



MOLD-TEK PACKAGING LIMITED

(CIN- L21022TG1997PLC026542)

*Regd. Off: 8-2-293/82/A/700, Ground Floor Road No. 36,
Jubilee Hills, Hyderabad- 500033*

HUMAN RIGHTS POLICY OF MOLD-TEK PACKAGING LIMITED (MTPL)

Respecting and upholding Human Rights and values is deeply ingrained in MTPL's culture, ways of working and value system over the years. This plays a fundamental role in our internal and external interactions with employees, candidates, extended workforce, consumers, partners, other stakeholders, the community and environment around us.

This policy thus extends to all our internal and external stakeholders which includes our employees, vendors and other business partners.

Our core values are inviting, igniting, creating and respecting that formulate the base of all our policies, practices, processes, engagements and are entrenched as the foundational principles to our approaches.

Our human rights policy is formulated in accordance with the UN Guiding Principles on Human Rights, International Bill of Human Rights, International Labour Organization (ILO) and principles of National Guidelines on Responsible Business Conduct (NGRBC) of the Ministry of Corporate Affairs, India.

We are committed to respecting the human rights in accordance with internationally accepted standards.

Our Internal Approach-

At MTPL, we encourage employees to adopt an ownership mindset and operate with a sense of accountability and responsibility towards their actions that may impact internal as well as external stakeholders and consumers.

We nurture an environment of Inclusion where diversity of thoughts, ideas, views, culture, gender, generation, race, colour, identity, religion, political opinion, nationality, social origin, status, disability or any other personal characteristic is treated with merit and not differentiated against. We are thus an equal opportunity employer and meritocracy and performance orientation is deep seeded in our ethos of an inviting workplace.

With our respecting value system, we adopt a zero-tolerance stance towards any behaviour that involves disrespect, harassment, unfair treatment, discrimination or which is against our principles of integrity, ethics and transparency.

MTPL protects employees and those working in our premises from workplace harassment of all forms and encourages the exercise of the right to freedom of expression in instances of violations of Human Rights with utmost prudence through our various Code of Conduct(s), Anti-Sexual Harassment, Whistle Blower, Labour and Welfare policies and legal labour mechanisms. The organization empowers and educates employees and the responsible committees on their roles and responsibilities to share or address any such observation and ensures there is no fear of retaliation or disclosure of identity in voicing issues of this nature.

As an organization, we are committed to inquire into, address, and take appropriate action against anyone who is found guilty of such unacceptable behaviour through various internal committees, including those statutory in nature as well as take preventive measures against these actions and behaviours.

Our workplaces and practices focus on the health and wellbeing of employees and their family members. Safety First is our guiding motto and this echoes our endeavour to maximise safety and minimise any workplace hazard. Our workforce is trained to this affect as well as to handle emergency situations. We encourage compliance with all applicable environmental, health and safety regulations and strive for risk free work culture. We ensure workplace hygiene and sanitation is maintained and working hours and breaks are followed as per the applicable labour laws. We also encourage our suppliers to follow fair wage and overtime pay regulations. Our communications and engagement prioritise and reinforce the need for holistic wellness amongst our employees.

We respect the privacy of all our human resources and protect their proprietary and confidential information in accordance with the applicable law. This outreach extends to not only our internal programs but external touch points as well.

Our External Approach-

At MTPL, we promote and inculcate the element of sustainability in what we do. Our sustainability agenda is to *Do the Right Thing* towards the community and environment around us. Our employees are constantly encouraged to partner in our sustainability agenda through various employee volunteering, CSR and sustainability initiatives.

Our CSR agenda is to address malnutrition in children and adolescents and promote sustainable living in communities especially around our factories. We respect the rights of local and indigenous communities which includes their social, cultural and land rights.

Towards prospective employees and partners as well, we provide equal opportunities and do not differentiate or discriminate on any ground. Our recruitment policy is fair, transparent, and compliant with the governing laws. All forms of practices involving forced labour, child labour and human trafficking are forbidden at MTPL. We ensure fair treatment, respect union affiliation and collective bargaining within the appropriate national or applicable frameworks.

We ensure compliance with all applicable legal mandates set forth by the respective state and national government across all territories of our operations, which also include the national labour regulations.

Governance & Oversight-

This policy resonates with the current policies, practices and value system at MTPL. The same is governed by the Board to ensure compliance, communication and regular amends as may be required. Our Code of Conduct for BOD, KMP and Senior Management, Code of Conduct for Employees and Business Ethics, Vigil Mechanism/ Whistle Blower Policy specifies mechanisms for escalation ranging from reporting to the direct manager, principal manager or the compliance officer.

Particular to sexual harassment, all complaints are reviewed by the Internal Complaints Committee (ICC).

Board may also establish further rules and procedures, from time to time, to give effect to this Policy and to ensure compliance with the UN Guiding Principles and applicable labour regulations.

Footnote: This policy was last reviewed and updated by the Board in its meeting held on 12th day of April, 2023
