

EMPLOYEE RIGHTS POLICY





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1. Introduction

At Alchem International Pvt. Ltd., we recognize that our employees, workers, contractors, suppliers, and business partners are fundamental to our long-term success. We are committed to fostering a workplace that upholds human dignity, respects internationally recognized human rights, promotes employee wellbeing, and provides fair, safe, and inclusive working conditions for all individuals associated with our operations.

As a responsible corporate citizen, Alchem is committed to conducting business ethically and responsibly in accordance with applicable labor laws, human rights principles, and internationally recognized standards, including the Universal Declaration of Human Rights (UDHR), the International Labour Organization (ILO) Core Conventions, the United Nations Guiding Principles on Business and Human Rights (UNGPs), and relevant national regulations.

This Policy establishes Alchem's commitment to protecting labor rights, preventing human rights abuses, promoting workplace health and safety, encouraging employee development, and ensuring fair treatment throughout the employment lifecycle. The policy provides a framework for accountability, continuous improvement, and stakeholder engagement while supporting a culture of respect, inclusion, and responsible business conduct.

2. Scope

This policy applies to:

- All employees, workers, contractors, subcontractors, suppliers, consultants, and business partners operating at or for **BALLABGARH SITE**
- All activities including manufacturing, warehousing, logistics, administration, product design, research & development, and procurement.
- The surrounding communities and ecosystems that may be affected by our operations.

Location:

Site	Address
BALLABGARH SITE	25/2, Main Mathura Road, Village Kaili, Ballabhgarh, Faridabad, Haryana 121004

Baseline Year: FY 2023-24

Target Year: FY 2030-31

3. Core Principles

Alchem's approach to labour and human rights management is guided by the following principles:

1. Respect for Human Rights

We respect and support internationally recognized human rights and seek to prevent adverse impacts resulting from our operations, products, services, and business relationships.



2. Dignity and Respect

Every individual shall be treated with dignity, fairness, and respect regardless of role, employment status, or personal characteristics.

3. Safe and Healthy Workplace

We are committed to providing safe working conditions and protecting the physical, mental, and emotional wellbeing of our workforce.

4. Equality and Inclusion

We promote equal opportunities and maintain a workplace free from discrimination, harassment, intimidation, and retaliation.

5. Employee Participation

Employees shall have opportunities to express concerns, provide feedback, and participate in workplace improvements.

6. Continuous Learning

We support employee growth through training, skills development, and career advancement opportunities.

7. Accountability and Transparency

We establish mechanisms to monitor compliance, address concerns, and continuously improve workforce practices.

4. Workforce & Human Rights Commitments

For each Social aspect, we set both **qualitative objectives** (strategic direction) and **quantitative targets** (measurable outcomes).

4.1 Human Rights Governance

Qualitative Objectives:

1. Integrate human rights considerations into business operations, strategic planning, and risk management processes.
2. Identify, assess, and address actual or potential human rights risks associated with our activities and business relationships.
3. Promote awareness of human rights responsibilities among employees, management, suppliers, and contractors.
4. Encourage ethical decision-making and responsible business conduct at all organizational levels.
5. Maintain effective grievance mechanisms that allow stakeholders to report concerns without fear of retaliation.

Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- Conduct annual human rights risk assessments covering operations and supply chain activities.
- Provide human rights awareness training to **100%** of management personnel.



- Ensure all reported human rights concerns are investigated in accordance with established procedures.
- Maintain **zero** substantiated cases of severe human rights violations within Alchem operations.
- Review **100%** of human rights performance indicators annually.

4.2 Employee Health, Safety & Wellbeing

Qualitative Objectives:

1. Engage with local communities and authorities to understand shared water risks and collaborate on watershed management.
2. Provide and maintain a workplace that is safe, healthy, and free from recognized hazards.
3. Foster a proactive safety culture where employees actively participate in hazard identification and risk reduction.
4. Promote physical health, mental wellbeing, and occupational wellness.
5. Encourage early reporting of unsafe conditions, near misses, and health concerns.
6. Continuously improve workplace safety systems through monitoring, training, and corrective actions.

Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- Maintain **zero** workplace fatalities.
- Provide safety induction training to **100%** of new employees and contractors.
- Conduct periodic workplace inspections across all operational areas.
- Complete annual emergency preparedness and evacuation drills.
- Provide occupational health assessments for **100%** of eligible employees in accordance with regulatory requirements.

4.3 Fair Working Conditions

Qualitative Objectives:

1. Provide fair compensation and benefits in compliance with applicable legal requirements.
2. Ensure working hours, overtime practices, and rest periods comply with labor regulations.
3. Promote work-life balance and employee wellbeing.
4. Maintain transparent employment terms and conditions.
5. Protect employees from unfair treatment, coercion, or exploitation.



Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- **100%** compliance with applicable wage and benefits regulations.
- **100%** compliance with legal working-hour requirements.
- Annual review of compensation and benefits practices.
- Maintain 100% monitoring of attendance and overtime records.
- Maintain 100% Periodic workforce satisfaction assessments.

4.4 Social Dialogue & Employee Engagement

Qualitative Objectives:

1. Foster open communication between employees and management.
2. Respect employees' rights to freedom of association and collective representation in accordance with applicable laws.
3. Encourage employee participation in workplace decision-making and improvement initiatives.
4. Maintain accessible grievance and feedback mechanisms.
5. Promote a culture of mutual trust, transparency, and collaboration.

Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- Achieve at least **80%** employee participation in annual employee satisfaction surveys.
- Acknowledge **100%** of employee grievances within 7 working days and resolve at least **90%** within 30 working days, where feasible.
- Maintain documented records for **100%** of employee consultations, grievances, and corrective actions taken.
- Track and report employee engagement and grievance management performance indicators annually.
- Implement corrective action plans for **100%** of substantiated employee concerns identified through surveys, consultations, or grievance mechanisms.

4.5 Development, Training & Talent Management

Qualitative Objectives:

1. Promote continuous learning and professional development.
2. Strengthen workforce competencies to support business growth and innovation.
3. Provide equal access to training and development opportunities.
4. Support internal career progression and succession planning.
5. Encourage leadership development and talent retention.



Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- Deliver a minimum average of 20 training hours per employee per year.
- Ensure 100% of employees receive at least one formal training or development program annually.
- Conduct annual performance evaluations for 100% of eligible employees.
- Develop and implement competency enhancement plans for 100% of identified critical functions and key positions.
- Achieve at least 90% employee participation in mandatory training programs.
- Maintain 100% training attendance and effectiveness evaluation records within the Learning Management System or designated tracking platform.
- Measure training effectiveness through post-training assessments, targeting a minimum average score of 80%.
- Fill at least 50% of managerial and supervisory vacancies through internal promotions where feasible.
- Review and update career development and succession planning programs annually.
- Monitor employee retention rates and maintain annual voluntary turnover below industry benchmark levels where practicable.

4.6 Child Labor, Forced Labor & Human Trafficking Prevention

Qualitative Objectives

1. Maintain a zero-tolerance approach toward child labor, forced labor, bonded labor, prison labor, debt bondage, modern slavery, and human trafficking in all operations and business relationships.
2. Verify the age and legal eligibility of all workers prior to employment.
3. Ensure all employment relationships are entered into voluntarily and without coercion, threats, intimidation, or deception.
4. Prohibit the withholding of identity documents, passports, wages, or personal belongings as a condition of employment.
5. Prevent the payment of recruitment fees by workers and promote ethical recruitment practices throughout the supply chain.
6. Extend labor rights expectations to suppliers, contractors, labor agencies, and business partners.
7. Establish mechanisms for identifying, reporting, investigating, and remediating any suspected cases of child labor, forced labor, or human trafficking.



Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- Maintain zero confirmed incidents of child labor, forced labor, bonded labor, prison labor, or human trafficking annually.
- Verify age documentation for 100% of employees, contractors, and agency workers before commencement of work.
- Ensure 100% of workers receive written employment contracts in a language they understand.
- Assess 100% of labor providers and recruitment agencies against ethical recruitment requirements annually.
- Conduct labor rights compliance assessments covering at least 90% of the workforce annually.
- Provide annual labor rights awareness training to 100% of HR personnel and hiring managers.
- Achieve 100% investigation closure of reported labor rights concerns within 30 working days.
- Maintain 0% worker-paid recruitment fees across all employment channels.

4.7 Diversity, Equity, Inclusion, Non-Discrimination & Anti-Harassment

Qualitative Objectives

1. Foster a diverse, equitable, and inclusive workplace where every individual is respected and valued.
2. Provide equal employment opportunities regardless of gender, age, race, ethnicity, nationality, religion, disability, marital status, sexual orientation, veteran status, political opinion, or any other legally protected characteristic.
3. Prevent all forms of discrimination, harassment, bullying, victimization, retaliation, and inappropriate workplace conduct.
4. Promote fair recruitment, compensation, promotion, training, and career development practices.
5. Encourage respectful communication and professional behavior across all levels of the organization.
6. Establish confidential channels for reporting workplace misconduct.
7. Ensure complaints are investigated promptly, impartially, and fairly.

Quantitative Targets

- Provide anti-harassment and non-discrimination training to 100% of employees annually.
- Train 100% of managers and supervisors on inclusive leadership and grievance handling every year.
- Investigate 100% of reported discrimination, harassment, bullying, or retaliation complaints.
- Complete corrective actions for 100% of substantiated cases within 60 days.
- Maintain zero repeat violations involving the same individual following corrective action.



- Increase female representation in the workforce by a minimum of 10% by FY 2030-31 against the FY 2024-25 baseline, where feasible.
- Ensure 100% equal-pay assessments are completed annually for comparable roles.
- Achieve employee inclusion survey scores of at least 80%.

4.8 Employee Welfare, Wellbeing & Benefits

Qualitative Objectives

1. Promote the overall wellbeing of employees through comprehensive welfare initiatives.
2. Support employees' physical, mental, emotional, and financial wellbeing.
3. Provide workplace facilities that contribute to employee comfort, health, and productivity.
4. Encourage healthy lifestyles and preventive healthcare practices.
5. Support employees through life events, personal challenges, and family responsibilities where reasonably practicable.
6. Promote work-life balance and employee engagement.

Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- Conduct at least two employee wellbeing programs annually.
- Provide preventive health screening opportunities to 100% of eligible employees annually.
- Achieve employee participation rates of at least 75% in health and wellbeing initiatives.
- Maintain employee satisfaction scores related to welfare and benefits above 80%.
- Reduce stress-related absenteeism by 10% by FY 2030-31 against baseline levels.
- Conduct annual reviews covering 100% of employee welfare facilities and amenities.
- Resolve 90% of welfare-related employee concerns within 30 days.

4.9 Ethical Recruitment & Responsible Employment

Qualitative Objectives

1. Ensure all recruitment activities are conducted ethically, transparently, and fairly.
2. Recruit employees based solely on qualifications, competencies, experience, and job-related requirements.
3. Prohibit recruitment practices involving deception, coercion, discrimination, or exploitation.
4. Ensure workers are informed of employment terms prior to commencing work.
5. Promote responsible labor sourcing and ethical employment practices across the workforce.



Quantitative Targets

- Ensure 100% of employees receive documented employment agreements before joining.
- Verify legal work authorization for 100% of employees.
- Maintain 100% compliance with recruitment procedures and hiring controls.
- Assess 100% of recruitment agencies and labor providers annually.
- Provide ethical recruitment training to 100% of HR personnel every year.
- Achieve zero substantiated cases of fraudulent, coercive, or deceptive recruitment practices.
- Maintain 100% documentation of recruitment records and candidate evaluations.

4.10 Supplier & Contractor Labor Standards

Qualitative Objectives

1. Promote responsible labor practices throughout the supply chain.
2. Communicate labor and human rights expectations to suppliers, contractors, and service providers.
3. Encourage suppliers to implement policies addressing labor rights, workplace safety, and ethical employment practices.
4. Monitor labor-related risks within the supply chain.
5. Work collaboratively with suppliers to improve social performance and human rights outcomes.

Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- Communicate labor and human rights requirements to 100% of strategic suppliers and contractors.
- Assess 100% of high-risk suppliers against labor and human rights criteria annually.
- Conduct on-site or desktop reviews for at least 80% of identified high-risk suppliers every year.
- Achieve closure of 90% of supplier labor-rights corrective actions within agreed timelines.
- Maintain zero critical unresolved labor rights violations among approved suppliers.
- Increase supplier participation in labor-rights awareness initiatives by 15% by FY 2030-31.
- Include labor and human rights clauses in 100% of new supplier contracts.

4.11 Community Engagement & Social Responsibility

Qualitative Objectives

1. Contribute positively to the communities in which Alchem operates.
2. Respect the rights, culture, and wellbeing of local communities.
3. Support community development initiatives focused on education, health, skill development, environmental stewardship, and social welfare.



4. Encourage employee participation in community engagement activities.
5. Maintain open communication with stakeholders regarding social impacts and concerns.

Quantitative Targets (by FY 2030-31, against FY 2023-24 baseline):

- Participate in a minimum of four community engagement initiatives annually.
- Contribute at least 500 employee volunteering hours annually by FY 2030-31.
- Conduct at least two stakeholder engagement consultations annually.
- Support at least one workforce-related community development project each year.
- Track and publicly report community engagement performance annually
- Achieve stakeholder satisfaction scores of at least 80% regarding community engagement initiatives.



5. Action Framework

To translate policy commitments into measurable outcomes, Alchem shall implement the following workforce and human rights management actions:

Topic	Key Actions
Human Rights Governance	Annual human rights risk assessments; integration of human rights considerations into business decisions; human rights due diligence reviews; stakeholder engagement; grievance mechanism management.
Employee Health, Safety & Wellbeing	Workplace risk assessments; safety inspections; emergency preparedness drills; occupational health surveillance; wellness campaigns; mental health awareness programs; incident investigations and corrective actions.
Working Conditions	Periodic review of wages, benefits, working hours, and employment practices; workforce consultations; compliance monitoring; employee satisfaction assessments.
Social Dialogue & Employee Engagement	Employee forums; management-worker meetings; grievance management; employee surveys; suggestion programs; workforce consultation committees.
Career Development & Training	Training needs analysis; competency development programs; technical and behavioral training; leadership development initiatives; succession planning; performance management processes.
Child Labor & Forced Labor Prevention	Age verification procedures; ethical recruitment controls; labor agency assessments; supplier labor audits; awareness training; remediation procedures.
Diversity, Equity & Inclusion	Inclusive recruitment practices; anti-harassment awareness programs; diversity monitoring; equal opportunity assessments; workplace conduct investigations.
Employee Welfare & Benefits	Health screening programs; employee assistance initiatives; welfare facility assessments; wellbeing campaigns; family support initiatives.
Ethical Recruitment	Recruitment process reviews; employment contract verification; recruiter training; responsible hiring controls; labor agency oversight.
Supplier & Contractor Labor Standards	Supplier assessments; labor rights audits; contractual compliance requirements; supplier training; corrective action monitoring.
Community Engagement & Social Responsibility	Community consultations; volunteering programs; workforce development initiatives; social impact projects; stakeholder engagement activities.



6. Roles and Responsibilities

Board of Directors / Executive Management

Responsibilities:

- Approve and periodically review this policy.
- Ensure adequate resources are allocated for implementation.
- Monitor labor and human rights performance.
- Promote ethical and responsible workplace practices.
- Review significant workforce and human rights risks.

Site Head / Business Unit Head

Responsibilities:

- Ensure effective implementation of policy requirements.
- Integrate labor and human rights objectives into operational activities.
- Review workforce performance indicators.
- Support corrective and preventive actions.

Human Resources Department

Responsibilities:

- Manage recruitment, employment, training, and employee relations processes.
- Monitor compliance with labor laws and company requirements.
- Coordinate workforce development initiatives.
- Manage grievance mechanisms and employee engagement activities.
- Maintain workforce records and performance metrics.

Environment, Health & Safety (EHS) Department

Responsibilities:

- Implement workplace health and safety programs.
- Conduct safety inspections and risk assessments.
- Monitor occupational health performance.
- Support emergency preparedness and incident investigations.
- Report safety performance indicators.

Department Managers and Supervisors

Responsibilities:

- Implement policy requirements within their areas of responsibility.
- Promote respectful workplace behavior.
- Ensure employee participation in training programs.
- Monitor workforce wellbeing and performance.
- Address concerns raised by employees promptly.



Employees

Responsibilities:

- Comply with company policies and workplace standards.
- Treat colleagues with dignity and respect.
- Participate in required training programs.
- Report concerns, hazards, or violations.
- Contribute to a positive and inclusive workplace culture.

7. Continuous Improvement

Alchem is committed to continuously strengthening its labor practices, human rights performance, employee wellbeing initiatives, and workplace culture.

To support continuous improvement, the company shall:

- Review workforce performance indicators annually.
- Monitor evolving legal, regulatory, and stakeholder requirements.
- Conduct periodic benchmarking against industry best practices.
- Evaluate findings from audits, inspections, surveys, grievances, and stakeholder feedback.
- Implement corrective and preventive actions to address identified gaps.
- Encourage employee participation in workplace improvement initiatives.
- Promote innovation and best practices that support employee wellbeing and responsible workplace management.

8. Annual Improvement Commitments

Alchem shall endeavor to:

- Implement at least three workforce or human-rights-related improvement initiatives annually.
- Increase employee participation in engagement and wellbeing programs year-on-year.
- Strengthen labor rights due diligence processes across operations and supply chains.
- Improve employee satisfaction and engagement performance indicators annually.
- Review and enhance training programs based on workforce needs and emerging risks.



9. Alignment with Sustainable Development Goals (SDGs)

This policy directly contributes to the following UN SDGs:



10. Policy Review

This policy shall be reviewed annually to ensure continued relevance, effectiveness, and alignment with applicable legal requirements, stakeholder expectations, industry standards, and organizational objectives.

The review shall consider:

- Workforce performance indicators.
- Audit and assessment findings.
- Employee and stakeholder feedback.
- Changes in laws and regulations.
- Emerging human rights risks.
- Business strategy and operational developments.
- **Last Review Date:** 06-04-2026
- **Next Review Date:** 06-04-2027

Approved By: Sunil Malik

Designation: Senior Vice President

Signature:

Date: 06-04-2026



11. Employee Acknowledgement

I acknowledge that I have received, read, and understood the Alchem International Pvt. Ltd. Employee Rights Policy.

I understand my responsibility to uphold the principles outlined in this policy, including respecting human rights, promoting a safe and inclusive workplace, complying with labor standards, supporting diversity and inclusion, reporting concerns responsibly, and contributing to a positive workplace culture.

I agree to comply with the requirements of this policy and support Alchem's commitment to ethical employment practices, employee wellbeing, workplace safety, and responsible business conduct.

Employee Name: Yuvraj Chettri

Employee Signature:

A handwritten signature in dark ink, appearing to read 'Yuvraj', followed by a long horizontal stroke that ends in a small upward flick.

Date: 07-04-2026