

Human Rights policy:

Effective from:

01/01/2017

Next review date:

01/07/2017

Aim of the policy

Indoco's Human Rights policy aims on the requirement to treat everyone at Indoco and our clients, vendors and everyone with whom we come in contact with fairness, Respect & dignity.

Objectives

Business should support and protect the Human Rights content of the Constitution of India, National Laws and policies and content of internationally proclaimed Human Rights bill.

- Our Business respect the right of freedom of association, recognition of rights for collective bargaining. Where our employees wish to be represented by trade unions or work councils, we will cooperate in good faith with the bodies that our employees collectively choose to represent them within the appropriate national legal framework.
- Business should eliminate all forms of Forced, Compulsory labour, effective abolition of Child Labour and Elimination of discrimination in respect of Employment and Occupation.
- Business should recognize and respect the human rights of all relevant stake holders, within groups and beyond the work place including that of communities, consumers and marginalized groups.
- We respect the rights of people in communities impacted by our activities, we will seek to identify adverse human rights impacts and take appropriate steps to avoid, minimize and mitigate them.
- Business should ensure that all individuals impacted by the business have access to grievance mechanism.
- Business should influence, promote awareness and realization of Human Rights across their value chain.
- Business should not be complicit with Human right abuses by a third party.
- Business should support precautionary approach to Environmental Challenges and undertake initiatives for promote greater environmental responsibility.
- Business should work against all forms of Corruption including extortion and bribery.

Communication

- All employees will be made aware of the Human Rights policy, which will be included in the employee handbook and employee information or induction program.
- Regular updates will be provided to all employees via their line management.
- Regular review and monitoring to assess the effectiveness of the policy.

Review and monitoring

- The human resources department (or an individual as appropriate) will be responsible for reviewing the Human Rights policy and for monitoring how effectively the policy meets its aims and objectives.
- The policy will be reviewed every six months from implementation and then annually after that to ensure that it remains relevant.