



DISCRIMINATION POLICY

We, 'Spoton Coatings Private limited', India's largest release paper and release film manufacture Indian organization; aims to become a global supplier for our product in the global emerging market. We have enhanced our pillars of competitiveness, ethics, sustainability, QHSE Compliance, while also improving economic and social conditions of the organization.

In line with our commitment, we have developed a discrimination policy, which is an extension of our values and is applicable to applicable interested parties as employees also it was drafted with taking care of applicable legislation.

As an organization we have defined transparent policies for the support for the same as per annexure TM, and same has been communicated to all employees.

Discrimination is any negative action, attitude or polarization directed towards a person or group/s of people because of their individual characteristics or preferences of life. SCPL strongly believes that every person has the right to life, survive, compete, earn and excel in everything they do.

Discrimination of a person or a group/s of people happens when one person or a group of persons show unreasonable bias to another person or group of persons because of their:

Age
Religion
Caste
Ethnicity / nationality
Disability / medical history
Marriage / civil partnership
Pregnancy / maternity/ paternity
Gender identity / sexual orientation
Political affiliations
Community

SCPL does not tolerate any kind of such discrimination that creates a hostile and unpleasant working environment for its employees or recruits.

To ensure that our conduct and processes are fair and lawful, we:

Use inclusive language in job ads as needed
Set formal job-related criteria to hire, promote and reward team members
Offer compensation and benefits according to skills, position, seniority, qualifications and performance
Create equal employment opportunities
Conduct regular training on Anti-Discrimination policies and procedures

Procedures to Manage Discrimination Cases

Any employee who feels or suspects being consistently discriminated by any employee, including Reporting Manager, may approach HR and discuss the same with them.

Any employee who suspects that others are being discriminated against should approach HR.

Employees are encouraged to provide any proof or witnesses, if any, of such discrimination such as document, painting, cartoons, writings, messages, recordings, posters, images, etc.

HR has the responsibility to investigate the issue and determine the outcome of such cases and to take appropriate action.

The Company reserves the right to call an accused employee for hearing and investigations into the allegations.

Employees under investigation should not create an even more hostile atmosphere against the accused or victim within or outside of Company premises, but try to understand the spirit of the policy.

Employees found to jocularly or sub-consciously indulge in discriminatory activities which can be considered as mild in nature or a one-off incident, will undergo counselling session(s) by HR

Employees found to continue or deliberately discriminate against their colleagues, candidates, recruits or associates will go through the Company's disciplinary process resulting in reprimand, demotion or termination of employment contract, depending on the severity of their offence.

Policy is defined for the late coming and that shall be applicable to all employees.

Violation of this policy is subject to disciplinary action, up to and including termination.

Top management, all HODs and HR process will be responsible for effective compliance of the policy. The policy will be reviewed periodically by them as per defined QHSE system, also revised if required. Our website shall refer for latest updated policy.

Various policies including Supplier Code of Conduct, Employee code of conduct is available in our website for review. External interested parties can contact us directly if found any breach against our policies and also, they can provide their feedback for further improvement at info@spotoncoating.com

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