



# HR MANUAL

## Introduction

This **Human Resources Manual** outlines the policies and procedures that govern employment practices within [Varsha Stones International]. It is designed to ensure that all employees and stakeholders are treated fairly, with respect to their rights, safety, and well-being in the workplace. All employees are expected to comply with these policies to maintain a positive, ethical, and legally compliant work environment.

This document covers key aspects related to child labour, forced labour, human trafficking, health and safety, grievance mechanisms, and remediation procedures. Our goal is to create a safe, inclusive, and supportive work environment for everyone.

### 1. Age Verification of Candidates Before Hiring

**Purpose:** To prevent the employment of underage workers and comply with labor laws.

**Policy:**

- All candidates must provide a government-issued identification document (e.g., passport, national ID, or birth certificate) to verify their age before hiring.
- The minimum employment age will comply with the applicable local and international labor laws. Candidates found to be underage will not be hired.
- Age verification documents will be securely stored within HR.

### 2. Actions to Protect Young Workers (If Any Employed)

**Purpose:** To protect young workers under the legal working age.

**Policy:**

- **Limited Working Hours:** Young workers will be restricted to legally mandated working hours.
- **Safe Work Environment:** They will not be employed in hazardous work environments or tasks that jeopardize their safety.
- **Supervision:** Young workers will be closely supervised to ensure age-appropriate duties.
- **Training:** Young workers will receive training to ensure they understand their rights, duties, and safety protocols.

### 3. Grievance Mechanism on Child Labor, Forced Labor, or Human Trafficking

**Purpose:** To provide a secure process for reporting human rights violations such as child labour, forced labour, or human trafficking.

**Policy:**

- **Reporting Channels:**
  - Employees can report concerns directly to HR or the Ethics Officer.
  - Anonymous reporting is allowed via the whistleblower hotline or email.
- **Investigation Process:** All reports will be immediately investigated, and relevant authorities will be involved where necessary.
- **Non-Retaliation:** Employees will not face retaliation for reporting concerns.
- **Corrective Actions:** If allegations are substantiated, immediate action will be taken, including legal steps and support for the affected individuals.

#### **4. Remediation Procedure for Identified Victims of Child Labor, Forced Labor, or Human Trafficking**

**Purpose:** To provide support and corrective action for victims of human rights violations.

**Policy:**

- **Immediate Removal:** Victims will be removed from harmful environments immediately.
- **Support Services:** Victims will receive necessary legal aid, counselling, and reintegration support.
- **Collaboration:** The company will work with local authorities and NGOs to ensure the victims' safety and well-being.
- **Prevention:** We will review policies and procedures to prevent similar occurrences.

#### **5. Complaints Procedure for Employees to Report Occupational Health and Safety Incidents, Risks, and Concerns**

**Purpose:** To provide employees with a platform to report health and safety concerns.

**Policy:**

- **Reporting Channels:**
  - Employees may report issues to HR or the Safety Officer.
  - An emergency hotline is available for urgent concerns.

- **Investigation and Action:** All reports will be investigated promptly, and corrective measures will be implemented.
- **Record Keeping:** Incidents and resolutions will be documented for legal and regulatory purposes.
- **Follow-Up:** HR will follow up with employees to ensure concerns have been addressed and risks mitigated.

## **6. Actions to Ensure Health and Safety of Non-Employee Workers and Other Contracted Workers on Premises (Work Instruction Notice)**

**Purpose:** To ensure the safety of non-employee and contracted workers on the company's premises.

**Policy:**

- **Safety Briefing:** Contractors and non-employee workers will undergo a safety briefing before beginning work.
- **Compliance:** Contractors must follow both legal health and safety requirements and the company's internal standards.
- **Monitoring:** The Safety Officer will oversee compliance with safety protocols.
- **Emergency Procedures:** Contractors will be informed of emergency procedures, including evacuation routes and contact numbers.

## **7. Grievance Mechanism for External and Internal Stakeholders to Report External Human Rights Impacts**

**Purpose:** To provide a mechanism for stakeholders to report any human rights violations.

**Policy:**

- **Reporting Channels:**
  - Employees report concerns through HR or the Ethics Committee.
  - External stakeholders can use the company website, email, or hotline to report concerns.
- **Investigation and Action:** All grievances will be promptly investigated, with necessary authorities contacted when applicable.
- **Non-Retaliation:** There will be no retaliation for reporting concerns.

- **Remediation:** If violations are found, corrective actions will be taken, including engagement with affected parties and reviewing business relationships where needed.

## 8. Remediation Procedure for Violations of External Stakeholders' Human Rights

**Purpose:** To address and correct any violations of external stakeholders' human rights.

**Policy:**

- **Immediate Suspension:** Any contributing business practices will be immediately halted.
- **Stakeholder Engagement:** The company will collaborate with affected parties to understand the situation and provide remedies.
- **Collaboration with Authorities:** In cases of legal violations, the company will cooperate with relevant authorities.
- **Preventive Measures:** The company will review supplier contracts, improve audits, and implement human rights clauses in procurement agreements.

**Authorized HR Representative**

**[Varsha Stones International]**

It is important to note that this HR Manual is in addition to the **Employee Handbook**, which contains general information on company policies, benefits, workplace conduct, and other day-to-day operational guidelines. While the Employee Handbook provides an overview of our work culture and expectations, the HR Manual focuses specifically on human rights, health and safety, and other key compliance aspects that protect both employees and the organization.