



Gujarat Gas Limited

Human Rights

1. Preface

Gujarat Gas Limited (GGL) has incorporated a policy on “Human Rights”.

2. Scope

The policy is applicable to all employees under management cadre and non-management cadre. GGL has extended this policy to all its stakeholders and business associates. It will be responsibility of every individual associated with GGL to successfully implement this policy.

3. Policy

GGL follows all the applicable local and International laws on HR and in this regard the company has incorporated this HR policy with following clauses which needs to be followed by every individual associated with GGL and monitored by Human Resource team of GGL:

- Awareness on HR will be provided to every individual associated with the Company through various means of communication i.e. Training, Contract, Disclosures and others.
- Company and its business associates will not support any Child labour, Forced labour, Unpaid labour or Human trafficking within their work area.
- Recruitment of employees will be based on their merit, providing every individual with equal opportunity without any discrimination on the basis of caste, creed, gender, race, religion and disability.
- Necessary learning opportunities and skill up-gradation programs will be organized for the overall development of employee in a safe and hygienic environment.
- Every individual will be treated with respect and dignity, irrespective of their post and position in the company.
- In case of complaints on HR, company has developed a grievance mechanism for reporting which is open to every stakeholder.
- Company will take special initiatives to engage with relevant stakeholders, communities, consumers and vulnerable and marginalized groups.
- If any abuse is identified within the premises of Company or at third party with regards to HR, GGL holds all the rights for a robust actions against it.
- Diversity and Inclusion
 - To encourage diversity, equity and inclusion in all of its HR initiatives, including recruitment, pay, promotions, career advancement, performance, etc.



- To abide by all laws and rules that are in force and that protect and advance diversity in the workplace. Race, national origin, ethnicity, religion, sex, disability, and other factors can all be examples of diversity.
- To empower and encourage people with disabilities in their professional endeavors by offering accessible support
- Minimum Wages and Remuneration policy
 - To determine a competitive quantum of compensation, the trend in the same industry, type, and size of business is kept in mind and given due weight.
 - It must be ensured that the relationship between compensation and performance is transparent and that it fulfills the necessary performance benchmarks, which must be established and communicated.
 - Provisions of law about making payment of remuneration, as may be applicable, are complied.
- Equal Opportunity Policy
 - According to the Rights of Persons with Disabilities Act, 2016 (the "Act"), the organization is dedicated to providing the necessary infrastructure and people-centric policies to enable and support individuals with disabilities to participate in the organization's value creation process.
 - Organization is committed to ensuring equal opportunity and benefits for transgenders as per the Transgender Persons (Protection of Rights) Act, 2019.
 - Organization is committed to ensuring equal opportunity concerning the benefits such as leave, learning and development, parental benefits, insurance, gratuity, provident funds, and other benefits as per the regulatory guidelines and standard industry practices.

4. Grievance Redressal Mechanism

GGL is dedicated to creating a pleasant environment where complaints are promptly and fairly resolved. This policy's goal is to promote a workplace free of complaints while also assisting the Company's concerned employees in enhancing their performance and productivity. Any grievances/ complaints are rightly communicated, and steps are taken to address the same.

Steps for redressal –

- 1) Affected employees should first submit their grievance to their immediate supervisor in writing, along with their name, designation, employee number, and the specifics of their complaint. The complaint should be immediately acknowledged as received. The supervisors should redress the grievance within a period of seven working days. The Supervisor should inform the concerned department.



- 2) The complaint can be submitted to the Fraud Officer along with the response if the concerned employee is not happy with the aforesaid response from his or her immediate supervisor. The employee in question will get a letter/mail acknowledging receipt of the grievance. Within thirty working days, the decision so taken on the grievance shall be communicated to the employee.
- 3) If the complaint is still unresolved, a formal complaint will be filed and sent to the Grievances Redressal Committee comprising of Operations Head (as the Chairman), Technical Head & Legal personnel. The Grievance Redressal Committee would make its proposal within a period of one month and present it to the Committee for consideration. The Committee Chairman's decision is final and enforceable against the affected employee. The procedure must be finished in no more than two months.

5. Policy Review:

In case the Policy is required to be amended due to any change in the regulatory requirement or due to any other reasons, the Policy shall be appropriately modified with the approval of the Managing Director of the Company.

6. Dissemination of Policy:

This policy will be uploaded on the website of the company and internally shared with all the relevant stakeholders.