

raj

CODE OF CONDUCT





Plot No. 149-154 & 81, Huda, Sec.-25, Panipat-132103

Code of Conduct

“RAJ OVERSEAS IS COMMITTED TO PROVIDE HEALTHY & SAFETY ENVIRONMENT TO THE WORKERS OF THE ORGANIZATION BY COMPLYING WITH NATIONAL AND OTHER APPLICABLE LAWS AND SOCIAL REQUIREMENT ON CONTINUAL IMPROVEMENT BASIS FOR SUSTAINIBILITY”

- 1. Child Labour :** We do not recruit underage labor and will not knowingly work with suppliers that utilize underage workers. The minimum recruitment age as per law of the land is 18 yrs. The personnel b/w 15 -16 yrs of age are considered as YOUNG WORKERS or JUVINILE WORKER. The workers below 15 Years of age are considered as CHILD LABOR. It is organization policy not to engage any worker below 18 yrs of age in any of its operations & take necessary measures to ensure that all vendors who are supplying to Raj Overseas follow the same recruitment policy. The suppliers/ vendors have submitted written declaration duly signed by the owner that they will not engage any worker below 18 years of age. To verify the facts HR manager makes surprise visits to the supplier facility.
- 2. No Forced Labour:** All workers have the right to engage in work willfully, without surrendering identification and without the payment of fees. Workers have the right to freedom of movement and our suppliers must ensure it is afforded to them. It is organization policy that all work would be voluntary and not performed under threat of penalty or coercion. Forced labor, including bonded, trafficked, indentured or prison labor, is prohibited & all the personnel are free to leave at the end of the working hours.
- 3. Working Hours & Overtime:** We comply with the all statutory applicable laws and shall not work more than 48 hours per week (with at least one day off for every six consecutive days. Sunday is observed as the weekly off (Except the security guards or warehouse). Security guards are allowed minimum one day (24 hours) weekly of on completion of six days shift duties of 08 hours on each day. The supplier/vendors working for or on behalf of RAJ OVERSEAS shall have to follow similar kinds of rules. The organization has declare that any worker works in a factory for more than nine hours in any day or for more than forty-eight hours in any week, he shall, in respect of overtime work, be entitled to wages at the rate of twice his ordinary rate of wages. Employees over time would be 12 hrs. a week and 50- hrs. in a quarter (a quarter of three months). It is strictly prohibited to work beyond this limit.

4. **Wages:** Wages and other compensation paid by RAJ OVERSEAS to its employees for a standard work performed as per the parameters of all statutory requirements to meet the legal standards and be sufficient to meet the basic need of workers and their families; all workers are to be paid above the minimum wages as notified by the Appropriate Govt. from time to time. No disciplinary deduction of any nature is allowed by RAJ OVERSEAS. Supplier/vendors working for or on behalf of RAJ OVERSEAS shall have to pay at least the minimum wages to their workers as notified by appropriate Govt. from time to time. Over time compensation would be paid @200% of normal wages.
5. **Health and Safety:** We provide a safe and healthy working environment that complies with local and national laws and minimizes occupational hazards.
6. **Non Discrimination :** We maintain a discrimination-free workplace and to employ legally-eligible workers based upon on their abilities, rather than their race, color, sex, pregnancy status, gender identity, marital status, political opinions, religion, age, disability, sexual orientation, social origin, national origin or any other characteristics unrelated to an individual's ability to perform the work required by the job.
7. **Freedom of Association:** We provide an atmosphere to the employees of the organization for joining Union membership including Collective bargaining and to form workers organization such as work committee to seek control over the activities of the workers organization. And also to respect ILO convention on Freedom of Association and collective bargaining.
8. **Harassment & Abuse:** Every employee shall be treated with respect and dignity. No employee shall be subjected to any physical, sexual, psychological or verbal harassment or abuse, corporal punishment.
9. **Environmental Sustainability:** We work in compliance with all applicable environmental laws and work to minimize their use of natural resources and any negative impact their operations have on the environment.
10. **Anti-Bribery:** We believe in the highest ethical standards in our business practices. We do not allow any exchange of favors, money, or gifts with our employees and would not be offer/accept from any other.

List of Suppliers

NAME OF THE SUPPLIERS FOR RAJ OVERSEAS

Date : 01.04.2015

S. No.	Supplier Name	Supply Type	Contact Person Name	Phone Number & Email Address
	<u>PRODUCTION SUPPLIER UNIT NAME</u>			
1	M/s YATI OVERSEAS PVT LTD Plot No-94, Sec-25 HUDA, Panipat, 132103	All Production (Semi Finished)	Mr.Anil Kumar	8684800253 compliance@yatioverseas.com
2	M/s RAJ WOOLLEN INDUSTRIES E2 old Industrial Area Panipat	All Production (Dyes&Printing)	Mr Rajesh Kumar	9068566265 e2compliance@rajgroup.in
3	M/s RAJ OVERSEAS (Unit-1) Plot No-11/12, Sec-25 HUDA, Panipat, 132103	All Production (Semi Finished)	Mr. Amit Sharma	8684800300 hadmin@rajgroup.in
4	PUNEET CARPET VPO BARSAT Distt KARNAL	CARPET (Semi- Finished)	Mr.Dheer Singh Chauhan	9812551895 puneetcarpet@gmail.com
5	M/s YATHARTH OVERSEAS , Chautala Road Village Siwah- Panipat, 132103	All Production (Semi Finished)	Mr.RAJBEER JANGLAN	9812400025 exports@yatharth.com
6	Ganpati Udhyog Barsat Chungi Panipat	All Production (Semi Finished)	Mr Mahinder	9896400964
7	Vats Enterprises Noorwala -Panipat	All Production (Semi Finished)	Mr Deepak Vats	9034001949
8	Raj Overseas Unit No 2 Plot No 300	All Production (Semi Finished)	Mr.Saurav Thakur	7082100511

9	Raj Group Skill Development Center (Women) Hari Nagar Panipat	All Production (Semi Finished)	Mrs Usha Verma	
10	Laxmi udyog vill Barsat Dist Karnal	All Production (Semi Finished)	Mr Jagdish Singh	9215611013
11	Himalya Carpet Gohana Road Panipat	All Production (Semi Finished)	Mr. Ramphal	9416017249
12	JAY JAY POLYMERS Indri Road, Village Baldi, Karnal- 132001	L.D. POLYBAGS	Mr. Jasmeet Singh	98961-65300
13	PARUL POLYMERS Kutani Road, Panipat 132103	POLYBAGS	Mr. Rajiv Kumar	9896622255
14	SHIV PACKAGING Plot No- 104, Sector-29, Part-2, Industrial Estate HUDA, Panipat- 132103	CARTOONS	Mr. Rampal	9215405300
15	SHIVAM CHEMICAL Gali No.-1, Plot No-452A Behind Khadi Ashram Shiv Nager, Panipat (Haryana)	ACETONE (Spot Remove Chemical)	Mr. Rajnesh Sharma	9255100046
16	Mohak Hospital Khanna road Shiv Nagar Panipat	Medical Checkup	Dr. Harish Garg	0180-2666235, 9896917776