



QUEST CORP LIMITED

HUMAN RIGHTS POLICY

Revision History

Version No	Date	Author	Approver	Document Changes
1.0	01/01/2017	Senior Manager – HR	Head - Corporate HR	
1.1	01/04/2018	Senior Manager – HR	Group Director - HR	Section 3 Revised
1.2	23/10/2018	Senior Manager – HR	Group Director - HR	Section 4 Revised
1.3	02/05/2020	Senior Manager-HR	Head- Human Resources	Logo Updation
1.4	06/09/2022	Senior Manager -Benefits	Group Chief People Officer	Section 4- revised
1.5	19/04/2023	Senior Manager - Benefits	Group Chief People Officer	Section 5 - Revised

Human Rights Policy		Version 1.5	
QUE-HR-POL-016	Classification: Internal	Date: 19-04-2023	

Table of Contents

Revision History	2
1. INTRODUCTION	4
2. SCOPE	4
3. PURPOSE.....	4
4. OUR COMMITMENT	4
5. TRAINING	6
6. COMMUNITY & STAKEHOLDER ENGAGEMENT	6
7. MISCONDUCT/ STANDARDS OF BEHAVIOUR	7
8. REPORTING	7
9. MONITORING AND REPORTING	7
10. REFERENCE	8

Human Rights Policy		Version 1.5	
QUE-HR-POL-016	Classification: Internal	Date: 19-04-2023	

1. INTRODUCTION

Qess Corp is committed to ensure that its business is conducted, in all respects and at all times, according to rigorous ethical, professional and legal standards, which prevail from time to time, across industrial sectors in which Company conducts its 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 (India and other countries), Qess subsidiaries and associate Companies. Employee shall mean all individuals on full-time or Part-Time, with Permanent, Probationary, Trainee, Retainer, Temporary or Contractual Appointment with the Company and also working in customer locations.

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 very clearly express the commitment of Qess to do business with ethical values and embrace practices that support the environment, human rights and ensure we abide by labour laws on a worldwide basis.

4. OUR COMMITMENT

Dignity and Respect:

As a company, we work to protect the rights of everyone working for and with Qess 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.

For further details, kindly refer our Code of Business Conduct & Ethics Policy hosted on our website: <https://www.quescorp.com/corporate-governance/>

Non-Discrimination:

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Qess expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment. Qess has enforced this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Qess will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Human Rights Policy		Version 1.5	
QUE-HR-POL-016	Classification: Internal	Date: 19-04-2023	

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.

For further details, kindly refer our Equal Employment Opportunity Policy hosted on our website: <https://www.quessecorp.com/corporate-governance/>

Diversity and Inclusion:

We view diversity and inclusion as an important organizational practice. 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, physical ability, cultural expertise and technical skill.

For further details, kindly refer our Equal Employment Opportunity Policy hosted on our website: <https://www.quessecorp.com/corporate-governance/>

Respect Individuals:

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.

For further details, kindly refer the following

Privacy Policy - <https://www.quessecorp.com/privacy-policy/>

Privacy Statement - <https://www.quessecorp.com/privacy-statement/>

Safe Place to Work:

We comply and expect our clients, 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.

For further details, kindly refer our Health Safety & Environmental Conservation Policy hosted on our website: <https://www.quessecorp.com/corporate-governance/>

Equal Employment Opportunity

We ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information or any other characteristic protected by law. Qess prohibits any such discrimination or harassment.

For further details, kindly refer our Equal Employment Opportunity Policy hosted on our website: <https://www.quessecorp.com/corporate-governance/>

Prohibition of Forced and Child Labour:

We do not employ any person below the age of eighteen years at the workplace. Qess prohibits the use of forced or compulsory labour including any of its Subsidiaries. No employee is made to work against his/her will

Human Rights Policy		Version 1.5	
QUE-HR-POL-016	Classification: Internal	Date: 19-04-2023	

or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.

Modern Slavery, forced labour and human trafficking:

We believe that modern slavery, forced labour and human trafficking have no place in Quess. We are committed to the elimination of all forms of slavery and we have a zero tolerance approach to such activities.

Sexual Harassment:

We are committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender or racial bias and sexual harassment. The Company believes that all employees of the Company have the right to be treated with dignity. The Company does not tolerate any behavior that is detrimental to a healthy working environment.

For further details, kindly refer our Prevention of Sexual Harassment Policy hosted on our website:

<https://www.quesiscorp.com/corporate-governance/>

5. TRAINING

Apart from all above policies, we have mandatory digital training modules for all our employees to complete, within 30 days of joining the Company. Further, all mandatory digital training modules are updated & completed by current employees annually to ensure awareness & practice.

Over and above statutory benefits:

In addition to the statutory benefits, we provide a host of compensation & Non-compensation benefits such as Health, Personal Accident and Term Insurance, Special leaves, such as Wellness leave, Happiness leave, Sthree-Work from Home, Paid Covid leaves to employee and their families. We also provide 24 x 7 Free unlimited audio and video Doctor consultation to employee and their families, 24 x7 online counselling and emotional support platform to all employees.

We're concerned about our employees' emotional, physical, mental, social and financial well-being. Webinars surrounding mental health, financial stability, and physical wellness are organized regularly for employees to get guidance and tips.

6. COMMUNITY & STAKEHOLDER ENGAGEMENT

Our CSR initiatives spread across 5 programs in multiple states are structured across student enrichment, School Upgradation, Health & Wellbeing, Teacher Mentoring and Stakeholder Engagement. We helped schools to restart functioning in a safe and hygienic manner post the Covid pandemic. Our focus on health and hygiene in schools has focused both on infrastructure provision such as safe drinking water as well as imparting training on good health practices to young children.

For further details, kindly refer our CSR Policy hosted on our website: <https://www.quesiscorp.com/corporate-governance/>

Human Rights Policy		Version 1.5	
QUE-HR-POL-016	Classification: Internal	Date: 19-04-2023	

7. 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 of 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 including inappropriate behavior, sexual harassment, etc.
- Consumption of alcohol, use / possession of drugs, psychotropic substances, etc. in offices and any of its establishments or client locations.

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

8. 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, customers, vendors and other stakeholders have access to raise grievances and to report confidentially and anonymously without fear of retaliation any breach of policies and procedures in Quess.

1. Reporting to the appropriate authorities as mentioned under the respective policies
2. Reporting to Prevention of Sexual Harassment Committees by writing to speakup@quesscorp.com
3. Reporting to Ethics Committee under the Whistle Blower Policy by writing to alert@quesscorp.com
4. Reporting an incident at our toll free number 1800-572-3333 UHD (Unified Helpdesk) also mentioned on our website.

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

9. MONITORING AND REPORTING

At Quess Corp, we ensure that there is constant monitoring through Audits and Checks to ensure prevention of violation of any of the above points.

Also, we publically report Human Right violations in the BRR/BRSR forming part of the Directors Report in the Annual Report of the Company.

Such incidents if any, are resolved, collated and reported to the Top Management team on a regular basis.

Human Rights Policy		Version 1.5	
QUE-HR-POL-016	Classification: Internal	Date: 19-04-2023	

10. REFERENCE

Human Right Related Policies:

<https://www.quessecorp.com/corporate-governance/>

- Code of Business Conduct & Ethics Policy
- Equal Employment Opportunity Policy
- Privacy Policy
- Health Safety & Environmental Conservation Policy
- Prevention of Sexual Harassment Policy
- CSR Policy

Other Policies:

<https://www.quessecorp.com/corporate-governance/>

- Environmental, Social & Governance (ESG) Policy Framework
- Anti-Bribery and Anti Corruption Policy
- Code of Conduct for Prevention and Prohibition of Insider Trading Policy
- Whistle Blower Policy
- Risk Management Policy.

Human Rights Policy		Version 1.5	
QUE-HR-POL-016	Classification: Internal	Date: 19-04-2023	