



CHILD LABOUR PREVENTION, DIVERSITY, INCLUSION & DISCRIMINATION PREVENTION POLICY

Human Rights & Fair Workplace Requirements

Document No.	ZED 03	Revision	01
Effective Date	01.04.2026	Review	Periodic / upon material change
Document Owner	HR / Management	Approval	Managing Director
Applicability	All Ziran India operations	Status	Controlled Document

1. Purpose

This policy establishes Ziran India's requirements for preventing child labour and for promoting diversity, equity and inclusion while preventing discrimination and harassment in the workplace. It converts the existing ZED 03 requirements into a controlled management-system document.

2. Scope

This policy applies to recruitment, employment, temporary labour engaged through labour contractors, monthly remuneration review, workplace conduct, training and workforce-management activities within Ziran India.

3. Child Labour Prevention

Ziran India prohibits the employment of persons below 18 years within its operations and establishes the following controls based on its existing child-labour prevention procedure:

- During recruitment at any level, age-verification proof shall be requested and verified.
- Applicants below 18 years shall not be interviewed or recruited for any designation.
- For temporary labour engaged through labour contractors, contractors shall ensure that no person below 18 years is deployed at company premises.
- During the monthly remuneration review, confirmation shall be made that no person below 18 years is working as an employee.
- Where a concern or non-compliance is identified, it shall be reported and handled through the applicable HR, grievance, misconduct and corrective-action processes.

4. Diversity, Equity & Inclusion

Ziran India shall promote an inclusive workforce through the following practices:

- Create awareness of unconscious bias and communicate the importance of managing bias.
- Promote pay equity.
- Develop training programmes that encourage diversity, equity and inclusion in the workforce.
- Acknowledge holidays and traditions of different cultures.
- Encourage appropriate mixing and collaboration across teams.
- Facilitate ongoing feedback.
- Assess relevant company policies periodically and track progress over extended periods.



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5. Prevention of Discrimination & Harassment

Employees and persons working within Ziran India are expected to:

- Respect gender, religious, linguistic, cultural and racial differences in the workplace.
- Maintain professional conduct and speech.
- Refuse to initiate, participate in or condone discrimination and harassment.
- Avoid race-based or culturally offensive humour or pranks.
- Participate in training programmes intended to prevent discrimination.

6. Roles & Responsibilities

Role	Responsibility
HR / Recruitment	Verify age documentation during recruitment and maintain relevant employment records.
HR / Management	Support DEI practices, awareness and training; review relevant workforce practices periodically.
Labour Contractors	Ensure temporary labour deployed at Ziran premises meets the minimum age requirement.
Department Heads / Supervisors	Support respectful workplace conduct and escalate concerns through established channels.
Employees	Follow this policy, avoid discriminatory or harassing conduct, and report concerns through available channels.
Managing Director	Provide overall direction, resources and approval for this policy.

7. Reporting, Corrective Action & Records

Concerns relating to child labour, discrimination or harassment shall be addressed through Ziran India's established reporting and grievance mechanisms. Where a non-compliance is identified, the applicable corrective-action process shall be followed. Relevant recruitment, age-verification, training, grievance, investigation and corrective-action records shall be maintained in accordance with the organization's documented information and retention requirements.

8. Management Review & Continual Improvement

Implementation of this policy shall be considered through applicable HR reviews, internal audits, management review and corrective-action activities. The policy and its associated practices shall be reviewed periodically and updated where changes in legal requirements, organizational conditions, identified risks or improvement opportunities require action.

9. Controlled References

- ZIR/SOP/HR/009-00 – Sop for child labour remedial – 01.04.2021
- ZIR/POL/HR/007-00 – Non-discrimination/non-harassment policy – 01.04.2021
- ZIR/POL/HR/009-00 – Policy on no child labour – 01.04.2021
- ZIR/POL/HR/013-00 – Human right policy – 01.04.2021
- ZIR/POL/HR/014-00 – Grievance redressal policy – 01.04.2021
- ZIR/HR/SOP/012-00 – Sop for reporting employee misconduct – 01.04.2021
- CSR Supplier Code of Conduct – Supplier Sustainability & Responsible Business Requirements

10. Approval

Prepared By – HSE/Admin coordinator -	Approved By – MD
	