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BAJAJ AUTO LIMITED

Charter of Fair & Responsible Workplace Guidelines

Contract Labour

CII has recently come out with its recommendations on a Charter of Fair & Responsible Workplace Guidelines for Contract Labour. Bajaj Auto is accordingly pleased to adopt the Guidelines for the well-being of non-permanent work force and building positive practices in engaging such work force.

Bajaj Auto shall therefore endeavour to:

1. Engage and manage Contract Labour strictly as per statutory provisions, through Professional Service Providers and carry out check of their credentials before engaging them to provide services in BAL.
2. Impart adequate training to Contract Labour on Health, Safety & Environment and also provide safe and secure workplace for them.
3. Provide Contract Labour, through the Service Provider, amenities under the statutes like Provident Fund, Employees State Insurance Scheme, Gratuity, Bonus, hygienic Rest Room, First-aid facility, Drinking water etc. The hours of work etc. would be as provided in the statute.
4. Organise adequate skill development / up-skilling programmes for Contract Labour from time to time, so that they are able to leverage opportunities, when regular employment arises.
5. Engage Contract Labour in non-core areas like Canteen, Security, Housekeeping, Horticulture, Transport, Material Handling, Packing etc. through Service Provider. Recognise the Service Provider/s as a 'Principal Employer' of the Contract Labour engaged by them and deal with them on principal to principal basis.
6. Observe equity and fairness in employment of Contract Labour, through Service Provider, so as to ensure that differential in remuneration and service conditions between different modes of employment are seen as reasonable and fair.
7. Engage Contract Labour through Service Provider based on principles of flexibility, so as to ensure competitiveness of the industry coupled with fairness and equity and not based purely on cost arbitrage.
8. Follow the guiding principle that whilst maintaining competitiveness and flexibility, no matter what the mode of employment may be, avoid discrimination in remuneration and other engagement practices, to the extent possible.

9. Act in consonance with the Framework of Principles stipulated in Company's 'Charter for Collaborative Employee Relations'.

In addition, the Company shall also endeavour to:

10. Not engage Contract Labour in core / manufacturing activities.
11. Impart TPM related training to Contract Labour to build TPM way of thinking, develop an eye for loss identification and ability to identify & implement counter-measures for building a mind-set for continuous improvement.
12. Encourage Contract Labour to participate in improvement activities through Kaizens and organise annual Kaizen competitions and TPM activities for Contract Labour and appreciate best Kaizens with suitable rewards.
13. Encourage Service Provider/s make all payments to Contract Labour through only Cheque and Bank Transfer, in order to make sure that no unauthorised deduction is made from the payment by Service Providers.
14. Conduct annual Medical Examination of all Contract Labour.
15. Provide Contract Labour with facilities like Uniforms, Safety Shoes etc. by the respective Service Provider and also reimburse the cost to Service Provider.
16. Monitor and review Legal / Statutory compliances on quarterly basis through audits by a team of experts to ensure compliance.

Pune
15 March 2017


Rahul Bajaj
Chairman