



Gem Aromatics LimitedTM

(Formerly known as Gem Aromatics Private Limited)

Manufacturers & Exporters of Essential Oils & Aromatics Chemicals

Registered Office: A/410, Kailas Complex, Vikhroli Powai Link Road, Parksite,
Vikhroli West, Mumbai-400079, Maharashtra, India.

Tel No: +91-25185231/25185931 CIN: L24246MH1997PLC111057

LABOUR & HUMAN RIGHTS POLICY

GEM AROMATICS LIMITED

1. PREAMBLE

1.1 GEM Aromatics Limited (“the Company”) is committed to conducting its business operations with integrity, fairness, and respect for human dignity. The Company recognises that respect for labour standards and human rights is fundamental to sustainable business practices and long-term value creation.

1.2 The Company acknowledges its responsibility to uphold internationally recognised human rights principles and fair labour practices across its operations and workplaces. This commitment extends to all employees, contract workers, and individuals working within Company premises.

1.3 This Policy establishes the Company’s principles, commitments, and governance framework relating to labour standards and human rights and shall be read in conjunction with applicable labour laws, statutory regulations, and internal policies and procedures.

2. OBJECTIVE

2.1 The objective of this Policy is to articulate the Company’s commitment to fair labour practices, human rights protection, and ethical employment conditions.

2.2 This Policy aims to:

- a) ensure compliance with applicable labour and employment laws.
- b) align Company practices with internationally recognised labour standards.
- c) promote a safe, respectful, and inclusive work environment.
- d) prevent discrimination, forced labour, child labour, and harassment.
- e) support freedom of association and fair working conditions.

3. DEFINITIONS

3.1 “Employee” includes permanent, temporary, probationary, trainee, and fixed-term employees of the Company.

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Facility 2: Khasara No 8,9,10,126, Village Gathona, Ujhani Budaun Road, District: Budaun-243639, UP, India.

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3.2 “Contract Worker” refers to personnel engaged through contractors, manpower agencies, or service providers.

3.3 “Human Rights” refers to basic rights and freedoms recognised under international conventions and national laws.

3.4 “Applicable Laws” include all national, state, and local labour laws, rules, notifications, and amendments in force.

4. SCOPE AND APPLICABILITY

4.1 This Policy applies to all establishments, manufacturing units, administrative offices, warehouses, laboratories, and operational locations of GEM Aromatics Limited.

4.2 This Policy is applicable to:

- a) all employees of the Company.
- b) contract workers, trainees, and apprentices.
- c) contractors, vendors, and service providers operating within Company premises.
- d) management personnel and supervisors at all levels.

4.3 The Company expects its contractors and business partners to respect the principles outlined in this Policy.

5. POLICY STATEMENT

5.1 The Company is committed to upholding the principles enshrined in:

- the **International Labour Organization (ILO) Core Conventions**,
- the **United Nations Global Compact (UNGCG)** Principles on Human Rights and Labour, and
- applicable **Indian labour and employment laws**.

5.2 The Company shall conduct its operations in a manner that respects human rights, promotes fair labour practices, and prevents any form of exploitation or abuse.

6. GUIDING PRINCIPLES

6.1 Prohibition of Child Labour



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The Company strictly prohibits the employment of child labour and shall comply with all applicable laws governing minimum age for employment. Age verification shall be conducted at the time of hiring.

6.2 Prohibition of Forced or Compulsory Labour

The Company does not engage in or support forced, bonded, involuntary, or trafficked labour. Employment with the Company shall be voluntary and based on freely given consent.

6.3 Non-Discrimination and Equal Opportunity

The Company is committed to providing equal employment opportunities without discrimination based on gender, age, religion, caste, nationality, disability, marital status, or any other status protected by law.

6.4 Fair Wages and Working Hours

The Company shall ensure that wages, benefits, and working hours comply with applicable laws, including minimum wage, overtime, and statutory benefits.

6.5 Freedom of Association

The Company respects the rights of employees to form, join, or refrain from joining lawful associations or unions, in accordance with applicable laws.

6.6 Safe and Healthy Workplace

The Company shall provide a safe, hygienic, and healthy working environment and take reasonable measures to prevent workplace injuries and occupational hazards.

6.7 Prevention of Harassment and Abuse

The Company maintains zero tolerance towards physical, verbal, psychological, or sexual harassment. Complaints shall be addressed through established grievance and redressal mechanisms.

7. GOVERNANCE FRAMEWORK

7.1 The Managing Director shall have overall responsibility for the oversight and implementation of this Policy.



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7.2 The Human Resources (“HR”) function shall act as the custodian of this Policy and shall ensure:

- a) compliance with labour laws and statutory requirements.
- b) fair recruitment, employment, and exit practices.
- c) maintenance of employment records.
- d) handling of grievances and complaints.

7.3 The EHS and Unit/Plant Heads shall support the implementation of safe working conditions and ethical labour practices within their respective units.

7.4 Supervisors and managers shall ensure day-to-day compliance with this Policy and promptly report any deviation or concern.

8. OPERATIONAL REQUIREMENTS

8.1 Recruitment and Employment Practices

Recruitment shall be conducted transparently, without charging fees or deposits, and in compliance with applicable laws.

8.2 Working Conditions

Working hours, rest periods, and leave entitlements shall comply with statutory requirements and Company rules.

8.3 Wages and Benefits

Employees and contract workers shall receive wages and benefits in line with legal requirements, including statutory contributions.

8.4 Grievance Redressal

The Company shall maintain a grievance redressal mechanism to address labour-related concerns confidentially and without fear of retaliation.

8.5 Contractor and Supply Chain Labour Practices

The Company shall encourage contractors and service providers to comply with labour laws and ethical employment practices.

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9. TRAINING AND AWARENESS

9.1 Employees, supervisors, and relevant personnel shall receive periodic training on labour rights, workplace conduct, non-discrimination, and grievance mechanisms.

9.2 Awareness of this Policy shall be promoted through induction programmes, internal communication, and display at appropriate locations.

10. MONITORING, REPORTING, AND CONTINUOUS IMPROVEMENT

10.1 Compliance with this Policy shall be monitored through internal reviews, audits, and inspections.

10.2 Any violation of labour laws or human rights principles shall be investigated, and corrective and preventive actions shall be implemented.

10.3 The Company shall strive for continuous improvement in labour and human rights performance.

11. DOCUMENTATION AND RECORD RETENTION

11.1 All records related to employment, wages, working hours, training, grievances, and statutory compliance shall be maintained and retained in accordance with applicable laws.



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12. REVIEW AND AMENDMENT

12.1 This Policy shall be reviewed periodically and not less than once every three (3) years, or earlier if required due to legal, regulatory, or operational changes.

12.2 Any amendment to this Policy shall require approval from the Managing Director.

13. APPROVAL

Signed at Mumbai on this 23 Aug 2023

Name: Mr. Yash Parekh

Designation: Managing Director

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(Signature)

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