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	CARRIER WHEELS PVT. LTD. **WORKING CONDITION AND FAIR LABOUR PRACTICES POLICY**	Doc. No.:	CWPL/PLC/LHR/01
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1. PURPOSE

Carrier Wheels Pvt. Ltd. ("CWPL") is committed to providing fair, safe, and respectful working conditions for all employees.

This Policy establishes CWPL's principles and commitments related to fair labour practices, lawful employment, decent working conditions, and employee well-being, in compliance with applicable labour laws.

2. SCOPE & APPLICABILITY

This Policy applies to:

- All employees (permanent, probationary, contractual, temporary)
- Trainees, apprentices, and associates
- Any individual working on behalf of CWPL

Compliance with this Policy is mandatory.

3. POLICY COMMITMENT

CWPL commits to:

- Fair and lawful employment practices
- Decent working hours and conditions
- Safe, hygienic, and respectful workplaces
- Transparent wage and benefit practices
- Zero tolerance for exploitation or unfair treatment

4. FAIR EMPLOYMENT PRACTICES

CWPL ensures:

- Employment relationships are based on mutual consent
- Written appointment letters and clear terms of employment
- Transparent recruitment and selection processes
- Equal opportunity in hiring, promotion, and training

No employee shall be subjected to unfair, deceptive, or exploitative employment practices.

5. WORKING HOURS & REST PERIODS

CWPL ensures that:

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- Working hours comply with applicable labour laws
- Weekly rest days are provided as per statutory requirements
- Overtime, if required, is voluntary and regulated
- Leave entitlements (earned, sick, casual, maternity) are provided as per law

Attendance is monitored through established systems to ensure fairness and compliance.

6. FAIR WAGES & BENEFITS

CWPL commits to:

- Paying wages in compliance with minimum wage laws
- Timely and transparent payment of salaries
- Providing statutory benefits such as PF, gratuity, bonus, and insurance where applicable
- Clearly communicating wage structures and benefits

Wage deductions, if any, are lawful and transparent.

7. HEALTH, SAFETY & WORKPLACE CONDITIONS

CWPL provides:

- Safe and hygienic working conditions
- Proper lighting, ventilation, sanitation, and drinking water
- Necessary Personal Protective Equipment (PPE)
- Training on workplace safety and emergency preparedness

Employees are expected to follow safety procedures at all times.

8. DIGNITY, RESPECT & NON-HARASSMENT

CWPL maintains a workplace free from:

- Harassment, abuse, or intimidation
- Discrimination or unfair treatment

Sexual harassment is strictly prohibited and addressed under CWPL's POSH Policy.

9. FREEDOM OF ASSOCIATION & COMMUNICATION

CWPL respects employees' rights to:

- Communicate concerns or grievances without fear
- Freedom of association in accordance with applicable laws

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Employees may raise concerns through internal grievance mechanisms.

10. DISCIPLINE & FAIR TREATMENT

CWPL follows:

- Transparent and fair disciplinary procedures
- Proportionate corrective actions
- Due process before disciplinary decisions

Disciplinary actions are free from discrimination or retaliation.

11. CONTRACTUAL & TEMPORARY WORKERS

CWPL ensures:

- Fair treatment of contractual and temporary workers
- Compliance with applicable labour laws
- Safe working conditions and dignity at work

12. REPORTING & NON-RETALIATION

Employees are encouraged to report:

- Unfair labour practices
- Unsafe working conditions
- Any violation of this Policy

CWPL prohibits retaliation against employees raising concerns in good faith.

13. AWARENESS & COMMUNICATION

- This Policy shall be communicated to all employees
- Awareness may be provided through induction and training
- Employees are responsible for compliance

14. MONITORING & CONTINUOUS IMPROVEMENT

CWPL periodically reviews working conditions and labour practices to:

- Ensure legal compliance
- Improve employee well-being
- Strengthen workplace culture

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This Working Conditions & Fair Labour Practices Policy is approved by the Management of Carrier Wheels Pvt. Ltd. and is effective from the date of issue.

	Name/Designation	Signature	Remarks for Revision
Prepared By:	Amit Saroha Deputy Manager		
Approved by:	Apoorva Jain Director		