

	HUMAN RIGHTS POLICY		
Policy No :	VNAI/HR/POL-0005	Version No	01
Department	HUMAN RESOURCE		

Overview

Human rights are fundamental rights, freedoms, and standards of treatment to which all people are entitled. Respect for human rights is rooted in our values and applies wherever we do business. VNAI's Human Rights and Employment Policy (the "policy") is intended to succinctly express VNAI's communication to respect human rights on a worldwide basis. It embodies common principles reflected in the United Nations (UN) Global Compact, the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights and the Organization for Economic Co-operation and Development Guidelines for Multinational Enterprises.

Scope

The scope of the policy applies to all employees, subsidiaries, partners, suppliers, and contractors of VNAI Private Limited.

Responsibility

Head HR

Our Policy

Diversity and Non-Discrimination

The makeup of our staff is large and diversified. We respect the diversity of our Board of Directors, workforce, and the versatility of our value chain. We do not tolerate discrimination and strictly forbid any discrimination against any employee based on ethnicity, nationality, region or social origin, social background, social class, lineage, religion, disability, gender, sexual orientation, family responsibilities, marital status, group membership, political affiliation, age, or other status protected by the local laws or laws of other countries.

Working hours, Wages and Social Benefits

All employment must be in full compliance with all applicable laws and apply international standards where laws are less stringent, including working hours, overtime hours, minimum wage, overtime pay, and legally mandated benefits. Employees shall be allowed at least one day off for each seven working days.

Freely Chosen Employment

Employees have the right to leave the workplace after the completion of standard working hours. Employees are free to terminate their employment contract after a reasonable notice period. All work should be done voluntarily. Employees have the right to terminate the employment contract in accordance with local laws or the reasonable notice period as agreed upon in the contract.

Ethics

We request that all VNAI's members should uphold the highest standards of business ethics, including, but not limited to, maintaining business integrity, using no improper advantage, anti-corruption, avoiding conflicts of interest, protecting intellectual property rights, anti-trust, and assuring conflict minerals in products are from responsible sources

Humane Treatment

We are committed to treating our employees humanely and do not allow any form of violence or harassment in the workplace. This includes sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, verbal abuse of workers, or threat of any such treatment.

Workplace health and safety

We are dedicated to providing all workers with a clean, healthy and safe working environment. We maintain an occupational health and safety management system to achieve greater protection, where appropriate. It is our policy to comply with applicable regulatory requirements, reduce health and safety risks, and strive to achieve zero injury and incidents.

Freedom of Association

We recognize that all employees in many of our operation locations have lawful rights to associate with others, form, and join, or refrain from joining organizations of their choice, and bargain collectively. We support freedom of expression and are committed to creating an environment where employees can share their concerns or suggestions freely without interference, discrimination, retaliation, or harassment.

Value Chain Responsibility

We expect all suppliers to uphold these same values and comply with our supplier code of conduct. All suppliers shall follow up on the above request and implement practices under an effective mechanism. Suppliers shall pursue actions to identify, monitor, and mitigate any adverse impact along the value chain.

Compliance Related to Policies

The VNAI's Human Right Policy is governed by a procedure that demands full compliance. Compliance with this policy will be reported to the Board of Directors annually. Daily practices and regular monitoring are implemented by each site through various modes. Grievance and remedy processes will take place on a continuous basis. Concerns from employees, partners, suppliers, and contractors can be communicated through various channels anonymously. Appropriate documents and records should be maintained to ensure compliance. To ensure the effectiveness of the policy, principles are reviewed annually and updated as needed. Training will be provided accordingly to employees and relevant stakeholders.

Grievance and Remedy Procedure

We have put in place a formal grievance channel to enable anyone, including employees, VNAI's suppliers, and other external stakeholders, to report human rights concerns. We will promptly investigate allegations and pursue action to mitigate any adverse human rights impact. VNAI does not tolerate retaliation against anyone who in good faith reports possible violations of laws, the VNAI Code of Conduct, or other company policies or procedures.

Power To Amend

The Company reserves the right to amend the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the management and all the decisions of the management shall become final.