



Working Condition Policy

Scope

This policy relates to all Norex employees. Norex will always comply with applicable laws and collective labor agreements that are in force.

Commitments

Norex is committed to:

Respect, promote and fulfil the four fundamental rights in the eight International Labor Organization (ILO) core conventions as set out in the Declaration on Fundamental Principles and Rights at Work.

This includes:

- Freedom of association and effective recognition of the right to collective bargaining.
- Elimination of all forms of forced or obligatory labor.
- Prohibition on child labor.
- Elimination of discrimination in employment and occupation.
- Disability inclusion.

Working Time

We ensure decent working hours in compliance with all local laws applicable for working hours and overtime. Overtime shall not be excessive, do not be regular, and remain voluntary, in compliance with applicable regulations & laws.

- Paid national and religious holidays for all employees. Additional days off during important events (marriage, birth, and death of relatives) are provided.
- Provide its employees with annual paid holidays.
- Ensuring employee engagement activities.

Shift Hours

Employees must follow established work schedules. The usual work schedule is 48 hours per week, Monday through Saturday. Normal work hours at Norex Flavours Private Limited are 9:00 a.m. to 6:00 p.m. including 1-hour of lunch break from 1:00 p.m. to 2:00 p.m.





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- **Scheduled Rest Breaks:** We allow employees an appropriate amount of break time within the workday as needed (tea/coffee breaks). Supervisors reserve the right to change rest break period time to ensure departmental needs are being met.
 - An employee is not permitted to accumulate unused rest breaks, nor may the rest break be used to cover an employee's late arrival or early departure from work.
 - Employees on a rest break should remain in the work area or close proximity to be available if needed.

Late Coming Policy

The office timings are from 9.00 a.m. to 6.00 p.m. daily from Monday to Saturday. Lunch Hour shall be 1.00 p.m. to 2.00 p.m. Any employee reaching the office after 9:05 a.m. shall be considered as late. In

case of 3 late coming half day casual leave should be deducted for 4th and 5th late markings. For every

next late marking one day leave shall be deducted.

Flexible Time Policy

We prefer flexible working hours for the work-life balance of the employees in our company. 'Norex Flavours Pvt. Ltd.' believes in providing healthy working hours for the employees.

At Norex, A flexible daily schedule allows employees freedom in terms of when they come to work, leave, or take lunch. These arrangements have no impact on their responsibilities, the goals that need to be achieved, or the total hours worked.

Flextime is a work arrangement in which employees can choose the starting and finishing times of their workday. Flextime work arrangements are available for Salespersons, Procurement team, Auditing team members & Operations team.

The allowance of the flextime to any employee is the core decision of the company's higher management, they shall be discussed with his/her reporting boss/seniors if required.

Physical & Mental Working Conditions

- Protect the health and safety of all Norex workers by preventing work-related injuries.
- Comply with relevant Occupational Health & Safety national laws and regulations.
- Ensure that workers and their representatives are consulted and encouraged to participate actively in activities of H&S.
- Promote a workplace environment that supports and encourages the mental well-being of all employees.



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Wages & Compensation

- We ensure decent compensation in compliance with all local laws applicable for minimum wages.
- Define remuneration equally and not tolerate any discrimination related to origin, nationality, religion, race, gender, disability, or age.
- Norex provide remunerations based on employee's level of responsibility, experience, degree, and market conditions, which is reviewed annually according to the evaluation of employee potential and evaluation.
- Provide all its employees with extra-social benefits i.e., Medclaim
- The salary is divided into multiple head that are describe in the pay slip. The head of the salary distribution table is not limited to as described.

Benefits And Perks

Advances

Salary advances are provided for the purpose of exigencies that the employee faces. These advances are provided for permanent employees who have worked for 3 years or more. The salary, in part or in full, for the month will only be given as advance. The employees will have to apply in the Loans and Advances Forms 15 days in advance. These advances are interest free. Repayment of such loans will be in 6 equal instalments and will be deducted from the salary. An employee can avail this only twice in a year. And employees, who have already taken loans, will not be eligible.

Counselling

The employee can contact HR or supervisor to seek counselling and advice and if the issue requires the help of a professional then a counsellor will be called to provide assistance or will be referred to the employee.

Loans

Norex also provide loan facility to its employees, loans can be provided for these general purposes:

- Marriage of self or own sisters
- Accidents
- And Emergencies such as hospitalization or death in the family (Self, spouse, children, and parents)

These loans are provided to permanent employees who have completed 5 years of service. The employees will have to apply in the Loans and Advances Forms 15 days in advances.



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These loans are interest free. Repayment of such loans will be in 20 equal instalments and will be deducted from the wage. Employees who have taken advance from the factory will have to repay the advance to be eligible for a loan.

▪ **Employee expenses**

There are some expenses that we will pay directly on your behalf (e.g. hotel rooms for work-related travel.) But we ask you to keep track and report on those reimbursable expenses that you pay yourself. Not all travel expenses are reimbursable. For example, we will pay for your transportation to an airport for work-related travel, but not to a museum for a personal visit.


Personal Data Protection

- Responsibly, fairly and transparently collect, use, and disclose personal data (any information that relates to an individual who can be directly or indirectly identified) of employees, in line with the applicable laws, standards and norms.
- Collect and process only as much data as necessary for the purposes specified. Personal data is mainly used for human resources, IT, occupational health & safety, labor relations, infrastructure management and audits.
- Keep personal data accurate and up to date.
- Store personally identifying data for as long as necessary for the specified purpose.
- Use reasonable organizational, technical, and administrative measures to the protect personal data under its control.

Social Dialogue

- Respect the right of its workforce to freedom of association and rights to collective bargaining.
- Consider trade unions as constructive role players in the organization.
- Implement formal communication channels, systems and grievance mechanisms in all its operations.

Implementation

Norex will transversally engage the relevant departments to ensure the implementation of these commitments and to communicate this policy to its employees and interested external stakeholders. 

Vaibhav Agrawal

Managing Director