

**GHCL LIMITED****BRR POLICY – 3: EMPLOYEE WELL BEING**

[Regulation 34(2) (f) of SEBI Listing Regulations, 2015)

**1. Philosophy:**

GHCL Limited endeavours to ensure the well-being of all its employees. At GHCL, the safety, health and work life balance of employees are extremely important. The company believes in giving its employees ample opportunities so that they shall be motivated, result oriented and committed to achieve excellence in their domain. GHCL endeavours to provide work environment in which all individuals are treated with mutual respect and dignity.

**2. Scope:** This policy is applicable to all the business divisions of the GHCL Limited.**3. Policy:**

1. The company shall respect the right to freedom of association, participation, collective bargaining, and provide access to appropriate grievance Redressal mechanisms.
2. The company shall provide and maintain equal opportunities at the time of recruitment as well as during the course of employment irrespective of caste, creed, gender, race, religion, disability or sexual orientation.
3. The company shall not use child labour, forced labour or any form of involuntary labour, paid or unpaid. Further, the company shall ensure that no person below the age of eighteen years is employed in the workplace.
4. The company shall take cognizance of work life balance of its employees especially that of women.
5. The company is committed to provide facilities for the wellbeing of its employees including those with special needs.
6. The company shall ensure timely payment of fair living wages to meet basic needs and economic security of the employees.
7. The company is committed to provide a workplace environment that is safe, hygienic humane and which upholds the dignity of the employees. Further, company shall communicate this provision to their employees and train them on regular basis.
8. The company shall ensure continuous skill and competence upgrading of all employees by providing access to necessary learning opportunities, on an equal and non-discriminatory basis. The company shall promote employee morale and career development through enlightened human resource interventions.



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9. The company shall create systems and practices to ensure a harassment free workplace where employees feel safe and secure in discharging their responsibilities.

**4. Implementation:**

- i. The policy shall be appropriately communicated within the Company across all levels and shall be displayed on the Company's intranet.
- ii. The Managing Director, through the Human Resource Department along with Functional Heads of the Departments/ Unit Heads of the Company shall be responsible for ensuring that the policy is implemented throughout the Company.
- iii. Compliance with the Policy shall be monitored and evaluated by the Head of Human Resource Department on a regular basis and he shall submit his report to the Company Secretary for placing the same to the Board of Directors.
- iv. Any grievances/ complaints with respect to violation of the policy shall be reported to the Company Secretary.
- v. Company Secretary shall report the non-compliance of the policy to the Board of Directors or duly constituted committee of the Board. The Board / Committee shall take appropriate action against the wrongdoer.

**5. General:**

- i. In case of any doubt with regard to any provision of the policy and also in respect of matters not covered herein, a reference to be made to the head of Human Resource Department and / or Company Secretary.
- ii. Head of Human Resource Department and / or Company secretary in consultation with the Managing Director and / or Executive Director (Finance) shall clarify the doubt and communicate the same to the respective person. In case, clarification or doubt is subject matter of policy then, Company Secretary shall refer the matter to the Board of Directors for their direction. On receipt of direction/ clarification, Company Secretary shall communicate the same to the respective person / division.

**6. Modification / Amendment in the Policy:**

Any or all provisions of this Policy would be subject to revision / amendment in accordance with the guidelines on the subject as may be issued by the Central Government, or Ministry of Corporate Affairs or SEBI and / or any other statutory authorities, from time to time.

