



RAVIRAJ FOILS LIMITED.

EHS PROCEDURE

HR DEPARTMENT

PAGE NO

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TITLE: Gender Equity and Women's Empowerment Policy

DOC. NO.

RFL/EHS/PR/77

REV. NO.

00

EFFECTIVE DATE

20/08/2024

REVIEW DATE

19/08/2025

SUPERSEDES

NIL

1. Purpose

This policy outlines Raviraj Foils Ltd.'s commitment to promoting gender equity and women's empowerment across its operations and practices, in line with best practices and applicable standards.

2. Scope

This policy applies to all facilities and operations of Raviraj Foils Ltd.

3. Core Principles

Program Implementation: Establish and maintain a program that promotes gender equity and women's empowerment.

Program Review: Regularly review and update the program to address any gaps or changes.

Public Disclosure: Annually disclose the effectiveness of measures taken to promote gender equity.

4. Policy Guidelines

4.1 Program Implementation

Program Development:

Employment Practices: Promote gender equity in all employment practices.

Training Opportunities: Ensure equal access to training opportunities for all employees.

Awarding Contracts: Promote gender equity in the awarding of contracts.

PREPARED BY:

CHECKED BY:

APPROVED BY:

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[Signature]

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Safety Officer

Sr. EHS Officer

HR - Head

DATE: 20/08/2024

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Processes of Engagement: Ensure gender equity in engagement processes.

Management Activities: Implement gender equity in management activities.

Address Barriers:

Professional Development: Address barriers to professional development.

Discrimination: Eliminate discrimination based on gender.

Violence and Harassment: Prevent and address violence and harassment in the workplace.

4.2 Program Review

Review Schedule:

Regular Review: Review the program at least every five years.

Change Review: Review the program following any changes to the Business that alter Material Gender Equity risk(s).

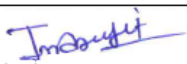
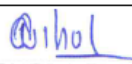
Control Gap Review: Review the program upon any indication of a control gap.

4.3 Public Disclosure

Annual Reporting: Publicly disclose the effectiveness of measures taken to promote gender equity on an annual basis.

5. Implementation Points

5.1 Barriers to Professional Development

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Gender Audit: Conduct a gender audit of the organization.

Payment Methods: Ensure safe and direct payment methods for wages.

Parental Leave: Provide paternity leave and encourage its use; offer flexible working practices for parents.

Pregnancy and Nursing: Ensure facilities and assignments are suitable for pregnant and nursing women.

Support Structures: Appoint a committee or individual responsible for gender equity and women's empowerment measures.

5.2 Discrimination

Policies: Implement robust policies preventing discrimination and sexual harassment.

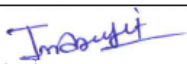
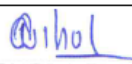
Training: Ensure all line managers and supervisors are trained on discrimination and harassment policies.

Reporting Mechanisms: Maintain confidential mechanisms for reporting discrimination.

5.3 Harassment

Procedures: Develop procedures for addressing harassment, including sexual harassment.

Prevention and Awareness: Promote prevention and awareness training.

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Support for Victims: Ensure confidentiality, support, and non-retaliation for victims of harassment.

6. Documentation and Integration

6.1 Documentation

Internal Records: Maintain records of the gender equity program, reviews, and actions taken.

6.2 Integration

Program Integration: Integrate gender equity initiatives with other management systems and practices.

7. Application

7.1 Facilities

Applicability: This policy applies to all facilities and operations of Raviraj Foils Ltd.

7.2 Not Applicable

Exemptions: This policy does not apply if no significant gender equity issues are identified.

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8. Review and Continuous Improvement

8.1 Policy Review

Periodic Review: Review this policy at every three years to ensure its effectiveness.

Continuous Improvement: Implement improvements based on review findings, stakeholder feedback, and best practices.

9. Revision History:

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

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