



# Prohibition of Child & Forced Labour at the Workplace Policy

November 2025

<b>Version</b>	<b>Document History</b>	<b>Name (by)</b>	<b>Date</b>	<b>Description of changes/remarks</b>
1		ESG Team	December 17, 2025	New Policy

## 1. Purpose and Applicability

IREP Credit Capital Limited is committed to upholding the highest standards of ethical conduct, social responsibility, and human rights across all areas of its operations. In alignment with this commitment, the Policy on Prohibition of Child Labour and Prevention of Forced Labour sets forth the company's position against the use of child labour and any form of forced or involuntary labour at the workplace.

The objective of the Policy is to affirm IREP Credit Capital's unwavering commitment to ethical business practices by strictly prohibiting the use of child and forced labour in any form — whether directly or through third-party associations. This policy ensures full compliance with applicable Indian laws and international conventions and reinforces our dedication to upholding human rights across all aspects of our operations.

The Policy is applicable to all employees—across all levels of management, workmen, apprentices, and contract staff—working at IREP's premises. Furthermore, the principles outlined herein extend to all third-party entities, including vendors and suppliers, engaged with the company.

## 2. Definitions

**Child Labour** refers to the work by children that is economically exploitative or likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development. Employment of individuals below 14 years of age, or adolescents (14–18 years) in hazardous work, is prohibited under the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986, and other applicable laws.

IREP complies with the latest amended Child and Adolescent Labour (Prohibition and Regulation) Act, 1986.

**Forced labour** consists of any work or service not voluntarily performed that is exacted or coerced from a person under threat of force or penalty, i.e., any work performed involuntarily under threat, coercion, or deception, including bonded, trafficked, or compulsory labour. For example, agents of threat or force can include (but are not limited to) monetary deposits, withholding of certificates, excessive notice period, limitations on freedom of movement, substantial or inappropriate fines or loss of previously earned wages that serve to prevent workers from voluntarily ending employment within their legal rights or contractual clauses that limit or prohibit resignation within a certain timeframe.

Forced labour also includes any kind of involuntary or compulsory labour, such as indentured labour, bonded labour or similar labour arrangements, slavery and slavery-like practices.

## 3. Guidelines

### 1.1 Recruitment

- Ensure all job advertisements clearly state that IREP adheres to fair labour practices and mention minimum age requirements.
- Ensure fair recruitment by not imposing any conditions that might imply forced labour practices.
- As part of the verification process, collect and maintain valid age proofs such as birth certificate, passport, or national ID card i.e., Aadhaar, PAN from all direct and contracted employees.

### 1.2 Onboarding

- Make new employees aware about the Prohibition of Child Labour and Forced Labor Policy during the onboarding process.
- Provide all employees (including new hires) access to the policy.

### 1.3 Employment Practices

- Ensure no coercive practices such as withholding of certificates, monetary deposits, or excessive notice periods are enforced.
- Allow employees to freely resign from their positions as per their legal and contractual rights.
- Avoid imposing substantial fines or penalties that would coerce employees into staying against their will.

### 1.4 Training and Capacity Building

- Communicate IREP's requirements on prohibition of child labour and forced labour in workplace through training sessions for all employees.
- Provide training resources to employees.
- Training sessions will be conducted:
  - Annually for all existing employees
  - During onboarding for all new hires.
  - Additional refresher or ad-hoc sessions will be organized whenever there are significant updates to the policy, legal requirements, or regulatory guidance.
- Update training materials periodically to reflect any changes in the policy or legal requirements.

## 4. Monitoring and Enforcement

- Internal audits and checks are conducted periodically to ensure compliance.
- Grievance Redressal Mechanism is available for reporting concerns anonymously.
- All reported violations will be investigated promptly, and appropriate corrective actions will be taken.

## 5. Disciplinary Action

- Any employee who learns of a potential violation or incident of violation of this Guideline is required to report his or her suspicion promptly to the E&S Officer. Employees who report potential misconduct or who provide information or otherwise assist in any inquiry or investigation of potential misconduct shall be protected against retaliation.
- Reports can be made in confidence and the person to whom the incident has been reported must maintain confidentiality with respect to the reporter and such matter should under no circumstances be discussed with any unauthorized person. This shall be followed by an investigation by the E&S Officer.
- After completion of the investigation, due & appropriate action, which could include administrative action, disciplinary action, civil or criminal action or closure of the matter if it is proved that forced/bonded labour is not engaged etc. depending upon the outcome of the investigation, shall be undertaken.
- Any breach of this policy by employees or third parties will invite disciplinary action, including termination of employment or contracts and possible legal consequences as per applicable laws.

## 6. Policy Communication

The policy will be communicated to all employees through HRMS Portal (KEKA). In addition to this, the Policy copy will be available for employees easy read and access.

## 7. Amendment

The Company holds the right to change or alter the Policy, either fully or partially, at any time. Any such change or alteration will be applicable once it's communicated to the employees.

## 8. Contact Information

Any questions, concerns, or reports related to the Prohibition of Child & Forced Labour Policy should be directed to our designated **Whistleblower email ID: [compliance@irepglobal.com](mailto:compliance@irepglobal.com)**