	ETHICAL TRADING POLICY		Standard Reference	GMP & SEDEX
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1.0 SUMMARY STATEMENT

At Zetts Cosmetics Pvt. Ltd. we believe strongly in ethical principles and good stewardship. We are therefore proud that we trade according to the following Ethical Trading Criteria:

1. All employment is freely chosen
2. Working conditions are safe and hygienic.
3. Child labour is not used.
4. Wages are fair and comparable to industry standard and will always exceed the minimum wage.
5. Deductions from wages as a disciplinary measure shall not be permitted.
6. Working hours are not excessive.
7. No discrimination is practiced.
8. Regular employment is provided.
9. No harsh, cruel or degrading treatment or practices are allowed.
10. No bribery, corruption, blackmailing or bullying is permitted.
11. Third Party Suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions, as a way of guaranteeing business, are allowed.

We also ask all our suppliers to affirm to us that their businesses are also built on these ethical criteria.

2.0 Zetts Cosmetics Pvt. Ltd. Commitment to its suppliers, service providers and customers:

Zetts Cosmetics Pvt. Ltd. recognizes that our ethical and social performance and reputation is a part of our overall commercial success.

Employees


Zetts Cosmetics Pvt. Ltd. is committed to ensure that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we expand we will be able to offer more opportunities for our staff.

Customers

We are committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

Suppliers

We are committed to monitoring social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards we employ ourselves.

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3.0 Zetts Cosmetics Pvt. Ltd. Ethical Trading Code of Practice

3.1 This Code of Practice applies to:

- Staff directly employed by Zetts Cosmetics Pvt. Ltd. on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on Zetts Cosmetics Pvt. Ltd. premise or to undertake work for or on behalf of Zetts Cosmetics Pvt. Ltd.;

3.2 No forced, bonded or involuntary labour shall be used.

- All employment with Zetts Cosmetics Pvt. Ltd. is freely chosen.
- Staff are free to leave Zetts Cosmetics Pvt. Ltd. Limited after reasonable notice.

3.3 No child labour shall be used

- There shall be no recruitment of child labour.
- Children or persons under 18 are not employed at any time, day or night.

4.0 Working conditions are safe and hygienic.


- Zetts Cosmetics Pvt. Ltd. Takes adequate measures to prevent accidents and minimize potential hazards.
- Staff receive regular health & safety training.
- Staff have unrestricted access to toilet facilities and drinking water.
- Zetts Cosmetics Pvt. Ltd. has a published Health & Safety Policy.

5.0 **Working hours and remuneration are reasonable and comparable to other** companies in our sector and regular employment is provided.

- Employees/Workers pay rates are equal to or above the national legal minimum standards.
- Staff are not forced to work in excess of 48 hours per week.
- Staff are provided 1 days off per week
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- No deductions are made from wages as a disciplinary measure, and pay slips used as a means to avoid obligations under labour or social security laws.

6.0 No discrimination is practiced:


- There is no discrimination in pay, hiring, compensation, access to training, promotion.
- Termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all employees.

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7.0 **No harassment**, threats, abuse or intimidation shall be practiced. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

8.0 **Organization Zetts Cosmetics Pvt. Ltd. Directors have overall responsibility for all aspects of ethical trading at work within the business.**

Looking forwards towards further improvement Zetts Cosmetics Pvt. Ltd. are keen to learn from others and would ask if anyone has any ideas or feedback regarding our policy or practice to contact us.

	HUMAN RIGHT		Standard Reference	GMP & SEDEX
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1. POLICY STATEMENT

Zetts Cosmetics Pvt Ltd. supports the protection and elevation of human rights in accordance with the United Nations Universal Declaration of Human Rights, United Nations Guiding Principles on Business and Human Rights (“UN Guiding Principles”) and the International Labor Organization’s Declaration on Fundamental Principles and Rights at work (“ILO Declaration”). Our Human Rights Statement provides a broad framework to ensure that all employees are treated with respect and dignity and that a common set of principles apply to our business practices to ensure that we do not condone human rights violations or abuses. Our Supplier Code of Conduct helps us manage and address this important aspect of sustainable business in our supply chains.

2. RESPONSIBILITY & ACCOUNTABILITY

It is responsibility & accountability of the MR to Implement this policy in entire office.

3. REFERENCES

SMETA 7.0

Constitution of India

4. PROCEDURE


We at Zetts Cosmetic believe and support brotherhood among all the members of our organisation. We also support the cause that human beings are born free and equal in dignity and rights. All members (employees and/or contract) are entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Every member is given equal opportunity to work peacefully in the factory.

All members have the right to secure their life, whenever in any danger.

At Zetts, we don't promote slavery or forced labour in any form. No one is subjected to torture or to cruel, inhuman or humiliating punishment. All are equal before the law and are entitled without any discrimination to equal protection of the law. All are eligible to approach the court; in case anyone feels that his rights are violated at any level. No employee or contract worker is subjected to arrest and/or, detention. Any trial under court shall be held in fair manner by the competent authority as per law of the land.

Anyone charged with a penal offence has the right to be presumed innocent until proved guilty by the court of law. Extra penalties shall not be put on any person, which are outside the applicable laws of the factory. All people have the right to protect themselves and their family.

Everyone has the right to move in any state and live and work there. No one is forced to work in any one country or state or obstructed from working in any other state of India. No one shall be deprived of his nationality nor denied the right to change his nationality.

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All men and women are free to marry, as per applicable laws of the country. Our company does not interfere in any ways in such acts or force any individual, male or female against his personal wishes or applicable laws. All families formed have the right to self-protection as per laws of the Government of India.

Everyone has the right to own property alone as well as in association with others. No one shall be arbitrarily deprived of his property.

As India is a secular country, all members and stakeholders are independent to practice their religion as per their norms. They are not forced into any situation which is not acceptable by their religion and/or law. Everyone has the right to freedom of opinion and expression. People are free to hold peaceful assembly and association. No one is compelled to belong to an association.

All employees can participate in country elections are freely choose their representatives. Nobody is denied access to the public service of the country.

All members have the right to social security as per the norms of the country. No discrimination is there in respect to the work and the salary given to the people. All remuneration is paid as per government norms, updated from time to time. Employees have the right to form and to join any association or group for the protection of his/her interests. The company does not force anyone to work beyond normal working hours, as per Government Rules. In case of overload or excessive orders, the extra time is spent with the mutual consent of management and the workers.

All employees are free to maintain their standard of living as per their earning and choice. Pregnant mothers and children are equally taken care by the factory, as per rules and laws.

The organisation treats education as an important pillar to build the society and the all employees are motivated to educate themselves, as per their capability and choice. Parents have the right to choose the kind of education that they want to give to their children.


The management of the organisation is committed to support this policy which has been derived from "Universal Declaration of Human Rights"

5. RECORDS

Nil

6. REVISION HISTORY


S No.	Revision No.	Revision Date	Brief Description of Changes
1	00	1 st May 2025	Initial document

	ENVIRONMENT POLICY		Standard Reference	GMP & SEDEX
			Document No.	POL 21
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Zetts Cosmetics Pvt Limited and its team is committed to conduct its operations and processes in compliance to all environmental requirements.

Our organization is specially committed to the following:-

- a) Conservation of natural resources through efficient use of water, energy and raw materials
- b) Minimization of waste in the processes
- c) Handling of wastage material in a manner that is safe for the environment
- d) Disposal of waste through approved agencies
- e) Train and encourage employs to conduct environmentally responsible and sustainable activities
- f) Educating our suppliers and business partners to uphold the standards and refrain from environmental pollution
- g) Ensure all compliance obligations applicable to organization are fulfilled
- h) Make every effort to make our processes , more sustainable and less harmful for the environment

	ANTI-BRIBERY & CORRUPTION STATEMENT		Standard Reference	GMP & SEDEX
			Document No.	POL 12
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1. POLICY STATEMENT

This policy outlines Zetts Cosmetics Pvt. Ltd. commitment to preventing bribery and corruption in all its forms and applies to all employees, contractors, and third-party representatives acting on behalf of the company, regardless of location

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery regulations, and to ensure our business is conducted in a socially responsible manner.

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate, implementing, and enforcing effective systems to counter bribery

2. RESPONSIBILITY & ACCOUNTABILITY

It is responsibility & accountability of the HR & Admin to ensure to implement this policy.

3. REFERENCES

SMETA 7.0

4. PROCEDURE

ZCPL is committed to applying the highest standards of ethical conduct and integrity in its business activities. Every employee and individual acting on ZCPL behalf is responsible for conducting company business honestly and professionally.


We consider that bribery and corruption has a detrimental impact on business by undermining good governance and distorting free markets.

The company benefits from carrying out business in a transparent and ethical way and by helping to ensure that there is honest, open and fair competition in our sectors. ZCPL does not tolerate any form of bribery by, or of, its employees or any persons or companies acting for it or on its behalf. The Board and senior management are committed to implementing and enforcing effective systems to prevent, monitor and eliminate bribery, in accordance with the laws of the country.

ZCPL has issued an Anti-Bribery Policy. The Anti-Bribery policy applies to all employees and they are required to familiarise themselves and comply with the policy.

A bribe is a financial advantage or other reward that is offered to, given to, or received by an individual or company (whether directly or indirectly) to induce or influence that individual or company to perform public or corporate functions or duties improperly.

Employees and others acting for or on behalf of ZCPL are strictly prohibited from making, soliciting or receiving any bribes or unauthorised payments. As part of its anti-bribery measures, ZCPL is

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committed to engage only in transparent, proportionate, reasonable and bona fide hospitality and promotional expenditure.

A breach of Anti-Bribery policy by an employee will be treated as grounds for disciplinary action. Employees and other individuals acting for ZCPL should note that bribery is a criminal offence as per laws of the country.

ZCPL will not conduct business with service providers, agents or representatives that do not support this policy.


All employees and others acting for, or on behalf of, ZCPL Cosmetic are encouraged to report any suspicious activity to the Manager or Management Representative. ZCPL will support any individuals who make such a report in good faith.

5. RECORDS

Nil

6. REVISION HISTORY

S No.	Revision No.	Revision Date	Brief Description of Changes
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	WHISTLEBLOWER POLICY		Standard Reference	GMP & SEDEX
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1. POLICY STATEMENT

The purpose of this policy is to outline the reporting procedure for whistleblower concerns at Zetts Cosmetics Pvt. Ltd. (ZCPL).

This policy is applicable to all employees, suppliers, contractors and stakeholders associated with Zetts Cosmetics Pvt. Ltd. (ZCPL).

2. RESPONSIBILITY & ACCOUNTABILITY

The General Manager - Admin & Finance is responsible for overseeing the whistleblower reporting process and responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

3. REFERENCES

SMETA 7.0

4. PROCEDURE

- Identification of misconduct**

All employees, contractors, suppliers, and stakeholders are encouraged to identify and report suspected misconduct, including financial fraud, corruption or bribery, harassment, violations of laws and regulations, or any other unethical conduct, in good faith.

- Reporting Channels**

Please see below confidential whistle blowing contact details to report any suspected misconduct.

Method	Contact	Availability
General Manager - Admin & Finance	complaints@zettscosmetics.com	Business Hours 9:00 AM to 6:00 PM
Helpline Number	+91 22 6694 1200	Business Hours 9:00 AM to 6:00 PM

- Confidentiality**

All reports will be treated with the utmost confidentiality to protect the identity of the whistleblower.

- Protection Against Retaliation**

ZCPL is committed to ensuring that individuals who report concerns in good faith will not face any form of retaliation or adverse consequences.


- Investigation and resolution**

The General Manager - Admin & Finance will conduct a preliminary review, investigate the matter, and compile a report summarizing the findings of the investigation. This report will include any evidence collected and the conclusions drawn.

5. RECORDS

Whistleblower Reporting Record

6. REVISION HISTORY

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