

## **IRFT - Social Compliance Code**

### **1. Child Labour**

*Children below the age of 14 years shall not be hired. In the case of hiring of young workers, requirements as per the local law must be adhered to.*

*1.1. Facility shall have a policy and procedure on child labour.*

*1.2. Children below the age of 14 years shall not be employed. Remediation activities of those employees, who are already engaged in employment, shall be the sole responsibility of the Employer, to provide for adequate financial assistance of their education and initial financial support that they may require, till they have completed 14 years of age.*

*1.3. Facility shall comply with all laws and regulations pertaining to young employees. Young employees shall not be involved in any hazardous work and employment conditions should be in accordance with local laws.*

*1.4. Facility shall maintain age verification records for all employees at the time of recruitment.*

C5 Minimum Age (Industry) Convention, 1919 (India ratified)

C 138 Minimum Age Convention 1973 (India Not ratified)

C6 Night Work of Young persons (Industry) Convention 1919 (India ratified)

### **2. Forced Labour**

*Forced labour in any form shall not be used or contracted by the Facility.*

*2.1. Forced labour in the form of bonded, indentured or prison labour shall not be contracted or employed.*

*2.2. Employees shall receive written contracts from their Employers, and shall be free to terminate their employment without any interference whatsoever.*

*2.3. Facility shall not withhold any original documents of employees.*

*2.4. Wage advances shall be in line with legal requirements and these shall be communicated to all employees.*

***Freedom of Movement*** – *Employees shall have the right to leave the Facility without any restriction from the Employer. Further employees shall be allowed to move freely for rest breaks.*

C29 Forced Labor Convention 1930 (India ratified)

C 105 Abolition of Forced Labour Convention 1957 (India ratified)

### **3. Non Discrimination**

*Discrimination of any form shall not be practiced.*

- 3.1 Hiring process shall be free of any distinction, exclusion or preference on basis of gender, age, religion, race, caste, social background, nationality, membership in worker's organizations like unions, political affiliation, marital status, pregnancy, sexual orientation, health status or any other condition that indicates discrimination or harms equality of opportunity in employment.*
- 3.2 Facility shall provide equal pay for equal work and shall pay wages based on the work profile and performance. Revision in pay scale shall be based on a defined skill matrix or on basis of performance.*

C100 Equal Remuneration Convention, 1951 (India Not ratified)

C111 Discrimination (Employment and Occupation) Convention, 1958 (India ratified)

### **4. Health & Safety**

*Facility should have safe and healthy working environment to avoid any workplace hazards.*

- 4.1. Facility shall provide a safe and hygienic working environment bearing in mind all the structural requirements of the facility.*
- 4.2. Facility shall have a comprehensive health and safety policy and create defined procedures for dealing with specific hazards.*
- 4.3. An effective health and safety committee must be established in the facility having equal representation from the employees and the employer.*
- 4.4. Relevant health and safety records must be must be maintained. Effective review and update should be conducted over a period of time.*
- 4.5. Employees shall receive regular health and safety trainings and the same shall be recorded and upgraded as per requirements.*
- 4.6. Facility should make provisions for effective fire safety, chemical safety, electrical safety and occupational hazards.*
- 4.7. Workplace should have access to potable drinking water, clean toilet facilities and where required sanitary food storage facilities and canteen.*
- 4.8. Accommodation facilities where provided shall be clean, safe and shall meet the basic necessities of the workers.*
- 4.9. The Facility shall have a qualified personnel for ensuring all the health and safety requirements.*

C155 Occupational Safety and Health Convention, 1981 (India Not ratified)

C187 Promotional Framework for Occupational Safety and Health Convention, 2006 (India Not ratified)

## **5. Freedom of Association**

*Employees must be given the right to freely associate and bargain collectively.*

- 5.1. All the employees have the right to freely associate or form trade unions of their own choosing and bargain collectively.*
- 5.2. Employer shall not interfere with the activities of the union and the same shall not have any impact on their employability.*
- 5.3. Regions where right to freedom of association and collective bargaining is restricted under law; the employer shall encourage the formation of a parallel means of worker representation.*
- 5.4. Worker representatives shall have the provisions to carry out their functions in the workplace and have complete access to all the employees.*

C87 Freedom of Association and Protection of the Right to Organise Convention, 1948 (India Not ratified)

C98 Right to Organise and Collective Bargaining Convention, 1949 (India Not ratified)

C135 Workers' Representatives Convention, 1971 (India Not ratified)

C154 Collective Bargaining Convention, 1981 (India Not ratified)

## **6. Working Hours**

*Employees are not encouraged to work more than 60 hours in any week, including overtime. Employees must have one rest day during a seven day period. Overtime hours worked are consensual and are compensated at a premium rate.*

- 6.1. The regular work hours for an employee shall be nine hours in a day including any breaks and under any event they shall not exceed the legal limit. Employees are not encouraged to work more than 60 hours in any work week including overtime hours.*
- 6.2. Overtime work shall be compensated at a premium rate and shall be purely voluntarily, only after being agreed upon by the worker.*
- 6.3. An employee shall get adequate rest breaks during a work day. All employees are entitled to at least one weekly off or rest day in a seven day work period and all employees are entitled to earned leave as per the local law.*
- 6.4. An accurate time keeping system shall be maintained which reflects the actual number of hours worked by the worker.*

C1Hours of Work (Industry) Convention, 1919 (India ratified)

C14 Weekly Rest (Industry) Convention 1921 (India ratified)

## **7. Wages, Benefits and Compensation**

*Wages and Benefits shall be provided to all employees as per the local law and shall be provided on a timely basis.*

- 7.1. Facility shall pay at least minimum wages stipulated as per the law. Employer shall be responsible for paying all legally applicable Social Security benefits or any other remuneration that may be applicable to the pertaining Industry.*
- 7.2. Wage payments shall be timely and in accordance with the local law.*
- 7.3. There shall be no deductions from wages earned, without notification to the employee along with his consent. Any illegal deductions and those made for disciplinary actions shall not be permitted.*
- 7.4. Overtime payments shall be made in accordance with local law.*
- 7.5. Payroll records shall be maintained in accordance with the law, must be accurate, should contain all payments made. A single and accurate record of all related documents shall be maintained. Payment details of all employees on roll must be maintained by the Principal employer.*
- 7.6. All employees shall receive at the time of wage payment, a monthly statement of their wages which includes a breakup of wages earned, number of days worked along with the number of hours worked, including regular and overtime hours, and Social Security benefits.*

C 95 Protection of Wages Convention 1949 (India Not ratified)

C 102 Social security (Minimum Standards) Convention 1952 (India Not ratified)

C 131 Minimum wage fixing convention (India Not ratified)

## **8. Legal Compliance**

*Legal documentation pertaining to the Facility, including but not limited to Structures, Installations, and Operations must be valid and available for review.*

## **9. Regular Employment**

*The Facility must have hiring policy and procedure in place.*

- 9.1. All employees hired must be provided with an Employment Contract and must be ensured regular employment. Subsequent contractual employment shall not be taken to avoid social security benefits extended to the employees.*