

Human Rights, Equality, Diversity & Working Conditions Policy

Naseem Bukhari Pvt. Limited

Effective Date: 01-Jul-2024

1. Introduction

Naseem Bukhari Pvt. Limited is committed to upholding and promoting fundamental human rights and equitable working conditions across all areas of its operations. As a sourcing and trading partner at the forefront of the renewable energy transition, our reputation depends on ethical practices and our respect for every individual who contributes to our success—whether directly employed, contracted, or working within our supply chain.

This policy reflects our commitment to international human rights frameworks and labor standards, and it applies to our entire workforce, suppliers, and business partners.

2. Purpose

This policy aims to:

- Ensure that human rights are respected and protected in all business activities;
- Promote equality, diversity, and inclusion in the workplace;
- Guarantee safe, fair, and dignified working conditions for all employees and workers;

- Align our operations with global frameworks such as the United Nations Guiding Principles on Business and Human Rights (UNGP), the International Labour Organization (ILO) Conventions, and national labor legislation.
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3. Scope

This policy applies to:

- All employees of **Naseem Bukhari Pvt. Limited** (full-time, part-time, and temporary);
 - Contractors, consultants, and interns;
 - Business partners and suppliers who support our operations;
 - Third-party labor providers engaged through our sourcing channels.
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4. Our Commitments

4.1 Respect for Human Rights

We commit to:

- Avoiding involvement in any form of human rights abuses, either directly or indirectly;
- Conducting human rights due diligence in our operations and supply chains;
- Promoting remediation if adverse human rights impacts are identified;
- Supporting community rights, cultural heritage, and indigenous peoples' protections in sourcing regions.

4.2 Non-Discrimination and Equal Opportunity

Naseem Bukhari Pvt. Limited is an equal opportunity employer. We:

- Prohibit discrimination based on race, color, gender, age, religion, nationality, disability, or any other protected characteristic;
- Ensure that all employment decisions are based on merit, skills, and qualifications;
- Promote inclusion, diversity, and cultural sensitivity across the organization.

4.3 Diversity and Inclusion

We believe diversity is a source of strength and innovation. Our commitment includes:

- Fostering a work environment where every individual feels respected, valued, and empowered;
 - Encouraging diverse perspectives in decision-making and leadership;
 - Supporting underrepresented groups through inclusive hiring practices.
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5. Working Conditions

5.1 Wages and Benefits

We ensure:

- All employees receive at least the minimum wage mandated by law;
- Compensation practices are transparent, fair, and non-discriminatory;
- Benefits comply with applicable legal requirements and industry standards.

5.2 Working Hours

- Working hours, including overtime, must be reasonable and comply with national labor laws;
- All employees are entitled to rest breaks, holidays, and paid leave as required by law.

5.3 Freedom of Association and Collective Bargaining

We recognize the right of workers to:

- Engage in collective bargaining in accordance with local laws;
 - Operate free from harassment or retaliation related to collective bargaining activities.
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6. Safe and Healthy Work Environment

Naseem Bukhari Pvt. Limited provides a working environment that prioritizes:

- Health and safety compliance with all relevant laws and best practices;
- Risk prevention, emergency preparedness, and incident reporting procedures;
- A proactive safety culture where every employee shares responsibility for workplace well-being.

All employees must:

- Use personal protective equipment (PPE) as required;
 - Report unsafe conditions or incidents without fear of reprisal;
 - Participate in safety training and drills.
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7. Child Labor and Forced Labor

We uphold a zero-tolerance policy on:

- **Child Labor:** No person below the legal minimum age for employment may be employed or engaged in our operations or supply chains;

- **Forced or Compulsory Labor:** Employment must be freely chosen. We do not tolerate bonded labor, prison labor, or any form of human trafficking.
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8. Implementation and Monitoring

This policy is implemented through:

- Clear HR policies and grievance mechanisms;
 - Periodic training on rights, inclusion, and workplace expectations;
 - Supplier assessments and audits to ensure alignment with our standards.
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9. Grievance and Remediation Mechanisms

Employees, contractors, and supply chain workers may raise concerns about violations of this policy through:

- Confidential HR reporting systems;
- Anonymous whistleblowing channels;
- Third-party reporting platforms, where applicable.

All reports will be reviewed promptly and addressed through fair, effective remediation processes.

10. Review and Governance

This policy is reviewed annually by the senior management team of **Naseem Bukhari Pvt. Limited** to ensure alignment with evolving laws, labor standards, and stakeholder

expectations. Updates will be communicated clearly to all relevant internal and external parties.

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