements of:

- a. The United Nations Universal Declaration of Human Rights.
- b. United Nations Convention on the Rights of the Child.
- c. United Nations Convention on the Elimination of All Forms of Discrimination against Women.
- d. Protection of Women from Sexual Harassment (PoSH) Act, 2013.
- e. United Nations Guiding Principles for Business and Human Rights.

The Company strives for mutually beneficial relations with internal and external stakeholders, success in which is achievable in embracing the following approach in key strategic areas:

- Compliance with labour commitments, statutory laws and regulations of the land and adherence to the terms of this Policy;
- Ensure the highest standards of integrity and ethical conduct as per Code of Conduct and Core Values of RP Sanjiv Goenka Group;
- Collective dialogues and negotiations with the employee union(s) and other representatives' associations;
- Embrace upon open dialogues with external stakeholders on labour matters;
- Institute Key Performance Indicators for every department and integrate labour relations to business goals and objectives.

**Labour Priorities**

The Company and its value chain partners will promote an equitable working condition in a diverse and inclusive work culture by giving special attention to the following labour priorities:

- Employee's (except supervisory and management cadre) right to form, join and organize trade unions of their choice and bargain collectively under the framework of statutes and the standing order and ensure fair and constructive negotiations to reach mutual agreements with a view to negotiate the terms and conditions of employment under prevailing statute and framework and under consideration of business priority and productivity and services;
- Settlement of all collective disputes through negotiations or through the available conciliation machinery / arbitration and settlement of all individual disputes through a defined grievance redressal procedure and Standing Orders of the Company;
- Obtain employee feedback in regular intervals to ensure an equitable working environment;
- Ensure productivity, discipline, work ethics and performance as would be set by the Management within the provisions of law;
- Prohibition of employee recruitment based on individual bond, debt or obligations towards the Company or its representatives. Acceptance of cash deposits or a recruitment fee to secure employment are also prohibited;
- Zero tolerance towards child labour and ensuring the minimum age standard is set at 18 years for employment opportunities;
- Offer fair living wages exclusive of overtimes that shall meet the needs of the employee as per local living standards. Wage documentation, maintained for each employee explicitly mentions the wage calculation based on working hours with transparency on bonuses, incentives and deductions received for the month, following the statute and guidelines;
- Fair treatment of all employees with dignity and ensuring no tolerance to any form of discrimination, harassment or abuse based on caste, race, birth, nationality, gender, origin, religion, disability, family responsibility, marital status, political opinion, age, union membership and sexual orientation;
- High standards of safety in operations as per the Corporate Safety Manual.

### **Implementation of the Policy**

The Company will ensure commitment towards a diverse, inclusive and equitable workplace by:

- Assessing human rights, workplace conditions, business integrity;
- Undertaking third party audits to build trust in our assessment for external stakeholders and to identify the non-conformities;

- Sensitizing employees of the human rights content of the Constitution of India, relevant national laws and policies and their application to businesses as outlined in the United Nations Guiding Principles for Business and Human Rights;
- Empowering employees through communication and training to identify and report cases of non-compliance that shall be investigated on confidential basis;
- Developing remediation plan for cases resulting in violation of labour priorities.

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