ROYALÉ TOUCHÉ

FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING

1. Purpose

This policy outlines **Royale Touche's** commitment to ensuring that all employee have the right to freely associate and engage in collective bargaining. It includes creating an environment where employees can organize, join unions or participate in other collective actions without fear of retaliation, discrimination or interference. The policy ensures compliance with international labour standards, national laws and best practices in upholding worker's right.

2. Scope

This policy applies to all employees, contractors and representatives of **Royale Touche** regardless of their job function, employment status or geographical location. It extends to all organizational operations, suppliers and business partners.

3. Policy Statements

3.1 Freedom of Association

- **Royale Touche** recognizes and respects the right of all employees to from, join or not join a trade union or any other organization of their choice for the promotion of their occupational interests.
- Employees have the right to engage in lawful and peaceful activities in support of their collective interest, including discussions, meeting and demonstrations without interference from the organization.
- **Royale Touche** shall not to interfere with restrain or coerce employees in the exercise of their right to associate freely and participate in trade unions or labour organization.

3.2 Collective bargaining

- **Royale Touche** respects the right to employees to engage in collective bargaining through freely chosen representatives.
- The organization will negotiate in good faith with legally recognized representatives of employees to reach agreements on working conditions, wages, benefits and other employment terms.
- **Royale Touche** commits to ensuring that collective agreement are effectively implemented and honoured throughout the organization.
- **Note:** As of now, no trade union exists within the organization.

4. Prohibition of Discrimination and Retaliation

- No employee shall be subjected to discrimination, harassment or any form of retaliation for choosing to participate in a union or collective bargaining activities.
- Any form of intimidation or threats towards employees exercising their right under this policy will not be tolerated and will result in disciplinary action.

5. Grievance Mechanism

- Employees are encouraged to raise concerns of grievances regarding any potential violation of this policy through established internal grievance mechanism.
- Employees are free to communicate their problems or issues to their supervisor and resolved appropriately. In case the employee is still not satisfied, they may escalate the issues to higher management or submit a written complaint via the complaint/suggestion box located outside the HR office.
- Employees can also raise their concerns through a non-management representative, who will take up the issue with management. Minutes of such meetings are maintained in the complaint register.
- **Non-management Representative:** A non-management representative (both male and female, if applicable) has been democratically and independently elected by workers. This committee will function as the works committee.

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6. Internal Communication

- **Royale Touche** ensures unrestricted internal communication among employees. A company representative coordinates and handles all such communications with the concerned personnel, discussing issues with management on their behalf. This representative also serves as the **Management Representative,** ensuring issues are addressed appropriately and without discrimination. Internal communication channels include notice boards and worker representatives' meeting records.

7. Responsibilities

- **Managers and Supervisors:** Ensure compliance with this policy and foster an environment where employees feel free to exercise their rights.
- **Human Resources (HR):** HR is responsible for educating employees about their rights under this policy and ensuring proper processes are in place for handling grievances.
- **Employees:** Employees are encouraged to understand and exercise their rights responsibly, in accordance with applicable laws and this policy.

8. Compliance with Laws

- **Royale Touche** complies with all applicable national laws and international labour standards related to freedom of association and collective bargaining, including conventions from the International Labour Organization (ILO) and other relevant labour standards.

9. Monitoring and Enforcement

- **Royale Touche** will regularly monitor compliance with this policy and conduct audits to ensure adherence across all operations.
- Violations of this policy will be addressed with appropriate corrective measures, which may include disciplinary actions up to and including termination of employment.

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10. Review and Amendments

This policy will be reviewed periodically to ensure its effectiveness and alignment with evolving legal requirements and best practices. Amendments may be made to this policy with proper notice to all employees.

This policy was approved by the higher management on 05/03/2025 and is effective as of today.

(Director)

ROYALE TOUCHE INDUSTRIES PRIVATE LIMITED 05-03-2025