	<b>STAR E PROCESSORS</b>	Doc.Ref.SEP-P-11
	Arang, Raipur, C.G (492101) India	Rev #01 Dt 01.01.2021
	Non- Discrimination Policy	Section 2

1. Objective	To lay down a policy for Non-Discrimination of personnel engaged for SEP recycling operations
2. Scope	The procedure is applicable for SEP recycling operations only
3. Responsibility	Top management, EHS Coordinator and process wise personnel

### **Non- Discrimination Policy**

#### **Star E Processors Non-Discrimination Policy Statement:**

At our Star E Processors, we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please let your manager or Human Resources Department know as soon as possible. Every complaint will be appropriately investigated.


#### **Right to Work in Professional Environment:**

Every employee has the right to work in a professional environment where their knowledge, skills, and abilities are the critical factors in their success. Star E Processors expects all employees to maintain standards of propriety, promote equal opportunity, treat everyone professionally, and act without bias.

#### **Zero tolerance for harassment**

Star E Processors has a zero-tolerance policy for sexual harassment or discrimination, racial harassment or discrimination, or any other form of harassment and discrimination (religious, language, sexual orientation, et cetera). If you feel that you have been harassed or that an employee has discriminated against you,

Sexual harassment includes unwanted sexual or romantic overtures, inappropriate sexual jokes, or comments regarding sexual activities. Employees should never access pornography on company-owned equipment, even off company property. Using your personal device to access pornography while working or in the company of other employees is also forbidden.

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**Romantic relationships between managers and anyone in their reporting line are strictly prohibited:**

Racial, national origin, ethnic, or language discrimination can consist of jokes, negative comments, or forbidding employees from speaking the language of their choice while on non-official business. The official language of the company are Hindi/ Odessa/English), and we will provide all formal documents in these language. Employees/workforce are free to speak their preferred language during breaks, at lunch, or when speaking with people who also speak their preferred language. However, official meetings will be conducted in English/ Hindi/CG and all documentation will be maintained in English language.

If you are not comfortable reporting harassment in English/ Hindi/CG languages-you may report it in your preferred language, and [company] will translate your report.

Star E Processors will make every reasonable effort to train and inform all employees regarding these policies. Each employee will certify yearly that they have read with and agree to uphold company all company policies, including those regarding harassment and discrimination.

**Disability discrimination**

Star E Processors believes everyone has the right to work. An employee with a disability who can perform the core functions of the jobs, with or without reasonable accommodation, is entitled to the same protection and respect as other employees.

**Retaliation**


Star E Processors prohibits retaliation against any person who files a complaint against harassment or discrimination. We encourage employees to come forward and participate in investigations. Star E Processors will make all reasonable efforts to keep investigations confidential, and to protect people who make complaints.

If an employee retaliates against another employee for reporting harassment or discrimination, that employee will face serious consequences up to and including termination.

**Reporting procedure**

Any employee who feels they have been harassed, discriminated against, or otherwise treated negatively because of their race, religion, gender, or other characteristics, should report the harassment to one of the following people:

- Any human resources employee.
- The direct manager/supervisor.

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- Anyone in their supervisory line (manager, director, et cetera).

Employees will not be disciplined in any manner for failing to report something that occurred to them. Nor will the company retaliate for any good faith report. A good faith report means that the employee believes that something inappropriate happened, even if the investigation determines no inappropriate behaviour occurred.

Star E Processors will then investigate. This may take a considerable amount of time, depending on the situation. Star E Processors expects all employees to participate in the investigation and keep things confidential as allowed by law. At the end of the investigation, the investigating party (usually a Human Resources staff member, but occasionally someone else, or even an outside investigator) will issue a report and a recommendation. The employee who reported the incident will be informed that the investigation is finished.

Any employee accused of inappropriate behaviour will be treated with respect. If the accusation is serious and credible, the employee may be suspended, with or without pay, during the duration of the investigation. The accused employee will be told the outcome of the investigation. If the investigation reveals that the employee was at fault, the accused employee may be subject to discipline. This can include anything from a verbal reprimand to termination, depending on the situation and the severity of the issue.

If an employee makes a bad faith complaint, that will be considered harassment. A bad faith complaint is one where the complainant knowingly lies or misrepresents the situation to accuse a co-worker, damage someone's reputation, or to get personal gain.

Reference	Guidelines from Factories Act/ Rules and ILO guidelines
Records	Minuted information/ communications maintained for Nondiscriminatory incidents if any accidentally in Star E Processors recycling operations.