

	Pheon Auto Tech Pvt Ltd	Format Ref.	F-MR-05
Format Name	Controlled Guidelines & Policies	Rev No/Dt	02/ 09.02.2022

Sec.	Description	Particulars			
1	Particulars	Type of Guideline	Policy ☒ Guidelines ☐		
		Name	Human Rights & Anti-Discrimination Policy		
		Ref.	G-H-15		
		Department	Human Resource		
2	Purpose	This Human Rights and Anti-Discrimination Policy (hereafter "Policy") outlines Pheon Auto Tech Pvt. Ltd. commitment to respecting and protecting the human rights of all individuals within our organization, including employees, contractors, temporary workers, interns, and business partners.			
3	Scope	This Policy applies to: • All permanent, contractual, and temporary employees • Workers on probation or apprenticeship • Contractors and vendors • Consultants and third-party service providers • Manufacturing facilities and all operational units • All organizational levels (management, supervisory, and operational staff)			
4	Owner	Manager HR & Admin			

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5	Guideline / Policy
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1. Commitment Statement

Pheon Auto Tech Pvt. Ltd. recognizes that respect for human rights is fundamental to conducting ethical business operations. We are committed to:

- Maintaining a workplace free from discrimination, harassment, and exploitation
- Ensuring equal opportunity and fair treatment for all individuals
- Complying with all applicable Indian labor laws and constitutional provisions
- Respecting international human rights frameworks and standards
- Protecting vulnerable and disadvantaged groups within our organization

2. Protected ground and Anti-Discrimination Principles

2.1 Prohibited Grounds of Discrimination: Pheon Auto Tech Pvt. Ltd. prohibits discrimination, harassment, or unfair treatment based on:

- **Gender:** Including sexual orientation and gender identity
- **Caste:** Any caste or community affiliation
- **Religion:** Religious faith, belief, or practice
- **Race/Ethnicity:** National or ethnic origin
- **Color:** Skin color or pigmentation
- **Age:** Age-related discrimination
- **Disability:** Physical or mental disability; differently-abled status
- **Marital/Family Status:** Marital status, parenthood, or family responsibilities
- **Pregnancy/Maternity:** Pregnancy, childbirth, or related medical conditions
- **Place of Birth/Residence:** Geographic origin or domicile
- **Political Opinion:** Political belief or affiliation
- **Medical Status:** HIV status, health conditions, or medical history
- **Sexual Harassment:** Any unwelcome conduct of a sexual nature
- **Social or Economic Status:** Economic background or social class
- **Association/Relationship:** Relationship with persons from protected groups

2.2 Application Areas: Anti-discrimination provisions apply to all employment decisions and practices:

- Recruitment and hiring
- Selection and promotion
- Training and skill development
- Compensation and benefits
- Transfer and deployment
- Performance evaluation and appraisal
- Disciplinary action and termination
- Leave and vacation benefits
- Workplace facilities and amenities
- Social security benefits

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- Professional development opportunities
- Grievance redressal and complaints handling

3. **Core Human Rights Commitments**

3.1 Prohibition of Child Labor: Pheon Auto Tech Pvt. Ltd. maintains absolute prohibition on child labor.

3.2 Prohibition of Forced and Bonded Labor: Complete prohibition on all forms of forced, compulsory, trafficked, or bonded labor.

3.3 Health and Safety at Workplace: Pheon Auto Tech Pvt. Ltd. commits to providing safe, healthy, and productive working conditions.

3.4 Fair Wages and Remuneration: Pheon Auto Tech Pvt. Ltd. ensures fair and equal compensation as per minimum wage criteria.

3.5 Working Hours and Leave: Reasonable and compliant working hours management.

3.6 Data Privacy and Confidentiality: Protection of employee personal information.

4. **Grievance & Reporting Mechanism**

4.1 confidential reporting channel is available to raise complaints without fear of retaliation.

4.2 A Complaints will be investigated fairly by a designated grievance committee.

4.3 Disciplinary action (including termination) will be taken in confirmed cases.

4.4 Grievance mechanism is in place to capture all form of grievance/complaint.

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Sec.	Description	Details			
		Particulars		From	Reference
6	Inputs				
7	Outputs				
8	Monitoring & Measurement	Frequency		KPI	Responsibility
9	Revision History	Rev No.	Details of Revision	Date	DCR No.
		00	INITIAL RELEASE	01.09.2025	
		01			
10	Format Usage Related	Format Template Loc.	Not applicable		
		Document Retention Format	Policies	To be Stamped and Signed by MD and then Retained in PDF Format.	
			Guidelines	Controlled Document to be retained in PDF Format	
		Document Retention Loc.	PAT Systems Data > PAT - Document Resource > Controlled - PAT - Guidelines and Policies > Human Resource (H) Related > Controlled G-H-15 - Human Rights & Anti-Discrimination Policy		
		Retention Period	Perpetual		
		Circulation	MD, MIS, Manager-HR, All Team Members		
11	Abbreviations				
12	Document Control	Particulars	Name	Date	Sign
		Prepared By	Devinder Singh	01.09.2025	
		Approved By	Gaurav Singhal 	01.09.2025	
		Controlled By	Mayank Mishra	01.09.2025	