

# **Labor & Human Rights Policy**

**Polestar Analytics**

**Version 1.0**

**June 2025**

## Document Control

### Document Information

Document Identification	Polestar Analytics
Document Name	Labor and
Document Author	ESG Manager & HR
Document Version	1
Document Status	1.0
Date Released	June 2025

### Document Edit History

Version	Date	Additions/Modifications	Prepared/Revised by
1	June 19, 2025	First Draft	Name
2			
3			

### Distribution of Final Document

The following people are designated recipients of the final version of this document:

Name	Title
Chetan Alsisaria	Executive Director
Asim Jamil	Senior VP and Head – Human Resources
Mihir	Manager – Human Resources
Atul Anand	Senior HR Consultant
Ayushi Yadav	ESG Consultant
ADD KEY STAKEHOLDERS FOR ALL DOMAINS OF ESG	

## Table of Contents

1. INTRODUCTION AND COMMITMENT .....	4
2. SCOPE .....	4
3. OBJECTIVES .....	4
3.1 Qualitative Commitments .....	4
3.2 Quantitative Objectives .....	5
4. RESOURCE ALLOCATION .....	5
5. IMPLEMENTATION IN ACTION .....	6
6. REVIEW, MONITORING & GOVERNANCE .....	6
7. SUMMARY .....	7

## 1. Introduction and Commitment

At Polestar Analytics, we are committed to respecting and promoting the fundamental rights of all employees, contractors, and partners across our operations. Our practices are guided by the UN Guiding Principles on Business and Human Rights, the International Labour Organization (ILO) Conventions, and the UN Sustainable Development Goals (SDGs).

We affirm our responsibility to commit to ethical employment, fair labor practices, and fostering a healthy, inclusive work environment. We follow international labor standards and prioritize employee well-being across all operations, ensuring freedom from discrimination, and forced labor in all direct and indirect activities.

## 2. Scope

This policy applies to all:

- Physical office locations (shared or exclusive)
- Remote and hybrid work operations
- It covers all employees operating under Polestar's management.
- Third-party partners and suppliers

We commit to develop and refine the coverage and action items as we align our operations across all offices within India as well as all international offices.

## 3. Objectives

### 3.1 Qualitative Commitments

- Ethical and inclusive hiring practices
- Respectful workplace free from discrimination and harassment

- Regular safety and security onboarding trainings
- Open, secure, institutionalized grievance mechanisms

### 3.2 Quantitative Objectives

- 100% onboarding completion for Safety, Security, and DEI training annually
- Annual review and coverage of grievances reported and resolved (target: 100%)
- Track and improve employee participation in wellness programs (target: 80%)
- Ensuring 100% participation in People Manager Initiative targeting fortnightly employee discussions by the end of December 2025.
- Boost our Women in tech initiative to grow participation by 50% (baseline 2024) the end of December 2025.
- Design & conduct monthly surveys via Xumane portal.
- Setting up feedback and review mechanism by end of September 2025: monitoring survey results to assess employee satisfaction on wholistic indicators of wellbeing
  - Mental health
  - Physical Health
  - Financial
  - Social
  - Intellectual
  - Innovation opportunities
  - Spiritual

## 4. Resource Allocation

- Dedicated, trained People Managers for regular catch-up meetings for career growth alignment and performance discussions.

- Ensuring proper onboarding with all tools and resources needed
- Employee education programs budget allocation and education leave convention.
- Equitable budget allocation to employee wellness & recognition programs:
  - Financial (ESOPs, Bonuses, Incentives)
  - Physical (Health insurance, Yoga, Sports)
  - Mental (Therapy coverage, Mental health leaves)
  - Intellectual (Training, Certifications, Innovation initiatives)
  - Social (Community activities, Festival celebrations)
  - Spiritual (Book clubs, Art, Cultural events)
- Monthly employee engagement budget (talks, webinars, publications)

## 5. Implementation in Action

- **Social Dialogue:** Regular HR and employee representative interactions to measure engagement and effectiveness.
- **Career Management:** Transparent, inclusive training, hiring, and career growth programs are prominently displayed internally and externally.
- **Employee Awareness:** Mandatory DEI, labor rights, ethics, and anti-corruption training during onboarding and annually thereafter.
- **ESG Dashboard:** Publicly accessible reporting on KPIs like training coverage, grievances resolved, participation in wellness initiatives, updated bi-annually on website

## 6. Review, Monitoring & Governance

- Annual policy reviews and updates based on stakeholder feedback, employee pulse surveys, and external benchmarking
- Regular audits for DEI and labor compliance
- Half-yearly reviews of employee wellness programs and recognition effectiveness

- Overseen by HR leadership, ESG Committee, and department People Managers
- Supported by clear escalation pathways and external audits for transparency and continuous improvement

## 7. Summary

Our commitment to labor practices and human rights is foundational to our ESG framework. Polestar Solutions pledges to maintain transparent policies, support employee development, and ensure continuous improvement in workplace standards.