



## SAP PRINT SOLUTIONS PVT. LTD.

📍 28A, Lakshmi Industrial Estate, S.N. Path, Lower Parel (W), Mumbai - 400 013, Maharashtra, India.  
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# CODE OF CONDUCT

## FORCED LABOUR

Employment is freely chosen. **SAP PRINT SOLUTIONS PVT. LTD.** and its business partners shall not allow any form of forced or involuntary labour and may not require their employees to make any kind of deposits nor are they entitled to retain employees any form of identity documents.

## CHILD LABOUR

There shall be no use of child labour. The age of admission of the employees shall not be less than the age of completion of compulsory schooling, and, in any case, not less than 15 years (or 14 where national law permits) in accordance with national regulations for the protection of young employee shall be fulfilled.

## DISCRIMINATION

It shall be guaranteed that all employees are treated equally and have access to equal opportunities. No discrimination shall be tolerated on the basis of gender, age, religion, and race, caste, social background, disability, ethnic and national origin, nationality, membership in workers organizations including unions, political affiliation sexual orientation, or any other personal characteristics.

## DISCIPLINARY MEASURES

Employees shall be treated with respect and dignity. Any kind of corporal and physiological, sexual or verbal harassment and abuse, and any other form of intimidation are prohibited. Disciplinary measures shall be in line with national laws and internationally recognized human rights. Employees, who raise any complaint based on the code and or on applicable national international laws, shall not be subject to any form of disciplinary measures or reprisal.

## WORKING CONTRACTS

Business partners have to provide their employees with written working contracts. Working contracts shall minimum contain: Name and picture of employee, date and place of birth, home, address, function, starting date of working relationship, hours of work, remuneration and compensation. Probation period (if applicable) leave entitlements, details for termination of the working relationships (both by employee and employer) Signature of employee and employer and date of signature in the case of contracted work, the business partner has to secure that before mentioned requirements are observed by the contractors.

## COMPENSATION

Wages paid for a standard working week shall meet at least legal or industry minimum standards, which of the two is higher. Business partners shall strive to pay wages that covers the cost of living and leave some discretionary income in case that legal minimum wages fail to do so. Employees shall receive at least all legally mandated benefits.

**Works 1:**  
Plot No. 3, Sector II, The Vasai  
Taluka Industrial Co-op. Estate Ltd.,  
Gaurapada, Vasai (East),  
District Palghar - 401 208,  
Maharashtra, India.  
Tel.: 0250 6061222 / 23 / 24

**Works 2:**  
Plot No. 30, Sector II, The Vasai  
Taluka Industrial Co-op. Estate Ltd.,  
Gaurapada, Vasai (East),  
District Palghar - 401 208,  
Maharashtra, India.

**Works 3:**  
Plot No. 27, Sector II, The Vasai  
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All overtime work shall be reimbursed at a premium rate according to legal or industry standards, whichever is higher. Deductions from wages to disciplinary purposes are permitted. Employees shall receive full information on the compensation of their wages, including deductions and benefits in a form they can understand.

### HOURS OF WORK

Hours of work shall comply with applicable laws and industry standards, whichever of the two is more stringent in any event; workers shall not on a regular basis be required to work in excess of 48 hours per week. Overtime shall be voluntary, shall not exceed 12 hours per week and not be demanded on regular basis. Employees are entitled to at least one free day, following six consecutive days of working.

### WORKING CONDITIONS AND HEALTH & SAFETY

The workplace shall not harm employee's health and safety. A safe and hygienic working environment shall be provided. Occupational health and safety practices shall be promoted, which prevents accidents and injury in the course of work or as a result of the operation of employer facilities. These health and safety practices and procedure shall be communicated to and trained with the employees on a regular basis. The same principles apply to all social facilities and employee accommodation facilities if provided by the employer.

### FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

The right of employees to form or join workers organization including unions of their own choice and to bargain collectively shall be recognized. In those situations in which the rights to freedom of association and collective bargaining are restricted by law, parallel means of independent and free association and bargaining shall be allowed. Workers representatives shall be protected against discrimination and shall be provided free access to the work places, to ensure that they can exercise their rights in lawful and peaceful manner.

### MANAGEMENT PRACTICE

Social standards as defined in this code shall be acknowledged by the management of any business partner and shall be incorporated in company policies, employees shall be informed about the contents of the code and applicable national\international laws in a way that is accessible for them. Obligations of this code and\or of national\international laws shall not be avoided through the use of labour-only contracting arrangements, false apprenticeship schemes or comparable measures. In order to meet all requirements as set forth in this code and in national\international laws, employers shall establish at least a minimum set of management functions. Responsible personnel for issues such as human resources/employment, legal.

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