

HUMAN RIGHTS POLICIES

Gallant Jewelry has a policy to reserve & support the rights of their workers as a human being, to maintain this motto we have several policies for good implementation & following policies are good examples of that.

1. We protect the discrimination in our organization, we have separate policy for this.
2. We are not taking forced labor in our organization, people can move from our organization on their choice. We are not supporting human trafficking in any form & if found any matter in this concern, immediately informed to the near police station.
3. We respect the women & their requirement for privacy, so we provide separate toilets for their convenience & privacy.
4. We are not suggesting our female worker for pregnancy test during or before hiring.
5. We support the right of freedom of association & workers choose their own representative through democratic manner & formed Works Committee, this committee represent worker's problems & suggestions before management.
6. We are providing potable water to all worker free of cost for their good health.
7. We provide dining area for taking lunch in a good manner.
8. Cleanliness of workplace maintain regularly that preserve their right of work in a good workplace
9. We provide free of cost PPE to all concern worker during work to protect accident.
10. We have equal remuneration policy for equal working either male or female.
11. Health & safety committee working to resolve worker's health & safety issues in organization.
12. Worker can easily move to assemble at assembly area in case of any emergency.
13. Workers can freely move within factory without any restriction.
14. Workers can refuse or accept overtime working on their choice, only voluntary overtime allowed, no forced overtime.
15. We are not taking bond, original documents from any employee to reserve their right to choose any job anywhere.
16. We are giving wages which are equal or more than minimum wages declared by State Government to preserve their right of living wages.

We expect from our suppliers, customers & all stakeholders that they should follow above requirements.

Policy Endorsed by



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CEO

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Worker's Human Right List: -

1. Working Conditions
2. Working Hours
3. Equal Wage for equal work
4. No discrimination
5. No Harassment
6. Minimum Wages
7. Privacy for Utilities
8. Health & safety during work
9. Freedom of association
10. Monthly Wage slips
11. Social Securities
12. Employment Terms & condition (Employment Letter)
13. Place for Lunch
14. Maternity benefits to the female workers

1. Safe Workplace Environment

Every employee should expect that their workplace environment is safe and has no health and safety hazards. If a worker experiences unsafe hazards in the workplace, a complaint can be filed with Health & Safety Representatives. This is a way for an employee to bring such hazardous situations to the attention of the authorities as well as the employer—in a non-threatening or retaliatory manner.

2. Overtime Wage Equality

Labor laws dictate that employers are required to pay twice a rate of pay for employees who work additional hours over the regular 48 hours in a week.

3. Wage Equality

Employers are not required to pay all employees the same pay. The right regarding wages involves paying equal wages to employees who execute similar job tasks with an equal skillset requirement. The workplace environments must also be similar in circumstance.

4. No Discrimination in the Workplace

Employers are not permitted to discriminate against employees regarding hiring, firing, wages or promotions based upon the following factors:

- Gender
- Pregnancy



- Religion
- Race, Ethnicity or National origin
- Age (Labor laws protect individuals aged 40 and older)
- Disability (Labor laws dictate that an employer is responsible to reasonably accommodate an individual with a disability to do his or her job)
- Immigrant Status (Labor laws require that employers cannot refuse to hire an individual because of a perceived accent or that the individual was born in another country. However, every employer is required to authenticate each employee's citizenship status.

5. No Sexual Harassment in the Workplace

Sexual harassment of any kind is illegal and workers are protected against this in the workplace. Being forced to participate in sexual favours for job security or in order to receive a promotion is considered sexual harassment. Additionally, being subjected to extremely pervasive comments in the workplace which creates a hostile environment is also considered as sexual harassment.

6. Minimum Wages

Employer must pay to their employee at minimum wages according to skill & qualification declared by Local / State government).

7. Privacy in utilities

Employer must provide separate toilets & other facilities according to provision of Factory Law or rules for Male & Female workers. They should maintain dignity of female workers in any case.

8. Staying safe at work

Workplace accidents and injuries can be avoided if appropriate care is taken by both the worker and the employers. Workers have a responsibility to take reasonable care of their own health and safety.

The following are some tips to help workers stay safe at work:

- Pay attention to any training you receive, including your workplace induction training.
- Know the health and safety procedures in your workplace, including emergency procedures.
- Always follow the health and safety procedures in your workplace.
- Ask for training when you are doing a new task or using / operating new tools or machinery.
- Asked to be supervised to make sure you are doing to the job correctly.
- Talk to your supervisor if you think a task is too dangerous or difficult for you.
- Always wear any personal protective equipment supplied by your employer.
- Report all hazards, near misses and injuries (no matter how minor) to your supervisor.
- If you can't remember how to do a job safely, ask your supervisor or workmate to help you.
- If you have a safety concern, talk with more experienced workers such as your supervisor or workmates.



9. Freedom of Association

All employees have a right to either join or support a union to assist in the negotiation of various employment contracts with the employer. An employer cannot intimidate you nor interfere with your decision to join a union. Each individual employee has the right to decide whether or not to be represented by a union.

10. Monthly wage slips

Employer must provide a detail pay slip to each employee before distribution of salary in language which can be easily understood by each employee. Details shall be including number of days, basic salary, other allowances, deductions etc.

11. Social Securities

Employer must deduct an amount for social securities from every eligible employee from their salary, employer should also contribute amount according to law requirement & deposit into the concern department in timely manner.

12. Employment contract

Employer must provide an employment contract with detail terms & condition in language which can be easily understood by employee immediate after the joining of employee. A signed copy from employee should be kept in personal files. Record shall be updated time to time when required.

13. Lunch Area/ Dining area

Employer must provide a clean & suitable lunch area for each employee. Seating & other arrangement must be maintained according to state law requirements.

14. Maternity benefit to female workers

Employer must provide maternity benefit to eligible female workers according to law requirements & maintain a record for that.

