



# POLICY DOCUMENT

## HUMAN RIGHTS POLICY

VERSION 1.1

### Document Revision History

Version	Date	Description	Author	Reviewed By
1.0	9 August 2022	First release	Aarti Kadam, HR	Nayana Mallapurkar, Head HR
1.1	7 August 2023	Annual review	Aarti Kadam, HR	Nayana Mallapurkar, Head HR



## Objective

The objective of the policy is to reinforce and adhere to the fundamental rights of individuals as laid down in the Constitution of India and in line with international standards.

## Scope

The scope of this policy encompasses principles, guidelines, and commitment with regard to respecting and upholding human rights within the organization's operations, interactions, and impact on stakeholders.

## Applicability

This policy is applicable to all our employees (including contract staff) that are engaged / connected with the organization.

## Definition

"Human Rights" are inherent entitlements and freedom that every individual possesses by virtue of being human. The rights ensure that individual is treated fairly and with respect, regardless of their background, identity, or beliefs.

## Policy Statement

SecureSearch is dedicated to upholding the fundamental principles of human rights in all aspects of our operations. Our organization stands against discrimination, harassment, and unfair treatment in any form. We believe that by upholding human rights, we contribute to a just and equitable society.

## Policy

1. SecureSearch recognizes the valuable role that business can play in the longer-term protection of human rights.
2. Promoting awareness of human rights with employees at various levels of our operations through training and communication.



3. The organization is committed in respecting human rights and seeking to avoid involvement in human rights abuses, identifying, assessing, and minimizing potential adverse impacts through due diligence and management of issues, and resolving grievances from affected stakeholders effectively.
4. Engaging with stakeholders in an inclusive, transparent, and culturally appropriate manner on human rights concerns related to our business activities.
5. SecureSearch follows minimum wage policy as per regulatory requirement.
6. Valuing diversity, equal opportunity, and the need to consider the rights of vulnerable groups such as indigenous peoples, women, migrant workers, and other minorities.
7. Prohibiting all forms of harmful child labor, forced / trafficked labor, discrimination, and harassment.
8. Prohibiting any contribution to armed conflict or human rights abuses in conflict-affected and high-risk areas.
9. Prohibiting interference in any way with the establishment, functioning or administration of employees' organizations or collective bargaining.
10. Providing access to remedy by resolving grievances in a timely and culturally appropriate manner.
11. Developing goodwill, creating sustainable employment, and stimulating economic opportunities in the communities that host our activities.
12. Establishing clear accountability by assigning adequate resources and responsibilities for effective management of human rights risks.
13. Continually improving human rights performance by sharing good practices and learnings, setting, and reviewing targets, and monitoring, reporting and disclosing performance.

### **Approach for Implementation of Policy**

1. Information and awareness of the policy to all employees at the time of induction.
2. All employees are required to adhere to our Code of Conduct which mandates tenets for them to follow. These include aspects of fair and equitable treatment of co-workers and other stakeholders that they interact with.



3. In line with our commitment to provide our employees a safe workplace, we have the Prevention of Sexual Harassment at the Workplace (POSH) Policy and the Grievance Redressal Policy, respectively.
4. A robust Whistle-blower Policy is available for all our stakeholders to report any suspected or actual occurrence of illegal, unethical, or inappropriate actions, including - but not limited to - human rights violations.
5. Maintain a culture of transparency and openness in the organization that allows sharing and raising of such issues.

### **Owner and Administration of Policy**

The Human Resources team is the owner and administrative in-charge of this policy. The team will be responsible for all aspects of policy implementation, this includes policy awareness, incidence management, data management and policy review at regular periodicity.

### **Incidence Reporting Mechanism**

Any instances to be immediately reported to the Human Resources Department. Immediate actions will be taken in consultation with Leadership and applicable laws.