



FORCED LABOUR POLICY

1. Purpose

The purpose of this policy is to affirm the organization's commitment to preventing and eliminating all forms of forced, bonded, or involuntary labour in its operations and supply chain, in line with national laws and international standards.

2. Scope

This policy applies to:

- All employees (permanent, temporary, contract, trainees).
- Third-party contractors, suppliers, and service providers.
- Any business partners engaged with the organization.

3. Policy Statement

- The organization strictly prohibits the use of **forced, bonded, trafficked, indentured, or prison labour** in any form.
- Employment is based on **free and informed consent** of workers.
- No employee will be required to surrender original identification documents, passports, or deposit money as a condition of employment.
- Workers have the **freedom to resign** with reasonable notice, as per applicable labour laws and employment contracts.
- Wages will be paid directly to workers, in accordance with law, without unlawful deductions.
- All work, including overtime, must be voluntary, and workers will not be coerced into performing tasks against their will.

4. Implementation

- **Recruitment Practices:** Only ethical recruitment channels will be used, with no recruitment fees charged to workers.
- **Contracts:** All workers will receive a written employment agreement in a language they understand, clearly stating terms and conditions.
- **Monitoring:** Regular internal audits and supplier assessments will be conducted to ensure compliance with this policy.



- **Training:** Managers, HR, and procurement staff will be trained on forced labour risks and prevention.
- **Reporting:** Workers may report any concerns through confidential grievance mechanisms without fear of retaliation.

5. Responsibilities

- **HR Department:** Ensure compliance during hiring and on boarding.
- **Procurement Department:** Engage only with suppliers who comply with this policy.
- **Management:** Enforce zero tolerance towards forced labour practices.

6. References

This policy is aligned with **Indian Laws**

- Bonded Labour System (Abolition) Act, 1976.
- Child Labour (Prohibition and Regulation) Act, 1986 (amended 2016).
- Indian Penal Code provisions against human trafficking and forced labour.
- Contract Labour (Regulation and Abolition) Act, 1970.

7. Compliance & Disciplinary Action

- Any violation of this policy by employees, contractors, or suppliers will result in disciplinary action, contract termination, and potential legal reporting.
- Continuous improvement efforts will be undertaken to strengthen labour rights protection across operations.

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