

NRB strives to improve the quality of life of the people who work with us and in the communities where we operate. We aim to support the health, happiness, and safety of our employees.

This policy is applicable to all the permanent and contractual employees of the company.

We will strive to achieve our purpose through the following measures:

- Provide a safe working environment and regular training for all employees to educate them on safe work practices, the proper use of equipment and machinery, and emergency procedures.
- Ensure that workstations and equipment are designed ergonomically to reduce the risk of injuries and other strains.
- Offer wellness programs and trainings.
- Provide medical insurance policy for all the employees and their families.
- Offer housing loan policy and vehicle loan policy for all the employees who have completed 5 years in the organization.
- Offer Education assistance program for all the employees who have completed 3 years in the organization.
- Encourage employees to avail leaves so that they can spend some quality time with their family/loved ones from their routine schedules and get re-energize from time-to-time.
- Provide leaves to female employees who are eligible for maternity leaves as per Maternity Benefit Act.
- Provide training and development opportunities that help employees advance their careers and enhance their skills on an equal and non-discriminatory basis.
- Provide career and performance review to permanent employees on periodic basis.
- Recognize and reward employees for their hard work and achievements.
- Encourage open communication to foster a culture of transparency and collaboration.
- Commit to creating an environment that promotes respect, inclusivity, and diversity and a workplace that is accessible to all employees, including those with different abilities.
- Commit to provide fair and equitable treatment to all employees, regardless of their employment status. We believe that every employee has the right to participate in the decision-making process and to have their voices heard.

- Address grievances of employees and stakeholders and provide an established grievance redresser system.
- Commitment to respect the right of all employees to freedom of association, and not interfere with their right to join or form unions or other associations of their choosing.

By implementing this employee well-being policy, NRB aims to support the health, happiness, and productivity of all the employees. We believe that by prioritizing employee well-being, we can create a positive work environment where employees feel valued and supported.

**Amendment Record:**

<b>Revision no.</b>	<b>Revision Date</b>	<b>Details of Change</b>	<b>Approved By</b>