



# MODERN TOOLING SOLUTION

## Human Rights Policy

### 1. Purpose and Scope

#### 1.1 Purpose

The purpose of this Human Rights Policy is to affirm and communicate Modern Tooling Solution's commitment to upholding human rights across all our operations, supply chain, and community interactions irrespective of gender, designation or nationality. We strongly believe that every individual should be treated with dignity, equality, fairness and respect.

#### 1.2 Scope

This policy applies to all employees (full-time, part-time, and temporary), suppliers, vendors and business partners associated with Modern Tooling Solution.

### 2. Commitment to Human Rights:

Modern Tooling Solution is committed to

- Upholding the Universal Declaration of Human Rights and relevant International Labour Organisations.
- Complying to all national labour and human rights laws.

### 3. Key Principles:

- **Non-Discrimination**  
We provide equal opportunities and do not tolerate discrimination based on race, caste, religion, gender, age, disability, sexual orientation, marital status, social status, pregnancy, political opinion, or any other status.
- **Prohibition of Forced and Child Labor**  
We do not engage in or support forced, bonded, or child labor. All employees must be at least 18 years old or the legal minimum age defined by Indian law, whichever is higher.
- **Freedom of Association and Collective Bargaining**  
Employees are free to form or join unions or worker associations and engage in collective bargaining, as permitted by law.
- **Safe and Healthy Working Conditions**  
We ensure a safe and hygienic working environment and provide appropriate safety equipment, training, and welfare facilities.
- **Fair Wages and Working Hours**  
All employees will be paid at least the minimum wage as prescribed by law.



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Working hours, including overtime, will comply with legal limits and be agreed upon freely.

- **Prevention of Harassment and Abuse**  
We have zero tolerance for physical, verbal, sexual, or psychological harassment or abuse in the workplace.
- **Grievance Mechanism**  
We maintain a transparent grievance redressal mechanism where workers can raise concerns without fear of retaliation.
- **Environmental Responsibility**  
We recognize the link between environmental practices and human rights, and we commit to minimizing our environmental footprint.

## 4. Roles and Responsibilities

### Internal Committee:

Sl no	Name	Designation
1	Mr. Venkatesan C	Managing Director
2	Mrs. Menaga V	Managing Partner
3	Mr. Naresh A	Administrator
4	Mr. John D'Silva	AGM

### 4.1. Policy Implementation & Communication

- Ensure that the Human Rights Policy is **communicated to all employees**, including contract workers, during **induction** and through periodic training.
- Display the policy **visibly in common areas** and make it available in **local languages** for better understanding.

### 4.2. Training & Awareness

- Conduct regular **training sessions** on human rights, non-discrimination, harassment prevention, and grievance redressal.
- Educate supervisors and managers on their **duty to uphold human rights** and identify violations.

### 4.3. Recruitment & Employment Practices

- Ensure all **hiring practices** comply with the policy—no child labor, forced labor, or discrimination.
- Verify and maintain **age documentation** to prevent underage employment.
- Promote **fair wages and safe working conditions** as part of employment terms.



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## 4.4. Monitoring and Compliance

- Conduct periodic audits and workplace assessments to check compliance with labor laws and the policy.
- Work with external auditors if required (e.g., for customer or third-party compliance checks).

## 4.5. Grievance Handling

- Establish and manage a fair, confidential, and accessible grievance redressal system.
- Ensure all complaints related to discrimination, abuse, harassment, or unsafe conditions are investigated promptly and impartially.
- Protect whistleblowers and employees who raise concerns in good faith.

## 4.6. Recordkeeping

- Maintain accurate records of working hours, wages, age proofs, and grievance resolutions.
- Document all trainings conducted under the human rights policy framework.

## 4.7. Disciplinary Action

- Recommend and enforce appropriate disciplinary action in cases of policy violations, including termination if necessary.

## 4.8. Continuous Improvement

- Regularly review HR policies and practices to align with updated labor laws and international human rights standards.
- Collect employee feedback and suggest improvements to factory management.

## 5. Resources and Tools

- Human Rights Awareness Toolkit (brochures, posters, videos)
- Templates for policy training, incident reporting, and supplier due diligence

## 6. Compliance Standards

National Standards:

- Indian Constitution (Articles 14, 15, 16, 19, 21, 23)
- Factories Act, 1948



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- Minimum Wages Act, 1948
- Equal Remuneration Act, 1976
- Child Labour (Prohibition and Regulation) Amendment Act, 2016
- POSH Act, 2013 (Sexual Harassment at Workplace)

## 7. Time Frame and Deadline

- Supplier Evaluation: Semi-annually.
- Grievance Resolution: Response within 7 days; resolution within 21 days.
- Policy Review: Every 24 months or upon major operational or legal change.

## 8. Documentation and Record

Mandatory Records to be Maintained:

- Employee and Vendor Training Records
- Incident and Grievance Logs

## 9. Authorization and Approval

This policy is authorized and approved as follows:

Prepared by: Human Rights Officer

Reviewed by: Legal & Compliance Department

Approved by: Managing Director / CEO