



## Corporate Policy and Objectives

We are committed to provide world class products through manufacturing and supply as per customer requirements on agreed terms

The customer satisfaction and continual improvement is utmost importance to us.

### **BY ENSURING FOLLOWING ACTIONS.**

#### **LONG TERM OBJECTIVES :**

- ✓ To be a market leader in **Writing Instruments & Stationery** exporters from India
- ✓ To Set up 100 % in house facility for **Writing Instruments & Stationery** latest by 2020

#### **SHORT TERM OBJECTIVES :**

- ✓ To ensure cordinal relations with workers by providing timely and necessary infrastructure and resources.
- ✓ To Ensure 95 % of internal orders are completed as per work order.
- ✓ We are committed to our workers safety and security, thus we ensure suitable work environment, drinking water, clean and neat place of work etc will have to be provided on continuation basis.
- ✓ To ensure Zero tolerance for discrimination and non compliance to labour standards and continuously adhere to all applicable compliances.

For SSB Metal works

Sd/-

**Partner**



## CORPORATE ETHICAL POLICY

We at SSB Metal Works are committed to achieve highest level of Ethical, Social and Health Safety and Environment Standards.

### **BY ENSURING FOLLOWING ACTIONS.**

- ✓ Strict compliance is ensured at all times, with all applicable Legal land law, national laws and, where appropriate, international laws / regulations with respect to bribery, facilitation payments, corruption, smuggling, embezzlement, fraud, racketeering, transfer pricing and tax evasion.

### **Anti Bribery and Facilitation Payment**

- ✓ The Group shall ensure complete Prohibition of Bribery and Facilitation payment across organization and in all the entities.
- ✓ Company will not offer, accept or countenance any payment, gift, in kind, hospitality, and expense or promises as such that may compromise promises of fair competition.

### **Employment**

- ✓ Compliance is ensured all applicable national law for employment and labour.
- ✓ The Company shall ensure that wages and benefits for a standard working week shall meet at least national minimum standards and shall be sufficient to meet the basic needs of workers and provide some discretionary income.

### **Child & young Work**

- ✓ We will never engage child labour.
- ✓ Company will implement suitable policy and procedures to verify the age proof all new employees joining the organization.
- ✓ Policy has been established for remedial of child and young labour in case hired by mistake

### **Health & Safety**

- ✓ Any adverse impact of our business processes on those who carry it out shall be identified and eliminated. Towards this end, we will systematically review our operations to identify sources of health and safety related risks.

- ✓ This review will use appropriate standards as required by prevailing laws, expert opinion and our knowledge of best practices.
- ✓ The review will lead to formulation of clearly described work practices and drills.
- ✓ All our staff will be trained in the manner required to adhere to these work practices and drills.
- ✓ The health of our staff, exposed to certain hazardous processes, will be monitored periodically through appropriate medical checks, and reviewed using expert inputs for improvements.
- ✓ Workers shall not be under the influence of or abusing, drugs, alcohol and/ or other illegal substances.
- ✓ We will seek to substitute the use of material, which are known to cause an adverse impact on the health of workers or health of consumers in the course of its manufacture or use.
- ✓ All workplaces will be constructed to meet safety standards with local regulations as the minimum standards that will be applicable
- ✓ Privilege worker (would be mother and young worker) shall not be allowed to work in hazardous work. Further certain privilege for attendance punching, travelling in staff bus etc will be provided.

#### **Non Discrimination, Disciplinary Practices**

- ✓ Any form of discrimination relating to the hiring, discharge, pay, promotion and training of employees on the basis of race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, HIV status, Migrant status, membership of worker representative bodies, political affiliations, or any criteria that are unlawful is strongly discouraged by the Company and any such reported incidents will be viewed as a serious violation of this Business Principles.
- ✓ SSB Metal Works will ensure that employees who have certain life threatening diseases or illnesses are not treated differently from other employees, and will continue to employ such personnel, as long as they are physically and mentally fit to attend to their normal job responsibilities.
- ✓ SSB Metal Works encourages all personnel to voice concerns promptly, if they have a genuine reason to believe that a policy, company operation or practice is or will likely be in violation of any law, regulation or internal Company rule or policy, including this Business Principles.
- ✓ SSB Metal Works shall assures all employees who come forward in good faith to report issues, that they will be treated fairly and respectfully.

#### **Forced Labour**

- ✓ The management of SSB METAL WORKS (COMPLIANCE GROUP) is fully committed to ensuring that forced or involuntary labour is not practiced in any form at any of its facilities. Any reported incidents relating to forced labour will be considered as a serious violation of these Business Principles.

## **Human Rights**

- ✓ All employees in the Company's facilities will be treated with equality, respect and dignity.
- ✓ SSB METAL WORKS will not interfere in the right of employees to observe tenets or practices based on caste, race, national origin, gender, religion, disability, union membership, or political affiliation.
- ✓ The Company strongly discourages any form of sexually coercive, threatening, abusive or exploitative behavior.
- ✓ Any reported incidents relating to direct or indirect physical, sexual, racial, religious, psychological, verbal, or any other form of harassment or abuse, or any other form of intimidation or degrading treatment will not be tolerated by the company.
- ✓ HSE & Anti sexual harassment committees are formed and committee shall review the compliance at regular intervals.

## **Environment Protection**

- ✓ SSB METAL WORKS is committed to effective environmental management as one of its important corporate priorities, and will focus on the following initiatives:
- ✓ Compliance with all applicable environmental laws and regulations
- ✓ The impact of each of our operations on the environment will be systematically assessed for compliance with appropriately defined standards and reviewed periodically to mitigate or eliminate such impact.
- ✓ Improvement of employee environmental awareness and performance through detailed policies and procedures, training, and recognition of excellence.
- ✓ Measurement of environmental performance through auditing with employee accountability and reporting to senior management.

## **Product Security**

- ✓ SSB METAL WORKS is committed to provide safety of product throughout its supply chain by following precaution as mentioned below.
- ✓ Each and every stage of product processing is covered through blanket insurance.
- ✓ Suitable safe guarding and storage is ensured at all stage with the help of safes.
- ✓ All the manufacturing, sales and retailing units are guarded by security agency and monitored by close circuit cameras.
- ✓ All the concern persons are trained on relevant safety and security procedures to be followed at all time.

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