

BARGAINING POLICY

We, Spoton Coatings Private Limited, a leading Indian manufacturer of release paper and release film, aim to become a global supplier of our products in the emerging global market. We have strengthened our pillars of competitiveness, ethics, sustainability, and QHSE compliance, while also improving the economic and social conditions of the organization.

In line with our commitment, we have developed a bargaining policy that is an extension of our values and applies to all stakeholders, including employees.

The objective is to create and maintain a work environment with easy access to management for employees so that their various concerns can be addressed, including the "freedom of association and the right to collective bargaining."

As an organization, we have defined transparent policies for support in accordance with applicable TM, and all employees have been informed of these policies.

Employees have the right to elect/choose their 'representative' as their leader, who will be responsible for addressing their regular concerns and grievances to the HR Head and management. A necessary meeting will be planned with the 'representative' and management to share the employees' concerns along with their other needs and expectations. The HR Head will be responsible for monitoring the concerns raised by the 'representative', if deemed appropriate by the management. Open discussions can be planned as needed. Lunch and tea breaks can be utilized for sharing ideas and concerns between employees and their 'representative'. However, senior management is committed to ensuring their availability in case of immediate employee needs.

During the appraisal period, management will interact with employees individually and review their needs and expectations. The appraisal will be subject to various factors such as - the organization's financial situation - employee performance - notices issued to employees for various concerns, if any, and others that may be applicable. Concerns can be reviewed in daily meetings, monthly meetings, and management review meetings.

A suggestion box is available on the shop floor premises if any employee wishes to share a problem with HR and management. The suggestion box will be opened monthly during the monthly meeting and reviewed jointly by the 'representative' and HR.

Senior management, all department heads, and human resources will be responsible for the effective implementation of the process policy. The policy will be reviewed periodically by them as per the defined QHSE system and amended if necessary. Our website will refer to the latest updated policy. Various policies, including the Supplier Code of Conduct and Employee Code of Conduct, are available on our website for review. If any violation against our policies is found, external interested parties can contact us directly, and they can also provide their feedback for further improvement at info@spotoncoating.com.

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