



HUMAN RIGHTS POLICY

POLICY STATEMENT

At Voltech Vipra, we believe that every employee has the right to a safe and respectful workplace. As such, we have established the following workplace policy on human rights:

Voltech is committed to comply with local, national and all other applicable laws and standards

Management of Voltech Vipra has chosen to comply social compliance and is committed to conform to the following foundational elements

Non Discrimination: we always treat all personnel with dignity and respect without any discrimination.

Harassment Free Workplace: we make sure all employees are free from any environment

Accommodation: we make reasonable accommodation for employees with disabilities or other need that require workplace modification to enable them to perform their jobs effectively

Respectful Communication: we expect all employees to communicate with each other respectfully and professionally, avoiding any offensive, derogatory, or disrespectful language

Confidentiality: we maintain the confidentiality of all personnel information and ensure that it is only accessible to authorized person

Reporting Procedure: we encourage employees to report any violation of this policy or any human rights infringements to their supervisor or HR department without fear of retaliation.

Employees Grievance: Every employee has the right to report their grievance. The grievance will be addressed and appropriate action will be taken.

Awareness: Awareness program on Human Rights is given to all the employees on regular basis.

Review: we periodically review and update the policy to ensure compliance with all applicable laws and guidance to ensure Human Rights at work place.

M. Umaphi

Chairman & Managing Director