

HUMAN RIGHTS POLICY

ONWARD TECHNOLOGIES



## ONWARD-HRO-P31: HUMAN RIGHTS POLICY

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## 1.0 PURPOSE

The purpose of this policy is to establish controls to ensure promoting Human Rights in all our operations and ensure that our business practices, policies, and decisions do not contribute to or cause any human rights violations. We support access to remedy for any violations that may occur, and are dedicated to treating all individuals with fairness, dignity, and respect, regardless of their background or identity. Our mission is to uphold the fundamental human rights of all people which are enshrined in our policies, procedures, and code of conduct.

## 2.0 SCOPE

The policy applies to all permanent employees, trainees, interns, contractors, vendors, suppliers, associates, business partners, and other individuals working in a non-permanent capacity in the company across all entities/geographies of Onward Tech.

## 3.0 OWNERSHIP/IMPLEMENTATION

The ownership & implementation of this policy lies with the HR Team and will be effective from the **12<sup>th</sup> May, 2023** & will continue to be in force unless superseded by a revised policy. The HR Department reserves the right to amend, abrogate & reinstate the entire policy or any part of it as & when it deems necessary.

## 4.0 APPROACH

The policy is based on the foundation of the fundamentals of the Universal Declaration of Human Rights, inclusive of those in the International Bill of Rights and Declaration of Fundamental Rights at work as per the International Labor Organization, the United Nations Guiding Principles on Business and Human Rights, The Protection of Human Rights Act as per the Constitution of India and the National Guidelines on Responsible Business Conduct (NGRBCs), India.

## 5.0 REGULATORY COMPLIANCE

Onward Tech is committed to respecting the applicable laws and regulations in all territories of its operations, as well as adhering to the national labor laws associated with human rights.

## 6.0 EQUAL OPPORTUNITY, NON-DISCRIMINATION, DIVERSITY AND INCLUSION

Onward Tech is an equal opportunity employer. Onward Tech prohibits discrimination and harassment of any kind and provides equal employment opportunities to all its employees, job candidates, stakeholders, contractors, customers, partners, and visitors. The company is committed to creating an inclusive and non-discriminatory workplace where discrimination based on race, color, creed, religion, gender, sexual orientation, national origin, age, disability, or any other protected status recognized by law is prohibited.

## 7.0 PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE (POSH)

The company has zero tolerance towards sexual harassment which includes unwelcome sexual acts or behavior (direct or implicit) that would cause discomfort, embarrassment, or humiliation to a person. Sexual Harassment at the workplace or outside the premises if involving employees is a grave offence and is therefore punishable.

## 8.0 WORKPLACE HEALTH & SAFETY

Onward Tech is committed to its employees' health, safety, and welfare at work by reducing the risk of work-related injuries and illness by adhering to applicable health and safety legal requirements, continuously improving its health and safety management system, and establishing a framework for setting occupational health and safety objectives.

## 9.0 PROHIBITION OF CHILD, FORCED LABOR & HUMAN TRAFFICKING

Onward Tech strictly prohibits paid or unpaid child, forced labor and human trafficking. We abide by the latest rules and regulations and follow the minimum working age requirements. The Company prohibits their vendors, contractors and suppliers from engaging in any form of child labor.

## 10.0 RIGHT TO PRIVACY

The Company is committed to protecting the right to privacy of all its employees and other stakeholders.

## 11.0 RIGHT TO DEVELOPMENT

Onward Tech focuses on performance-based recruitment & selection, training & skill development, compensation, and promotion. The company shall also provide training programs on human rights issues and policies to its employees and workers.

## 12.0 FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Onward Tech recognizes and respects its employees' freedom of association and right to engage in collective bargaining, without fear of retaliation, intimidation, or harassment. The organization is dedicated to maintaining positive relationships with duly established employee unions and engaging in good faith negotiations at regular intervals to improve working conditions and ensure fair compensation.

## 13.0 DECENT WORKING HOURS, MINIMUM WAGE AND BENEFITS

Onward Tech adheres to relevant wage regulations and compensates its employees based on local and national minimum wage, overtime, and benefits as mandated by law. We follow the minimum working hours requirement as set by the latest rules and regulations.

## 14.0 WORK-LIFE BALANCE

Onward Tech adheres to providing a harmonious and productive working environment for all its employees, allowing them to achieve a healthy balance between their work and personal lives.

## 15.0 GRIEVANCE REDRESSAL MECHANISM

Onward Tech provides its stakeholders a grievance channel for reporting any human rights issues or concerns at <https://www.onwardgroup.com/investors-company-policies.php>

## 16.0 GOVERNANCE AND REVIEW MECHANISM

This policy is enforced from 12/05/2023. Onward Tech will annually review and amend the policy when required based on the latest government regulations/guidelines and Onward Tech's internal guidelines.

### 17.0 GRIEVANCE REDRESSAL PROCEDURE

- Any grievance of an Employee should first be discussed verbally by him/her with the immediate supervisor.
- Post Employee should connect directly with HRBP.
- If not solved by HRBP; HRBP should communicate this to Escalation-1 for further proceedings and actions.
- If not resolved, then HRBP should take up the matter to final Escalation with MD through conciliation within 5 working days of the reporting thereof.

### 18.0 GRIEVANCE REDRESSAL COMMITTEE MEMBER LIST

S.no	Role in the Organization	Contact Details
1	HRBP Lead- INPUN, INCHN, INNCR, INHYD	HRhelpdesk@onwardgroup.com
2	HRBP Lead- INBLR, INMUM	
3	HRBP Lead- IBNA Offshore, IBEU Onsite, G&A, SS	
4	HRBP Manager- INCHN	
5	Compensation & Benefits Lead	
6	Quality Assurance Lead	
7	Legal & Compliance Lead	
	<b>ESCALATION-1</b>	
1	Global Head HR	
2	SVP	
	<b>FINAL ESCALATION</b>	
1	MD	

**Thanking You - HR Department**

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