

	<b>RAJ OVERSEAS,</b> PLOT NO-08, SECTOR – 25, HUDA, PANIPAT	DOC. NO. RO / HRM / 01
	<b>HUMAN RESOURCE MANUAL</b> <b>Code of Conduct</b>	REVISION NO:-00

### Code of Conduct

1. **Child Labour:** - No employee should be employed below the age of 18 years, We do not tolerate the use of such labour in any work activity production or non-production. If we found any child working at supplier unit we will terminate the business relations with immediate effect.
  
2. **Forced Labour:** - All the employment should be chosen freely and we prohibit the forced, prisoned labor and human trafficking and will not work with suppliers who engage in these practices. All workers must have the right to engage in work willingly, no original documents, paper of employees should be kept by the management and all workers have the right to freedom of movement. Workers should free to exercise their right to terminate their employment without any penalty or negative consequence, upon providing reasonable notice.
  
3. **Health and Safety:** - Raj Overseas must provide a safe and healthy working environment that complies with national & state laws. All the efforts to be done in order to minimize occupational hazards. If suppliers provide residential facilities for their workers, the same must be safe and sanitary.
  
4. **No Discrimination:** - All the employees should be treated as equal and management should respect cultural and individual differences, and believe discrimination should not be tolerated. Employees to be engaged based upon on their abilities, instead of their race, color, sex, pregnancy status, gender identity, marital status, political opinions, religion, age, disability, sexual orientation, social origin, national origin or any other characteristics unrelated to an individual's ability to perform the work required by the job.
  
5. **Working Hours and Overtime:** - Raj Overseas must not allow working hours that exceed the applicable legal limit, or 60 hours per week, whichever is less. Regularly paid hours must not exceed 48 per week and overtime hours must not exceed 12 hours per week or the limits specified by local law, whichever is less. Overtime work must always be voluntary and paid at a premium rate. Workers must have provided with at least 1 day OFF in every 7 day period.
  
6. **Remuneration:** - Raj Overseas provide wages and benefits that meet or exceed local law requirements and are paid/provided in a timely manner. We encourage suppliers to commit to the betterment of wages and benefits to improve the lives of workers and their families in the communities where they live.
  
7. **Freedom of Association & Right to collective Bargaining:** - We believe in suppliers who actively engage workers and value them as important assets to sustainable business success and motivate their employees to take active participation in management decisions affecting to their working condition and

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condition of work. Also the employees are free to raise their demand and concerns in person as well as collectively towards the management.

8. **DISCIPLINARY PRACTICES** : - The factory strongly ensures that disciplining of personnel is done as per accepted & human approach. The employees must be educated about negative and positive consequences of each & every action. Further all such action should be taken on the basis of standing order and by considering company policies.
  
9. **Legal Licenses and adherence to Law of Land:** - Factory respects the Law of Land and bound to follow all the conditions of law imposed by the legislation. The organization is also committed to the protection of the environment. All the valid legal licenses must be obtained from the concerned authorities and also follow all the guidelines issued by the respective authorities
  
10. **Anti - bribery and Corruption:** - We are committed to do business in ethical manner and do not accept any kind of association/influence of our employees and stakeholders towards corruption and bribery in terms of monetary or non-monetary in any business relations. Any violation of this policy may result in disciplinary action.

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