

**NTPC LTD.
CORPORATE HR DIVISION
(HR-POLICY GROUP)**

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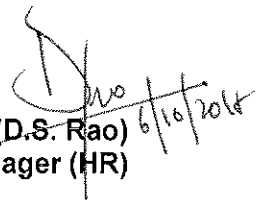
Date: 06.10.2018

CORPORATE HR CIRCULAR NO. 855/2018

SUB: NTPC HUMAN RIGHTS POLICY

- 1.0 Respect for human rights is fundamental to the sustainability of any business and communities in which we operate. In NTPC and across our system, we are committed to ensure that people are treated with dignity and respect.
- 2.0 To lay the required emphasis on it and to ensure the compliance of the various provisions and stipulations, the NTPC HUMAN RIGHTS POLICY has been formulated. The policy is placed at Annexure-A for information of all.
- 3.0 This comes into force with immediate effect.

This issues with the approval of the Competent Authority.


(D.S. Rao) 6/10/2018
General Manager (HR)

Distribution: Through on-line portal & E-mail

NTPC HUMAN RIGHTS POLICY

1.0 PHILOSOPHY:

“Human Rights are the very soul of our sense of nationhood.”

Respect for human rights is fundamental to the sustainability of any business and communities in which we operate. In NTPC and across our system, we are committed to ensure that people are treated with dignity and respect.

The constitution of India gives its citizen the following six human rights, which are:

- Right to Equality
- Right to freedom
- Rights against Exploitation
- Right to freedom of Religion
- Culture and Educational Rights
- Right to Constitutional Remedies

2.0 POLICY & ITS OBJECTIVES:

- NTPC believes that all its employees must live with social and economic dignity and freedom, regardless of nationality, gender, race, economic status or religion. In the management of its businesses and operations therefore, NTPC ensures that it upholds the spirit of human rights as enshrined in existing international standards such as the Universal Declaration and the Fundamental Human Rights Conventions of the ILO.
- NTPC respects the dignity of our employees in the workplace, and we are accountable to ensure our employees rights to personal security, a safe, clean and healthy workplace, and freedom from harassment or abuse of any kind. We deal fairly and honestly with our employees regarding wages, benefits and other conditions of employment, and recognize their right to freedom of association. We do not use forced/compulsory or child labour. We do not tolerate discrimination and work to ensure equal opportunity standards, wherever we operate or work.



- We are fully committed to compliance with applicable laws and regulations and doing the right thing consistently, without compromise. To ensure ethical and legal compliance, we have our Code of Conduct, which is applicable for the entire business.
- We are committed to train our employees and associates including contractor's personnel to be aware of and respect human rights in the workplace and in the local communities directly impacted by our operations.
- We also encourage our partners, suppliers, contractors, sub-contractors, security personnel and vendors to support and comply these policies, and we place substantial value on working with others who share our commitment to human rights.
- We go beyond our operational boundary and have mandated our supply chain partners to comply with the NTPC Code of Conduct. All our partners are required to sign off on the terms and conditions of our business, which include complying with necessary laws and regulations of the land.

3.0 Putting into Practice:

(A) Talent & Community

Our work is spread across diverse communities and we have that rare opportunity to make a positive impact on these communities. We have invested in empowering our surrounding communities to become self-sustaining income generating units, and encouraging our associates to be bigger piece of that story. Being part of the community fabric, we achieve part of our Talent Sustainability agenda by transferring unique skills and knowledge to the community members, and creating livelihood opportunities for them.

(B) Employee Voice and Engagement

During the year, our Company completed the Sixth edition of its Employee Engagement Survey - BODH-VI, which captures the employee perceptions and views, on various workplace dimensions such as Employee Engagement, Performance Enablement, Managerial Effectiveness, Trust, Career Growth and Development, Compensation and Benefits and Work Life Balance. The employee participation rate in the survey was over 35% (around 7000 employees), which is amongst highest for Organizations of comparable size. Based on aggregated scores, it is reported that 'Pride of Association' continues to remain high at over



90% and there is progressive improvement on key indices of overall Employee Engagement, Performance Enablement and Managerial Effectiveness.

(C) Prohibition of Child Labour and Forced Labour

In line with our unflinching commitment to good labour practices, we ensure that no person below the age of eighteen years is employed by NTPC and forced or compulsory labour is prohibited in all our units. We do not engage with vendors and suppliers who use child and/or forced labour.

(D) Inclusive Workplace

NTPC is a firm advocate of creating awareness on empowering people who are differently abled and opening up employment opportunities for them. This is reflected in our policies and practices, which support an inclusive work environment. 480 differently abled persons are employed by NTPC till 2017-18, who are working in different units of NTPC.

(E) Freedom of Association

NTPC recognizes and respects the right of its employees to exercise freedom of association and collective bargaining. The Company entered into collective bargaining settlements involving 7700 employees across India in FY 2018-19.

(F) Diversity and Equal Opportunity

Our workforce operating across Indian geographies clearly demonstrates NTPC's commitment to diversity in the workplace and equal opportunities for all employees based solely on merit and ability. We have Policies in place to ensure that the work environment across NTPC is free from discrimination in any form, whether compensation, training and employee benefits, caste, religion, disability, gender, sexual orientation, race, colour, ancestry, marital status or affiliation with a political, religious or union organization or majority/minority group. In the event of any case of sexual harassment or any other offensive conduct, we have established suitable processes and mechanisms to address them. Internal Redressal Committees have been constituted across businesses to handle such cases. To prevent such incidents from occurring, all employees undergo sensitization training.

(G) Grievance Redressal

To address employee concerns and complaints pertaining to human rights and decent labour practices, a Grievance Redressal Procedure with appropriate systems and mechanisms has been instituted across NTPC Units and is backed by Policies and statutory provisions. Implemented throughout the organization



through an on-line portal, it allows for open and structured discussions on grievances raised on these issues and their resolution in a fair manner.

4.0 Communication of the Policy, Reporting & Implementation:

1. This policy is communicated to all employees in an appropriate and meaningful manner through Intranet & Notice Boards.
2. CMD, NTPC through Human Resource Department along with Functional Heads of the Company is responsible for ensuring that the policy is implemented throughout the Company.
3. Compliance will be ensured at the Projects/Stations/Regions by their respective heads and at the Corporate Centre by the Chief Sustainability Officer of the organization.
4. Compliance of the Policy will be regularly monitored by Corporate HR Department and any grievances/complaints with respect to violation of the policy shall be reported to the Corporate HR. The reporting of the policy shall be done through NTPC Business Sustainability Report.

5.0 Review & Monitoring

NTPC will periodically review the policy and our implementation with respect to its suitability and effectiveness.

We may also seek to third party interventions to monitor the adherence to this policy.

We also welcome feedback from and dialogue with interested parties. All feedback and comments on this Policy should be sent through NTPC Website.

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