

Haldia Petrochemicals Limited

EMPLOYEE WELFARE POLICY

Background & Purpose

Haldia Petrochemicals Limited (also known as "the Company," "HPL," or "We") recognizes the role of its employees in generating, growing, and sustaining the business. The Company considers employee well-being as an imperative ingredient to achieve a profitable growth. Accordingly, it is committed to creating and maintaining fair, safe, healthy, nurturing, and vibrant work environment, across all its operations.

Scope

The Employee Welfare Policy is applicable to all Employees (permanent and temporary) and Workers (permanent and temporary).

Policy Commitments

HPL is committed to enhance and maintain the well-being of its employees, who form its backbone. The Company is committed to provide facilities for the well-being of its employees including those with special needs, maintain a safe and hygienic workplace, and ensure continuous skill and competence upgradation of all employees by providing access to necessary learning opportunities on an equal basis. To deploy this commitment, the Company hereby implements a range of guidelines, as outlined here:

- Adhere to the applicable national and local regulatory requirements.
- Provide equal opportunities during recruitment of a potential employee irrespective of gender, caste, creed, colour, religion, disability, sexual orientation etc.
- Ensure implementation of appropriate systems and processes in place that help employees maintain a personal-professional life balance.
- Ensure a diverse, inclusive, and equitable work environment built on respect and dignity by implementing the "Human Rights Policy".
- Uphold the dignity of its employees and workers by providing a workplace that is safe and hygienic.
- Ensure the organization's infrastructure and its products and services are accessible to differently abled employees and workers, as per the requirements of the Rights of Persons with Disabilities Act, 2016.
- Ensure a workplace where employees, especially female employees, feel safe and secure in delivering their responsibilities and free from any form of harassment.
- Communicate and inform all its employees about all the policies related to them, to keep them educated and aware of the same.
- Monitor, measure, and review progress against the policy on annual basis.

- To respect the right to freedom of association, participation of workers, and collective bargaining of all employees including contract and casual labour and provide access to appropriate grievance redressal mechanisms.
- Not to use child labour, coercive or forced labour, or any form of involuntary labour, paid or unpaid.
- Ensure fair, timely and transparent payment of statutory wages of all its employees, including contract and casual labour without discrimination.
- To ensure continuous upgradation of skill and competence of all employees by providing access to necessary learning opportunities, on an equal and non-discriminatory basis.
- To promote career development through human resource interventions.

Implementation and Monitoring

- The Policy is communicated to all employees and workers across all departments, functions, teams, and verticals, and is also displayed on the Company's internal communication portals.
- Adherence and compliance with the Policy shall be monitored and evaluated by the Functional Heads of the Departments/ Unit Heads of the Company at regular intervals.
- All grievances/complaints with respect to breach of the Policy shall be reported to Head-Human Resources, and subsequently to the Whole-time Director & CEO, for effective redressal of the grievances.

Review and Amendment

This Policy shall be reviewed and evaluated as and when required to establish and confirm that it meets the objectives of the relevant legislation and remains effective. The Whole-time Director & CEO has the complete right to make amendments to this Policy in whole or in part, at any point of time without assigning any reason, whatsoever.

Place: Kolkata

By order of the Board of Directors

Date: 09.07.2024

Sd/-
Whole-time Director & CEO