



RAVIRAJ FOILS LIMITED.

EHS PROCEDURE

HR DEPARTMENT	PAGE NO	Page 1 of 5
TITLE: Procedure for Materiality Analysis	DOC. NO.	RFL/EHS/PR/55
	REV. NO.	00
	EFFECTIVE DATE	20/08/2024
	REVIEW DATE	19/08/2025
	SUPERSEDES	NIL

1. Purpose:

The purpose of this procedure is to establish a systematic approach to conducting a Materiality Analysis at Raviraj Foils Ltd., in alignment with the Global Reporting Initiative (GRI) Standards. This analysis will identify and prioritize the most significant environmental, social, and governance (ESG) issues that impact our operations and are of interest to our stakeholders. The outcome will guide the focus areas for our sustainability reporting and strategic planning.

2. Scope:

This procedure applies to all departments and functions at Raviraj Foils Ltd., including production, quality control, sales, marketing, procurement, human resources, and corporate governance. It covers both domestic and export markets, focusing on the production processes involving aluminum sheet reduction, foil separation, annealing, packing, and dispatch.

3. References:

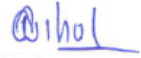
Global Reporting Initiative (GRI) Standards: GRI 101, GRI 102, GRI 103

ISO 14001:2015 Environmental Management Systems

ISO 45001:2018 Occupational Health and Safety Management Systems

4. Responsibility:

Sustainability Team: Lead the materiality analysis process, coordinate stakeholder engagement, and compile results.

PREPARED BY:	CHECKED BY:	APPROVED BY:
		
Safety Officer	Sr. EHS Officer	HR - Head
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EHS PROCEDURE

HR DEPARTMENT	PAGE NO	Page 2 of 5
TITLE: Procedure for Materiality Analysis	DOC. NO.	RFL/EHS/PR/55
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Cross-Functional Team: Includes representatives from Production, Quality Control, Sales, Marketing, Procurement, and HR to provide input on material issues.

Senior Management: Validate and approve the final list of material issues.

External Stakeholders: Provide input through surveys, interviews, and consultations.

5. Procedure:

5.1. Preparation and Planning

Objective Setting: Define the objectives of the materiality analysis in the context of Raviraj Foils Ltd. The objectives should align with the company's sustainability goals and the GRI standards.

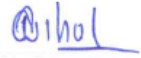
Team Formation: Establish a cross-functional team comprising members from all relevant departments.

Stakeholder Identification: Identify internal and external stakeholders, including customers, suppliers, regulators, employees, and community representatives.

5.2. Identification of Relevant Issues

Review of Existing Data: Analyze internal documents, industry standards, past sustainability reports, and peer benchmarks to identify potential ESG issues relevant to the aluminum conversion process.

Stakeholder Engagement: Engage stakeholders through surveys, interviews, and focus groups to understand their concerns and expectations regarding Raviraj Foils' operations.

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Global Standards Alignment: Refer to the GRI standards, particularly GRI 102 and GRI 103, to ensure comprehensive identification of potential material topics.

5.3. Prioritization of Material Issues

Impact and Importance Assessment: Assess the impact of each identified issue on the company's operations and its importance to stakeholders. Criteria for assessment should include financial impact, legal implications, reputational risk, and alignment with corporate strategy.

Materiality Matrix Development: Plot the issues on a materiality matrix with two axes—importance to stakeholders and impact on the organization. Identify the issues that fall into the high-impact and high-importance quadrant.

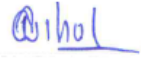
Validation: Present the draft materiality matrix to senior management for review and validation. Adjust based on feedback received.

5.4. Integration into Reporting

Focus on High-Priority Issues: Ensure that the sustainability report emphasizes the material issues identified through the analysis.

Strategic Integration: Align material issues with Raviraj Foils' strategic objectives and integrate them into corporate decision-making processes.

GRI-Compliant Disclosure: Include detailed disclosures on the management of material issues, including goals, actions taken, performance metrics, and progress over time, in accordance with GRI 102-46 (Defining Report Content and Topic Boundaries) and GRI 102-47 (List of Material Topics).

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HR DEPARTMENT	PAGE NO	Page 4 of 5
TITLE: Procedure for Materiality Analysis	DOC. NO.	RFL/EHS/PR/55
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5.5. Review and Continuous Improvement

Monitoring: Continuously monitor changes in stakeholder expectations, industry trends, and regulatory requirements. Update the materiality analysis as necessary.

Periodic Reassessment: Conduct a full reassessment of material issues at least every two years, or more frequently if there are significant changes in the business environment.

Documentation: Maintain detailed records of all steps in the materiality analysis, including stakeholder engagement, issue identification, prioritization, and validation.

6. Records:

Stakeholder Consultation Records: Surveys, interview notes, and feedback forms.

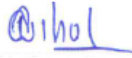
Issue Identification Records: List of identified issues and their sources.

Materiality Matrix: Documented matrix and assessment criteria.

Approval Records: Meeting minutes and approval signatures from senior management.

Sustainability Report Sections: Drafts and final versions of the report sections related to material issues.

Review Logs: Records of periodic reviews and updates to the materiality analysis.

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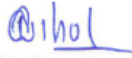
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7. Review and Revision History:

This procedure shall be reviewed annually or as required by changes in GRI standards, regulatory requirements, or internal processes. All revisions must be documented in the revision history table.

Sr. No.	Issue Date	Reason for revision	Revision No.	Obsolete Doc No.
1	20/08/2024	First Issue	00	-

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