

	CORPORATE POLICIES	Doc. No : CPL/PHTPH
		Date : 01-04-2025
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ISO 9001:2015	HUMAN TREATMENT, PREVENTION OF HARASSMENT AND ABUSE OF EMPLOYEES	Title :
FSSC 22000 V6		
ISO 14001:2015		
ISO 45001 : 2018		

Purpose

To provide for a healthy working environment that enables employees to work without any fear.

Scope

This Policy extends to all employees of the Company whether employed directly or through any labour contactor or agent and includes Apprentices.

Policy

CAPOVITEZ PVT. LTD treats all employees with respect and dignity. No Employee will be subjected to corporal punishment, physical, sexual, psychological or verbal harassment or abuse. Also the Company will not use monetary fines as a disciplinary practice.

Complaint Redressal procedure

Any complaint in connection with corporal punishment, physical, sexual, psychological or verbal harassment or abuse may be addressed to complaint.cpl@gmail.com or can be put in the complaint box. The complaint box will be checked by the HR coordinator once every month.

The Head – HR will review all the complaints received once every month and take necessary action for immediate correction and preventing such cases in future.