

	CROWNTech SURFACE FINISHINGS PVT. LTD. EMPLOYEES' HUMAN RIGHTS AND LABOUR POLICY	DOC: CT/HR/P/12
		Rev : 00
		Date No: 01.01.2026

EMPLOYEES' HUMAN RIGHTS AND LABOUR POLICY

1. Purpose

Crowntech Surface Finishings Pvt. Ltd. is committed to respecting and protecting the human rights, dignity, safety and welfare of all employees and workers. The company shall provide a fair, respectful, safe and inclusive working environment and comply with applicable labour laws and statutory requirements.

2. Scope

This policy applies to all employees, workers, trainees, apprentices, contract workers and other persons working on behalf of the company.

3. Policy Requirements

3.1 Humane Treatment

The company shall:

- Treat every employee with dignity, fairness and respect.
- Prohibit physical punishment, threats, intimidation, harassment and verbal abuse.
- Prohibit forced or involuntary labour.
- Provide a workplace free from violence, bullying and other forms of mistreatment.
- Provide suitable channels for employees to raise concerns or complaints without fear of retaliation.
- Take appropriate corrective action when violations are identified.

3.2 Wages and Benefits

The company shall:

- Pay wages and salaries in accordance with applicable laws and employment terms.
- Ensure timely payment of wages and salaries.
- Provide legally applicable benefits and statutory contributions.
- Provide overtime payment as required by applicable law.
- Maintain appropriate wage, attendance and statutory records.
- Communicate applicable wages, benefits and employment conditions to employees.




Prepared By : Human Resource

Approved By : Director

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3.3 Compliance with Working Conditions

The company shall:

- Comply with applicable working-hour, weekly-off, leave and overtime requirements.
- Provide a safe and healthy working environment.
- Provide appropriate Personal Protective Equipment (PPE) where required.
- Maintain workplace safety procedures, emergency preparedness and welfare facilities.
- Prohibit employment of children in violation of applicable laws.
- Ensure employees are not subjected to forced or bonded labour.
- Provide appropriate rest, drinking water, sanitation and other required welfare facilities.
- Monitor compliance with applicable labour and occupational safety requirements.

3.4 Non-Discrimination and Respect for Diversity

The company shall:

- Provide equal employment opportunities based on qualifications, skills, performance and business requirements.
- Not discriminate against employees on legally protected grounds.
- Respect diversity and individual differences.
- Prohibit harassment, discrimination and inappropriate behaviour in the workplace.
- Promote a professional workplace based on mutual respect.
- Take appropriate action against confirmed cases of discrimination or harassment.

3.5 Freedom of Association and Collective Bargaining

The company respects employees' lawful rights relating to freedom of association and collective bargaining, in accordance with applicable laws.

The company shall:

- Respect employees' right to participate in lawful employee associations or unions.
- Not discriminate or retaliate against employees for exercising their lawful rights.
- Provide appropriate channels for employees to communicate their concerns and suggestions.
- Encourage constructive communication between employees and management.
- Engage with recognized employee representatives in good faith, where applicable and legally permitted.

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4. Grievance Mechanism

Employees may report concerns relating to human rights, labour practices, discrimination, harassment, wages, working conditions or other workplace issues through:

- Supervisor / HOD
- HR Department
- Safety Department, where applicable
- Suggestion / Complaint Box
- Other officially approved grievance channels

All complaints shall be handled appropriately, confidentially where possible, and without retaliation against employees who raise concerns in good faith.

5. Responsibilities

Management: Ensure implementation of this policy and provide necessary resources.

HR Department: Monitor labour practices, employee welfare, grievances, statutory compliance and awareness.

HODs / Supervisors: Ensure respectful treatment, proper working conditions and compliance within their departments.

Employees: Follow company policies, respect fellow employees and report violations or concerns through the available channels.

6. Commitment

Crowntech Surface Finishings Pvt. Ltd. is committed to maintaining a workplace where **human rights, dignity, equality, safety, fairness and respect** are upheld for everyone

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