



### Human Rights Policy

Version	Effective Date	Review Date	Prepared by	Reviewed by	Approved by
1.0	November 08, 2019	November 08, 2019	Padmini Vinay HR Management	Alaka Chanda Company Secretary and Compliance Officer	Board of Directors
2.0	March 03, 2026	March 03, 2026	Shashank Pande HR Management	Alaka Chanda Company Secretary and Compliance Officer	Board of Directors

**TeamLease Services Limited Restricted**

This Human Rights Policy (Policy) is not to be copied or distributed without the express written consent of TeamLease Services Limited. No part of this document may be used for purposes other than those intended by TeamLease Services Limited.

**Amendment:** Any change in this Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.



### **Respect for Human Rights**

Respect for human rights is a fundamental value of TeamLease and its group Companies. We strive to respect and promote human rights in accordance with the UN Guiding Principles on Business and Human Rights in our relationships with our employees, suppliers and vendors. Our aim is to help increase the enjoyment of human rights within the communities in which we operate. This Policy is guided by international human rights principles encompassed by the Universal Declaration of Human Rights, including those contained within the International Bill of Rights and the International Labor Organization's 1998 Declaration on Fundamental Principles and Rights at Work. This policy applies to TeamLease Services Limited, the entities that we own, and the facilities that we manage. The Company also expects vendors and suppliers to uphold these principles and urges them to adopt similar policies within their own businesses. We use due diligence as a means to identify and prevent human rights risks to people in our business and value chain. Where we have identified adverse human rights impacts resulting from or caused by our business activities, we are committed to provide for or cooperate in, their fair and equitable remediation. We seek to promote access to remediation where we are linked to or involved in those adverse impacts through our relationships with third parties. The Human Rights Policy is overseen by TeamLease Company's Board of Directors, including the Chief Executive Officer.

### **Community and Stakeholder Engagement**

We recognize that we are part of the communities in which we operate. We engage with communities on human rights matters that are important to them such as land rights, access to water and health. We also engage with people in those communities, including indigenous peoples as well as other vulnerable and disadvantaged groups. Our aim is to ensure through dialogue that we are listening to, learning from and considering their views as we conduct our business. We believe that local issues are most appropriately addressed at the local level. Where appropriate, we engage with a wide range of civil society and stakeholders on human rights issues related to our business. This includes issues in our Company, across our value chain and with our various sponsorships, through which we seek to promote respect for human rights.

### **Diversity and Inclusion**

We value and advance the diversity and inclusion of the people with whom we work. We are committed to equal opportunity and are intolerant of discrimination and harassment. We work to maintain workplaces that are free from discrimination or harassment on the basis of race, sex, color, national or social origin, ethnicity, religion, age, disability, sexual orientation, gender identification or expression, political opinion or any other status protected by applicable law. The basis for recruitment, hiring, placement, development, training, compensation and advancement at the Company is qualifications, performance, skills and experience. We do not tolerate disrespectful or inappropriate behavior, unfair treatment or retaliation of any kind. Harassment is not tolerated in the workplace and in any work related circumstance outside the workplace.



### **Freedom of Association and Collective Bargaining**

We respect our employees' right to join, form or not to join a labor union without fear of reprisal, intimidation or harassment. Where employees are represented by a legally recognized union, we are committed to establishing a constructive dialogue with their freely chosen representatives. The Company is committed to bargaining in good faith with such representatives.

### **Freedom of Movement**

Employees are not restricted from taking biological breaks or visiting the cafeteria. Movement within the office premises is generally permitted; however, access to areas such as server rooms and other locations designated for authorized personnel only remains restricted.

### **Safe and Healthy Workplace**

The safety and health of our employees is of paramount importance. Our policy is to provide a safe and healthy workplace and comply with applicable safety and health laws and regulations, as well as internal requirements. We work to provide and maintain a safe, healthy and productive workplace, in consultation with our employees, by addressing and remediating identified risks of accidents, injury and health impacts.

### **Workplace Security**

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. Security safeguards for employees are provided, as needed, and are maintained with respect for employee privacy and dignity.

### **Forced Labor and Human Trafficking**

We prohibit the use of all forms of forced labor, including prison labor, indentured labor, bonded labor, military labor, modern forms of slavery and any form of human trafficking.

### **Child Labor**

We prohibit the hiring of individuals that are under 18 years of age.

### **Work Hours, Wages and Benefits**

We compensate employees competitively relative to the industry and local labor market, and in accordance with terms of applicable collective bargaining agreements. We work to ensure full compliance with applicable wage, work hours, overtime and benefits laws.



### **Land & Forest Rights and Water Resources**

We recognize the significant implications regarding respect for human rights that land, forest and water use across our value chain may have, which we address through specific policy and action. We respect the human need for sustainable water supplies, safe drinking water, and protection of both ecosystems and communities through proper sanitation.

### **Guidance and Reporting for Employees**

We strive to create workplaces in which open and honest communications among all employees are valued and respected. The Company is committed to comply with applicable labor and employment laws wherever we operate. The Company also ensures employees are aware of the Human Rights Policy through internal communication. Any employee who believes a conflict arises between the language of the policy and the laws, customs and practices of the place where he or she works, or who has questions about this policy or would like to confidentially report a potential violation of this policy, should raise those questions and concerns with local management, Human Resources or Legal Department. No reprisal or retaliatory action will be taken against any employee for raising concerns under this policy. The Company will investigate, address and respond to the concerns of employees and will take appropriate corrective action in response to any violation. The Human Rights Policy is aligned with the Company's Code of Business Conduct. This policy, including translations and related information, can be found via the Company's internet site: [www.teamleasegroup.com](http://www.teamleasegroup.com)



**DISCLOSURE OF THE POLICY**

This Policy shall be uploaded on the Company's website for public information.

**REVIEW OF THE POLICY**

The Board will review this Program and make revisions as may be required