



RAVIRAJ FOILS LIMITED. EHS PROCEDURE

HR DEPARTMENT	PAGE NO	Page 1 of 4
TITLE: Violence and Harassment Policy (Clause 10.6 - ASI Compliance)	DOC. NO.	RFL/EHS/PR/90
	REV. NO.	00
	EFFECTIVE DATE	20/08/2024
	REVIEW DATE	19/08/2025
	SUPERSEDES	NIL

1. Purpose

The purpose of this policy is to establish a safe and respectful work environment at Raviraj Foils Ltd. by preventing and addressing violence and harassment in the workplace, in compliance with Clause 10.6 of the Aluminium Stewardship Initiative (ASI) Performance Standard.

2. Scope

This policy applies to all Facilities and Workers of 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.

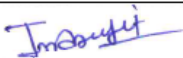
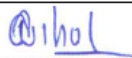
3. Policy Statement

Raviraj Foils Ltd. is committed to maintaining a workplace free from violence and harassment. The company will:

Policy Development and Consultation: Develop and implement a workplace policy on violence and harassment in consultation with Workers and their representatives. This policy will be reviewed at least every five years or upon significant changes to the business or any indication of a control gap.

Public Disclosure: Publicly disclose the latest version of the violence and harassment policy to ensure transparency.

Occupational Health and Safety: Integrate the prevention and management of violence and harassment into the broader occupational health and safety framework. Hazards and risks related to violence and harassment will be identified,

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 4
TITLE: Violence and Harassment Policy (Clause 10.6 - ASI Compliance)	DOC. NO.	RFL/EHS/PR/90
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assessed, and mitigated with the active participation of Workers and their representatives.

Training and Information: Provide training and information in accessible formats to all Workers and other concerned persons regarding the hazards and risks of violence and harassment, as well as the prevention and protection measures in place.

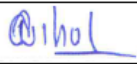
4. Implementation

Workplace Policy: Raviraj Foils Ltd. will establish a comprehensive workplace policy on violence and harassment, developed in consultation with Workers and their representatives. This policy will include clear definitions, examples of unacceptable behavior, and procedures for reporting and addressing incidents.

Risk Assessment: Conduct regular risk assessments to identify and evaluate potential risks of violence and harassment in the workplace. The risk assessment will consider factors such as industry-specific practices, geographical location, and specific job roles that may be more susceptible to such risks.

Training: All Workers, supervisors, and contractors, including security personnel, will receive training on how to manage disciplinary issues appropriately and respond to incidents of violence and harassment. The training will emphasize that security forces or military personnel should not be involved in workforce discipline but should limit their role to safeguarding the premises.

Grievance Mechanisms: Implement grievance procedures and complaints resolution mechanisms that allow Workers to report concerns about violence and harassment without fear of retaliation. These mechanisms will ensure that grievances are

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HR DEPARTMENT	PAGE NO	Page 3 of 4
TITLE: Violence and Harassment Policy (Clause 10.6 - ASI Compliance)	DOC. NO.	RFL/EHS/PR/90
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investigated and resolved fairly and promptly. Workers will be able to report issues to someone other than their immediate supervisor if necessary.

5. Monitoring and Review

Policy Review: The violence and harassment policy will be reviewed at least every five years, or sooner if there are significant changes in the business or if a control gap is identified. Reviews will also be conducted if there are any significant incidents or indications that current measures are insufficient.

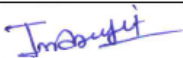
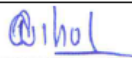
Continuous Improvement: Feedback from Workers and representatives will be sought to continuously improve the policy and its implementation. Any lessons learned from incidents or near misses will be incorporated into future policy revisions.

6. Roles and Responsibilities

Management: Responsible for ensuring the development, implementation, and regular review of the violence and harassment policy. Management must also ensure that all Workers are aware of the policy and have access to training and resources.

Workers: Encouraged to participate in the development and review of the policy, report any incidents of violence or harassment, and comply with the guidelines established in this policy.

Supervisors and Contractors: Required to manage disciplinary issues appropriately, ensuring that their actions do not contribute to or exacerbate incidents of violence

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PAGE NO

Page 4 of 4

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and harassment. They must also ensure that their actions align with the guidelines provided in this policy.

7. Revision History:

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

PREPARED BY:

CHECKED BY:

APPROVED BY:

Imayandi

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Safety Officer

Sr. EHS Officer

HR - Head

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