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CAPOVITEZ PVT. LTD.'s Social Policy draws principally on Five sources: The Universal Declaration of Human Rights, The UN Guiding Principles on Business and Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, the OECD Guidelines for Multinational Enterprises and Ethical Trade Initiative (ETI) Base Code.

### **Our policy aims:**

#### **1. CAPOVITEZ PVT. LTD. in society**

To contribute within the scope of our capabilities to improving economic, environmental and social conditions through our business activities, open dialogue with stakeholders and active participation in common efforts to support social progress.

#### **2. Human rights**

To respect national and international law, as well as international standards on human rights in the value chain.

#### **3. Child and forced labour**

To ensure as far as feasible there is no child, forced, slave or trafficked labour in our value chain.

#### **4. Freedom of engagement**

To require that all employees enter into employment with the company of their own free will and have the choice to leave their employment freely upon reasonable notice.

#### **5. Health and safety**

To provide a safe and healthy working environment for employees and contractors at all sites and facilities, and to take adequate steps to prevent incidents and injuries arising in the course of work by minimizing, so far as is reasonably practicable, the risks inherent in the working environment.

#### **6. Employee consultation and communication**

To facilitate regular consultation with all employees to address areas of concern.

#### **7. Freedom of Association**

To respect the right of all personnel to form and join trade unions of their choice and to bargain collectively. To ensure that representatives of personnel are not the subject of discrimination and that such representatives have access to their members in the workplace. To make sure, in any case of major layoffs, that a social benefits and guidance plan is in place, and already known to employees or their official representatives.

#### **8. Equality of opportunity**

To offer equality of opportunity to all employees and not to engage in or support discrimination in hiring, compensation, access to training, promotion, termination or retirement on any basis including ethnic and national origin, caste, religion, disability, gender, age, sexual orientation, union membership, or political affiliation.

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### **9. Harassment and disciplinary practices**

To counteract the use of mental or physical coercion, verbal abuse and corporal/ hard-labour punishment; and not to allow behaviour, including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative. To develop and maintain equitable procedures to deal with employee grievances and disciplinary practices.

### **10. Working hours**

To comply with applicable laws and industry standards on working hours, including over-time.

### **11. Compensation**

To ensure that wages paid meet or exceed the legal or industry minimum standards and are always sufficient to meet basic needs of personnel and to provide some discretionary income. To ensure that wage and benefits composition are detailed clearly and regularly for workers, and that compensation is rendered in full compliance with all applicable laws and in a manner convenient to workers. To ensure that labour-only contracting arrangements and false apprenticeship schemes are not used to avoid fulfilling CAPOVITEZ PVT. LTD.'s obligations under applicable laws pertaining to labour and social security legislation and regulations.

### **12. Suppliers**

To evaluate and select major suppliers and subcontractors taking into consideration their ability to meet the requirements of the CAPOVITEZ PVT. LTD. Social Policy.

### **13. Community involvement**

To promote and participate in community engagement activities that actively foster economic, environmental and social development, as part of CAPOVITEZ PVT. LTD.'s commitment to the communities where it operates.

### **14. Business ethics**

To uphold the highest standards in business ethics and integrity and to support efforts of national and international authorities to establish and enforce such standards for all businesses.