

## **Freedom of Association & Collective Bargaining – SOP**

### **1. Purpose**

This Standard Operating Procedure (SOP) establishes the organization's commitment to uphold the right of workers and employers to freedom of association and collective bargaining, in accordance with applicable laws. The organization respects employees' rights to form, join, or refrain from joining associations of their choice without fear of discrimination or retaliation.

### **2. Scope**

This SOP applies to:

- All employees (permanent, probationary, temporary, contractual)
- Interns, trainees, and agency-supplied workers, where applicable
- Management and supervisory personnel

### **3. Policy Statement**

The organization shall ensure that:

- Workers and employers, without distinction whatsoever, have the right to establish and join associations of their choice, subject to the law of the land.
- No employee shall be discriminated against, harassed, or penalized for exercising this right.
- Participation or non-participation in any association shall not affect employment decisions.

### **4. Recognition of Representative Organizations**

- Representative organizations or associations formed or joined by employees shall be recognized for the purpose of dialogue and collective bargaining, subject to:
  - Applicable laws and regulations
  - Internal organizational rules and processes
- The organization shall engage with such representative bodies in good faith.

### **5. Non-Interference & Non-Retaliation**

The organization strictly prohibits:

- Interference in the formation, functioning, or administration of worker associations
- Retaliation, threats, intimidation, or adverse action against employees for lawful association activities
- Favoritism or discrimination based on association membership or leadership

## 6. Collective Bargaining Process

- Collective bargaining, where applicable, shall be conducted transparently and lawfully.
- Discussions shall focus on working conditions, wages, welfare, and other employment-related matters.
- Outcomes of collective bargaining shall be documented and communicated appropriately.

## 7. Communication & Awareness

- This SOP shall be communicated to all employees.
- Managers and supervisors shall be sensitized to respect freedom of association rights.

## 8. Grievance Redressal

- Employees may raise concerns regarding violation of freedom of association rights through the internal grievance mechanism.
- Complaints shall be addressed promptly and confidentially, without fear of retaliation.

## 9. Roles & Responsibilities

- **Top Management:** Commitment and oversight
- **HR:** Implementation, monitoring, and record maintenance
- **Managers:** Ensure fair treatment and compliance
- **Employees:** Exercise rights responsibly and lawfully

## 10. Record Keeping

- Records of employee representations, communications, and agreements shall be maintained securely.
- Records shall be made available for internal review or statutory inspection, if required.

## 11. Review & Amendment

This SOP shall be reviewed periodically to ensure alignment with legal requirements and organizational values.

**Approved by:** Directors

**Effective Date:** \_\_\_\_\_

**Review Cycle:** Annual or as required



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