

ATRIUM PLACE DEVELOPERS PRIVATE LIMITED

(Formerly known as Aadarshini Real Estate Developers Private Limited)

(CIN-U74899HR2005PTC114811)

Regd. Office: 1st Floor, DLF Gateway Tower, R Block, DLF City, Phase -III, Gurugram- 122002, India

Version #	Version Date	Effective Date	Next review date
V2	April 2023	March 2024	On or before Sep 30, 2024

Human Capital- Standard Operating Procedure (SOP) aligned with (ESG) principles:

1. Recruitment and Selection

- Recruitment processes should be inclusive, transparent, and non-discriminatory, regardless of race, gender, age, religion, sexual orientation, or any other personal characteristics.
- Job postings should highlight the company's commitment to ESG and the importance of sustainability in the workplace.
- Hiring managers should assess candidates based on their qualifications, experience, and potential to contribute to the company's ESG objectives.
- The recruitment process should prioritize the hiring of candidates from diverse backgrounds to promote a more inclusive and diverse workforce.

2. Onboarding and Training

- Newly hired employees should receive an orientation that includes an introduction to the company's ESG policies and practices, as well as its sustainability goals and initiatives.
- Ongoing training and development opportunities should be provided to all employees to ensure they have the necessary knowledge and skills to support the company's ESG objectives.
- All training programs should incorporate ESG principles to help employees understand their role in creating a sustainable workplace.

3. Health and Safety

- The company should provide a safe and healthy work environment for all employees, with measures in place to prevent accidents and reduce the risk of work-related injuries or illnesses.
- The company should prioritize the use of environmentally friendly products and materials in the workplace to reduce the risk of exposure to harmful chemicals or materials.
- Employees should be provided with training on health and safety measures, and all incidents or near-misses should be reported and investigated promptly.

4. Diversity, Equity, and Inclusion

- The company should promote diversity, equity, and inclusion in the workplace, with policies and practices that support equal opportunities for all employees.
- The company should strive to create a culture of inclusivity and respect, where all employees feel valued and supported.
- The company should regularly assess its diversity, equity, and inclusion initiatives to identify areas for improvement and make necessary changes.

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5. Community Engagement

- The company should engage with the local community and support initiatives that align with its ESG goals and values.
- The company should prioritize Community Engagement activities that have a positive impact on the environment, society, and local communities.
- The company should regularly assess its community engagement and Community Engagement activities to ensure they are aligned with its ESG objectives and values.

6. Ethics and Compliance

- The company should have a code of ethics that promotes ethical behavior and compliance with all applicable laws and regulations.
- The company should have policies and procedures in place to prevent corruption, bribery, and other unethical practices.
- The company should regularly assess its ethics and compliance initiatives to identify areas for improvement and make necessary changes.

This SOP shall be regularly reviewed and updated to ensure alignment with the company's ESG objectives and values.