

Applicable Standards for All Business Associates

Ethical Policy

Pointec conducts business in an ethical manner. Respect for human rights is a fundamental principle throughout our business practices and standards. We expect our customers to share our ethical concerns and uphold our standards. We hold all vendors, customers, contractors, subcontractors and suppliers, accountable for abiding by these standards throughout our supply chain and in the manufactures and finishing of products ordered by Pointec.

Security Policy

Pointec Pens and Energy Pvt Ltd's policy is to secure customer property, product and our employees in a manner which complies with, legislation and meets accepted best practice protecting it from un authorized use, disclosure or destruction. By implementing appropriate controls we will ensure the continuity of our business operations and mitigate business damage in the event of a security incident.

Quality Policy

We at Pointec Pens and Energy Pvt Ltd. shall strive to be the best and a very profitable every day writing instruments manufacture through enhance customer satisfaction.

We shall manufacture good quality every day writing instruments at an affordable price by achieving continual process excellence through total employee involvement, using training methods. Better technology and supplier development initiatives.

EMS Policy

We at pointec pens and energy private ltd. Have committed to provide safe healthy working atmosphere to all interested parties.

We shall operate and manufacture everyday writing instruments in such a way to prevent environment pollution.

We shall strive to conserve natural resources by reusing and recycling and dispose of waste in an environmentally safe way. We shall also commit ourselves to comply with all applicable environmental laws and other requirements.

We at pointec shall develop renewable energy technologies and use renewable energy for all the operations and reduce our carbon foot print with the help of continual improvement programs and training methods.

Healthy and Safety policy

To ensure the health and safety of each and every individual associated with the company and improve the surrounding environment also are providing a safe and healthy workplace and comply with local laws.

All business partners may have industry-specific dangers or hazards which are not specifically addressed in these Standards. All business partners should adopt procedures to limit dangers to workers from these hazards. If industry-specific safety standards are more stringent than these Standards, all business partners should meet the industry standard.

HR Policy

To ensure good HR practices as in similar industries by giving best opportunities, training and compensation to all employees of the organization and ensure their safety and security and also that of all the persons associated with the organization.

- Equal opportunities.

Company shall provide equal opportunities to all its employees and all qualified applicants for employment without regard to their race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability.

Human resource policies shall promote diversity and equality in the workplace, as well as compliance with all local labour laws, while encouraging the adoption of international best practices.

- **No Forced or Compulsory Labor.**
Forced labor and prison labor shall not be allowed. Keeping compulsory custody of Legal ID/ Degree/ Original documents to force employee for work is not followed.
- **Fair Disciplinary Practices.**
There will not be any abuses are hurting employees physically or mentally we make employees not to act in the same way in future.
- **No Discrimination**
Factory ensured there will be absolutely no discrimination between employees based on sex, caste, creed, religion or race, and employment, promotions, transfers or other increments or growth of the employees will be solely based on individual abilities and capabilities.
- **Working hours of labors.**
The employee shall not work more than 48 hours per 6 days or work more than maximum total working hours of 9 hours per calendar day (mid night to mid night). One rest day after every six working days is to be given and HR to be ensured that this is followed as per this policy.
- **Compensation and Benefit**
Company shall fairly compensate their employees by providing wages and benefits that are in compliance with the local and national laws. The Company shall evolve a system to cross verify if the wages and benefits are on par with the local standards.
- **Fair Wages**
Factory ensured while complying with national wage regulations (such as the minimum wage, payment of wages, provision of paid holidays and social insurance payments), ensure proper wage adjustments and lead to balanced wage developments in the company (with regard to wage disparity, skills, individual and collective performance and adequate internal communication and collective bargaining on wage issues).
- **No Child Labor**
No persons shall be employed at an age younger than legal minimum age and not less than 15 years whichever is greater. All such Adolescent workers shall be certified fit by Certified Surgeon or Doctor In-charge of Primary Health Center.
List of Adolescent workers / Young workers (Age between 16-18) with the certificate of fitness by the local Doctor to be maintained separately.
- **No Bribery**
It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our relationships and business dealings wherever we operate and to implementing and enforcing effective systems to counter bribery.