

YePrayas Private Limited — Labour Policy

1. Policy Statement

At YePrayas Private Limited, we recognize our employees as our most valuable asset. As a responsible MSME engaged in the waste management industry, we are committed to ensuring fair treatment, safe working conditions, equitable opportunities, and compliance with all applicable labour laws and ethical standards.

This Labour Policy reflects our commitment to human rights, social justice, occupational safety, and decent working conditions for all employees, contractors, and workers associated with our operations.

2. Purpose

The purpose of this policy is to:

- Ensure compliance with all national and international labour regulations.
- Promote safe, healthy, and dignified working conditions.
- Foster equality, diversity, and inclusion.
- Prevent child labour, forced labour, and discrimination.
- Encourage fair employment practices and worker participation.

3. Scope

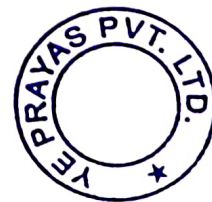
This Policy applies to all workers, facilities, and field operations, contractual staff, interns, vendors, and visitors engaged in activities under YePrayas operational control.

This policy sets down the framework for all operational activities carried out by YePrayas.

4. Legal and Standard References

This policy is guided by:

- Factories Act, 1948
- Minimum Wages Act, 1948 / Code on Wages, 2019
- Employees' Provident Fund and Miscellaneous Provisions Act, 1952
- Employees State Insurance Act, 1948
- Industrial Relations Code, 2020



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Code on Social Security, 2020
Occupational Safety, Health and Working Conditions Code, 2020
Equal Remuneration Act, 1976
ILO Core Conventions (on freedom of association, forced labour, discrimination, and child labour)

5. Key Policy Commitments

Sr. No.	Policy Area	Commitments
1	Employment Practices	• Ensure fair, transparent, and merit-based recruitment. • No discrimination based on gender, caste, religion, disability, or political belief. • Provide written appointment letters and maintain accurate employment records. • Clearly define job roles, salary, and working conditions.
2	Wages and Benefits	• Pay fair and timely wages in compliance with Minimum Wages Act / Code on Wages, 2019. • Provide all statutory benefits including PF, ESI, Bonus, Leave, and Maternity benefits. • Ensure equal pay for equal work without gender bias.
3	Working Hours and Rest	• Limit working hours to 48 hours per week. • Provide weekly rest day and overtime compensation. • Allow scheduled rest breaks
4	Occupational Health and Safety	• Maintain safe, clean, and hygienic workplaces. • Provide and enforce use of PPE (gloves, masks, boots, helmets). • Conduct timely safety training.



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		• Report and investigate all accidents and near misses promptly.
5	Prohibition of Child	• Strictly prohibit employment of anyone below 18 years of age. • Maintain verified worker age and identity records.
6	Equality and Non-Discrimination	• Provide a workplace free from harassment and discrimination. • Ensure equal opportunity for women, marginalized groups, and persons with disabilities. • Implement a POSH (Prevention of Sexual Harassment) policy and Internal Complaints Committee.
7	Freedom of Association and Grievance Redressal	• Encourage open communication between workers and management. • Maintain a transparent grievance redressal system ensuring confidentiality and non-retaliation.
8	Welfare and Development	• Provide safe drinking water, sanitation, and rest areas. • Conduct welfare programs on hygiene, and financial literacy. • Promote employee training and skill enhancement programs.
9	Contractor and Vendor Compliance	• Ensure all contractors and vendors comply with YePrayas' labour and safety standards. • Conduct regular audits and monitoring of third-party compliance. • Take corrective action or terminate contracts in case of violations.



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6. Grievance Redressal Mechanism

Establish a transparent grievance redressal process.

Employees can report concerns to their supervisor, HR, or through an anonymous grievance box.

All grievances will be addressed within 15 working days with confidentiality and non-retaliation assurance.

7. Monitoring and Review

Conduct regular audits.

Review this policy annually or whenever changes in law or organization occur.

8. Roles and Responsibilities

Role	Responsibilities
Managing Director / CEO	Ensure policy implementation and compliance across all operations.
HR Department	Maintain employment records, statutory compliance, and training programs.
Supervisors	Ensure fair treatment, monitor worker welfare, and report non-compliances.
Contractors / Vendors	Adhere to YePrayas' labour and safety standards at all sites.
Employees	Comply with safety rules and report any violations or grievances.



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