

## Anti-Discrimination Policy

### Introduction

The Company is committed to providing a work environment free of discrimination. We prohibit discrimination in the workplace, whether committed by or Against managers, co-workers, customers, vendors, or visitors. We want you to work and develop in an environment that is respectful and productive. Workplace discrimination based on an employee's race, colour, religion, sex, national origin, citizenship, age status, disability, marital status, or any other basis prohibited by law, will not be tolerated. The Company Prohibits inappropriate conduct based on any of the above characteristics at work, on Company Business, or at Company sponsored events.

### Discrimination

Discrimination is behavior that is unwanted, unreasonable and offensive to the recipient, which creates an intimidating, hostile or humiliating work environment for that person. There are various types of harassment which can occur at work, these can be based on:

- Race, ethnic origin, nationality or skin colour
- Gender
- Religious or political convictions
- Membership or non-membership of a trade union
- Disabilities, illness, sensory impairments or learning difficulties
- Age

This list is not exhaustive.

### Management and staff responsibility

All managers have a key responsibility in establishing and maintaining a workplace free from personal discrimination/harassment. All managers are directly responsible for the conduct of their staff. All Rexam employees are expected to comply with this policy and that it is the personal responsibility of each employee to ensure that inappropriate conduct does not occur.

### How complaints will be dealt with

Any claims of discrimination or harassment will be investigated promptly, and appropriate disciplinary Action will be taken to eliminate inappropriate behaviour. Creating a discrimination/harassment free Work environment is every employee's responsibility.

If you receive a complaint or observe or believe you're a victim of discrimination, sexual harassment or any other form of harassment at work, on Company business, or at any Company-sponsored Function, you must immediately report it to one of the following:

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#### Factory Address:

Survey No. 8/1, Athal Village,  
Naroli Road, Silvassa,  
DNH - 396230 (India).  
Phone: +91 704 6533 399



#### Regd. & Sales Office Address:

Unit No.1, 8<sup>th</sup> Floor, Lodha Supremus III,  
I Think Techno Campus, Kanjurmarg (E),  
Mumbai – 400 042, (India).  
Phone: +91 (22) 6180 5300

- Your manager or another manager in your management chain

## Human Resources

All complaints are treated with sensitivity and are kept as confidential as possible. You're not required to report your complaint to anyone who is the subject of it. For example, if your complaint concerns your manager, you can talk to someone in Human Resources. However, if anyone at work, on Company business, or at any Company-sponsored function engages in conduct that makes you feel uncomfortable, we encourage you to tell that person that the conduct is unwelcome, that you find it offensive, and that you request that it stop immediately.

Human Resources will promptly investigate complaints. You must cooperate fully in such investigations. If warranted, the Company will take appropriate corrective action, up to and including termination of employment.

The Company prohibits any form of retaliation against you for making a report of discrimination or harassment or participating in the investigation of a complaint of discrimination or harassment. If you believe you have been subjected to retaliation, you can use any of the resources described above to report your concerns.

Surjya Narayan Swain  
General Manager – Plant  
01.06.2020

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Certification



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