**HUMAN RESOURCE POLICY**

Employee wellbeing is fundamental to the growth of BABA Group Of Companies. ('The Company' or 'BGOC' or ‘We’). Within the Company and across our system/factories, we are committed to ensure that employees and workers are treated with dignity and respect. We ensure the efforts of the employees are appreciated and their potential is brought out to the fullest.

**Equal Opportunities Employer:**

As stated in BGOC’s Code of Conduct for Employees, equal opportunity is a matter of fairness, respect and dignity. The Company provides and maintains equal opportunities at the time of recruitment as well as during the course of employment, irrespective of caste, creed, gender, race, religion, disability or sexual orientation. We value the unique contribution that each person brings to BGOC.

* Treat everyone with respect.
* Be respectful of cultural differences. Base work related decisions on merit and not on race, color, national origin, religion, gender, age, sexual orientation, gender identity, marital status, disability, or any other characteristic.
* Offensive messages, derogatory remarks and inappropriate jokes are never acceptable.

**Provide a workplace that is free from harassment and intimidation:**

* Help create a work environment free of all forms of harassment.
* Inappropriate comments of a sexual nature or any other sexually offensive behaviour

will not be tolerated.

We do not tolerate any form of abuse or harassment.

**Encouraging Work life Balance for employees:**

At BGOC, the requirement of maintaining work life balance of its employees especially that of women is recognised and promoted. The Company ensures the timely payment of fair living wages to meet basic needs and economic security of the employees.

**Safe and Healthy Workplace:**

The Company provides a healthy workplace that is safe, hygienic, and humane and which upholds the dignity of employees. It also complies with applicable safety and health laws, regulations and internal requirements. BGOC is dedicated to maintaining a productive workplace by minimizing the risk of accidents, injury and exposure to health risks.

It is committed to engaging with employees to continually improve health and safety in workplaces, including the identification of hazards and remediation of health and safety issues. The employees of the company are trained accordingly.

**Child and Forced Labour:**

The Company does not hire child labour, forced labour or any form of involuntary labour, paid or unpaid. It prohibits the hiring of individuals that are under 18 years of age.

**T&D and PMS:**

Training and Development is of paramount importance at BGOC.

The Company ensures continuous skill and competence upgrading of all employees by providing access to necessary learning opportunities, on an equal and non discriminatory basis. It promotes employees’ morale and career development through enlightened human resource interventions with the regular quarterly assessments on T&D and PMS.

Employees evaluation takes place on the below criteria.

1. Employees Attendance
2. Behaviour in the organisation.
3. Work Output
4. Feedback from the reporting management.
5. Punctuality

**Applicability:**

This policy is applicable to all offices/factories of the BABA group.

**Affirmation to the policy:**

* This policy is communicated to all employees in an appropriate and meaningful manner. The Company shall report on the status of its adoption of this policy as statutorily required.
* The Company shall encourage its business associates and partners to abide by this policy.
* The Company has appropriate systems and processes in place to ensure compliance with the Policy and with statutory provisions, including processing of grievances for redressal.

**Violation of the policy:**

Violations of law, or other Company policies or procedures by Company employees can lead to disciplinary action up to and including termination. Disciplinary actions may include immediate termination of employment at the Company’s sole discretion. Where the Company has suffered a loss, it may pursue legal actions against the individuals or entities responsible.

**Amendments:**

This Policy may be updated/ amended by the Company from time to time.

**Accessibility:**

This Policy may be viewed online at [www.babaindia.net](http://www.babaindia.net)