

**Melzer Chemicals Pvt. Ltd.**  
**Labor & Human Rights**  
**Policy**

## Introduction

Melzer Chemicals Pvt Ltd (Melzer) is a specialty chemicals manufacturer based in India, established in the year 2000 serving diverse industries both domestically and globally. Melzer has its manufacturing unit at Kurkumbh (Maharashtra), India and its corporate office in Pune, India. Melzer also has an Innovation Centre in Navi Mumbai and a Microbial Lab catering specifically to the needs of our customers. Melzer is a leading manufacturer of Biocides, Polymers, and Specialty Chemicals, serving a broad spectrum of Industrial Applications. Our largest product portfolio is dedicated to the Oil & Gas sector, where we supply a wide range of specialty and performance-enhancing chemicals. Melzer is recognized globally for adhering to the highest environmental standards in the production of all our products.

At Melzer, our first and most important value is to always do what is right. Our values are rooted in respect for the human rights of everyone we work with. We respect and acknowledge internationally recognized human rights principles. Within the company, we are committed to treating people with dignity and respect, as well as providing and supporting all human rights, including labor rights. **Towards this, Melzer has committed that by 2030, to have labor and human rights practices at par or above the world-class standards on health & safety, working hours, living wages, and other relevant areas.**

Our Labor and Human Rights Policy conforms to:

- [The United Nations Guiding Principles on Business and Human Rights](#)
- [The United Nations Universal Declaration of Human Rights](#)
- [The International Labor Organization's 1998 Declaration on Fundamental Principles and Rights at Work](#)
- [OECD Guidelines for Multinational Enterprises](#)

In addition, this Policy supplements Melzers' Code of Business Conduct & Ethics and Employee handbook, that guides all our employees in our daily work and requires that we be responsive to the concerns of the communities in which we operate, exercising the highest degree of honesty and integrity in our dealings with others.

These important documents should be reviewed carefully and read together.

## Fundamentals

### What are Labor and Human Rights?

As defined by the United Nations, Human rights are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more. Everyone is entitled to these rights, without discrimination. Labor rights are a subset of human rights, in that the workers are treated with dignity that they are entitled to as human beings.

### Who is covered by this Policy?

This Policy applies to all employees and executives of Melzer and any of its subsidiaries around the world. All Melzer employees are responsible for understanding and abiding by this Policy at all times.

In addition, this Policy applies to all business partners who provide services to Melzer directly related to obtaining, retaining, or facilitating business or handling our business matters ("Third Parties"). Such Third Parties may include, but are not limited to, distributors, agents, brokers, supply chain partners, consultants, resellers, contractors, and professional service providers. It is expected that these obligations will be communicated clearly to all such Third Parties and contractually required wherever possible. Sample contract language is available from the Legal Team.

### Why does it apply to Third Parties?

People working in supply chains often suffer serious labor rights abuses, including child labor, and communities face human rights impacts from environmental damage caused by various industrial activities. Melzer' operation including a vast supply chain, makes it particularly vulnerable to labor and human rights violations in the process. Under most labor laws, Melzer can be held liable for the human rights violations or can be impacted by the disruptions in the supply chain due to such violations. We must let our Third Parties know about our unwavering commitment to follow these laws and what this Policy requires of them. Any Third Party being considered to work for or on behalf of Melzer must agree to abide by this Policy.

### Who administers the Policy and can answer my questions?

Our Human Resources team, is responsible to administer, review, and update this Policy as necessary. It is also the responsibility of every Melzer Company leader to ensure that all employees in his or her respective departments understand and abide by these policies.

If you have any questions, concerns, or would like to discuss anything related to this Policy, please contact Mr. Rajendra Wagh (DGM – HR), Human Resources at [r.wagh@melzerspeciality.com](mailto:r.wagh@melzerspeciality.com)

## Labor & Human Rights Policy

### A. Freedom of Association and the Right to Collective Bargaining

Melzer recognizes employees' rights to freedom of association and collective bargaining. We respect employees' rights to join, form or not to join a labor union without fear of harassment and reprisal. When collective negotiations take place, we are committed to establishing a constructive dialogue with the employees' lawful representatives.

### B. Forced Labor and Human Trafficking

Melzer prohibits the use of all forms of forced or compulsory labor, including prison labor, indentured labor, bonded labor, military labor, and slave labor in our operations, and does not engage in any form of human trafficking. The company forbids harsh or inhumane treatment, including corporal punishment or the threat of corporate punishment.

### C. Child Labor

Melzer prohibits employment of anyone under the local legal age requirement.

### D. Harassment Prohibition

As an equal opportunity employer, Melzer is committed to providing a work environment free of harassment, discrimination, and retaliation based on race, religion, color, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender, gender identity, gender expression, national origin, sexual orientation, citizenship, ancestry, age, marital status, military or veteran status, physical or mental disability, or any other basis protected by applicable federal, state or local law or ordinance or regulation (collectively, "protected characteristics"). Melzer also prohibits harassment, discrimination, and retaliation based on the perception that someone has any of the protected characteristics or is associated with a person who has or is perceived as having any of the protected characteristics.

### E. Work Hours, Living Wages and Benefits

Melzer recognizes the importance of providing fair wages to all its employees, direct as well as the contract employees and is committed to a fair pay for all. We offer our employees living wages and benefit packages that are comparable for our industry, and in line with respective local labor markets and laws. We ensure employees have work hours that are compliant with all applicable legal regulations. In addition, we strive to provide our employees with opportunities to broaden their skills through training and professional development programs.

## **F. Safe and Healthy Workplace**

Melzer is committed to providing a safe, clean, and healthy workplace in compliance with all applicable and legally mandated local standards and regulations. We are committed to providing appropriate access to safe water, sanitation, and hygiene to all our employees. We believe the workplace can be happier, healthier, and more productive by minimizing the risk of accidents, injuries, and exposure to health risks. We are committed to engaging with our employees to continually improve health and safety in our workplace, including helping employees better identify and remedy potential health and safety issues.

## **G. Workplace Security**

Melzer is committed to maintaining a workplace that is free from violence, intimidation, and other unsafe or disruptive conditions. The safety of our employees is of the utmost importance, and security safeguards for employees are regularly assessed and provided as needed. We have security arrangements, infrastructure, and assets to protect our employees and property in all our office and facilities.

## **H. External Stakeholder Human Rights**

Melzer is committed to upholding and promoting human rights in all its operations and related external engagements including our interactions with suppliers, contractors, other stakeholders, and local communities. We require our partners to adhere to the same high standards of human rights that we enforce internally. Melzer conducts regular risk assessments to identify and address potential human rights issues, including engagement with the local communities, civil society organizations, and other stakeholders to prevent any negative impacts on human rights. Also, we have established accessible and confidential mechanisms for reporting human rights concerns to ensure that grievances are addressed promptly and effectively.

## **I. Guidance and Reporting for Employees**

Melzer encourages all individuals to immediately report any concerns or suspected violation of this Policy, our values, Code of Conduct, or local policies or the law. Employees may bring their complaint to their supervisor, the Legal Department, or the Human Resources Department, as appropriate. In addition, employees may report any such concerns or violations by anonymously calling the Melzer crisis hotline, +91 2035139700. Reports may be anonymous, except where restricted by local law. The Company prohibits and will not tolerate retaliation against any employee for making a good faith complaint or for participating in an investigation of such a complaint.