



MANTRI METALLICS PVT.LTD.

HUMAN RIGHTS POLICY

REF. NO.	MMPL/CSR/HR/06	Issue No./Date	00/30.06.2024
Page No.	1 of 3	Rev No./Date	00/30.06.2024

Vision: –

Mantri Metallica Pvt. Ltd. (MMPL) wants to protect human rights of all employees, contract labors and ensure each and every one is treated equally and with dignity. This includes freedom of speech, privacy, health, liberty, safety and security. Right to follow any religion have to belong to any cast and there will not be any discriminations based on nation of origin, sex, color or language.

Mantri Metallica will follow usual guiding principle on human rights ILO fundamental principles right at works and human right related laws applicable in India and Human Rights Act 1998.

Reference Documents –

- ISO 26000
- Social Accountability 8000 (SA8000) Standard.
- International Treaties & Conventions related to Human Rights.

Scope: –

This policy applicable to all employees of Mantri Metallica including directors, staff, permanent and non-permanent employees, contract labors and visitors.

The policies applicable while treating all individuals of organizations including suppliers, vendors, subcontractors, consultants, government officials, Bank officials and anyone who come in contact with the Mantri Metallica or its employees.

Policy Objectives: –

1. To provide the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education.
2. To provide the right to every employee without discrimination.
3. To inform and educate all employees about companies' attitude towards human rights.
4. To build trust with internal and external stakeholders identify policy gaps and continuously improve on human rights and reduce business risk.
5. Build National and international trust.
6. Find out additional risk to human rights and address concerns of all stakeholders on this issue.
7. We are committed to give fair leaves, fulfill statutory requirements like provident fund, gratuity, bonus, over time as per the law.
8. We will satisfy legal requirements of minimum wages as per the government rules and also fair wages will be given to all employees.
9. All dues of left employees should be cleared within 90 days from date of service left.

Addressing Human Rights in our value chain: –

1. Unbiased employee selection process.



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HUMAN RIGHTS POLICY

REF. NO.	MMPL/CSR/HR/06	Issue No./Date	00/30.06.2024
Page No.	2 of 3	Rev No./Date	00/30.06.2024

2. Right for safe working conditions and environment.
3. Organization defined standard working hours (8 hours) for all employees.
4. Right to freedom of association as per the law.
5. Right not to be subjected to slavery or forced labor and inhuman behavior.
6. Right to freedom of opinion, expression, thought and religion.
7. Right not subjected to sexual harassment.

Implementation: –

1) Unbiased employee selection process.

Irrespective of cast, color, religion, sex or gender, language and clothes the candidate will be selected based on merit and business requirement. After interview the candidate can complain issues pertaining to this to ethicscommittee@mantrimetallics.in

2) Right for safe working condition and environment

Company will ensure safe working condition and proper environment for all employees. The implementation part is described more in detail in safety policy and environmental policy. In general safety team under the leadership of Safety officer, who reports directly to managing director of the company, will study and review unhealthy, unsafe working conditions and report to MD along with action plan every month. Under the guidance of MD, implementation will be done. Apart from this any employee can complaint, report or suggest about safety or environment related issues either orally or in writing to the safety officer and action to be taken by safety officer. The union can also take up safety issues in the monthly works committee meeting which involves top management of the company and union leaders. Clean and adequate separate toilet will be provided for Male and Female employees. Clean canteen will be provided. Refer health & Safety policy NO. **MMPL/H&S/P 01**

3) Right to freedom for association as per the laws. As per the law of the land, right to freedom of association is given to all employees and it is informed to the employees at the time of joining in writing.

4) Right not to be subjected to slavery or forced labour and inhuman behavior.

5) MMPL does not approve any forced labour in any manner. Any person having age less than 18 years will not be allowed to work in the company. Verification will be done through Aadhar card or driving license. In any instance related to force labour is found, it will be notified to concern government agency and legal action can be taken under IPC section 374.

Refer policy NO. **MMPL/CSR/HR/P 03**

6) Sexual Harassment Policy. Refer policy NO. **MMPL/CSR/HR/P07**

Awareness, Training and Communication: –

Policy will be put on notice board, each and every time any modification done. Policy



MANTRI METALLICS PVT.LTD.

HUMAN RIGHTS POLICY

REF. NO.	MMPL/CSR/HR/06	Issue No./Date	00/30.06.2024
Page No.	3 of 3	Rev No./Date	00/30.06.2024

will also be mailed to all staff. It will also be put on our web site. One copy will also be given to the labour union. It will also be informed to all stake holders like permanent employees, vendors, suppliers and service providers. Training program will be arranged to all employees of the company and will be evaluate whenever there is change in policy done. All employees joining Mantri Metallica will undergo awareness and training program on this topic at the time of induction training program. One copy of policy will be given to new joining person.

Monitoring and Reporting: –

1. Internal audit will be taken and all NCs will be reported to human rights committee.
2. Members of human rights committee will be decided by MD.
3. Changes in committee can be done from time to time as per need.
4. All NCs must be resolved within 90 days.
5. The audit must be taken at least once in year and it should be a scheduled audit.

Breach of Policy: -

Breach of policy will not be tolerated and will be liable to severe punishment.

Top Management Review: –

As MD, chairperson of human right committee and management will review progress on human rights from time to time based on communication formed with Human right committee, Whistle blower, audit out come and changes in the law. The review shall include adequateness of policy and adequacy of policy.
Evaluation of data related to fulfillment of objective and scope of improvement.

Communication of this Policy: -

1. Training.
2. Notice board.
3. Company Web site.
4. Joining of new employee.

Committee Members –

Sr. No.	Members Name	Designation	Mail ID
01	Mr. Prasad Mantri	MD	prasad@mantrimetallica.com
02	Mr. Milind Kulkarni	HR Consultant	mbkulkarni@mantrimetallica.in
03	Mr. Milind Chougale	Prod. Head	milind.chougale@mantrimetallica.com
04	Mr. Sunil Bhat	MR	sunil.bhat@mantrimetallica.in
05	Mr. Jayjitsinh Desai	Sales & Marketing Head	jayjitsinh.desai@mantrimetallica.com