

	CORPORATE POLICIES	Doc. No : CPL/PWDGR
		Date : 01-04-2025
		Page : 1 of 3
ISO 9001:2015	WORKPLACE DISPUTES AND GRIEVANCE REDRESSAL POLICY	Title :
FSSC 22000 V6		
ISO 14001:2015		
ISO 45001 : 2018		

Objective

The Purpose of the Human Trafficking and Forced Labour Policy and Procedure is to ensure that the employment of CAPOVITEZ PVT. LTD. is freely chosen and all the work in the company are voluntary and workers are free to leave the work at any time.

Policy

- CAPOVITEZ PVT. LTD. must not be used the forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons shall not be used. This includes transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.
- All work must be voluntary and workers shall be free to leave work at any time or terminate their employment Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to their identity or immigration documents, such as government-issued identification, passports or work permits, unless such holdings are required by law.
- Workers shall not be required to pay employers' or agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

CAPOVITEZ PVT. LTD. will not use any type of involuntary or forced labour, including indentured, bonded, prison, slave or human trafficked labor. CAPOVITEZ PVT. LTD. prohibits harsh or inhumane treatment, including corporal punishment or the threat of corporal punishment, or forced labour. ***Also prohibits the creation of offences in relation to the recruitment or transfer of persons by threat or use of force or by other forms of coercion, fraud, deception, the abuse of power, abuse of a position of vulnerability, or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation.***

- ***All employees must be free to terminate their employment upon reasonable notice without any penalty or threat of penalty, in accordance with applicable laws.***
- ***CAPOVITEZ PVT. LTD. strictly prohibits retaining any government-issued identification, travel documents, or personal belongings of employees as a condition of employment or as a means of restricting their freedom.***

Definition

Voluntary: done, given, or acting of one's own free will.

Immigration: process through which individuals become residents of another country.

	CORPORATE POLICIES	Doc. No : CPL/PWDGR
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		Page : 2 of 3
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Scope

This policy applies to all the divisions of CAPOVITEZ PVT. LTD. This policy covers all employees of the organisation and persons employed through contract labour or agent and includes Apprentices.

Implementation/Procedures

The company ensures that all employees are compensated fairly and in accordance with applicable wage laws. No employee will be subject to debt bondage or unfair wage deductions as a condition of employment.

Our HR team will verify that the candidates who are applying for the employment directly or through labour contractor are doing so at their own free will.

The company will conduct periodic training sessions for employees, contractors, and subcontractors to ensure awareness of the policy and to recognize and prevent forced labour practices.

All the divisions will maintain a Complaint Box at an appropriate place for reporting any violation of this policy.

Employees and other stakeholders reporting suspected violations of this policy will be protected against retaliation. Anonymous reporting channels will be made available for their safety.

Our HR team will verify that the candidates who are applying for the employment directly or through labour contractor are doing so at their own free will.

HR Head inform all the employment agencies with whom the company has contract agreement and Labour contractors about the company policy regarding the fair and free employment. At the time of employment the HR team will inform employees about the company policy and if any complaint is there then the same can be given to functional head or HR head or sending email to complaint.cpl@gmail.com If the complainant doesn't want to disclose his or her details the complaint can be put in complaint box as anonymous complaint. Employees may report possible violations anonymously by sending an e-mail to the Corporate office at complaint.cpl@gmail.com from a common email ID made for this purpose viz. cpl.violations@gmail.com (password is Pass@123).

HR head keep the employee file for each employees in which the Xerox copies only as records of proof of his qualification, identification and other required proofs. The same is available for verification by any third party auditor or any regulatory authority.

All the divisions will maintain a Complaint Box at an appropriate place for reporting any violation of this policy.

Responsibility: The HR Head/HR Manager

Monitoring

The complaint box will be opened once every month and reviewed for complaints if any and necessary action will be taken to relieve the person concerned, from any type of forced labour. Records of any complaints and the actions are maintain.

	<i>CORPORATE POLICIES</i>	Doc. No : CPL/PWDGR
		Date : 01-04-2025
		Page : 3 of 3
ISO 9001:2015	WORKPLACE DISPUTES AND GRIEVANCE REDRESSAL POLICY	Title :
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Records will be maintained for any compensation given to employees if they have given any fees for employment to any employment agencies.

Records will be maintained for any disciplinary action against any contract labour or any staff for any incidences of forced labour reported against them.

Review frequency: Whenever any change in legal or corporate requirements or at least once in three years.