



## RAVIRAJ FOILS LIMITED. EHS PROCEDURE

|                                                          |                |               |
|----------------------------------------------------------|----------------|---------------|
| HR DEPARTMENT                                            | PAGE NO        | Page 1 of 3   |
| TITLE: Non-Discrimination Policy<br>(Clause 10.4 of ASI) | DOC. NO.       | RFL/EHS/PR/88 |
|                                                          | 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 ensuring equal opportunities and preventing discrimination in all aspects of employment, in line with Clause 10.4 of the Aluminium Stewardship Initiative (ASI) Performance Standard.

### 2. Scope

This policy applies to all employees, contractors, and business partners at all facilities of Raviraj Foils Ltd.

### 3. Policy Statement

Raviraj Foils Ltd. is committed to creating and maintaining a work environment that is free from discrimination and that values diversity. The company shall: a. Ensure equal opportunities and shall not engage in or support discrimination in: i. Hiring; ii. Salary; iii. Promotion; iv. Training; v. Advancement opportunities; or vi. Termination of any Worker on the basis of gender, race, national or social origin, caste, religion, disability, political affiliation, sexual orientation, marital status, family responsibilities, age, or any other condition that could give rise to discrimination.

b. Undertake objective appraisals of jobs based on the work performed to verify equitable rates of pay.

c. Promote a culture of non-discrimination throughout the organization.

|                                                                                     |                                                                                     |                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| PREPARED BY:                                                                        | CHECKED BY:                                                                         | APPROVED BY:                                                                          |
|  |  |  |
| Safety Officer                                                                      | Sr. EHS Officer                                                                     | HR - Head                                                                             |
| DATE: 20/08/2024                                                                    | DATE: 20/8/2024                                                                     | DATE: 20/08/2024                                                                      |

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|                                                          | SUPERSEDES     | NIL           |

### 4. Implementation

To implement this policy, Raviraj Foils Ltd. will:

Conduct regular training on diversity and non-discrimination for all employees, particularly in areas such as hiring and promotion practices where discrimination is most likely to occur.

Carry out risk assessments to identify and address potential risks of discrimination within the company.

Implement clear and transparent procedures for reporting and addressing complaints of discrimination.

Ensure that the policy is communicated to all employees, contractors, and business partners.

Review and update the policy regularly to ensure its effectiveness and compliance with applicable laws and standards.

### 5. Responsibilities

Management: Responsible for enforcing this policy and ensuring that all employees adhere to it.

Human Resources: Responsible for conducting training, monitoring compliance, and addressing any reports of discrimination.

|                                                                                     |                                                                                     |                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| PREPARED BY:                                                                        | CHECKED BY:                                                                         | APPROVED BY:                                                                          |
|  |  |  |
| Safety Officer                                                                      | Sr. EHS Officer                                                                     | HR - Head                                                                             |
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|                                                                  | SUPERSEDES     | NIL                  |

Employees: Expected to understand and comply with the policy and report any incidents of discrimination.

## 6. Monitoring and Review

Raviraj Foils Ltd. will regularly monitor and review this policy to ensure its continued relevance and effectiveness. The company will take necessary corrective actions in case of any deviations or non-compliance.

## 7. 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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|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>PREPARED BY:</b>                                                                 | <b>CHECKED BY:</b>                                                                  | <b>APPROVED BY:</b>                                                                   |
|  |  |  |
| <b>Safety Officer</b>                                                               | <b>Sr. EHS Officer</b>                                                              | <b>HR - Head</b>                                                                      |
| <b>DATE:</b> 20/08/2024                                                             | <b>DATE:</b> 20/8/2024                                                              | <b>DATE:</b> 20/08/2024                                                               |

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