



RAVIRAJ FOILS LIMITED.

EHS PROCEDURE

HR DEPARTMENT	PAGE NO	Page 1 of 3
TITLE: Communication and Engagement Policy (Clause 10.5 - ASI Compliance)	DOC. NO.	RFL/EHS/PR/89
	REV. NO.	00
	EFFECTIVE DATE	20/08/2024
	REVIEW DATE	19/08/2025
	SUPERSEDES	NIL

1. Purpose

The purpose of this policy is to ensure open communication and direct engagement between Raviraj Foils Ltd., its Workers, and their representatives. This engagement will address working conditions, workplace issues, and compensation without the threat of reprisal, intimidation, or violence and harassment, in compliance with Clause 10.5 of the Aluminium Stewardship Initiative (ASI) Performance Standard.

2. Scope

This policy applies to all Facilities and Workers within Raviraj Foils Ltd., including full-time, part-time, and contract employees, as well as any other individuals who have a formal working relationship with the company.

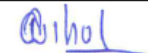
3. Policy Statement

Raviraj Foils Ltd. is committed to maintaining a work environment where open communication is encouraged, and direct engagement with Workers and their representatives is conducted in a respectful and transparent manner. This commitment includes:

Ensuring Open Communication: Establishing and utilizing communication channels that allow Workers and their representatives to freely express concerns and provide feedback on working conditions, workplace issues, and compensation.

Protection Against Reprisal: Guaranteeing that participation in communication and engagement processes is free from any threat of reprisal, intimidation, or harassment.

Engagement with Representatives: Directly engaging with Worker representatives, including freely elected Labour Unions, delegates, or other nominated spokespersons, where they exist, to address relevant issues.

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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4. Implementation

Communication Channels: Raviraj Foils Ltd. will implement and maintain effective communication channels that ensure Workers and their representatives can raise concerns or provide feedback. These channels will be accessible, confidential, and culturally appropriate.

Grievance Mechanisms: A formal Grievance Resolution Mechanism will be established to allow Workers to raise complaints regarding workplace and compensation issues. This mechanism will aim to handle disputes and appeals in a timely, effective, and transparent manner, ensuring that all grievances are addressed without fear of retaliation.

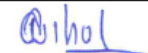
Training and Awareness: All Workers, including management and supervisors, will receive training on this policy, the importance of open communication, and the procedures for engaging with Worker representatives. This training will also cover the protections in place to prevent reprisal or harassment.

5. Monitoring and Review

Regular Audits: Regular audits will be conducted to ensure compliance with this policy. The effectiveness of communication channels and grievance mechanisms will be reviewed, and necessary adjustments will be made to improve them.

Worker Feedback: Periodic surveys and feedback sessions will be conducted to assess Worker satisfaction with the communication and engagement processes. Feedback from these sessions will be used to make continuous improvements to the policy.

6. Roles and Responsibilities

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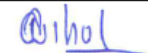
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Management: Responsible for ensuring the implementation of this policy and that all Workers are aware of and understand its provisions. Management must also ensure that no Worker faces retaliation for participating in the communication and engagement processes.

Workers: Encouraged to use the communication channels provided and participate actively in engagement processes. Workers must report any instances of reprisal, intimidation, or harassment to their supervisors or through the formal grievance mechanism.

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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