SOP-Sertel-HR-014	SOP: Human Rights

1. Purpose

Sertel Electronics Pvt. Ltd. is committed to respecting and promoting internationally recognized human rights throughout our business operations and relationships.

We believe that every individual has the right to be treated with dignity, fairness, respect, and equality. This Human Rights Policy establishes our commitment to protecting human rights in the workplace and in our business relationships.

This policy applies to all employees, trainees, apprentices, contract workers, consultants, and other persons working on behalf of Sertel Electronics Pvt. Ltd. We also expect our suppliers, contractors, service providers, and business partners to uphold these principles.

2. Our Commitment

Sertel Electronics Pvt. Ltd. is committed to conducting business responsibly and ethically. We do not tolerate practices that violate fundamental human rights.

We are committed to:

- Respecting the dignity and rights of every individual.
- Providing a safe, healthy, and respectful working environment.
- Promoting equal opportunity and fair treatment.
- Prohibiting forced labour, bonded labour, human trafficking, and slavery.
- Prohibiting child labour.
- Prohibiting prison labour within our operations and supply chain.
- Preventing discrimination and harassment.
- Complying with applicable labour and employment laws.
- Providing fair wages and legally required benefits.
- Respecting applicable working-hour requirements.
- Providing appropriate channels for employees and stakeholders to raise concerns.

3. Non-Discrimination and Equal Opportunity

Sertel Electronics Pvt. Ltd. is committed to providing equal employment opportunities and fair treatment to all employees and applicants.

Employment-related decisions, including recruitment, selection, training, compensation, promotion, transfer, performance evaluation, and termination, shall be based on legitimate business requirements, qualifications, skills, experience, and performance.

We do not tolerate unlawful discrimination or unfair treatment based on characteristics protected under applicable laws.

4. Prohibition of Forced Labour and Human Trafficking

Sertel Electronics Pvt. Ltd. strictly prohibits all forms of forced, bonded, indentured, involuntary, or compulsory labour.

Employees shall not be required to work through threats, coercion, intimidation, violence, retention of personal documents, unlawful restrictions on movement, or any other form of involuntary control.

We also prohibit human trafficking, slavery, and any practice intended to exploit or control individuals for labour.

Employees shall have the freedom to leave employment in accordance with applicable law and their agreed employment terms.

5. Prohibition of Child Labour

Sertel Electronics Pvt. Ltd. does not employ children below the minimum legal working age prescribed under applicable laws.

We are committed to preventing child labour in our operations and expect our suppliers, contractors, and business partners to maintain the same standard.

Age verification shall be conducted where required by applicable law and company procedures.

Young workers, where legally permitted, shall be provided with appropriate protection and shall not be assigned work that is hazardous or prohibited by law.

6. Prohibition of Prison Labour

Sertel Electronics Pvt. Ltd. does not use prison labour in its operations.

expect our suppliers, contractors, and business partners to comply with applicable laws and not use prison labour in circumstances that violate applicable human rights or labour standards.

7. Working Hours, Wages and Benefits

Sertel Electronics Pvt. Ltd. is committed to complying with applicable laws and regulations relating to:

- Working hours and rest periods.
- Minimum wages.
- Overtime compensation.
- Statutory benefits.
- Social security contributions.
- Leave and holidays.
- Other legally required employment benefits.

Employees shall receive wages and benefits in accordance with applicable laws and their employment terms.

Overtime shall be managed and compensated in accordance with applicable legal requirements and company policy.

8. Health, Safety and Well-being

We are committed to providing a safe and healthy workplace and to identifying and reducing workplace risks.

Sertel Electronics Pvt. Ltd. shall take appropriate measures relating to:

- Workplace safety.
- Occupational health.
- Emergency preparedness.
- Personal protective equipment, where applicable.
- Safety awareness and training.
- Accident and incident prevention.
- Safe working practices.

Employees are encouraged to report unsafe conditions, hazards, accidents, or incidents without fear of retaliation.

9. Respectful Workplace and Prevention of Harassment

Sertel Electronics Pvt. Ltd. is committed to maintaining a workplace where individuals are treated with dignity and respect.

- We do not tolerate:
- Harassment.
- Bullying.
- Intimidation.
- Physical or verbal abuse.
- Sexual harassment.
- Threats or violence.
- Retaliation against individuals who raise genuine concerns.

The company maintains appropriate mechanisms for addressing workplace complaints and concerns in accordance with applicable laws and company policies.

10. Freedom of Association

Sertel Electronics Pvt. Ltd. respects employees' rights relating to freedom of association and collective representation as provided under applicable laws.

Employees shall not be subjected to unlawful discrimination, intimidation, or retaliation for exercising rights protected by applicable law.

11. Employee Grievance and Reporting Mechanism

Sertel Electronics Pvt. Ltd. encourages employees and other stakeholders to raise concerns regarding actual or potential human rights violations.

Concerns may be reported through the appropriate internal reporting or grievance channels established by the company.

All genuine concerns shall be reviewed appropriately and, where necessary, investigated.

The company prohibits retaliation against individuals who raise concerns or cooperate in an investigation in good faith.

12. Privacy and Personal Information

Sertel Electronics Pvt. Ltd. respects the privacy of employees and other individuals whose personal information is processed in connection with our business activities.

Personal information shall be handled responsibly and in accordance with applicable laws, regulations, and company procedures.

13. Supplier and Business Partner Responsibility

Sertel Electronics Pvt. Ltd. expects suppliers, contractors, consultants, service providers, and other business partners to respect internationally recognized human rights and comply with applicable labour and employment laws.

Business partners are expected to:

- Prohibit forced labour and human trafficking.
- Prohibit child labour.
- Prohibit unlawful discrimination and harassment.
- Provide safe working conditions.
- Comply with applicable wage and working-hour requirements.
- Respect applicable employee rights.
- Maintain appropriate records and controls relating to labour practices.

Where appropriate, Sertel Electronics Pvt. Ltd. may evaluate or review supplier and business partner compliance with these principles.

14. Compliance with Applicable Laws

Sertel Electronics Pvt. Ltd. is committed to complying with applicable Indian laws and regulations relating to employment, labour, occupational health and safety, human rights, and other relevant areas.

Where applicable law provides greater protection to human rights or labour rights than this policy, the applicable legal requirements shall prevail.

15. Management Responsibility

Management is responsible for supporting the implementation of this policy and promoting respect for human rights throughout the organization.

The Human Resources function shall support awareness, implementation, grievance handling, employee communication, and periodic review of relevant workplace practices.

Employees and managers are expected to understand and follow this policy and report concerns appropriately.

16. Training and Awareness

Sertel Electronics Pvt. Ltd. shall promote awareness of human rights and relevant workplace responsibilities through appropriate communication, training, induction, and other awareness activities.

Employees with responsibilities that may have a significant impact on human rights shall receive appropriate guidance and training where required.

17. Monitoring and Continuous Improvement

We are committed to continuously improving our human rights practices.
The company may periodically review relevant policies, processes, workplace practices, supplier relationships, complaints, and other relevant information to identify potential risks and opportunities for improvement.

Where concerns or non-compliances are identified, appropriate corrective and preventive actions shall be considered and implemented.

18. Communication

This policy shall be communicated to relevant employees and stakeholders and may be made publicly available through the company's website.

Sertel Electronics Pvt. Ltd. expects everyone working with or on behalf of the company to support the principles contained in this policy.

19. Policy Review

This policy shall be reviewed periodically or whenever there are significant changes in applicable laws, business operations, or relevant human rights requirements.

Approved By: Management

Organization: Sertel Electronics Pvt. Ltd.

Policy Owner: Human Resources

Effective Date: 02-01-2026

Review Frequency: Annual

Approved by



Director-Technical