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Discrimination and Harassment Policy

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Introduction

IPL Packaging does not engage in or support activities that would interfere with an employee right to exercise, observe tenets or practices, or to meet needs relating to gender, race, caste, national origin, religion, disability, sexual orientation, union membership or political affiliation. IPL Packaging does not allow behaviour from its employees that is discriminative or harassing in nature. Gestures, language and physical contact that are sexually coercive, threatening, abusive or exploitative are prohibited.

The purpose of this document is to provide information and guidelines regarding discrimination harassment and bullying at IPL Packaging. We are committed to ensuring that all our employees are treated with dignity and respect and treat others in the same way. We believe that all colleagues have the right to work in an environment which is free from any form of discrimination, harassment and/or bullying. It applies both in the workplace and outside the workplace in a work-related context, such as on business trips, customer or supplier events or work-related social events. Additionally, this policy provides an overview of all current measures /regarding discrimination and harassment prevention. All employees are required to read this policy and to ensure that they understand what types of behaviour are acceptable and unacceptable.

The contents of this policy are intended for all employees, part time workers, interns, contractors of IPL Packaging its affiliates and production sites.

Policy objectives

- Harassment and/or discrimination of any of our employees is unacceptable behaviour. Anyone found to be in breach of this policy will be liable to disciplinary action.

Aims to comply with:

- The universal declaration of human rights
- The United Nations convention of the elimination of all forms of discrimination against women
- The United Nations convention on the elimination of all forms of forms of racial discrimination
- The United Nations women's empowerment principles (WEPS)
- ILO Conventions 100 (Equal remuneration)
- ILO Conventions 111 (Discrimination – Employment and Occupational)
- The International Covenant on social, economic and cultural rights.
- The international covenant on civil and political rights
- Aims to comply with all other relevant local laws and regulations
- Does not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national, territorial or social origin, birth, religion disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.
- Does not allow any behaviour that is threatening, abusive, exploitative or sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.
- Does not subject personnel to pregnancy or virginity tests under any circumstances
- Supports discrimination monitoring and preventative initiatives
- Ensures employees are educated with regards to the contents of this policy and the topics in general
- Aims to have an 80% rate of employees who have received trainings on preventing discrimination harassment and human rights violations
- By 2030 to have 20% of women in management positions.

Policy Measures

- With the following measures IPL Packaging strives to achieve its objectives with the following measures:
- Maintain high standards with regards to zero tolerance towards discrimination and harassment within the organisation.
- Discrimination and harassment prevention by performing self-audits on discrimination
- Protects its employees by having extensive whistleblowing procedure and grievance procedure. Employees can report the misconduct related to discrimination and harassment with the use of the guidelines presented within the document.
- Transparency and continuous improvement regarding discrimination and harassment by compiling an annual communications on progress report for IPL packaging in alignment with the UN Global compact principle 6 : elimination of discrimination
- Organisation wide involvement in issues such as discrimination and harassment by assigning a social audit which conducts risk assessment internal audits and evaluations while reporting back to workers.
- Raise employee awareness on discrimination and harassment by conducting an awareness training. It introduces the most common types of discrimination and discusses harassment and sexual abuse
- Transparent reporting at sites on remuneration, disability, ethnic background and gender. By reporting on such elements IPL Packaging is able to set objectives that promote discussion.
- Strive to provide an inclusive environment for people with disabilities by providing them with special equipment upon request
- Gender equality and equal pay monitoring with the use of Risk Assessment Template and Self Audit checklist
- Senior employee integration within the company's operations by providing workers with additional perks such as extra holiday days based on the employee's age
- Provide in confidence, advice and assistance to employees subjected to harassment and/or bullying and assist in the resolution of any problems
- Prevent discrimination in recruitment by having a fair and transparent recruitment procedure.
- Job descriptions are free of discriminatory biases and the requirements for the job are job specific. IPL Packaging refrains from referencing characteristics like age, race or gender.

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Director

