



RAVIRAJ FOILS LIMITED. EHS PROCEDURE

HR DEPARTMENT	PAGE NO	Page 1 of 3
TITLE: Informing Workers of Rights Policy (Clause 10.9 - ASI Compliance)	DOC. NO.	RFL/EHS/PR/93
	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 that all Workers at Raviraj Foils Ltd. are informed of their rights as protected under Clause 10.9 of the Aluminium Stewardship Initiative (ASI) Performance Standard. This policy aims to promote transparency and awareness regarding Workers' rights and obligations.

2. Scope

This policy applies to all Workers at Raviraj Foils Ltd., including full-time, part-time, temporary, and contract employees at all Facilities.

3. Policy Statement

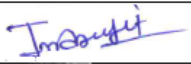
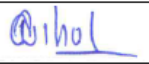
Raviraj Foils Ltd. is committed to ensuring that all Workers are fully informed of their rights and protections as outlined in the ASI Performance Standard. The company will:

Rights Information: Ensure that all Workers are informed of their rights, as protected under this Principle, including but not limited to their rights related to working conditions, non-discrimination, and workplace safety.

Restrictions on Freedom of Association: In cases where Freedom of Association and Collective Bargaining are restricted by Applicable Law, the company will provide clear information about the requirements of Clause 10.1(d), including any limitations or alternative means of representation and negotiation available to Workers.

4. Implementation

Communication Channels: Utilize various communication channels to disseminate information about Workers' rights, including employee handbooks, notice boards,

PREPARED BY:	CHECKED BY:	APPROVED BY:
		
Safety Officer	Sr. EHS Officer	HR - Head
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internal newsletters, and dedicated training sessions. Ensure that information is provided in a language and format that is understandable to all Workers.

Training and Awareness: Conduct regular training sessions for Workers to raise awareness about their rights and how to access support and resources. Training will be tailored to address the specific needs of different Worker groups and to cover any legal or regulatory changes that may impact their rights.

Documentation and Records: Maintain clear records of all communications and training related to Workers' rights. Ensure that these records are accessible for review and auditing purposes.

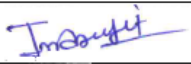
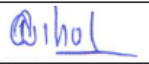
Feedback Mechanism: Provide Workers with a mechanism to raise questions or concerns about their rights and the information they receive. Address any queries or issues promptly to ensure that Workers have a clear understanding of their rights and how to exercise them.

5. Monitoring and Review

Regular Reviews: Review the effectiveness of the information dissemination process regularly to ensure that it remains effective and compliant with legal and ASI requirements. Update communication materials and training programs as necessary to address any identified gaps or changes in regulations.

Feedback and Improvement: Collect feedback from Workers regarding the clarity and usefulness of the information provided. Use this feedback to make improvements and enhance the effectiveness of the policy and its implementation.

6. Roles and Responsibilities

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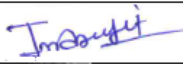
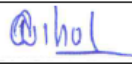
Management: Responsible for ensuring that Workers are informed of their rights and that communication materials and training programs are developed and maintained in accordance with this policy.

HR Department: Tasked with coordinating the dissemination of information, organizing training sessions, and maintaining records of communications and training.

Workers: Expected to participate in training sessions, seek clarification on any aspects of their rights, and utilize feedback mechanisms to voice any concerns or suggestions.

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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