



HGIEL
We Make People Move...

Version 1.0


Employment Rights & Standard Practices



Document Owner:

HR - HEAD


H. G. INFRA ENGINEERING LIMITED

	H. G. Infra Engineering Limited		
	Document No.	Version No.	Date:
	HGIEL/ERSP/9/22	V1.0	01.01.2023
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1. INTRODUCTION

As per the Indian Constitution, the Central as well as State Governments has enacted suitable legislations to regulate and protect the interests of employees, as well to create and increase employment opportunities. Depending on the type of industry, nature of work undertaken, number of employees, location, remuneration of the employees, etc., different legislations such as the Industrial Disputes Act 1947 (ID Act), Factories Act 1948 (Factories Act), and shops and establishment acts of the relevant states (S&E Act) have been enacted.

With the objective to consolidate and reform labour laws and to facilitate the ease of doing business in India, the Government of India has enacted four labour codes which subsume approximately 29 labour laws. The four new labour codes are the Code on Wages 2019, the Code on Social Security 2020, the Occupational Safety, Health and Working Conditions Code 2020 and the Industrial Relations Code 2020.

H.G. Infra Engineering Limited (the “Company”) is committed to conduct business with integrity and in accordance with all applicable laws, rules and regulations. The Company believes in the conduct of the affairs of its constituents in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behaviour.

As part of our efforts to deliver our Sustainability Vision, we at H. G. Infra Engineering Limited (‘HGIEL’ or ‘the Company’) have established this Policy to demonstrate its commitment to develop and enhance the labour practices along with the protection of employment rights.

In furtherance of this commitment, the company has adopted this ‘Labour Practices and Employment Rights Policy’.

2. HOW IT RELATES TO HGIEL


As a major employer, the Company has a moral obligation to do all that it can to both actively involve itself in the protection and enhancement of employment rights in areas that are within our direct control, and to work with others to protect and enhance the employment rights of every individual within the wider society. We have always ensured in our business that employment rights are honoured and employees and contract labours are dealt in a fair manner. In pursuance of our stated commitments to further enhance our labour practices and protect the employment rights of our employees, we have adopted a number of aims towards which we will strive. These aims are supported by a range of actions and improvements through which those aims are to be achieved.

3. OUR AIMS & COMMITMENTS

3.1. To continuously assess and review our current labour practices.

To do this HGIEL will:

- Undertake an assessment at our sites in order to identify all potential areas for the abuse of employment rights;

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- Engage with internal and external stakeholders to ensure the comprehensiveness of this assessment process.


Based on the outcomes of this assessment process HGIEL will:

- Further enhance the company labour practices to eliminate any perceived threat of the abuse of employment rights;
- Review and re-confirm the effectiveness of the company confidential and accessible internal grievance system through which any instances of employment rights infringement can be raised, investigated and addressed firmly and uncompromisingly, delivering effective remedies;
- Establish monitoring activities that will show how well the company is doing in protecting employment rights and in creating a culture of support, engagement and openness, and report on performance against these measures to the stakeholders;
- Provide appropriate training to supervisory and managerial employees to train on protect and enhance the employment rights of individuals and promote innovative and mutually beneficial employment practices;
- Educate employees about the causes and impacts of employment right abuses.
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3.2. To continue to protect employment rights and further enhance it.

To do this HGIEL will continue to:

- Be compliant with labour laws of the country we operate in. Uphold human rights aligned with national and international regulations as applicable.
- Ensure that all the employees, including contract employees are fairly and reasonably paid and remuneration structure is compliant with statutory obligations of the jurisdiction we operate in.
- The Company's operations will be based on zero tolerance for any form of forced, compulsory or child labour directly or through contracted labour.
- HGIEL recognise and respect employee rights to associate freely and to collective bargaining.
- HGIEL promote fair working conditions as guided by international conventions wherever applicable.
- Promote a culture of consultation and co-operation within between employers and employees on matters of mutual concern.
- Protect the rights of migrant workers by ensuring they are engaged on equivalent terms and conditions to non-migrant workers carrying out similar work.
- Ensure that all employees have access to a workplace environment that is safe and healthy.
- Provide its employees, access to skills development, training and apprenticeships, and opportunities to advance their careers based on their potential.
- Be an equal opportunity employer and all employees will be treated with respect and dignity and judged solely on their performance irrespective of their race, religion, caste, gender, age, disability and any other characteristic.

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- Respect the social, economic, cultural and human rights of stakeholders and will regularly communicate social performance in an accurate, transparent and timely manner.
- Work with Government and Regulatory agencies to develop a common understanding and agreement to protect human rights in the event of any unforeseen situations. We ensure protection of our people, equipment and assets.

3.3. To promote the protection of employment rights across all our suppliers and business partners.


To do this HGIEL will:

- Define and openly share in a Code of Practice the minimum expectations we have of our suppliers and business partners in relation to the protection of employment rights and the development and enhancement of labour practices;
- Establish a detailed and transparent process through which the attitudes, risk profile and performance of each and every supplier and business partner with regards to a range of sustainability issues, including employment rights and labour practices, is evaluated;
- Encourage those suppliers and business partners whose attitudes and performance most closely matches our own aims and aspirations.
- To organize awareness campaigns with respect to the labour and employment rights among suppliers and business partners.

3.4. To be committed to statutory and voluntary obligations relating to the protection of employment rights and the enhancement of labour practices.

These include below Laws and regulations as amended time to time but are not limited to:

- National Guidelines on Responsible Business Conduct
 - Principle 3 - Business should respect and promote the well-being of all employees, including those in their value chains
 - Principle 5 - Business should respect & promote human rights
- Employment Contracts & Termination
 - The Companies Act, 2013
 - The Contract Act, 1872
- Wages
 - Minimum Wages Act, 1948
 - Code on Wages Bill, 2019
 - The Equal Remuneration Act, 1976
 - The Payment of Wages Act, 1936
 - Workmen's Compensation Act, 1923
 - Employees State Insurance Act, 1948
 - Payment of Bonus Act, 1965
- Labour and Employees Welfare
 - Contract Labour (Regulation & Abolition) Act, 1952

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- Bonded Labour System (Abolition) Act, 1976
- Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979
- Child Labour (Prohibition & Regulation) Act, 1986
- Juvenile Justice (Care and Protection of Children) Act, 2000
- Commissions for protection of Child Rights Act, 2005
- National Commission for Backward Classes Act, 2017
- Building & Other Construction Workers (Regulation of Employment and Conditions of Service)
- Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
- Protection of Human Rights Act, 2006
- Maternity and Paternity leave
 - The Maternity Benefits (Amendment) Act, 2017
- Prevention of sexual harassment in the workplace
 - Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013
 - Guidelines from Vishakaha v. State of Rajasthan, (1997) 6 SCC 241
- Gratuity and Provident Fund
 - The Payment of Gratuity Act, 1972
 - Employees Provident Fund and Miscellaneous Provisions Act, 1952

Apart from these, HGIEL shall also follow international standards for making it a workplace of choice:

- Universal Declaration of Human Rights and the Core Conventions of the International Labour Organisation;
- All local and national statutory regulations relating to the protection of employment rights;
- Reporting of our performance on the issue of employment rights through Business Responsibility & Sustainability Report.

4. GRIEVANCE REDRESSAL MECHANISM

Employees and other stakeholders are encouraged to report or notify the suspected violations as per the process laid down. HGIEL respects the anonymity of the employee or stakeholder reporting any violation. Violations can be reported on this email hr@hginfra.com Please refer our detailed Grievance Redressal Mechanism (GRM) for more information at our website: <https://www.hginfra.com/investors-relation.html#btn-policy>

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5. TRAINING & COMMUNICATION

HGIEL will ensure that proper training on the policy will be imparted to all the employees of the Company. This policy shall be communicated to new joiners at the time of joining induction. This policy will also be shared with all existing employees, directors, contractors, suppliers, and all relevant stakeholders.

6. REVIEW

The policy will be reviewed by HGIEL Periodically for any changes. However, HGIEL reserves rights to amend this policy.

7. QUERIES

In case on any queries or suggestion in this policy, one may report it on:

HR - Head

H.G. Infra Engineering Limited

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Chairman's Signature
Authorized Signatory
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