ANTHEA GROUP

Fine Chemistry. Better Products.

RESPONSIBLE WORKFORCE MANAGEMENT ROADMAP

DRT-ANTHEA AROMA CHEMICALS

DRT – ANTHEA AROMA CHEMICALS PVT. LTD.

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List of Abbreviations:

Abbreviation	Full Form
ESG	Environmental, Social and Governance
EHS	Environment, Health & Safety
HR	Human Resources
H&S	Health and Safety
HRMS	Human Resource Management System
FY	Financial Year
KPI	Key Performance Indicator
LTIFR	Lost Time Injury Frequency Rate
CAPA	Corrective and Preventive Action
PPE	Personal Protective Equipment
IDP	Individual Development Plan
SDGs	Sustainable Development Goals
MIDC	Maharashtra Industrial Development Corporation

1. Alignment with Anthea Group Responsible Workforce Management Roadmap

To support and align with the people-centric vision, workforce commitments, and strategic objectives of the Anthea Group, DRT-Anthea Aroma Chemicals Pvt. Ltd. has established this Responsible Workforce Management Roadmap as a comprehensive approach for managing its workforce responsibilities across all business operations. The Roadmap is designed to foster a safe, inclusive, respectful, and engaging workplace while promoting employee well-being, fair labour practices, diversity, equal opportunity, capability development, and compliance with applicable labour laws and international standards.

To facilitate the effective implementation of this Roadmap, the Company has also developed an internal Responsible Workforce Management Roadmap, which translates the Group's workforce priorities into site-specific objectives, targets, action plans, and performance monitoring mechanisms. This Roadmap supports the continuous enhancement of workforce management practices, employee engagement, occupational health and safety, talent development, and organizational culture, while reinforcing the Company's commitment to responsible and sustainable business operations.

2. Preamble

DRT – Anthea Aroma Chemicals Pvt. Ltd. is committed to fostering a workplace where human rights are respected, employees are treated with dignity and fairness, and everyone has the opportunity to work in a safe, inclusive, and supportive environment. As a manufacturer of speciality aroma chemicals, the Company recognizes that protecting labor and human rights is fundamental to sustainable business growth, operational excellence, regulatory compliance, and long-term value creation for employees, customers, business partners, and other stakeholders.

This Responsible Workforce Management Roadmap establishes the Company's commitment to upholding internationally recognized human rights principles and complying with all applicable labor laws and regulations across its manufacturing facilities located at Unit I and Unit II in Roha, Raigad, Maharashtra.

3. Objective

The objective of this Responsible Workforce Management Roadmap is to establish a comprehensive roadmap for promoting and protecting labor and human rights across the operations of DRT – Anthea Aroma Chemicals Pvt. Ltd. and to foster a safe, inclusive, ethical, and respectful workplace for all employees and workers associated with the Company.

This policy aims to:

- Ensure compliance with all applicable labor laws, employment regulations, human rights principles, and other statutory requirements.
- Protect the health, safety, and wellbeing of employees by maintaining a safe and healthy working environment and preventing occupational injuries and illnesses.
- Promote equal employment opportunities and maintain a workplace free from discrimination, harassment, bullying, retaliation, and any form of unfair treatment.
- Provide fair and lawful working conditions, including equitable wages, working hours, employee benefits, leave entitlements, welfare facilities, and respectful treatment in accordance with applicable legal requirements.
- Support employee growth through continuous learning, competency development, performance management, and equal access to career development opportunities.
- Prohibit all forms of child labor, forced labor, bonded labor, compulsory labor, human trafficking, and any other form of modern slavery throughout the Company's operations and, where applicable, within its supply chain.
- Respect employees' rights to freedom of association, collective bargaining where legally applicable, and constructive social dialogue while encouraging open communication and employee participation.
- Provide accessible, confidential, and transparent grievance mechanisms that enable employees to raise concerns without fear of retaliation and ensure timely investigation and resolution.

4. Scope

This Responsible Workforce Management Roadmap applies to all business activities and employment practices of DRT–Anthea Aroma Chemicals Pvt. Ltd. The policy is applicable to all permanent employees, temporary employees, contract workers, trainees, apprentices, interns, consultants, and other personnel working on behalf of the Company. The Company also expects contractors, suppliers, service providers, and business partners to uphold the principles set forth in this policy and to conduct their operations in a manner consistent with applicable labor laws, human rights standards, and ethical business practices.

The scope of this policy covers all operational locations of the Company, including:

- **Unit I:** Plot Nos. 49, 50 & 51 A, MIDC Dhatav, Roha, Dist. Raigad – 402116, Maharashtra, India.
- **Unit II:** Plot No. 51 A/1, Roha Industrial Area, Village Roth Budruk, Roha, Dist. Raigad – 402116, Maharashtra, India.

5. Relationship with Company Policies

This Responsible Workforce Management Roadmap should be read in conjunction with the Company's Prevention of Sexual Harassment Policy, Talent Acquisition Policy, Grievance Redressal and Disciplinary Action Policy, Training & Development Policy, and other applicable

policies, procedures, and management system documents that support responsible workforce management, employee wellbeing, human rights, workplace health and safety, and legal compliance.

While these policies establish the Company's commitments, principles, governance framework, and strategic direction for responsible workforce management, this Roadmap translates those commitments into measurable objectives, targets, key performance indicators (KPIs), action plans, responsibilities, and monitoring mechanisms. The Roadmap serves as the implementation framework for promoting employee wellbeing, protecting human and labour rights, ensuring a safe, healthy, diverse, and inclusive workplace, supporting employee development, and driving continual improvement in workforce management practices across all business operations.

6. Policy Statement on fair labor practices

Child Labor

We are committed to protecting the rights, welfare and development of children by maintaining a zero-tolerance approach towards child labor across all its operations and business relationships. For the purpose of this Policy, a “Child” means any person below the age of 14 years as defined under the Child and Adolescent Labor (Prohibition and Regulation) Act, 1986, as amended, or any person below the minimum age for employment prescribed under applicable law, whichever provides greater protection. “Child” means any person less than 15 years of age, unless the minimum age for work or mandatory schooling stipulated by local law is higher, in which case the higher age applies.

As a responsible manufacturer of speciality aroma chemicals, the Company has voluntarily established 18 years as the minimum age for employment and shall not employ, engage or otherwise benefit from the labor of any person below this age under any employment arrangement. The company shall comply with applicable legal requirements, internationally recognized Social Accountability Standards and responsible employment practices while implementing effective measures to prevent child labor and safeguard children's rights.

In the unlikely event that child labor is identified within the Company's operations or through its business relationships, the company shall ensure that appropriate remediation measures are implemented with the child's best interests as the primary consideration. We will support the removal of the child from work in a responsible manner and facilitate access to education and appropriate welfare support wherever applicable. We will periodically evaluate child labor risks and continually strengthen its prevention and remediation practices to uphold responsible employment and protect children's rights throughout its operations and value chain.

Young Labor

We recognize the importance of protecting young workers and supporting their health, safety,

education and overall development in accordance with applicable legal requirements and internationally recognized Social Accountability Standards. For the purpose of this Policy, a "Young Worker" means any worker under the age of 18 but over the age of a child. Under the Child and Adolescent Labor (Prohibition and Regulation) Act, 1986, as amended, an "Adolescent" means a person who has completed 14 years of age but has not completed 18 years of age. Adolescents shall not be employed or permitted to work in hazardous occupations or processes prohibited under applicable law.

As a responsible manufacturer of speciality aroma chemicals, the Company has voluntarily adopted a higher internal standard by establishing 18 years as the minimum age for employment and, accordingly, does not employ or engage young workers in any of its operations. This commitment reflects the Company's dedication to safeguarding young persons from occupational risks and ensuring that employment opportunities are provided only to individuals who meet the Company's minimum age requirement.

Should the Company be legally permitted and required to engage young workers in the future, appropriate safeguards shall be established to ensure that they are employed only in suitable work that does not endanger their health, safety, education or personal development. We will implement appropriate risk assessments, work allocation controls, supervision arrangements and compliance measures to protect young workers and periodically review its employment practices to ensure continued compliance with applicable legal requirements and responsible employment principles.

Forced Labor and Human Trafficking

We are committed to ensuring that all employment is freely chosen and that no form of forced labor, bonded labor, indentured labor, debt bondage, prison labor, modern slavery, human trafficking or any other form of involuntary labor exists within its business operations. As Company we strictly prohibit the use of coercion, threats, intimidation, physical or psychological abuse, restriction of movement, unlawful withholding of wages, retention of original identity documents, recruitment deposits or any practice that compels an individual to work against their free will. We will conduct all employment relationships in accordance with applicable legal requirements, internationally recognized Social Accountability Standards and responsible employment principles.

We will ensure that every employee has the freedom to enter into and terminate employment in accordance with applicable legal and contractual requirements without fear of penalty or retaliation. We periodically evaluate its operations and business relationships to identify and mitigate risks relating to forced labor and human trafficking and shall continually strengthen its employment practices to safeguard individual freedom, dignity and fundamental labor rights throughout its business operations.

Human Rights

We are committed to respecting, protecting and promoting internationally recognized human rights throughout its business operations. Our Company recognizes that respect for human rights is fundamental to responsible and sustainable business and is committed to conducting its operations with fairness, dignity, equality, integrity and respect for every individual. We comply with applicable legal requirements, internationally recognized Social Accountability Standards and globally accepted human rights principles while integrating respect for human rights into its governance framework, operational activities and business decisions.

We are committed to preventing and addressing actual or potential human rights risks through responsible employment practices, ethical business conduct, stakeholder engagement, effective due diligence and continuous risk assessment. Our company shall support and uphold the principles of fair employment, prohibition of child labor, forced labor and discrimination, freedom of association, safe and healthy working conditions, equal opportunity and access to effective grievance mechanisms through dedicated policies, documented procedures and appropriate management systems. Our Company shall periodically review its human rights performance and continually strengthen its practices to promote a culture of respect, accountability and responsible business conduct across its Business operations.

Freedom of Association & Responsible Collective Bargaining

We recognize and respects the right of all employees to freely establish, joining lawful worker organizations, trade unions or representative bodies of their own choosing in accordance with applicable legal requirements and internationally recognized Social Accountability Standards. We are committed to fostering a workplace that promotes open communication, mutual respect, employee participation and constructive labor relations, ensuring that employees are able to express their views, participate in workplace discussions and elect their representatives freely without interference, intimidation, coercion or discrimination.

We are committed to engaging in fair, transparent and good-faith dialogue with legally recognized employee representatives and to supporting effective worker participation in matters relating to employment, workplace conditions, health and safety and organizational improvement. Where the right to freedom of association or collective bargaining is restricted by law, we facilitate alternative lawful mechanisms for employee representation and consultation. Our company shall periodically review its labor relations practices and continually strengthen employee engagement and consultation processes to promote a collaborative, respectful and productive working environment.

General Employment

We are committed to maintaining fair, lawful and responsible employment practices throughout the entire employment lifecycle by ensuring that all employment relationships are established, managed and concluded with integrity, transparency and mutual respect. Our Company shall provide employees with clear and lawful terms and conditions of employment, written employment agreements where applicable, and employment practices that comply with applicable legal requirements, internationally recognized Social Accountability Standards and responsible employment principles. We are committed to fostering a professional workplace where employees are treated fairly, their rights are respected and employment decisions are made consistently and objectively.

We will maintain employment practices that support a positive and productive working environment by ensuring compliance with established policies governing ethical recruitment, equal opportunity, compensation and benefits, working hours, occupational health and safety, employee welfare and other employment-related matters. Our Company shall periodically review its employment practices to ensure continued legal compliance, operational effectiveness and alignment with responsible employment principles while promoting trust, accountability and long-term employment relationships.

Ethical Recruitment

We are committed to conducting all recruitment and hiring activities in a fair, transparent, lawful and ethical manner that attracts and selects qualified individuals based on merit, competence, experience and the requirements of the position. Our Company shall ensure that all candidates are treated with dignity, respect and professionalism throughout the recruitment process and are provided with clear, accurate and transparent information regarding the nature of employment, terms and conditions of service, roles and responsibilities, remuneration and other relevant employment conditions prior to engagement. We comply with applicable legal requirements, internationally recognized Social Accountability Standards and responsible recruitment principles while ensuring that recruitment decisions are objective, impartial and free from misleading or deceptive practices.

Our company shall engage only responsible recruitment agencies, labor contractors and employment service providers who uphold the Company's ethical recruitment expectations and applicable legal requirements. We ensure that recruitment activities are conducted without charging unauthorized recruitment fees to candidates, using fraudulent documentation or making false promises regarding employment opportunities. We periodically review its recruitment practices and continually strengthen its recruitment processes to promote transparency, fairness, equal access to employment opportunities and responsible talent acquisition.

Equal Opportunity

We are committed to providing equal employment opportunities to all employees and applicants by fostering a diverse, inclusive and merit-based workplace where individuals are recognized and rewarded based on their qualifications, competence, performance and potential. We ensure that employment-related decisions, including recruitment, selection, training, career development, promotion, transfer, performance evaluation and separation, are made objectively and fairly without discrimination based on race, caste, color, religion, nationality, ethnicity, age, gender, gender identity, sexual orientation, disability, marital status, pregnancy, social origin, political opinion, union membership or any other characteristic protected under applicable legal requirements. We are committed to complying with applicable legal requirements, internationally recognized Social Accountability Standards and responsible employment principles while promoting diversity, inclusion and equal participation across all levels of the organization.

We will maintain employment practices that provide employees with equal access to learning, development, advancement and leadership opportunities while encouraging a workplace culture that values diversity, mutual respect and collaboration. We periodically review its employment practices, workforce diversity and equal opportunity initiatives to ensure continued fairness, transparency and compliance with applicable requirements, while continually strengthening an inclusive workplace where every individual has the opportunity to contribute, develop and succeed based on merit.

Respect for the Rights and Interests of Women

We are committed to promoting gender equality and creating an inclusive workplace where the rights, dignity, safety and professional aspirations of women are respected, protected and supported throughout their employment lifecycle. Our Company recognizes the valuable contribution of women to organizational success and is committed to fostering an environment that encourages equal participation, leadership opportunities, professional development and career advancement. We comply with applicable legal requirements, internationally recognized Social Accountability Standards and responsible employment principles while promoting a workplace culture that values diversity, inclusion and mutual respect.

We encourage the active participation of women across all functions and levels of the organization by supporting their professional growth, leadership development and meaningful engagement in business activities. We periodically review its workplace practices, facilities and initiatives to strengthen gender inclusivity, remove barriers to participation and create an environment where women can contribute, develop and succeed with confidence, dignity and respect throughout their careers.

Anti-Harassment & Abuse

We are committed to providing a workplace where every individual is treated with dignity, courtesy and respect, and where all forms of harassment, abuse, bullying, intimidation, workplace violence and other inappropriate behavior are strictly prohibited. We maintain a professional work environment that promotes respectful interactions and positive working relationships among employees, contractors, visitors and other stakeholders. We are committed to complying with applicable legal requirements, internationally recognized Social Accountability Standards and responsible employment principles by fostering a workplace that is free from unacceptable behavior that may adversely affect an individual's physical, psychological or emotional well-being.

We will expect every individual associated with the Company to demonstrate professional conduct, mutual respect and personal accountability in all workplace interactions. Our Company shall take appropriate action to address any confirmed incident of harassment, abuse or workplace misconduct in accordance with its established policies and procedures, while continually strengthening workplace awareness, leadership commitment and organizational culture to promote a respectful, safe and inclusive working environment for everyone.

Acceptable and Unacceptable Disciplinary Practices

We are committed to administering disciplinary practices in a fair, consistent, transparent and respectful manner that promotes positive workplace behavior, accountability and continuous improvement. Our Company believes that disciplinary action is intended to correct inappropriate conduct, encourage compliance with Company policies and applicable legal requirements, and support employee development rather than to punish, intimidate or humiliate individuals. All disciplinary decisions shall be based on objective facts, applied consistently and implemented with due regard for the dignity, privacy and rights of the employee while complying with applicable legal requirements, internationally recognized Social Accountability Standards and responsible employment principles.

We strictly prohibit corporal punishment, physical coercion, mental or physical abuse, verbal abuse, threats, intimidation, humiliation, unlawful financial penalties or any other disciplinary practice that compromises an individual's dignity or fundamental rights. We ensure that disciplinary actions are carried out through an impartial and documented process that provides employees with an opportunity to present their explanation before any decision is finalized. We periodically review its disciplinary practices to ensure fairness, consistency and continual alignment with responsible employment principles and organizational values.

Compensation and Benefits

We are committed to providing fair, equitable and transparent compensation and benefits that

recognize employee contributions while supporting employee well-being and organizational success. We ensure that all employees receive wages, salaries, overtime compensation, statutory entitlements and employment benefits accurately, fairly and within the prescribed timelines in accordance with applicable legal requirements, employment agreements, internationally recognized Social Accountability Standards and responsible remuneration principles. We are committed to maintaining transparent payroll practices and ensuring that employees receive clear and understandable information regarding their remuneration, benefits and authorized deductions.

We periodically review its compensation and benefits framework to ensure continued compliance with applicable legal requirements, market competitiveness, internal equity and organizational objectives. Our Company shall administer employee benefits in a consistent and transparent manner while promoting financial well-being, employee engagement and long-term retention. Through responsible remuneration practices and periodic evaluation of compensation programs, we continually strengthen its ability to attract, motivate and retain a competent and high-performing workforce.

Working Hours and Overtime

We are committed to managing working hours and overtime in a fair, responsible and legally compliant manner that supports operational efficiency while respecting employees' rights to adequate rest and work-life balance. We ensure that normal working hours, overtime, rest breaks, weekly days of rest and leave entitlements are established and administered in accordance with applicable legal requirements, internationally recognized Social Accountability Standards and responsible employment principles. Overtime shall be planned, controlled and managed responsibly and, wherever required by law, shall be voluntary and shall not be used as a substitute for effective workforce planning or routine business operations.

We will maintain appropriate systems to accurately record working hours and periodically review working time practices to ensure compliance with applicable legal and organizational requirements. The Company shall continuously improve workforce planning and operational scheduling to minimize excessive overtime while supporting business continuity and operational effectiveness. Through responsible management of working hours, we are committed to promoting a productive, sustainable and compliant working environment for all employees.

Maternity Benefits

We are committed to supporting the health, well-being and employment security of pregnant and nursing employees by providing maternity benefits in accordance with applicable legal requirements, employment obligations and internationally recognized Social Accountability Standards. We will ensure that eligible employees receive statutory maternity leave, maternity-

related benefits and employment protection without discrimination or adverse treatment arising from pregnancy, childbirth or maternity. We recognize the importance of providing appropriate support during this important stage of an employee's life while promoting a workplace that values family well-being and responsible employment practices.

Our company shall facilitate a supportive and respectful return-to-work environment following maternity leave and shall implement appropriate workplace arrangements, where reasonably practicable, to accommodate the needs of pregnant and nursing employees in accordance with applicable legal requirements. We are periodically review its maternity benefit practices to ensure continued compliance with legal obligations and organizational commitments while promoting employee well-being, workforce retention and a positive, family-friendly workplace culture.

Health, Safety and Occupational Well being

We are committed to providing and maintaining a safe, healthy and secure workplace that protects the physical, mental and occupational well-being of employees, contractors, visitors and other stakeholders across all its operations. As a responsible manufacturer of speciality aroma chemicals, we are committed to preventing work-related injuries, ill health and occupational diseases by eliminating hazards, reducing occupational risks and promoting a proactive culture of health, safety and well-being. We comply with applicable legal requirements, internationally recognized Social Accountability Standards, recognized occupational health and safety management principles and customer requirements while integrating health, safety and employee well-being into its business strategy, operational activities and decision-making processes.

We establish and continually improve an effective occupational health and safety management framework through hazard identification, risk assessment, implementation of appropriate operational controls, emergency preparedness and response, incident reporting and investigation, employee consultation and participation, competency development and periodic performance evaluation. We encourage every individual to actively contribute to maintaining a safe workplace, promptly report unsafe conditions and participate in health and safety initiatives. Through leadership commitment, effective risk management and continual improvement, We are committed to fostering a workplace that supports the health, safety, well-being and sustainable performance of everyone associated with the organization.

Grievance Compliant Resolution

We are committed to fostering a workplace built on trust, fairness, transparency and mutual respect by providing employees and relevant stakeholders with accessible, impartial and confidential mechanisms to raise grievances, complaints, concerns or suggestions relating to

workplace practices, employment conditions or other matters affecting their work environment. Our Company recognizes that timely identification and effective resolution of concerns contribute to employee well-being, organizational effectiveness and responsible business conduct. The company shall ensure that all grievances and complaints are managed in accordance with applicable legal requirements, internationally recognized Social Accountability Standards and established organizational procedures while respecting the dignity and confidentiality of all parties involved.

Our company shall ensure that every grievance or complaint is acknowledged, reviewed and resolved through a fair, objective and timely process, encouraging open communication and constructive dialogue to achieve appropriate and sustainable resolutions. We periodically review grievance trends and resolution effectiveness to identify opportunities for organizational improvement and strengthen employee confidence in the grievance management process. Through transparent communication, impartial resolution and continual improvement, we are committed to maintaining a positive workplace where concerns are addressed respectfully, consistently and effectively.

7. Key Performance Areas

7.1 occupational Health and Safety

Promote a safe, healthy, and secure working environment by preventing occupational injuries and illnesses, identifying and mitigating workplace hazards, ensuring emergency preparedness, and fostering a proactive safety culture through employee participation, training, and continual improvement.

7.2 Discrimination and Harassment

Maintain a workplace that is free from discrimination, harassment, bullying, retaliation, and any form of inappropriate behavior by promoting equal opportunity, diversity, inclusion, dignity, respect, and fair treatment for all employees.

7.3 Workplace Practices

Provide fair, safe, and lawful working conditions by ensuring compliance with applicable labor laws relating to working hours, wages, benefits, leave, welfare facilities, employment practices, and workplace wellbeing while promoting work-life balance.

7.4 Skill & Career Management and Training

Support employee growth and long-term career development through fair performance management, competency development, equal access to learning opportunities, leadership development, succession planning, and continuous professional training.

7.5 Child Labor, Forced Labor, and Human Trafficking

Maintain zero tolerance for child labor, forced labor, bonded labor, compulsory labor, prison labor, debt bondage, human trafficking, and any other form of modern slavery throughout the Company's operations and, where applicable, its supply chain.

7.6 Social Dialogue

Promote open, transparent, and constructive communication between management and employees by respecting freedom of association, enabling employee participation, encouraging consultation, supporting grievance mechanisms, and maintaining positive industrial relations.

7.7 Employee Wellbeing and Welfare

Promote the physical, mental, and social wellbeing of employees by providing appropriate welfare facilities, supporting work-life balance, encouraging wellness initiatives, and fostering a healthy, respectful, and engaging work environment that enhances employee satisfaction and productivity.

7.8 Grievance Mechanism and Ethical Workplace

Maintain accessible, confidential, and transparent grievance mechanisms that enable employees and workers to raise concerns without fear of retaliation. Promote ethical conduct, accountability, fair investigation of complaints, and timely resolution of workplace issues while strengthening trust and integrity across the organization.

8. Commitments & Targets

Baseline Year: FY 2023-24

DRT – Anthea Aroma Chemicals Pvt. Ltd. is committed to fostering a safe, inclusive, ethical, and respectful workplace by integrating labor and human rights principles into its business operations and employment practices. The Company shall pursue the following commitments and qualitative targets to strengthen employee wellbeing, uphold internationally recognized human rights, ensure compliance with applicable labor laws, and promote continual improvement across its operations and value chain.

8.1 Employee Health and Safety

Objective	Commitment	Target (Baseline Year: FY 2023-24)	Future Action Plan
Occupational Health & Safety	Provide and maintain a safe and healthy workplace for all employees, contractors, and visitors.	Maintain **Zero Fatalities** and reduce the Lost Time Injury Frequency Rate (LTIFR) through continual improvement by **FY 2029-30**.	Hazard identification and risk assessments, implementation of safety controls, routine workplace inspections, and preventive actions.
Legal Compliance	Ensure compliance with applicable occupational health and safety laws, regulations, permits, and internal requirements.	Maintain **100% compliance** with applicable occupational health and safety legal and regulatory requirements annually.	Periodic legal compliance evaluations, internal audits, corrective and preventive actions (CAPA), and management reviews.
Safety Training & Awareness	Strengthen employee competency and promote a proactive safety culture across all operations.	Provide **annual occupational health and safety training to 100%** of employees, trainees, and relevant contractors.	Employee induction, refresher training, toolbox talks, emergency response drills, and safety awareness campaigns.
Incident Prevention & Reporting	Prevent workplace incidents through timely reporting, investigation, and implementation of corrective actions.	Investigate **100% of reportable incidents and near misses** and implement corrective actions within defined timelines.	Incident reporting system, root cause analysis, CAPA implementation, trend analysis, and periodic management review.
Emergency Preparedness	Enhance preparedness for workplace emergencies to protect employees, assets, and the environment.	Conduct **at least two emergency preparedness and response drills annually** at each manufacturing facility.	Emergency response plans, mock drills, evacuation exercises, first-aid preparedness, and periodic review of emergency procedures.
Occupational Health & Wellbeing	Protect employee health by identifying and managing occupational health risks arising from workplace activities.	Conduct **100% periodic occupational health assessments** for employees exposed to identified occupational hazards, in accordance with applicable legal and	Periodic medical examinations, workplace exposure monitoring, industrial hygiene assessments, health surveillance, and employee wellness initiatives.

		operational requirements.	

8.2 Discrimination and Harassment

Objective	Commitment	Target (Baseline Year: FY 2023-24)	Future Action Plan
Equal Opportunity	Promote a workplace that provides equal employment opportunities and fair treatment to all employees regardless of gender, age, race, religion, caste, nationality, disability, marital status, or any other legally protected characteristic.	Maintain **100% compliance** with the Company's Equal Employment Opportunity principles and applicable anti-discrimination laws annually.	Fair recruitment and promotion practices, objective performance evaluations, periodic policy reviews, and awareness programs.
Prevention of Discrimination & Harassment	Maintain a workplace free from discrimination, harassment, bullying, retaliation, and any form of inappropriate workplace behavior.	Achieve **Zero Tolerance** for substantiated cases of discrimination, harassment, or workplace bullying through timely investigation and corrective actions.	Implementation of anti-discrimination and anti-harassment policies, confidential reporting channels, prompt investigations, and disciplinary actions where appropriate.
Employee Awareness & Training	Build employee awareness and promote a culture of dignity, inclusion, and mutual respect.	Provide **annual discrimination and harassment prevention training to 100%** of employees, supervisors, managers, and relevant contractors.	Employee induction, refresher training, awareness campaigns, leadership workshops, and behavioral competency programs.
Grievance Handling	Ensure employees can raise concerns without fear of retaliation through accessible and confidential reporting mechanisms.	Investigate and address **100% of reported discrimination and harassment complaints** within established timelines.	Confidential grievance mechanisms, impartial investigations, corrective and preventive actions (CAPA), and periodic monitoring of complaint resolution.

Workplace Culture Monitoring	Continuously evaluate workplace culture to identify improvement opportunities related to respect, inclusion, and employee experience.	Conduct **an employee workplace culture or satisfaction survey at least once every three years** and implement improvement actions where applicable.	Employee feedback surveys, management reviews, action plans, awareness initiatives, and monitoring of organizational culture indicators.

8.3 Working Conditions

Objective	Commitment	Target (Baseline Year: FY 2023-24)	Future Action Plan
Fair Employment Practices	Provide fair, lawful, and equitable employment conditions for all employees.	Maintain **100% compliance** with applicable labor laws relating to wages, working hours, leave, and statutory benefits annually.	Periodic legal compliance reviews, payroll verification, internal audits, and policy updates.
Employee Welfare Facilities	Provide safe, hygienic, and adequate welfare facilities that support employee wellbeing and productivity.	Maintain **100% availability and periodic inspection** of applicable employee welfare facilities annually.	Maintenance of canteen, sanitation, drinking water, rest areas, PPE, and welfare inspections.
Fair Compensation & Benefits	Ensure employees receive fair wages, statutory benefits, and timely remuneration.	Ensure **100% timely payment** of wages and statutory benefits in accordance with applicable legal requirements.	Payroll management, statutory compliance monitoring, benefit administration, and internal verification.
Workplace Risk Assessment	Identify and address workplace risks that may impact employee wellbeing and working conditions.	Conduct **workplace condition assessments at all manufacturing facilities at least once every year**.	Workplace inspections, employee feedback, corrective actions, and periodic reviews.
Employee Awareness	Promote awareness of employee rights, responsibilities, and workplace standards.	Provide **annual awareness training on employee rights, workplace conduct,**	Employee induction, refresher training, policy communication, and awareness campaigns.

		and Company policies to 100% of employees.	

8.4 Career Management and Training

Objective	Commitment	Target (Baseline Year: FY 2023-24)	Future Action Plan
Learning & Development	Promote continuous learning and competency development for employees.	Provide **at least one structured training program annually to 100% of employees**, based on role and business requirements.	Annual training calendar, competency mapping, technical and behavioral training.
Performance Management	Ensure fair and transparent performance evaluation processes.	Conduct **100% annual performance evaluations** for eligible employees.	Performance appraisal system, objective setting, feedback discussions, and development planning.
Career Development	Support employee career growth through equal access to development opportunities.	Prepare **Individual Development Plans (IDPs) for eligible employees** where applicable.	Career discussions, competency assessment, mentoring, and succession planning.
Leadership Development	Build future organizational capability through leadership development initiatives.	Conduct **at least one leadership development program annually** for identified employees.	Leadership workshops, coaching, mentoring, and cross-functional exposure.
Skills Assessment	Continuously evaluate employee competencies to meet operational requirements.	Conduct **annual competency assessments** for employees performing critical functions.	Skills matrix review, competency evaluations, refresher training, and qualification tracking.
Employee Awareness	Promote a culture of continuous improvement and learning.	Conduct annual compliance and competency training.	Learning Management System (where applicable), awareness campaigns, and training effectiveness evaluations.

8.5 Child Labor, Forced Labor, and Human Trafficking

Objective	Commitment	Target (Baseline Year: FY 2023-24)	Future Action Plan
Prevention of Child Labor	Prohibit the employment of child labor across all Company operations.	Maintain **Zero Child Labor** across all operations annually.	Age verification procedures, recruitment controls, document verification, and periodic audits.
Prevention of Forced Labor	Eliminate all forms of forced, bonded, compulsory, or involuntary labor.	Maintain **Zero Incidents of Forced or Bonded Labor** annually.	Ethical recruitment practices, voluntary employment verification, and employee interviews.
Prevention of Human Trafficking	Prevent human trafficking and all forms of modern slavery within Company operations.	Maintain **Zero Cases of Human Trafficking or Modern Slavery** annually.	Supplier due diligence, awareness programs, contractual requirements, and compliance monitoring.
Supplier Compliance	Promote responsible labor practices throughout the supply chain.	Communicate labor and human rights expectations to **100% of strategic suppliers by FY 2029-30**.	Supplier Code of Conduct, supplier assessments, audits, and corrective action plans.
Employee Awareness	Increase awareness regarding modern slavery and ethical employment practices.	Provide **annual awareness training to 100% of HR personnel, managers, and relevant employees**.	Training programs, induction sessions, awareness campaigns, and policy communication.
Monitoring & Compliance	Strengthen monitoring of labor and human rights compliance across operations.	Conduct **annual labor and human rights risk assessments and internal audit** at manufacturing facilities.	Internal audits, legal compliance reviews, management reviews, and corrective actions.

8.6 Social Dialogue

Objective	Commitment	Target (Baseline Year: FY 2023-24)	Future Action Plan
Employee Communication	Promote open, transparent, and respectful communication between employees and management.	Conduct **employee communication sessions annually** at each manufacturing facility.	Town hall meetings, departmental meetings, suggestion schemes, and employee engagement activities.

Freedom of Association	Respect employees' rights to freedom of association and collective dialogue in accordance with applicable laws.	**Compliance** with applicable legal requirements relating to employee representation and collective bargaining agreement annually.	Policy implementation, management engagement, and legal compliance monitoring.
Employee Participation	Encourage employees to actively participate in workplace improvement initiatives.	Implement **at least one employee engagement initiative annually** in each department.	Suggestion schemes, quality circles, safety committees, and improvement programs.
Communication Effectiveness	Improve employee awareness of Company policies and organizational changes.	**Conduct awareness cof significant policy updates** to all relevant employees annually.	Circulars, toolbox talks, digital communication, notice boards, and awareness sessions.
Continuous Improvement	Strengthen employee engagement and organizational trust.	Conduct **employee engagement surveys at least once every three years** and implement improvement actions where applicable.	Employee surveys, management review, action plans, and performance monitoring.

8.7 Employee Wellbeing and Welfare

Objective	Commitment	Target (Baseline Year: FY 2023-24)	Future Action Plan
Employee Wellbeing	Promote the physical and mental wellbeing of employees.	Conduct **at least one employee wellbeing initiative annually** at each manufacturing facility.	Health awareness campaigns, wellness programs, stress management sessions, and fitness initiatives.
Occupational Health	Support employee health through preventive healthcare initiatives.	Conduct **periodic health check-ups for 100% of eligible employees** in accordance with applicable legal and operational requirements.	Medical examinations, health monitoring, vaccination programs, and occupational health surveillance.
Employee Welfare	Maintain adequate welfare facilities that enhance employee	Maintain **100% operational availability** of applicable welfare facilities annually.	Maintenance of canteen, sanitation, drinking water, rest

	comfort and wellbeing.		rooms, transportation, and housekeeping.
Work-Life Balance	Encourage a healthy balance between work responsibilities and personal wellbeing.	Review **employee wellbeing indicators annually** and implement improvement initiatives where applicable.	Leave management, flexible planning where feasible, employee assistance initiatives, and wellness awareness.
Health Insurance plan	Provide adequate health insurance plan to employee	Cover employees in health care plan	Health insurance policy/ESIC.

8.8 Grievance Mechanism and Ethical Workplace

Objective	Commitment	Target (Baseline Year: FY 2023-24)	Future Action Plan
Grievance Mechanism	Provide accessible, confidential, and transparent grievance channels for all employees.	Investigate and respond to **100% of reported grievances** within established timelines.	Grievance procedure, confidential reporting channels, investigation process, and corrective actions.
Protection Against Retaliation	Ensure employees can raise concerns without fear of retaliation or unfair treatment.	Maintain **Zero Tolerance** for retaliation against employees raising concerns in good faith.	Non-retaliation policy, management oversight, confidential investigations, and awareness programs.

9. Governance and Responsibilities

Effective implementation of this Responsible Workforce Management Roadmap requires active leadership, accountability, and participation across all levels of DRT–Anthea Aroma Chemicals Pvt. Ltd. The following governance structure defines the roles and responsibilities for ensuring compliance with labor laws, protecting human rights, promoting employee wellbeing, and achieving the Company's labor and human rights commitments.

Role	Key Responsibilities
Executive Management	• Provide strategic direction and leadership for labor and human rights management. • Approve the Responsible Workforce Management Roadmap and related objectives.

	• Allocate adequate financial, technological, and human resources for policy implementation. • Review labor and human rights performance and ensure continual improvement through Management Review meetings.
Plant Head	• Ensure effective implementation of the Responsible Workforce Management Roadmap across Unit I and Unit II. • Ensure compliance with applicable labor laws, human rights requirements, and Company policies. • Monitor achievement of labor and human rights objectives, targets, and KPIs. • Foster a safe, inclusive, respectful, and ethical workplace culture.
Human Resources (HR) Department	• Develop, implement, and maintain labor and human rights management practices. • Ensure fair recruitment, employment, compensation, performance management, and employee welfare practices. • Coordinate employee induction, competency development, awareness, and training programs. • Manage grievance mechanisms, employee engagement initiatives, and workplace investigations where applicable. • Monitor compliance with labor laws and maintain employee-related records.
Environment, Health & Safety (EHS) Department	• Promote occupational health and safety across all operations. • Conduct workplace risk assessments, safety inspections, and emergency preparedness activities. • Monitor occupational health and safety performance and recommend corrective actions. • Conduct health and safety awareness programs and support employee wellbeing initiatives.
Supervisors & Line Managers	• Ensure employees work in accordance with Company policies, procedures, and applicable labor requirements. • Promote a workplace free from discrimination, harassment, and retaliation. • Encourage open communication, promptly address employee concerns, and report workplace issues. • Support employee development, performance feedback, and wellbeing initiatives.
Employees & Contract Workers	• Comply with this Responsible Workforce Management Roadmap and all applicable Company procedures. • Treat colleagues with dignity, respect, and professionalism. • Report unsafe conditions, discrimination, harassment, unethical conduct, or labor and human rights concerns through appropriate reporting channels. • Participate in mandatory training programs and contribute to maintaining a safe, inclusive, and respectful workplace.

10. Reporting

DRT – Anthea Aroma Chemicals Pvt. Ltd. shall establish and maintain a systematic process for monitoring, recording, and reporting its labor and human rights performance across Unit I and Unit II. Reporting shall include key performance indicators such as occupational health and safety performance, employee training and competency development, working conditions, employee wellbeing, discrimination and harassment cases, grievances, employee engagement, compliance with applicable labor laws, and the prevention of child labor, forced labor, and human trafficking.

The Human Resources (HR) Department, in coordination with the Environment, Health & Safety (EHS) Department and other relevant functions, shall periodically review labor and human rights performance and report progress against the Company's objectives, commitments, and targets to the Management. Relevant records shall be maintained to demonstrate legal compliance, support customer and stakeholder requirements, facilitate internal audits and management reviews, and drive the continual improvement of the Company's labor and human rights management practices.

11. Policy Alignment with SDGs



12. Review Mechanism

This Responsible Workforce Management Roadmap shall be reviewed at least once every year, or earlier if required due to changes in applicable labor laws, human rights standards, regulatory requirements, business operations, organizational structure, stakeholder expectations, or emerging labor and human rights risks. The review shall ensure that the policy remains relevant, effective, and aligned with the Company's strategic objectives, sustainability commitments, and internationally recognized labor and human rights principles.

The review shall be coordinated by the Human Resources (HR) Department in consultation with the Environment, Health & Safety (EHS) Department and approved by the Management. Any revisions arising from the review shall be communicated to all relevant employees and stakeholders, and appropriate actions shall be implemented to support the continual improvement of the Company's labor and human rights management practices.

Effective Date: 20th January 2026 Next Review Date: 01st April 2027

Prepared By	Reviewed by	Authorized by
Jyoti Thakre	Latesh Mirkar	Satish Rao
		

13. Employee Acknowledgement Form

I acknowledge that I have read, understood, and agree to comply with the Responsible Workforce Management Roadmap of DRT–Anthea Aroma Chemicals Pvt. Ltd. I understand my responsibility to uphold the principles of respect, equality, fairness, workplace safety, ethical conduct, and human rights by complying with applicable Company policies, labor laws, and established procedures, and by contributing to a safe, inclusive, and respectful workplace.

I further acknowledge that compliance with this policy is a condition of my employment and that I am committed to supporting the Company's labor and human rights objectives, reporting any concerns or violations through appropriate channels, participating in mandatory training and awareness programs, and contributing to the continual improvement of the Company's labor and human rights performance.

Employee Name: _____

Employee ID: _____

Department: _____

Designation: _____

Signature: _____

Date: _____