

# ATRIUM PLACE DEVELOPERS PRIVATE LIMITED

(Formerly known as Aadarshini Real Estate Developers Private Limited)

(CIN-U74899HR2005PTC114811)

Regd. Office: 1<sup>st</sup> 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

## SOCIAL POLICY

### Introduction

Atrium Place Developers Private Limited (APDPL) recognizes the importance of social responsibility and its role in promoting the well-being of communities, employees, and customers. Our commitment to corporate social responsibility goes beyond legal compliance and extends to ethical and responsible business practices. This policy outlines our stance on various social aspects and our commitment to promoting sustainability, fair labour practises, human rights, and diversity within our company and the communities we operate in.

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## CHILD LABOUR PROHIBITION

### Introduction

Our company recognizes that child labour is a serious violation of human rights and a significant barrier to social and economic development. We are committed to promoting the welfare and development of children and will not tolerate the use of child labour in any of our operations or in our supply chain.

### Definition of Child Labour

Our company defines child labour as any work done by a person below the minimum age for work established by national law. This includes work that is hazardous, exploitative, or interferes with the child's education, health, or development.

### Compliance with Laws and Regulations

Our company will comply with all relevant laws and regulations related to child labor, including those relating to minimum age for employment, working hours, and working conditions. We will also adhere to Indian standards such as the.

### Prohibition of Child Labour

Our company prohibits the use of child labor in any of our operations or in our supply chain. We will not employ anyone who is under the minimum age for work established by national law.

### Elimination of Child Labour

Our company is committed to eliminating child labour in our supply chain. We will work with our suppliers and contractors to identify and address any instances of child labour and take appropriate actions.

### Monitoring and Reporting

Our company will regularly monitor and report on our compliance with this policy and any instances of child labour in our operations or supply chain. We will also encourage our employees, suppliers, and contractors to report any instances of child labour or potential violations of this policy.

### Conclusion

Our company is committed to promoting the welfare and development of children and will not tolerate the use of child labour in any of our operations or in our supply chain. We will also collaborate with our stakeholders to identify opportunities for improvement and promote positive social and environmental impact within our communities.

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## COMMUNITY DEVELOPMENT

### Introduction

Our company recognizes the importance of contributing to the social and economic development of the communities in which we operate. We are committed to creating positive impacts in these communities through sustainable and responsible business practices, including community development initiatives.

### Identification of Community Needs

Our company will work with local stakeholders, including community members, governments, and non-governmental organizations, to identify the specific needs and priorities of the communities in which we operate. We will use this information to develop community development initiatives that are aligned with our business objectives and contribute to the sustainable development of these communities.

### Collaboration and Partnership

Our company will collaborate with local stakeholders and partners to implement community development initiatives. This includes working with community organizations and non-governmental organizations to leverage their expertise and resources in addressing community needs. We will also partner with governments and other stakeholders to align our community development initiatives with their development plans and priorities.

### Investment in Community Development

Our company will invest in community development initiatives that align with our business objectives and contribute to the sustainable development of the communities in which we operate. This includes initiatives such as education and skills training, healthcare, infrastructure development, and environmental conservation. We will also allocate resources to support local entrepreneurs and small and medium-sized enterprises, as they contribute to job creation and economic growth.

### Monitoring and Evaluation

Our company will regularly monitor and evaluate the impact of our community development initiatives. We will use this information to refine and improve our initiatives and to ensure that they are contributing to the sustainable development of the communities in which we operate.

### Transparency and Communication

Our company will be transparent in our community development initiatives and communicate our progress to our stakeholders. This includes reporting on our investments in community development, the impact of our initiatives, and any challenges or issues we face in implementing these initiatives.

### Conclusion

Our company is committed to contributing to the sustainable development of the communities in which we operate through community development initiatives. We will continue to collaborate with local stakeholders and partners to identify and address community needs and invest in initiatives that align with our business objectives and contribute to the social and economic development of these communities. We will also regularly monitor and evaluate our initiatives and communicate our progress to our stakeholders.

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## EMPLOYEE HEALTH AND WELL-BEING

### Introduction

APDPL recognizes the importance of promoting the health and well-being of our employees. We are committed to providing a safe and healthy work environment, promoting healthy lifestyles, and supporting our employees' mental and physical health.

### Safe and Healthy Work Environment

Our company will provide a safe and healthy work environment for our employees. This includes providing adequate safety equipment and training, regularly maintaining our facilities and equipment, and implementing safety protocols to prevent accidents and injuries.

### Promotion of Healthy Lifestyles

Our company will promote healthy lifestyles among our employees. This includes providing resources and support for physical activity, healthy eating, stress management, and other aspects of wellness. We will also encourage our employees to take breaks, manage their workload, and prioritize self-care.

### Mental Health Support

Our company recognizes the importance of mental health and will provide resources and support for our employees' mental health. This includes providing access to counselling services, resources for stress management, and training for managers to recognize and respond to mental health concerns.

### Flexible Work Arrangements

Our company will offer flexible work arrangements to support our employees' health and well-being. This includes options for remote work, flexible schedules, and paid time off for illness, personal time, and other situations.

### Employee Engagement and Communication

Our company will engage and communicate with our employees about health and well-being initiatives. We will regularly survey our employees to understand their needs and preferences and provide opportunities for feedback and input. We will also communicate the availability of resources and support for health and well-being to ensure that our employees are aware of these benefits.

### Conclusion

Our company is committed to promoting the health and well-being of our employees. We will provide a safe and healthy work environment, promote healthy lifestyles, support our employees' mental health, offer flexible work arrangements, and engage and communicate with our employees about health and well-being initiatives. We will continue to review and update our policies and practices to ensure that we are aligned with our values and our commitment to supporting our employees' health and well-being.

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## EMPLOYEE REMUNERATION

### Introduction

Our company recognizes the importance of fair and equitable remuneration for our employees. We are committed to providing competitive and transparent compensation packages that align with our business objectives and support our employees' financial well-being.

### Fair and Equitable Compensation

Our company will provide fair and equitable compensation to our employees. We will ensure that compensation is based on factors such as job responsibilities, skills, experience, and performance, and is consistent with industry standards and local laws and regulations.

### Transparent Compensation

Our company will be transparent about our compensation policies and practices. We will provide our employees with information about the components of their compensation package, including base pay, benefits, bonuses, and other incentives. We will also communicate any changes to compensation policies and practices in a timely and clear manner.

### Competitive Compensation

Our company will provide competitive compensation packages that attract and retain top talent. We will regularly benchmark our compensation packages against industry standards and adjust our compensation policies and practices as needed to remain competitive.

### Benefits and Incentives

Our company will provide a range of benefits and incentives to support our employees' financial well-being. This includes healthcare benefits, other incentives such as performance-based bonuses.

### Performance Management

Our company will link compensation to employee performance. We will use a transparent and objective performance management system to evaluate employee performance and determine compensation adjustments such as bonuses and merit increases.

### Compliance with Local Laws and Regulations

Our company will comply with all local laws and regulations related to employee remuneration, including minimum wage laws, overtime laws, and tax regulations.

### Conclusion

Our company is committed to providing fair and equitable compensation to our employees. We will provide transparent and competitive compensation packages that align with our business objectives and support our employees' financial well-being. We will also provide a range of benefits and incentives, link compensation to performance, and comply with all local laws and regulations related to employee remuneration. We will regularly review and update our policies and practices to ensure that they are aligned with our values and our commitment to fair and equitable compensation for our employees.

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## FORCED OR COMPULSORY LABOR

### Introduction

APDPL recognizes and understands the universal condemnation of forced and compulsory labor and is committed to providing a safe working environment to the labor.

### Definition

According to the International Labor Organization, forced or compulsory labor is "all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered himself or herself voluntarily."

### Monitoring and Reporting

APDPL encourages monitoring mechanisms, data collection and reporting on cases of forced labor to assess the scale of the problem, identify trends, and measure progress in combating this issue.

### Policy Development

APDPL has developed a clear and comprehensive policy against forced or compulsory labor. The policy explicitly prohibits all forms of forced labor which also includes human trafficking and involuntary overtime.

### Risk Assessment and Management

APDPL shall conduct regular risk assessments to identify and address potential areas where forced labor may occur within the operations and supply chains.

APDPL shall also implement due diligence processes to assess and monitor suppliers and partners for compliance with your policy.

APDPL is also committed to take immediate action if ~~if~~ any instances of forced labor are identified, including remediation for affected workers and disciplinary measures for perpetrators.

### Transparency

APDPL shall maintain transparency in all matters regarding policies, practices and performance related to labor standards.

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## **HEALTH AND SAFETY OF EMPLOYEES, COMMUNITY, CONTRACTORS & TENANTS**

### **Introduction**

Our company recognizes the importance of providing a safe and healthy environment for our employees, the communities where we operate, our contractors, and tenants. We are committed to implementing policies and procedures that promote health and safety and prevent accidents, injuries, and illnesses.

### **Compliance with Laws and Regulations**

Our company will comply with all applicable health and safety laws and regulations. We will also adopt international standards and best practices to promote health and safety in all of our operations.

### **Risk Assessment and Management**

Our company will conduct regular risk assessments to identify and manage potential hazards and risks to health and safety. We will implement appropriate controls and measures to eliminate or mitigate these risks.

### **Training and Education**

Our company will provide training and education to employees, contractors, and tenants on health and safety policies and procedures. We will also provide regular updates and refresher training to ensure that everyone is aware of the latest best practices and procedures.

### **Emergency Preparedness**

Our company will develop and maintain emergency preparedness plans to respond to potential emergencies or disasters. We will also conduct regular drills and exercises to test the effectiveness of these plans and ensure that everyone knows what to do in case of an emergency.

### **Reporting and Investigation**

Our company will establish a reporting and investigation system to identify and investigate potential health and safety incidents. We will also implement corrective actions and measures to prevent similar incidents from occurring in the future.

### **Contractor and Tenant Management**

Our company will require contractors and tenants to comply with our health and safety policies and procedures. We will also provide them with the necessary training and resources to ensure that they can operate safely and responsibly.

### **Community Engagement**

Our company will engage with the communities where we operate to understand their health and safety concerns and address them proactively. We will also provide support and resources to promote health and safety in these communities.

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## **Conclusion**

Our company is committed to providing a safe and healthy environment for our employees, the communities where we operate, our contractors, and tenants. We will comply with all applicable health and safety laws and regulations, conduct regular risk assessments, provide training and education, develop emergency preparedness plans, establish a reporting and investigation system, require contractors and tenants to comply with our policies, and engage with the communities where we operate. We will regularly review and update our policies and practices to ensure that they are aligned with our values and our commitment to health and safety.



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## HUMAN RIGHTS

### Introduction

Our company recognizes that respect for human rights is essential to conducting business ethically and sustainably. We are committed to upholding human rights in all of our operations and value chain, including our employees, suppliers, customers, and communities where we operate.

### Respect for Human Rights

Human rights are the fundamental rights, freedoms, and standards of treatment to which all people are entitled. APDPL respects and supports internationally recognized human rights as reflected in the International Bill of Human Rights and the International Labour Organization's Declaration on Fundamental Principles and Rights at work.

### Non-discrimination

Our company will not discriminate against any person based on their race, colour, gender, sexual orientation, religion, age, national origin, disability, or any other characteristic protected by applicable laws and regulations.

### Forced Labour and Child Labour

Our company will not use any form of forced labour or child labour. We will comply with all applicable laws and regulations related to labour and human rights, and we will require our suppliers and contractors to do the same.

### Supply Chain Management

Our company will require our suppliers and contractors to comply with our human rights policy. We will also conduct due diligence to identify and address any potential human rights risks in our supply chain.

### Community Engagement

Our company will engage with the communities where we operate to understand their human rights concerns and address them proactively.

### Reporting and Monitoring

Our company will establish a reporting and monitoring system to identify and address any potential human rights violations through contractors. We will also report on our human rights performance and progress on a regular basis.

### Conclusion

Our company is committed to upholding human rights in all of our operations and value chain. We will respect human rights, including non-discrimination, freedom of association, and the elimination of forced and child labour. We will require our suppliers and contractors to comply with our human rights policy, engage with the communities where we operate, and establish a reporting and monitoring system to identify and address any potential human rights violations. We will regularly review and update our policies and practices to ensure that they are aligned with our values and our commitment to human rights.

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## INCLUSION AND DIVERSITY

### Introduction

Our company recognizes that inclusion and diversity are essential to our success as a business. We are committed to fostering an inclusive and diverse workplace where all employees are valued and respected for their unique backgrounds, experiences, and perspectives.

### Definition

Our company defines diversity as the range of differences that exist among individuals, including but not limited to race, ethnicity, gender, sexual orientation, religion, age, and disability. Inclusion refers to the intentional actions and strategies we use to create an environment where everyone feels valued and included.

### Non-Discrimination

Our company will not discriminate against any individual based on their race, ethnicity, gender, sexual orientation, religion, age, disability, or any other characteristic protected by applicable laws and regulations.

### Recruitment and Hiring

Our company is committed to attracting a diverse pool of candidates for all job openings. We will provide equal employment opportunities to all qualified applicants and will not discriminate against anyone based on their demographic background.

### Training and Development

Our company will provide training and development opportunities to all employees to help them understand the importance of inclusion and diversity in the workplace. We will also offer specialized training to managers and leaders to help them create and maintain an inclusive environment.

### Employee Resource Groups

Our company will support the formation and activities of Employee Resource Groups (ERGs) to promote inclusion and diversity. ERGs provide a space for employees to connect with others who share similar backgrounds, experiences, or interests, and to develop initiatives and strategies that promote diversity and inclusion.

### Supplier Diversity

Our company is committed to partnering with suppliers who share our values of inclusion and diversity. We will actively seek out diverse suppliers and contractors and will provide equal opportunities to all qualified suppliers.

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## **Reporting and Monitoring**

Our company will establish a reporting and monitoring system to track our progress in promoting inclusion and diversity. We will also regularly review and update our policies and practices to ensure that they are aligned with our values and commitment to inclusion and diversity.

## **Conclusion**

Our company is committed to fostering an inclusive and diverse workplace where all employees are valued and respected. We will provide equal employment opportunities, offer training and development programs, support Employee Resource Groups, partner with diverse suppliers and contractors, and establish a reporting and monitoring system to track our progress. We will also regularly review and update our policies and practices to ensure that they reflect our values and commitment to inclusion and diversity.

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## LABOR STANDARDS AND WORKING CONDITIONS

### Introduction

APDPL understands that labor standards and working conditions are crucial aspects of employment that ensure fair treatment, safety, and well-being of workers.

### Definition

Labor standards are those that are applied to the way workers are treated. The term covers a wide range of things: from use of child labor and forced labor, to the right to organize trade unions and to strike, minimum wages, health and safety conditions, and working hours.

### Minimum Wage

APDPL ensures that the labor receives at least the minimum wage as prescribed by law, and to regularly update the wage to reflect inflation and cost of living changes.

### Working Hours

APDPL adheres to legal limits on working hours, including daily and weekly maximums. Adequate rest breaks and days off are provided and it is ensured that overtime shall be voluntary and compensated at a higher rate.

### Health and Safety

APDPL maintains a safe and healthy work environment at its work locations. Alongside, APDPL conducts regular safety training and drills as well as arranges for necessary safety equipment and ensure its proper use.

### Child Labor

APDPL prohibits the employment of children below the minimum age specified by law.

### Forced Labor

At APDPL, all forms of forced or compulsory labor are prohibited. It is also ensured that employment is freely chosen and that workers can leave employment with reasonable notice.

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## **CUSTOMER SATISFACTION**

### **Introduction**

At our company, we are committed to providing our customers with high-quality products and services that meet their needs and exceed their expectations. We believe that customer satisfaction is essential to our success as a business, and we strive to ensure that every customer has a positive experience with our company.

### **Quality of Products and Services**

Our company is committed to providing our customers with high-quality products and services that meet or exceed their expectations. We will continuously monitor and improve the quality of our products and services to ensure that they meet the needs of our customers.

### **Customer Service**

Our company will provide excellent customer service to all customers. We will respond to customer inquiries, concerns, and complaints promptly and professionally. We will also ensure that our employees are trained to provide excellent customer service and are empowered to make decisions that will benefit our customers.

### **Transparency and Honesty**

Our company is committed to being transparent and honest with our customers. We will provide adequate information that about our products and services, including their features, benefits, and limitations. We will also be honest about any issues or challenges that may arise and will work to resolve them quickly and effectively.

### **Feedback and Continuous Improvement**

Our company values customer feedback and will use it to continuously improve our products and services. We will regularly solicit feedback from our customers and will use it to identify areas for improvement. We will also establish processes and systems to track customer feedback and ensure that it is acted upon promptly.

### **Compliance with Laws and Regulations**

Our company will comply with all applicable laws and regulations related to customer satisfaction, including those related to product safety, data privacy, and consumer protection. We will also establish policies and procedures to ensure that our employees are trained on these laws and regulations and are equipped to comply with them.

### **Conclusion**

Our company is committed to providing our customers with high-quality products and services and excellent customer service. We will be transparent and honest with our customers and will continuously seek their feedback to improve our products and services. We will also comply with all applicable laws and regulations related to customer satisfaction.