





Himadri Speciality Chemical Ltd

Anti-Discrimination & Harassment Policy

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	Prepared & Reviewed By	Approved By
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Signature		
Date	30.10.2023	31.10.2023



Purpose

Himadri is committed to fostering an inclusive, respectful, and harassment-free workplace. This policy outlines our stance against discrimination and harassment and defines measures for ensuring compliance, addressing violations, and fostering a safe work environment for all employees

Scope:

This policy applies to all Himadri facilities, including manufacturing plants and corporate offices & subsidiaries. It covers employees, contract employees (third-party employees engaged on our premises), visitors, customers, and anyone affected by our business activities.

Policy Guidelines

- **Commitment to Non-Discrimination**
 - Himadri prohibits discrimination based on race, gender, colour, religion, ethnicity, age, disability, marital status, sexual orientation, or any other characteristic protected by applicable law.
 - Equal opportunities in recruitment, promotion, and workplace benefits will be ensured.
- **Commitment to Preventing Harassment**
 - Any form of harassment, including sexual harassment, bullying, or discriminatory harassment, is strictly prohibited.
 - Employees must treat colleagues, clients, and stakeholders with dignity and respect.
- **Qualitative Objectives**
 - Promote awareness through periodic training on anti-discrimination and harassment policies.
 - Cultivate a workplace culture of respect and inclusion, ensuring adherence to Himadri's values.
 - Encourage prompt and confidential reporting of incidents.
 - Provide appropriate support to victims of discrimination or harassment.
- **Quantitative Objectives**
 - Conduct mandatory anti-discrimination and harassment training sessions for 100% of employees annually.
 - Achieve a 90% satisfaction rate in the annual workplace culture survey on inclusion and respect.
 - Resolve 95% of complaints within 30 days of reporting through the Internal Complaints Committee (ICC).
 - Monitor and report zero tolerance violations quarterly, aiming to eliminate incidents over time.



Complaint Handling and Reporting Mechanism

- **Reporting Mechanism**
 - Employees can report incidents to their manager, HR, or directly to the Internal Complaints Committee (ICC).
 - Anonymous reporting mechanisms are available for those who wish to maintain confidentiality.
- **ICC Responsibilities**
 - Investigate all complaints impartially and confidentially.
 - Submit findings and recommendations to the management for disciplinary actions.
 - Ensure the complainant faces no retaliation.

Preventive Measures

- **Regular Training**
 - Quarterly training sessions to reinforce awareness of workplace harassment and discrimination laws.
 - Scenario-based workshops to identify and prevent potential issues.
- **Workplace Audits**
 - Annual audits to assess compliance with anti-discrimination and harassment measures.

Enforcement

Any violation of this policy will lead to disciplinary actions, including warnings, suspension, or termination, depending on the severity of the offense. The organization reserves the right to escalate serious matters to legal authorities where required.

Policy Review

This policy will be reviewed every three years, or earlier if required, to ensure alignment with changes in legal, regulatory, or business practices. The review will assess the effectiveness of the policy, compliance levels, and employee awareness of ethical GH&E and sensitive transaction practices.