



HUMAN RIGHTS POLICY

1. INTRODUCTION

Quess Corp Limited is committed to ensure that its business is conducted, in all respect and all the time, according to rigorous ethical, professional and legal standards, which prevail from time to time, in the same industrial sector in which Company conducts its normal business. The Company is also committed to respecting the human rights of our workforce, communities and those affected by our operations wherever we do business (including our contractors and suppliers).

2. SCOPE

This Policy applies to all employees of the Company in India and other geographies. Employee shall mean all individuals on full-time or Part-Time, with Permanent, Probationary, Trainee, Retainer, Temporary or Contractual Appointment with the Company.

If a business location or region has policies, practices, laws, or regulations that require more than what is stated in this Policy, then the Employees must follow this policy as a minimum and comply with such policies, practices, laws, or regulations in that particular region/country.

Business units and locations are responsible for ensuring that their location-specific policies and practices are consistent and in compliance with this Policy.

3. PURPOSE

This policy is intended to succinctly express Quess's commitment to do business with ethical values and embrace practices that supports environment, human rights, and labor laws on a worldwide basis.

4. OUR COMMITMENT

- As a Company, we work to protect the rights of everyone working for and with Quess Corp. We appreciate the contributions of every member of our team and maintain a workplace where employees are treated with dignity and respect and free from harassment and unlawful discrimination. We look to partner with companies that share our values and position on human rights.
- We employ ethical recruitment practices and prohibit recruiters from charging recruitment fees to potential employees and from withholding identity documents. Where our employees have employment contracts, we provide access to those contracts. We believe in offering equal opportunity employment, without any discrimination on the basis of caste, religion, color, race, gender or physical disabilities. We pay fair wages.
- We view diversity and inclusion as strength. We respect what each individual brings to our team, including background, education, gender, race, ethnicity, working and thinking styles, sexual orientation, gender identity and/or expression, veteran status, religious background, age, generation, disability, cultural expertise and technical skill.

- We are committed to respecting the privacy of individuals, including employees and customers. We follow privacy principles and strive to implement reasonable and appropriate practices in our collection, use, and sharing of personal information about individuals.
- We are committed to integrity of financial information. Quess Corp maintains accurate and complete financial, accounting and documentary records, and the Directors and Employees involved maintain and provide full, complete and accurate data.
- We comply and expect our suppliers and other business partners to comply with laws that promote safe working conditions and individual security; laws prohibiting forced labor; prohibitions on the employment of underage children; prohibitions on human trafficking; prohibitions on harassment and unlawful discrimination; and laws that ensure freedom of association and the right to engage in collective bargaining.
- We are committed to implementing and maintaining a management system that protects the environment and provides a safe and healthy working condition to our employees, visitors and customers. The company recognizes that it has a responsibility to the environment while adhering to the statutory and regulatory requirements.

5. MISCONDUCT/ STANDARDS OF BEHAVIOUR

An employee's services are liable to be terminated if he/she is found to indulge in any of the following misconduct:

- Willful insubordination or instigation
- Theft, fraud, misappropriation or other dishonest acts. Willful damage to or loss of employer's goods or property, taking or giving bribes or any illegal gratification.
- Habitual absence without leave or absence without leave for 10 days
- Habitual late attendance
- Habitual breach of any law, applicable to any establishment
- Riotous or disorderly behavior during working hours at the establishment or any subversive act, habitual negligence towards work.
- Striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law
- Drunken or riotous behavior at work.
- A record of habitual absence from work. Any act of moral turpitude Use / possession of drugs.
- Consumption of alcohol in offices and any of its establishments.

An employee guilty of misconduct as above is warned, fined, suspended, demoted or discharged without notice depending at the Management's discretion.

6. MONITORING AND REPORTING

Quess Corp implements the above standards by incorporating it in related policies, processes and guidelines across all our business operations. Quess Corp conducts trainings to strengthen in-house awareness and education on the practice of human rights.

All employees, vendors, suppliers have access to raise grievances and to report confidentially and anonymously without fear of retaliation any breach of policies and procedures in Quess.

1. By writing to alert@quesscorp.com
2. By reporting to the appropriate authorities as mentioned in various policies
3. Reporting to Prevention of Sexual Harassment Committees by writing to speakup@quesscorp.com

Additionally, through forums like mailers, online training courses, team and individual meetings with business and HR leaders, we continuously engage with employees to create awareness, understand and address grievances.

We report our actions and engagement on human rights in our annual report.

7. REFERENCE

- a. Code of Conduct
- b. Insider Trading Policy
- c. Whistle Blower Policy
- d. Prevention of Sexual Harassment Policy
- e. EHS (Employee Health and Safety) Policy

The above policies are available on our website at: <https://www.quesscorp.com/corporate-governance/>