



PRACHI INTERNATIONAL

Organization's Management Policies Document

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Note:

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PRACHI INTERNATIONAL

LIST OF POLICIES

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Approved By (Partner)



PRACHI INTERNATIONAL

AMENDMENT RECORD

Doc. No.: Sec. B (Procedures)

Version: 2.0, Rev.: 00

Date: 01/07/2023

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Legends: A=Added, M=Modified, D=Delete

Doc. No.	Title	A/M/D	Description of Change	Ver. No.	Rev. No.	Revision Date
PI/Policies -01	Organization's Management Policy Document	A/M	All policies are re-visited, to align with established management systems in the organization and to add few new policies.	2.0	00	01.07.2023

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PRACHI INTERNATIONAL

MANAGEMENT POLICY (QMS & SA)

Sec. No.: A

Version: 1.0, Rev.: 03

Date: 28/12/2019

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Top Management of Prachi International has laid down its policy on quality and social accountability management system:

POLICY STATEMENT

We at Prachi International are committed to:

- Continual improvement in management system and manufacturing process of Building Hardware and Wood Connectors to enhance customer satisfaction through complying applicable requirements
- Identify external & internal issues with proactive strategic directions to minimize business risks and enhance opportunities
- Ensure safety of personnel in the organization through providing safe and healthy work environment
- Ensure promotion of social accountability awareness among the employees and stake-holders
- Ensure compliance to social accountability requirements, legal requirements and national & others laws as applicable to the organization
- Follow the principles of the applicable international instruments and their interpretation
- Monitor effectiveness of management policy through setting of management objectives, considering the requirements of applicable legislations, code of conducts & own requirements and review at regular intervals
- Ensure communication of management policy to all concerned personnel within the organization, relevant interested parties and public through display at prominent locations in the organization and other means

B. K. Gupta
Partner

Note:

This policy is established on the basis of requirements from quality management system and social accountability management system.

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PRACHI INTERNATIONAL

EHS POLICY

Sec. No.: B

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Date: 01/04/2023

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Top Management of Prachi International has laid down its policy on Environmental and Occupational Health & Safety (EHS) management system as follows:

POLICY STATEMENT

We at Prachi International are committed to:

- Comply with applicable legal requirements, contractual requirements and other requirements applicable to EHE management system of the organization.
- Protect environment by ensuring optimum utilization of natural resources used for manufacturing of Building Hardware and Wood Connectors and prevention from pollution.
- Ensure safety of personnel through ensuring consultation and participation of workers in EHS activities and eliminating hazards to reduce occupational health & safety risks.
- Provide safe & healthy work environment and maintain safe work practices & healthy work conditions for prevention from work related injury & ill health of personnel.
- Identify external & internal issues with proactive strategic directions to minimize EHS risks and enhance EHS opportunities.
- Establish and monitor EHS objectives to ensure continual improvements in the EHS management system of the organization.
- Communicate EHS policy to all concerned personnel within the organization, interested parties and public through display at prominent locations in the organization and other means.

B. K. Gupta
Partner

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PRACHI INTERNATIONAL

NO CHILD LABOUR & PREVENTION OF FORCED LABOUR POLICY

Sec. No.: C	Version: 2.0, Rev.: 00	Date: 01/07/2023	Page No.: 01/01
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Management of Prachi International is committed:

- To ensure that no child (below 18 years of age) is employed at its work place.
- No supports to forced/bonded labour and prohibited at its workplace.
- No support exploitation of children at its business partners.
- Not support to work against willing of children and hazardous working conditions
- Comply with all child labour laws as per applicability
- Provide / support child remediation process

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Partner

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PRACHI INTERNATIONAL

CHILD REMEDIATION POLICY

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Management of Prachi International is committed:

- To work with business partners to promote and support fair and equitable conditions that ensure positive economic and social outcomes for children and young workers less than 18 years of age.
- To initiate immediate investigation, in the case of child labour being noticed among business partners.
- To develop the best outcome for the identified child labor and provide full support to remove him/her from the situation.
- To provide full support to protect them from any forms of abuse & discrimination and access to the education.

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Partner

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PRACHI INTERNATIONAL

NO DISCRIMINATION POLICY

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Management of Prachi International is committed:

- To treat everyone equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.
- To provide fair grievance management support to resolve all discrimination issues faced by an employee in the organization.
- To prohibit retaliation against any person who files a complaint against harassment or discrimination.
- To make all reasonable efforts to keep investigations confidential, and to protect people who make complaints.

B. K. Gupta
Partner

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PRACHI INTERNATIONAL

OPEN DOOR POLICY ON GRIEVANCE HANDLING

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Management of Prachi International is implemented an open-door policy on grievance handling as follows:

- The aggrieved employee is free to meet the HODs, Top Management (partner) of the organization and get his/her grievances redressed.
- Doors of the HODs and Top Management (partner) are open in all working days for all employees including workers.

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Partner

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PRACHI INTERNATIONAL

RECRUITMENT POLICY

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Management of Prachi International is committed to implement a recruitment policy as follows:

- No recruitment of any person below the age of 18 years.
- One of following document must be verified for the verification of age of the applicant:
 - Educational certificate that shows the date of birth of the applicant
 - Driving License that shows the date of birth of the applicant
 - Aadhar Card that shows the date of birth of the applicant
 - Age Certificate from Dental Doctor
- Original certificates of the applicant are not retained
- No rejection of candidate on the basis of his/her race, gender, national origin, native language, religion, age, disability, marital status, citizenship, pregnancy, or any other characteristic protected by law
- Treat everyone equally during the recruitment selection process
- Equal remuneration for same type of work
- Candidates are not asked to deposit any money or original certificates or any bond for his/her appointment

B. K. Gupta
Partner

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PRACHI INTERNATIONAL

LEAVE POLICY

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Management of Prachi International is committed to implement a leave policy as follows:

- In a calendar year e.g., 1st January to 31st December, an employee including workers will be entitled for Earned Leave (EL), Casual Leaves (CL) and Sick Leave (SL).
- For the purpose of these rules:
 - The entitlement of Casual & Sick Leave is from the day the employee joins the company.
 - Earned Leave is to be earned by the employee.

Type of Leave	Total Leave	Remarks
Casual Leave (CL)	7 days per annum	Credited to account on 1 st January each Calendar year
Sick Leave (SL)	7 days per annum	Credited to account on 1 st January each Calendar year
Earned Leave (EL)	21 days per annum	10 leaves shall be credited on 1 st July and balance 11 on 1 st January every year.
Maternity Leave (ML)	26 weeks, A woman with already two or more children is entitled to 12 weeks' maternity leave.	According to the Maternity Benefit (Amendment) Act 2017, female workers are entitled for full pay on completion of at least 80 days in an establishment in the 12 months prior to her expected date of delivery.

B. K. Gupta
Partner

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PRACHI INTERNATIONAL

CODE OF CONDUCT POLICY

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Management of Prachi International is committed to implement a code of conduct policy as follows:

- Every employee is expected to undertake and perform his/her duties as may be directed by the management.
- Every employee shall maintain good conduct, discipline and punctuality.
- Every employee shall obey the instructions of his/her seniors.
- Every employee shall adhere to the policies, rules and regulations of the H.I. Metal Industries.
- Every employee is expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct.
- No employee of the H.I. Metal Industries shall discriminate or harass any person on the basis of nationality, race, caste, creed, religion or gender nor shall he tolerate racial, sexual or any other kind of harassment.
- No employee shall indulge himself in a conduct or behavior that is against law of land or is dangerous or offensive to other employees.
- Every employee is expected to use company's assets only for the business purposes and is prohibited from using company's assets for personal gain.
- Code of violation shall be promptly reported to the Management, by the person observing the violation.

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Partner

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PRACHI INTERNATIONAL

ANTI BRIBERY POLICY

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Bribery/Corruption:

Bribery occurs when one person offers, pays, seeks or accepts a payment, gift, favour, or a financial or other advantage from another to influence a business outcome improperly, to induce or reward improper conduct or to gain any commercial, contractual, regulatory or personal advantage.

POLICY STATEMENT

Management of Prachi International is committed to:

- Conduct all of our business in an honest and ethical manner and take a zero-tolerance approach to bribery /corruption.
- Act professionally, fairly and with integrity in all our business dealings and relationships wherever we operate.
- Implement and enforcing effective systems to counter bribery through uphold all applicable laws relevant to countering bribery and corruption in all the jurisdictions in which we operate.
- Disciplinary actions shall be taken against employees found engaged in bribery practices.

EXEMPTION

- This policy does not prohibit appropriate hospitality i.e. gifts & invitation given or received for voluntary contribution for which no return service or payment is expected to retain business advantage.

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Partner

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PRACHI INTERNATIONAL

WHISTLE BLOWING POLICY

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Whistle Blowing:

- Employees who suspect that the code of conduct has been violated shall report their concerns to the immediate supervisor. Where the reporter is not comfortable speaking with a supervisor or is not satisfied with a supervisor's response, he/she shall speak directly to Management. Supervisors and managers shall report suspected violations to the management directly.
- Anyone who files a complaint concerning a suspected violation of the Code of Conduct must have reasonable grounds for believing the information disclosed is true and correct.
- Top Management of the organization is responsible for investigating and resolving all reported complaints and allegations concerning suspected violations of the Code of Conduct. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
- No employee who in good faith reports a violation of the code of conduct shall suffer harassment or adverse employment consequence.

Confidentiality:

- Every employee shall maintain highest standards of confidentiality during his/her tenure of employment with the organization and thereafter.
- He/ She shall not disclose or disseminate any business information, which is received by him/her during the course of employment tenure with the organization.
- Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

B. K. Gupta
Partner

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PRACHI INTERNATIONAL

PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY

Sec. No.: L

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Management of Prachi International is committed to implement a POSH policy as follows:

- To maintain safe work place that is free from any form of sexual harassment and Zero Tolerance approach to sexual harassment.
- Any unwanted sexual behaviour (involving verbal, non-verbal, or physical conduct) that makes someone feel upset, scared, offended or humiliated, or is meant to make them feel that way shall be considered as sexual harassment.
- All allegations of sexual harassment shall be taken seriously by the management and shall be governed by this Policy.
- All personnel at work place (including employees, contractors and visitors) at workplace are covered in this policy and are treated with dignity and respect.
- Complaints of sexual harassment shall be dealt by the grievance committee. As per need, separate committee including independent female member shall be formulated to investigate the reported complaints.

B. K. Gupta
Partner

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PRACHI INTERNATIONAL

VISITORS POLICY

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Management of Prachi International is committed to ensure a smooth and secure visit for everyone through visitor's policy as follows:

- To maintain visitor entry record at main entrance security gate or at the reception desk. All visitors are required to enter the details in visitor register on arrival to the company.
- Visitors are accompanied by an authorized company employee during their entire stay in the premises and guided to adhere the established safety regulations.
- Appropriate Personal Protective Equipment (PPE) are provided to all visitors and required to be adhered by the visitors.
- In case of an emergency, visitors are required to assemble at the identified emergency assembly point following the evacuation route / emergency exit signage.
- Visitors are required to respect the confidentiality of any information captured from the organization during their visit.
- Visitors are required to not capture any photograph/video in the premises, without permission of hosting employee.
- Visitors are required to obtain prior appointment / consent from the concerned employee for visiting to the organization.
- All visitors are expected to comply with organization's policies and guidelines during their stay.
- Visitors are advised not to leave personal belongings unattended without consent of hosting employee. The organization shall not be responsible for any loss or damage to personal belonging, if left unattended without consent.
- We appreciate your cooperation and understanding as we strive to maintain a safe and secure environment for everyone.

B. K. Gupta
Partner

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