



Ethical Trading Initiative Policy

Applies To	All employees of VVF (India) Limited
Policy Sponsor	Corporate Human Resources
Version No.	1.0
Effective Date	

Version History

Version No.	Updated By	Version Update	Reviewed By
1.0	NA	NA	Mohit Sharma

Approved By

Name	
Designation	



Introduction:

1. Employment is freely chosen

- 1.1. There is no forced, bonded or involuntary prison labour.
- 1.2. Workers are not required to lodge "deposits" or their original identity papers with their employer and are free to leave their employer after a notice period of 01 month in case of workmen and 03 months in case of management staff. The detailed conditions are elaborated in their appointment letter.

2. Freedom of association and the right to collective bargaining are respected

- 2.1. Workers without distinctions have the right to join or form trade unions / associations of their own choosing for collective bargaining.
- 2.2. An open attitude is adopted towards the activities of trade union and their organisational activities as per The Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971.
- 2.3. No discrimination against worker representatives. The representatives have access to carry out their functions in the workplace without in anyway affecting their normal routine duties.

3. Working conditions are safe and hygienic

- 3.1. We shall strive to eliminate potential hazards from the workplace and provide a safe and healthy work environment for its employees and to strive to comply with all applicable occupational safety and health laws and standards. VVF shall strive to develop and sustain an environment in which individuals, teams and the organization can flourish and tap their full potential.
- 3.2. Workers shall receive regular health and safety training, the records of such training shall be recorded.
- 3.3. Access to clean toilet facilities and to potable water shall be provided.
- 3.4. The company has assigned this responsibility for health and safety to a senior management representative (EHS Head).

4. Child labour shall not be used

- 4.1. The company shall not employ Child labour.
- 4.2. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.



5. Living wages are paid

- 5.1. As a minimum, we as a company comply with local legal standards regarding wages and benefit. Notwithstanding the industry benchmark, we emphasize that the higher than the minimum standards are practiced.
- 5.2. We select people on the basis of qualifications / experience for the work to be performed and without any discrimination on the basis of race, religion, national origin, ethnicity, colour, gender, gender identity, age, citizenship, sexual orientation, veteran status, marital status, disability or any other characteristic protected by law.
- 5.3. All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.4. Deductions from wages as a disciplinary measure shall be permitted as per the provision of the law. All disciplinary measures will be recorded.

6. Working hours are not excessive

- 6.1. Working hours, excluding overtime, shall be defined by contract, and shall not exceed other than that defined by law.
- 6.2. All overtime shall be voluntary in respect of work other than that described as essential work or where employed on continuous process. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated as defined by law from time to time.
- 6.3. The total hours worked in any seven day period shall not exceed as per legal limit other than following reasons
 - This is allowed by national law;
 - This is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
 - Appropriate safeguards are taken to protect the workers' health and safety;
 - The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
- 6.4. Workers shall be provided weekly off & holidays as per that described in The Factories' Act, 1948.

7. No discrimination is practised

- 7.1. Our organisation treats all personnel with dignity and respect and protect its workers from any acts of physical, verbal, sexual or psychological harassment, abuse or threats in the workplace, whether committed by managers or fellow workers.



- 7.2. There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 7.3. We select people on the basis of qualifications / experience for the work to be performed and without any discrimination on the basis of race, religion, national origin, ethnicity, colour, gender, gender identity, age, citizenship, sexual orientation, veteran status, marital status, disability or any other characteristic protected by law

8. Regular employment is provided

- 8.1. To every extent possible work performed will be on the basis of recognised employment relationship established through national law and practice.
- 8.2. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship will be fulfilled on the basis of existing labour law provisions.

9. No harsh or inhumane treatment is allowed

- 9.1. The company has a policy in place on the subject of The Prevention of Sexual Harassment of Woman at Workplace. All cases of sexual harassment defined in the Sexual Harassment of Woman at Workplace Act, 2013 are dealt with in letter and spirit as per the company policy.