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# Rahman Industries Limited

## Ethical Trading Policy

### **Summary Statement**

At Rahman Industries Limited we strongly believe in ethical principles and good stewardship.

Where possible we trade according to the following Ethical Trading Criteria:

1. All employment is freely chosen
2. Working conditions are safe and hygienic
3. Child labour is not used
4. Wages are fair and comparable to industry standard.
5. Deductions from wages as a disciplinary measure shall not be permitted
6. Working hours are not excessive
7. No discrimination is practised
8. Regular employment is provided for those who are employed on a permanent contract.
9. No harsh, cruel or degrading treatment or practices are allowed
10. No bribery, corruption, blackmailing or bullying is permitted.
11. Third party suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions, as a way of guaranteeing business are allowed.

### **Our Full Ethical Trade Policy Statement**

- Policy Statement

Rahman Industries Limited recognizes that our commercial activities have potential to impact on our suppliers and our locality As a socially responsible small business our suppliers, local community and customers have the right to expect:

- Products sourced by Rahman Industries Limited are produced under working conditions that are hygienic and safe.

- All workers involved in the delivery of services provided by Rahman Industries Limited are treated

with full consideration to their basic human rights.

- Rahman Industries Limited acts in an ethical manner above and beyond basic legal requirements.
- Rahman Industries Limited is therefore committed to implementing the principles of the Ethical Trading
- Rahman Industries Limited Commitment to its suppliers, service providers and customers: Rahman Industries Limited recognizes that our ethical and social performance and reputation is a key part of our overall commercial success.

## **Employees**

Rahman Industries Limited is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we of course expand and become larger we will be able to offer more opportunities for our staff. We establish recognised relationships with our employees in accordance with existing legislation in India or in any Country where we are obtaining products or sub contracting. All employees are provided with an easy to read, formal contract of employment with particular clarity in relation to wages. In the case where an employee is unable to read, the contract of employment will be read and explained to them by a union representative or another appropriate third party.

## **Customers**

Rahman Industries Limited is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

## **Suppliers**

Rahman Industries Limited is committed to monitoring social standards in our supply chain and we encourage our suppliers to operate the same ethical standards we employ ourselves.

## **Working conditions are safe and hygienic**

- A senior member of staff is assigned responsibility for Health and Safety within the Company.
- Rahman Industries Limited takes adequate measures to prevent accidents and minimize potential hazards
- Staff receive regular health and safety training and have access to the Health and Safety Policy
- The nominated management representative regularly monitors compliance with the Health and Safety Policy.
- Appropriate PPE is provided to all employees who require them at no cost to the individual.
- Staffs have unrestricted access to welfare, toilet facilities and drinking water and are entitled to regular breaks.
- Rahman Industries Limited has a published Health & Safety Policy.

**Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.**

- Workers pay rates are as legal minimum standards
- Workers are not forced to work in excess of 48 hours per week
- Workers are provided one days off per week
- Workers are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and the employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- No deductions are made from wages as a disciplinary measure and pay slips detailing lawful deductions are provided for each pay period.

**No discrimination is practiced:**

- There is no discrimination in pay, hiring, compensation, access to training, promotion and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation.
- Opportunities for personal and career development are equally available to all employees.
- No harassment, threats, abuse or intimidation shall be practised. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

**Organisation**

Rahman Industries Limited Directors have overall responsibility for all aspects of ethical trading at work within the business.