

## **BAJAJ AUTO LIMITED**

### **Human Rights Policy**

Bajaj Auto has always endorsed the spirit of human rights and created a culture where human rights are respected and upheld. The company is committed to support elimination of unfair labour practices like child labour, forced labour and any form of discrimination.

Bajaj Auto's approach to its human resources is premised on the fundamental belief in fostering meritocracy in the organization, which promotes diversity and offers equal opportunity to all employees. The company does not support any form of discrimination based on caste, religion, gender, or race.

Likewise, we expect our business partners also to establish a human rights compliant business environment at their workplace.

We reaffirm that the Company shall act as per all applicable laws and guidelines.

#### **1. Objectives of the Human Rights Policy**

- a. To prevent child labour, forced labour and discrimination at the workplace
- b. To spread awareness among employees about the above and consequences of violations
- c. To provide guidelines and mechanism of effectively dealing with violation in case such incidents happen

#### **2. Applicability**

The policy is applicable to all locations of Bajaj Auto – All plants, locations, and regional offices of the Company

#### **3. Policy guidelines**

- 3.1 Bajaj Auto does not employ any person below the age of eighteen years at the workplace (Only for technician apprentices, the age may be 17 years in certain cases).
- 3.2 Bajaj Auto prohibits the use of forced compulsory labour at all its units. No employee is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.
- 3.3 Bajaj Auto acknowledges that every individual brings a different and unique set of perspectives and capabilities. A discrimination-free workplace for employees provides the environment in which diverse talents can bloom and be nurtured. The company does not support any form of discrimination based on caste, religion, gender, or race.
- 3.4 We respect the freedom of employees to approach higher officials beyond his/her immediate superior. For the unionized employees, a robust grievance handling procedure is in place.

#### **4. Implementation and monitoring**

- 4.1 The responsibility for the implementation of this policy rests with the Plant Heads, Regional Managers and Business Unit HR Managers. Employment contracts and other records documenting all relevant details of the employees including age, shall be

- maintained at all plants and are open to verification by any authorized personnel or relevant statutory body.
- 4.2 HR Department will be responsible for reviewing and updating the policy and for providing guidance and support.
  - 4.3 The policy is communicated to all employees through induction program, policy manuals and company intranet portal.
  - 4.4 Special training programs are planned for the security staff so that they are aware of the Human Rights Policy, and they are able to support implementation of the same and prevent any violations.
  - 4.5 Quarterly compliance report shall be sent to the board by the HR Department.
  - 4.6 An annual self-declaration by vendors, dealers, service providers etc. that no violations of Human Rights has happened, should be submitted to respective departments where the services are being used.

## 5. Violation and disciplinary action

- 5.1 In case of any violations, a complaint can be made to the Enforcement Committee.
- 5.2 Before reporting such events, the employee has to be reasonably sure that a violation has actually occurred.
- 5.3 The Enforcement Committee will decide the case and recommend action within four weeks to the Managing Director.
- 5.4 Enforcement Committee will consist of:
  - 5.4.1 Shri Pradeep Shrivastava
  - 5.4.2 Shri S Ravi Kumar
  - 5.4.3 Shri Ravi Kyran Ramasamy

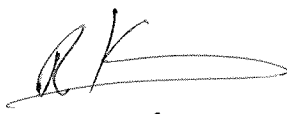
Shri Pradeep Shrivastava will be the Chairman of the Enforcement Committee. The Enforcement Committee will report to the Managing Director.

- 5.5 Any grievance against any member of the Enforcement Committee should be addressed to the Managing Director.
- 5.6 The Company shall ensure the confidentiality of complaints and ensure that the privacy of the complainant is safeguarded.

This policy will come into effect immediately.

As responsible citizens and employees, it is our duty to uphold the highest values and together create a work atmosphere that is a benchmark for workplace conduct.

Pune  
03/08/2022

  
Ravi Kyran Ramasamy  
Chief Human Resources Officer