

GTPL Hathway Limited

Employee Welfare Policy (Adopted on April 21, 2020)

1 Background

GTPL Hathway Limited (herein referred to as the 'Company') is aware of its responsibility towards its employees and this policy on employee welfare sets the minimum standard to which the Company adheres. This policy provides guidance to the Company's human resources initiatives in line with the core values of the organization. The Company shall strive to design its policies in line with the provisions of the Indian Constitution and its legal framework. Along with creating an engaging environment for the employees, the Company strives to empower the Human Resources department as a strategic business partner to deliver business objectives through various workforce interventions.

2 Scope

This policy applies to all the permanent employees, contractual employees, and workmen of the Company.

3 Policy outline

- 3.1 Protect the interests of all employees by ensuring a safe workplace free from harassment and discrimination
- 3.2 Maintain a healthy work-life balance of the employees
- 3.3 Provide channels for employees to voice their opinions and concerns
- 3.4 Protect the employees from human rights violations
- 3.5 Provide opportunities for employees to improve their skillsets
- 3.6 Comply with all applicable regulations related to labour and employment

4 Policy principles

- 4.1 The Company shall endeavour to maintain a workplace there will be no discrimination or harassment on the grounds of race, color, age, ethnicity, religious or political beliefs, disabilities, marital status or gender.
- 4.2 The Company shall take care that there is no occurrence of child labour, forced labour or any form of involuntary labour at any of its premises.
- 4.3 The Company shall take measures to provide employees a healthy work- life balance and not subject them to undue stress or harassment of any form.

- 4.4 The Company shall provide a safe working environment for all its employees and take appropriate steps to maintaining a hygienic workplace. Safety training and safety equipment will be provided as and when required to protect the safety of employees both permanent and temporary.
- 4.5 The Company shall implement frequent training programs targeted to career and personal development of the employees. These trainings shall be need-specific and will be aimed at the holistic development of the employees.
- 4.6 The Company shall offer fair, equitable and timely remuneration to employees, as per applicable guidelines.
- 4.7 The Company shall provide benefits to employees as per existing policies, for their overall satisfaction and wellbeing.
- 4.8 The Company shall provide access to appropriate grievance redressal mechanisms to safeguard the well-being and dignity of all the employees.

5 Responsibilities

The responsibilities of the management in support of this policy include

- Fostering a work environment that maximizes productivity and satisfaction of employees
- Enforcing policies that are designed to protect the rights and dignity of the employees
- Support the training and skill-development of employees
- Providing adequate mechanisms for employees to report their grievances
- Providing fair judgment to all cases or complaints put forward by employees and enforcing policies that prohibit the retaliation against complainants