



RAVIRAJ FOILS LIMITED. EHS PROCEDURE

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TITLE: Human Rights Impact Assessment Procedure	DOC. NO.	RFL/EHS/PR/97
	REV. NO.	00
	EFFECTIVE DATE	20/08/2024
	REVIEW DATE	19/08/2025
	SUPERSEDES	NIL

1. Purpose

This procedure establishes a systematic approach for assessing human rights impacts associated with Raviraj Foils Ltd.'s operations and supply chain to ensure compliance with national laws and international human rights standards.

2. Scope

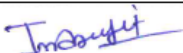
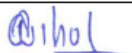
This procedure applies to all operations and business relationships of Raviraj Foils Ltd., including direct operations, supply chain, and other business partnerships.

3. Definitions

- **Human Rights Impact Assessment (HRIA):** A process to identify, understand, assess, and address the adverse impacts of business activities on the rights and well-being of individuals.
- **Stakeholders:** Individuals or groups affected by Raviraj Foils Ltd.'s operations, including employees, suppliers, customers, and local communities.

4. Responsibilities

- **HR Head:** Oversee the implementation of the human rights assessment process and ensure integration of findings into company policies.
- **EHS Manager:** Collaborate with the HR department to address any environmental issues that overlap with human rights concerns.
- **Compliance Officer:** Ensure legal compliance in all jurisdictions where Raviraj Foils operates.
- **Department Heads:** Facilitate assessments within their respective areas and ensure that their teams comply with human rights policies.

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5. Procedure

5.1 Preparation

- **Develop Assessment Framework:** Create a framework that includes human rights categories relevant to Raviraj Foils' operations (e.g., labor rights, community impact).
- **Identify Stakeholders:** List all potential internal and external stakeholders affected by the operations.

5.2 Assessment Execution

- **Data Collection:** Gather data through surveys, interviews, and on-site inspections to evaluate current human rights practices.
- **Risk Identification:** Identify areas where the company's activities potentially impact human rights.
- **Impact Analysis:** Analyze the data to determine the severity and extent of each identified risk.

5.3 Reporting

- **Document Findings:** Prepare a report detailing the outcomes of the assessment, including both positive impacts and areas for improvement.
- **Review and Approval:** The report is reviewed by the HR Head and approved by senior management.

5.4 Action Plan Development

- **Develop Corrective Measures:** For each identified risk, develop an action plan to mitigate negative impacts.
- **Implementation:** Assign responsibilities and timelines for implementing the action plans.

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5.5 Monitoring and Review

- **Ongoing Monitoring:** Regularly monitor the implementation of action plans and the effectiveness of interventions.
- **Annual Reviews:** Conduct annual reviews of the human rights assessment process to identify new risks and make necessary adjustments to the procedure.

5.6 Communication

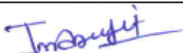
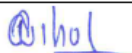
- **Internal Communication:** Share findings and action plans with all employees to foster transparency and accountability.
- **External Communication:** Communicate relevant aspects of the human rights impact assessment to external stakeholders, including the local community and regulatory bodies, as appropriate.

6. Documentation and Records

Maintain comprehensive records of all human rights assessments, including data collected, reports generated, decisions made, and actions taken. These documents should be stored securely and be accessible for audits and reviews.

7. Training

Provide regular training for employees involved in the assessment process to ensure they are knowledgeable about human rights issues and competent in executing their responsibilities under this procedure.

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8. Revision History:

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

Environmental and Social Impact Assessment Table

Impact Area	Specific Issue	Assessment Criteria	Impact Level	Mitigation Measures
Environmental Impacts	Air Emissions	ASI, GRI Standards	High	Install advanced air treatment systems to reduce emissions of VOCs and particulates. Regular maintenance and monitoring of emission control systems.
	Water Usage and Quality	ASI, GRI Standards	High	Implement water recycling processes. Use water-efficient technologies and check for leaks and inefficiencies in the water use system.
	Waste Management	ASI, GRI Standards	High	Enhance waste segregation practices. Increase the

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Impact Area

Specific Issue

Assessment Criteria

Impact Level

Mitigation Measures

Chemical Management

ASI, GRI Standards

High

proportion of waste recycled and ensure safe disposal of hazardous waste. Partner with certified waste management providers. Use less harmful alternatives where possible. Implement proper storage, handling, and disposal procedures for chemicals to prevent leaks and spills.

Energy Consumption

ASI, GRI Standards

Medium

Transition to renewable energy sources where feasible. Improve energy efficiency through upgraded equipment and energy management systems.

Biodiversity Impact

ASI, GRI Standards

Medium

Conduct biodiversity assessments. Implement management plans to mitigate impacts on local ecosystems, especially for operations located near sensitive areas.

Social Impacts

Community Engagement

ASI, GRI Standards

High

Develop a community engagement program that includes regular dialogue

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Impact Area

Specific Issue

Assessment Criteria

Impact Level

Mitigation Measures

Employee Relations

ASI, GRI Standards

High

with community leaders and other stakeholders to address their concerns and enhance community benefits.

Foster an inclusive workplace culture.

Implement fair labor practices, provide competitive wages and benefits, and ensure all employees have access to grievance mechanisms.

Health and Safety

ASI, GRI Standards

High

Conduct regular health and safety training for all employees. Ensure all safety equipment is up to date and conduct regular safety drills.

Indigenous Rights

ASI, GRI Standards

Medium

Respect the rights of indigenous populations by ensuring their lands are not used without informed consent. Engage with indigenous communities to understand and mitigate any potential impacts.

Local Economic Impact

ASI, GRI Standards

Medium

Support local economic development through hiring local workforce, sourcing

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Impact Area

Specific Issue

Assessment Criteria

Impact Level

Mitigation Measures

Public Health

ASI, GRI Standards

Medium

local materials, and participating in community development projects.

Ensure operations do not adversely affect public health by controlling emissions and effluents. Implement health programs for the community if necessary.

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