

POLICY ON HUMAN RIGHTS

TCI EXPRESS LIMITED

Preamble

We at TCI Express Limited ('the Company'), respect inherent dignity and human rights and believes that it is fundamental right to live with dignity and freedom. It is our constant endeavor to respect and uphold the human rights of all our stakeholders including our employees, customers, business and value chain partners and the community at large.

Policy objectives

The objectives of this Policy are to support the initiatives that have positive impact on wellbeing of employees:

- a) To promote awareness of employees benefits at all levels through training and communication;
- b) To undertake due diligence process towards identifying, assessing and managing high potential employees;
- c) To prohibit use of child labour, forced labour including involuntary labour;
- d) To encourage and maintain 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.
- e) To encourage and maintain balance between work-life and personal-life of employees.
- f) To provide safe and hygienic work environment.
- g) To provide fair living wage for employees.
- h) To ensure harassment free work place.

Applicability

This Policy is primarily applicable and binding on all employees. However in participation with its employees, the Company expects from its business associates including suppliers, vendors, service providers, agents, channel partners, third parties engaged with including and includes its subsidiaries, associates, affiliates and the business units (as may be applicable time to time). We expect our business partners to uphold the same principles, particularly including the following:

Equal Opportunity and non-discrimination

The Company is an equal opportunity, gender neutral employer and has a zero tolerance Policy towards any discrimination. We have developed work environment free from discrimination based on different ethnicities, sexual orientations, socioeconomic status, geography ages, genders, religions. We are committed to offer everyone the same chances of success. We provide equal rewards, resources and opportunities to a man and a woman doing the same work with the same amount of responsibilities and duties. All employment related matters are determined on merit in qualification, performance and capability.

The Company follows applicable laws and regulations in the matter of deciding wages/salaries, hours of work and welfare measures. Further, the Company strives to ensure that employees receive equal pay for equal work, irrespective of their gender or any other bias. We shall adhere to all relevant laws and regulations and provide equal opportunity for professional growth of employees.

The Company prohibits discrimination against any person with disability in any matter related to employment as per the Right of Person with Disabilities Act, 2016 and Transgender persons (Protection of Rights) Act 2019, along with the amendments therewith.

Prohibition of child and forced labour

The Company strictly prohibits child labour, forced labour including involuntary labour slavery and human trafficking. The Company ensures that no individual is made to work against his/her will or to work as labour and expect the same with its stakeholders.

Safe, hygienic work environment

The Company is responsible for training and supervising employees on safe procedures and health care by providing hygienic environment for work. On regular basis the company arrange for general medical health check-ups for employees. Awareness workshops are held regularly on general health issues and encouraging employees to stay fit and healthy.

Occupational health and safety

We are committed to providing a safe and healthy workplace free from any recognized hazards, through implementing effective measures to prevent any workplace injuries and ill health. We lay special focus on aspects such as women's safety, assistance to persons with disability, emergency response and preventive health and safety measures. Further, we consistently strive to create a work environment that promotes physical and mental well-being of all our employees and provides a conducive environment to promote growth and productivity.

We maintain compliance with all applicable laws to help in maintaining a secure work environment. We are committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. We provide required safeguards to the employees, as and when needed.

Balance of work and personal-life

The Company offers a range of leave options including earned leave, medical leave, casual leave, maternity leave and family care leaves to enable employees to achieve work life balance.

Fair living wage for employees

The Company complies strictly with rules and regulations stipulated by Governments on minimum wages paid to employees.

Harassment free work place

The Company strictly condemns any kind of harassment and is committed to provide a healthy and harassment free work place to its employees. To provide protection against any form of prejudice, gender bias and sexual harassment at the workplace, the Company has laid down a Policy on anti-sexual harassment in line with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and set up an Internal Complaint Committee (ICC), to oversee the implementation of anti-sexual harassment practices, deliberate and resolve complaints on sexual harassment at workplace and recommend disciplinary actions, if any.

The Policy and constitution of ICC is displayed on notice board of Company's respective office and same has also posted on the Company's intranet. Alternatively, these details can be obtained from Head-HR or Legal Team.

Anti-corruption and bribery

The Company places immense emphasis on Integrity and Ethical conduct in its business affairs. It has zero tolerance towards malpractices of bribery or corruption in any form, in its conduct. The Company is committed to comply with all relevant anti-corruption legislations. The Company has adopted Vigil Mechanism for reporting concerns about unethical conduct or any mal practices in the Company.

Please refer Company's Policy on Anti-Corruption in conjunction with Vigil Mechanism, which provides platform for raising concerns and provides secure environment to its Stakeholders. The Company encourages its stakeholders to raise their concerns about any bribery issue or suspicion of malpractice at the earliest possible stage. If s/he is unsure whether a particular act constitutes bribery or corruption or if s/he has any other concern, these should be raised with the Ombudsperson by writing e-mail at wbpolicy@tciexpress.in, in the manner provided under 'Whistle Blower and Protection Mechanism'.

The Company, as a Policy, condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against stakeholder or Whistle Blower, who raised concern. Complete protection will, therefore, be given to him/her against any unfair practice like.

Data privacy

We are committed to protect the data privacy of our employees, customers and business partners. We follow all applicable laws and industry best practices to safeguard the data privacy and strive to implement reasonable and appropriate practices in our collection, use and sharing of personal information about individuals. Further, we do not disclose information to third parties without explicit consent of our stakeholders, unless required by law to do so.

Communication and awareness

The Company communicates all necessary and relevant information to its employees. They are also made aware of related laws, guidelines and applicable policies/codes at the time of joining the organization and are given periodic reminders during their tenure.

Through our continuous engagements with employees, we ensure the following:

- a) Promoting awareness about human rights amongst employees;
- b) Providing training programme to employees on periodic basis;
- c) Availability of Policy on Company's intranet;
- d) Engaging with stakeholders in an inclusive, transparent and culturally appropriate manner;
- e) Valuing diversity, equal opportunity and the need to consider the rights of vulnerable groups such as indigenous people, women, migrant workers and other minorities.

Consultation and feedback

All relevant stakeholders will be consulted to seek feedback on the Policy. The employees may seek grievances/feedback/suggestion on Human Rights by writing mail at hrd@tciexpress.in. Alternatively it can be addressed to the corporate/registered office of the Company.

Grievance mechanism

The Company provides ample mode of communications and grievance redressal mechanisms to deal with stakeholder concerns on human rights. The Company has formulated Policy on Whistle Blower and Protection Mechanism, to report any suspected or actual occurrence of illegal, unethical or inappropriate actions, including but not limited to human rights violations. All stakeholders including clients, investors, suppliers, partners and public can contact us or make complaints in the manner provided under the said mechanism.

In line with our commitment to provide our employees a safe workplace, we have protection mechanism against Sexual Harassment at the Workplace Policy and constituted internal compliant committee, for the redressal of grievances.

Also the employees can register their complaint on HR-One application module, which has definite time bound resolution mechanism. Alternatively they can send email/consult to their reporting manager. If your reporting manager is uncertain or not able to consult you properly, you can seek advice of Legal/HR department.

Responsibility for implementation

The Human Resource Department shall be responsible for ensuring compliance required under this Policy and monitoring its proper implementation and effectiveness (and dealing with any queries on its interpretation) so far it relates the conduct of the employee.

Review of Policy

This Policy will be reviewed by the Board and necessary amendments will be carried out as and when required due to changes in applicable factors like law and regulations of the land or any other reason necessitating change in the Policy.