



2026

COMPANY POLICY DOCUMENT

POLICY NO. – P/HR/35
HUMAN RIGHT POLICY



ISO 9001:2015 Certified
Certified by TÜV SÜD South Asia Pvt Ltd
Cert. No. 99 100 25410



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Policy Name - Human Right Policy

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Purpose of Policy

Pratham Transolutions India Pvt. Ltd. is committed to conducting business in a manner that respects and protects the dignity, rights, safety, and welfare of all individuals associated with the organization.

The purpose of this Human Rights Policy is to establish the Company's commitment towards fair treatment, equal opportunity, safe working conditions, ethical employment practices, and respect for human dignity throughout its logistics and transportation operations.

As a logistics service provider employing office staff, operational personnel, commercial drivers, contractors, and vendor personnel, the Company recognizes its responsibility to ensure that all individuals are treated with fairness, respect, and without discrimination.

Scope of the Policy

This policy applies to:

- Commercial truck drivers and field staff
- HR, Operations, Accounts, Maintenance, and Administration Departments
- Contractors, vendors, transport partners, and manpower suppliers
- All company offices, operational locations, vehicles, parking yards, warehouses, and customer sites

Every employee and stakeholder associated with the Company is expected to comply with the principles outlined in this policy.

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Company Commitment to Human Rights

Pratham Transolutions India Pvt. Ltd. is committed to respecting internationally recognized human rights and complying with applicable Indian labour laws.

The Company shall:

- Treat every individual with dignity and respect
- Provide a workplace free from discrimination and harassment
- Maintain safe and healthy working conditions
- Ensure lawful and ethical employment practices
- Prohibit child labour, forced labour, and bonded labour
- Promote equal employment opportunities
- Protect employees from retaliation for reporting concerns
- Support employee welfare and well-being

The Company maintains a **Zero-Tolerance** approach towards any form of **Human Rights Violation**.

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Human Rights Principles

The Company is guided by the following principles:

Respect for Human Dignity

Every individual shall be treated fairly, respectfully, and professionally regardless of position or designation.

Freedom of Employment

Employment with the Company shall be voluntary. No employee shall be forced, coerced, or compelled to continue employment against their will.

Fair Treatment

All employment-related decisions shall be based on merit, competence, qualifications, and operational requirements.

Safe Working Conditions

Employees shall have the right to work in an environment that promotes safety, health, and well-being.

Freedom from Harassment

Harassment, intimidation, bullying, abuse, or threatening behavior shall not be tolerated.

Right to Report Concerns

Employees shall have access to grievance mechanisms without fear of retaliation.

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Equal Opportunity & Non-Discrimination

The Company is committed to providing equal opportunities in recruitment, training, promotion, compensation, transfer, and career development.

Discrimination based on any of the following is strictly prohibited:

- Gender
- Religion
- Caste
- Community
- Language
- Marital Status
- Disability
- Age (subject to legal employment requirements)
- Social or Economic Background

Employment decisions shall be based solely on:

- Qualifications
- Skills
- Experience
- Performance
- Business Requirements

Any discriminatory behavior shall be considered misconduct and may attract disciplinary action.

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Prevention of Child Labour & Forced Labour

The Company strictly prohibits:

- Child Labour
- Forced Labour
- Bonded Labour
- Human Trafficking
- Employment obtained through coercion or intimidation

The Company shall comply with:

- Child & Adolescent Labour (Prohibition and Regulation) Act, 1986
- Bonded Labour System (Abolition) Act, 1976
- Applicable Labour Laws and Regulations

The Company shall not:

- Retain original employee identity documents
- Demand deposits for employment
- Restrict lawful resignation
- Delay wages unlawfully

Any suspected violation shall be reported immediately to HR or Management.

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Workplace Safety, Welfare & Dignity

The Company recognizes that employee welfare is a fundamental human right.

The Company shall provide:

- Safe workplaces and work practices
- Access to drinking water and sanitation facilities
- Safe vehicles and equipment
- Appropriate working hours and rest periods
- Emergency response and reporting mechanisms
- A respectful and professional working environment

The Company strictly prohibits:

- Alcohol or drug use during duty
- Physical violence
- Verbal abuse
- Workplace intimidation
- Unsafe operational practices

All employees are responsible for contributing to a safe and respectful workplace.

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Driver-Specific Human Rights Protection

As commercial drivers form a significant part of the Company's workforce, special emphasis is placed on protecting their rights and welfare.

The Company shall:

- Promote safe driving practices
- Monitor excessive driving hours and fatigue risks
- Provide emergency communication support
- Ensure fair treatment during operational activities
- Avoid unreasonable delivery pressure that compromises safety
- Encourage reporting of unsafe instructions or conditions

Drivers shall not be forced to:

- Operate unsafe vehicles
- Drive under fatigue
- Violate traffic regulations
- Work under the influence of alcohol or drugs
- Continue operations under dangerous conditions

Drivers are encouraged to immediately report any safety, welfare, or human rights concerns.

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Department-Specific Responsibilities

Human Resources Department

- Ensure compliance with employment-related human rights requirements
- Manage grievance and complaint mechanisms
- Conduct awareness and training programs
- Monitor workplace welfare practices

Operations Department

- Ensure safe operational practices
- Monitor driver welfare and working conditions
- Prevent unsafe operational pressure
- Support incident reporting and resolution

Accounts Department

- Ensure lawful wage payment
- Process salaries through bank transfer only

Administration Department

- Maintain workplace facilities and employee welfare infrastructure
- Support security, safety, and employee well-being initiatives

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Reporting & Grievance Process

Employees may report concerns relating to:

- Discrimination
- Harassment
- Child labour
- Forced labour
- Unsafe working conditions
- Human rights violations

Complaints may be raised through:

- Reporting Manager
- Human Resources Department
- Senior Management
- Whistle Blower Mechanism
- Anonymous Complaint Channel

All complaints shall be treated confidentially and investigated fairly.

No retaliation shall be permitted against any employee reporting concerns in good faith.

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Investigation Process

Upon receiving a complaint:

- HR or Management shall conduct a preliminary review
- Relevant facts and records shall be examined
- Concerned individuals may be interviewed
- Appropriate departments may be involved in the investigation
- Corrective and preventive actions shall be implemented where required

The Company shall ensure fairness, confidentiality, and compliance throughout the investigation process.

Disciplinary Action

Violation of this policy may result in:

- Verbal Warning
- Written Warning
- Suspension
- Termination of Employment
- Legal Action where applicable

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Conclusion

Pratham Transolutions India Pvt. Ltd. is committed to conducting business in a manner that respects human dignity, promotes equality, protects employee welfare, and upholds ethical employment practices.

Every individual associated with the Company shares responsibility for maintaining these standards and contributing to a workplace built on dignity, fairness, respect, and integrity.

Approval & Acknowledgement

This Policy is approved and issued under the authority of the Director, Pratham Transolutions India Pvt. Ltd.

Date	Description of Change	Approved By
01.10.2025	Initial Issue	Tushar Gorasiya (Director)

Tushar Gorasiya
Founder & Director

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