

JDS Fleets Utilities India Limited

Modern Slavery Policy

At JDS Fleet Utilities India Ltd, we define modern slavery as when an individual is exploited by others, for personal or commercial gain. Whether tricked, coerced, or forced, they lose their freedom. This includes but is not limited to human trafficking, forced labour and debt bondage.

Modern slavery takes many forms. The most common are:

- **Human trafficking.** The use of violence, threats or coercion to transport, recruit or harbour people in order to exploit them for purposes such as forced prostitution, labour, criminality, marriage or organ removal
- **Forced labour.** Any work or services people are forced to do against their will, usually under threat of punishment
- **Debt bondage/bonded labour.** The world's most widespread form of slavery. People trapped in poverty borrow money and are forced to work to pay off the debt, losing control over both their employment conditions and the debt
- **Descent-based slavery (where people are born into slavery).** A very old form of slavery, where people are treated as property, and their "slave" status has been passed down the maternal line.
- **Child slavery.** When a child is exploited for someone else's gain. This can include child trafficking, child soldiers, child marriage and child domestic slavery
- **Forced and early marriage.** When someone is married against their will and cannot leave. Most child marriages can be considered slavery
- **Domestic servitude.** Domestic work and domestic servitude are not always slavery, and when properly regulated can be an important source of income for many people. However, when someone is working in another person's home, they may be particularly vulnerable to abuses, exploitation, and slavery, as they might be hidden from sight and lack legal protection.
- **Discrimination.** Discrimination happens when an employer treats one employee less favorably than others. It could mean a female employee being paid less than a male colleague for doing the same job, or an employee from a minority ethnic community being refused the training opportunities offered to other colleagues. Discriminate unfair treatment of someone because of their sex, race, age, etc.

JDS Fleet will:

- Ensure that all forms of modern slavery described above must not happens in company and be avoided at all level in the supply chain.
- Support our staff to be aware of the risks of human trafficking and modern slavery and to act appropriately when any such risk is detected.
- Adopt a proactive approach to reporting suspicions of hidden worker exploitation to the appropriate authorities.
- Encourage workers to report cases of third party labour exploitation, provide the means to do so and investigate and act on reports appropriately.
- Encourage and support employees and contractors to report such exploitation which may be occurring within their communities.



- JDS believes that job finding fees are a business cost and will not allow these to be paid by job applicants.
- JDS give a fair chance of employment opportunity to all, based on the required skill and experience. Fair pay and good working conditions is ensured for all levels of the employees. The maximum working hours as per state rules are followed. Employees are free to leave job/company by giving a required notice.

Due Diligence (Employee Background Check)

An Employee joining JDS has to undergo a Background Check. The Procedure as below:

- Any eligible and experienced person having attained 18 years of age, having knowledge of Transport services, Field staff duties and drivers may apply to JDS for an employment. There is no bar of religion/cast/gender in employment.
- Qualifying the basic test/interview and on recommendation of the concerned Manager, person is selected to join JDS.
- Selected Employee has to fill **Employment Form** which consists of his Personal, Family, and Reference details.
- Identities issued by the Government such as PAN Card number, Aadhar Card Number, Driving License Number, Bank Account details, Educational Qualification and other relevant details are also need to fill in it and photo copies to be attached . All these documents are checked with Original or certified Original copies.
- HR Executive check the Background by calling the family/reference provided in the form. If the Employee fails in the first verification process, his employment is rejected.
- Only after verifying and satisfactory report, employee is asked to join the duty.
- The Drivers and Field Staff have to apply online for Police Verification to their respective District Police Station for a Criminal Check. The fee is paid by Company. HR Executive does help in this process. Generally the Police Background Report is received after 15 days of apply.
- Background verification (BGV) of drivers and Field staff is done through private third party, who has specialization in this field. The verification certificate is issued after a personal visit to employee's residence and simultaneously by the concerned Police station.
- All personal data of employees are kept under lock and key and are accessible to the authorized person only.

Other staff personal verification is based on ID and certificates submitted, checked with originals, and further check over phone/personal visit to friends and relatives or from the previous employer.



Training: JDS Training program will also include Modern Slavery Training aiming to spread awareness amongst employee/staff/managers. The course will assist employees understanding what modern slavery bring about and involves, the current legislation, the impact to our business and customers and what action we can be taken to prevent Modern slavery from occurring.

Also as appropriate, Role specific training to designate managers will also be provided, so they can assess and identify and prevent employee exploitation. These managers will have responsibility for developing and operating company procedures.

New hire induction program / training will be conducted by HR department.

Grievances and Whistle blowing procedures:

We emphasize on total honesty and transparency in our business. We do believe if our associates, and employees have any kind of grievances or issue related to the working condition, discrimination at work place, depriving of any employee's rights, misappropriation of funds, and any form of exploitation, we must have to address that. We have set a procedure for it, that too without risk of subsequent victimization, discrimination or disadvantage.

For employees, they have to first discuss his/her grievance with the immediate superior. If the employee does not get a satisfactory solution of the grievance or a reply within 3 days, he may approach to the HR Manager. Still if the matter is not resolved, the General Manager will give a hearing and resolve the matter based on dialogue and in consultation with other employees and also considering the operational challenges.

This whole process is without any biasness towards the employee and the management's earnest approach would be to resolve the grievances so it should not blow off. Also, management will ensure that such kind of grievances should not occur in future.

The employees have options to call/seek personal appointment/write email to all level of hierarchy. Since JDS is a small company, there is not much restriction in approaching the Management.

Our Business associates may directly approach to General Manager for redressal of their grievances.

Scope of this Policy:

This policy applies to all JDS Fleet employees, contractors, vendors and suppliers. This policy is available at JDS Fleets website www.jdsmedika.com under Certification and will be updated as and when required.

Responsibility for Implementation:

HR Manager is responsible for implementation of this policy.



Approved by: Sanjay Joshi, Director

Last Updated on: 3rd October, 2023