

# **HUMAN RESOURCE POLICY**

## **INTRODUCTION**

Human resource policies are continuing guidelines on the approach of which an organization intends to adopt in managing its people. They represent specific guidelines to HR managers on various matters concerning employment and state the intent of the organization on different aspects of Human Resource management such as recruitment, promotion, compensation, training, selections etc. They therefore serve as a reference point when human resources management practices are being developed or when decisions are being made about an organization's workforce.

A good HR policy provides generalized guidance on the approach adopted by the organization, and therefore its employees, concerning various aspects of employment. A procedure spells out precisely what action should be taken in line with the policies..

The policy is rules of conduct, therefore it is based on the following principles: a) Place right person in the right place at the right time.

- b) Train every employee for current and future jobs.
- c) Establish organization as whole a co-ordination team.
- d) Ensure proper and adequate supply of tools and equipment.
- e) Create better working conditions
- f) Give security with opportunity, incentive, and recognition.
- g) Look forward, plan ahead for more and better things.

## **OBJECTIVE**

The Objective of the Human Resource policy is to provide support to its employees through:

- a) Continuity and consistency of Service.
- b) Better Communication, Internal & External,
- c) Enhancing Orientation & Focus.
- d) Mentoring reference.

## **EMPLOYMENT CONTRACTS**

An employment Contract is an accord that states the working relationship between an employee and a company. It allows both parties to understand the rules and regulations and the terms of employment.

It is important to have these documents as the Indian employment laws are a diverse and complex framework to navigate. Therefore, having up to date documents to prove the company's compliances will protect the company for several years ahead.

A few important laws that you must refer to before creating the company's employment contracts are wage laws, labour laws, the contract act, 1872 and the local state's employment laws.

## **CODE OF CONDUCT**

The code of conduct policy of a company contains the vision, ethics and mission of the organization and also It is created to build and maintain the right business environment for employees. It contains the rules of work that the employees of the company much abide by.

In India, policies such as equal right policies, electronic usage policy, dress code, enabling work environments, media policy, conflict of interest, etc. are included in the code of conduct policy.

Furthermore, the code of conduct must include the procedure to report a breach of the code of conduct.

## **EMPLOYEE WAGES**

Managing employee payroll is an important part of an HR department's job, however, ensuring that employee salaries are competitive in the market and are compliant with government policies is also an important part of it.

In India, several acts cover the wages of an employee. One of them is the Minimum wage act, 1948 and also It sets the minimum wages that a skilled and unskilled laborer should receive. As well as it enables employees to earn the 'basic cost of living'.

Furthermore, the Payment of Wages Act, 1936 ensures that the employee receives the right monthly payment on time and without any unnecessary deductions.

Therefore, it may be tempting to only focus on the competitive market rates, however, it is important to pay heed to the compliances required for every employee's wages. At Rikalp we follow all the statutory norms including employee provident fund, employee state insurance of the eligible employees.

## **LEAVE POLICY**

The leave policy is created to give employees a clear picture of the number of leaves an employee is allowed to take annually. Furthermore, it should also mention public holidays. Furthermore, the leave policy must also mention the percentage of salary cut that an employee will see in the case of unpaid leaves or half-days. All regular employees are entitled for 18 Earned Leaves in a calendar year. However, if the employee has joined the organization in the middle of the calendar year, then the quantum of Earned Leaves will be pro rata basis.

In case of new joiners/employee transfer, following rules of leave credit will be applicable:

- a) Employee joining/transferred before or on 10th of the month: **1.5 Leaves**
- b) Employee joining/transferred between 11th to 18th of the month: **1 Leave**
- c) Employee joining/transferred after 20th of the month: **No Credit**
- d) We give **0.5 leave** to the employee on his birthday.
- e) For Initial Three Months No Paid Leave will be allowed.
- f) In a **Notice Period No Leave allow.**
- g) All leaves shall be calculated from date of joining of the employee.
- h) The maximum period of casual leave which a staff is allowed to avail is 12 days in calendar year subject to a maximum of 3 days at a time, normally. The limit of 3 days at a time may be relaxed in special circumstances at the discretion of the HR Department.
- i) In case any staff remains absent from duty for more than 5 days without any intimation to the concerned authorities his/her contract is liable to be terminated by the concerned authority.

All Leaves will be credited to the concerned at the beginning of each year, and the leaves remaining at the end of the year will automatically lapse. We have carrying forward leaves to next year limits of 6 Leaves and Encashment to other leave balance for employees. Legally, India has three national holidays where no organization is allowed to be open without permission. However, organizations like factories, hospitals, travel agencies, etc. are exempt from this and are allowed to work for 24 hours a day. However, under the Factories Act, 1948, they must be paid for those days and should be paid for overtime.

S. No.	Holiday	Date	Day
1	Independence Day	15-Aug 24	Thursday
2	Mahatma Gandhi's Birthday	02-Oct 24	Wednesday
3	Dussehra	12-Oct 24	Saturday
4	Diwali	31-Oct 24	Thursday
5	Govardhan Puja	02-Nov 24	Saturday
6	Bhai Duj	03-Nov 24	Sunday
7	New Year's Day	01-Jan 25	Wednesday
8	Republic Day	26-Jan 25	Sunday
9	Holi	14-Mar 25	Friday

## OFFICE MANAGEMENT

### Addresses of staff

A list of the addresses of all staff members, including their contact numbers, working in office/section is maintained in the Office/Section.

### Office Premises

When leaving office, every member of the staff should see that all files, papers, books, registers, etc. in his charge are kept in proper places. (As far as possible in locked Almirahs) pending paper should be kept together in a separate folder appropriately marked.

It shall be the duty of every staff member to see that the personal computers, A/Cs, lights, fans etc. are used only when necessary and that they are switched off when not required during office hours and also every evening before leaving the office.

The telephone provided in the Office is used strictly for official calls under no circumstances; the telephone should not be used for private calls except in cases of emergency.

## **SEXUAL HARASSMENT POLICY**

Every organization must take extra steps to make their workplace a safe environment for women to work in. It isn't just a legal requirement but also a moral obligation. In India, laws have also been updated to make the safety of women in workplaces a priority.

. The act is well praised and has even lead to closing down of a few companies. Furthermore, the act protects not just the employees and interns of an organization but also any woman visiting the company or a woman customer. Every organization must include a sexual harassment policy to be able to address all complaints actively.

We at Rikalp Capital Private Limited created a separate policy for this in detailed manner.

## **MATERNITY AND PATERNITY LEAVE POLICY**

Every organization employing more than 10 workers is required to follow the maternity benefits (amendment) act, 2017. The maternity act is perhaps one of the most popular HR policies in India Also, It outlines the benefits and the leaves that a pregnant woman who has worked in an organization for as per law entitled to.

- a) Female Employee with over one-year continuous service shall be entitled to 26 weeks maternity leave subject to production of medical certificate being their pregnant and the probable date of confinement. Not with standing anything the same female employee may be allowed to combine any other kind of leave subject to availability

of leave title along with the maternity leave provided that the total leave so availed does not exceed 60 days. Maternity leave shall be leave on full pay together with any other allowance that may be admissible.

- b) Employee who are covered under ESIC the maternity leave will be provided by the ESIC.

## **TERMINATION AND SEPARATION POLICY**

A Termination and Separation Policy is a crucial HR guideline outlining the procedures for ending an employee's tenure, whether due to resignation, retirement, or involuntary termination. This policy ensures fair, consistent, and legally compliant separations, covering aspects like notice periods, exit interviews, property returns, final pay, and data handling. It is essential to safeguard the company's interests and maintain a positive employer-employee relationship during separations.

## **ATTENDANCE**

### **1. Working Days**

- a) The working days of the company for all employees will be from Monday to Saturday.

The timings would be as under:

Days/Timings: Monday to Saturday

Time In: - 9:30 am

Time Out: - 6:00 pm

- b) Employees have to ensure that the assigned tasks are completed before availing leave.

c) Depending on the demands of the job role and exigencies of work, the employee maybe required to work extra hours at office to complete the assigned tasks or work in a different shift subject to approval from the reporting authority/management. d)

Depending on the work load, Weekly off's on Sunday can be cancelled by the Management on its own discretion.

## **2. Weekly Offs**

- a) Sunday of the month will be the weekly off
- b) Owing to work exigencies, an employee on an exceptional basis may be expected to work either on a weekly off or on a public holiday.
- c) In our company, 2nd Saturday is off every month.

## **3. Lunch Hours**

Company allows for one hour of lunch break in the day.

Such lunch break could be taken anytime between 1:00 pm and 2:00 pm on a staggered schedule so that an employee's absence does not create a problem for peers or colleagues.

## **4. Attendance Guidelines**

- a) All employees are required to mark their attendance on Bio Matric located in the reception area in the morning and evening as they walk in and walkout. Failure of doing so, might result into an absent marked for the employee for that particular day.
- b) The branch office would maintain an attendance register to record the attendance of employees.
- c) At the end of the month, HR Department would prepare a consolidated attendance listing of all employees along with their attendance record and forward it to Management & Accounts Department.
- d) Employees must refrain from manipulation/falsification of attendance records including proxy attendance. Employees may face strict disciplinary action if found guilty.
- e) In our organization for Field employees / branches attendance records will be allow in Lystloc Mobile Tracking app.
- f) Attendance record is maintained in a manner that the record remains authenticated and unquestionable.
- g) Attendance registers is maintained at the establishment section. h) Every member of

the staff should, on arrival, enter in register clearly his initials against his name in the relevant dated column. At 9.45 a.m. and the register should be

sent to the Director. Any person arriving thereafter should mark his/her attendance in the register in the Director's room.

i) Every member of the staff is expected to be in his seat and to start work by 9.30 a.m., unless he has previously obtained special permission for late attendance. j) Similarly leaving the office early will be only with the due permission of the relevant Reporting Manager will be allowed in exceptional cases of emergencies only.

### **5. Late arrivals / Flexibility to come late**

Employees are required to arrive by 9:30 am However, a flexi-entry between 9:00 am will be allowed only two time in a month with the intention of 9 hours to be clocked in for the day. Failing so will be treated as absence to work and deemed as half day of absence to work. Repeated default will be considered as indiscipline and can lead to strict disciplinary action from the management.

### **6. Absence from office**

- a) Any employee, who is outside the office during working hours, should ensure that his/her immediate reporting authority and HR Department are aware of his/her whereabouts and the nature of work assigned.
- b) Unauthorized absence form office or absence from office without prior approval from the immediate reporting authority will be considered as indiscipline and will be dealt with accordingly.

## **ADAPTIVE WORK CULTURE POLICY**

Work offices look a little different than they used to a few years ago. Today, more and more employees seek for flexible work options such as work from home options or 6 days work weeks.



Though it is not a legal requirement to adapt to the changing times, it isn't smart to stick to the traditional work patterns either. Having adaptive work cultures helps employees be more productive as well as improves employee engagement. This is an HR policy in India that is often overlooked, however, it is included in Rikalp Capital Private Limited's HR policy.

## **WHISTLEBLOWER POLICY**

A Whistleblower Policy is an essential component of any HR strategy. This policy provides a safe and confidential channel for employees to report unethical behavior, misconduct, or wrongdoing without fear of retaliation. Encouraging transparency and accountability upholds ethical standards, and promotes a workplace that values integrity. This policy demonstrates the organization's commitment to promoting a culture of honesty, trust, and responsibility.

As we all know that Rikalp Capital is a transparent and ethical values-based organization where any kind of unethical or suspicious activity is not ignored at any cost.

Rikalp Capital believes in conducting its business, dealings and affairs in a fair and transparent manner by adopting the highest standards of professionalism, integrity and ethical behavior. Any actual or potential unethical or suspicious activity is of serious concern to Rikalp Capital Pvt. Ltd.

The "Whistle Blower Policy" has been put in place to ensure that alleged serious matters are investigated impartially and promptly while maintaining confidentiality of the identity of the person disclosing the matter. For the safety of the person giving information about the matter, his identity is kept completely confidential.

A whistleblower is a person who exposes issues related to injustice in an organization or among people. Usually this person is a member of the same organization.

**Unethical and suspicious actions can be as follows: -**

- a. Fraud or corruption

- b. Financial misconduct
- c. Violation of laws, rules, regulations
- d. Direct threats to public interests such as fraud, security breaches and corruption
- e. Failure to comply with legal requirements or company policy
- f. Improper conduct or unethical behavior
- g. Attempt to conceal any material fact
- h. Negligence which creates any general or specific danger to the public health i. Any illegal act whether criminal/civil, Manipulation of Company data / records
- j. Collusion with third parties/associates to exploit the company
- k. Breach of terms and conditions of employment and rules thereof and;
- l. Any action which is likely to tarnish the image of the institution
- m. Taking or attempting to take bribe or bribe or attempting to give it to anyone in the organization
- n. Any act which harms someone's personal honors
- o. Disobeying company policy or code of conduct

Any internal or external person may report any unethical or suspected criminal activity mentioned above confidentially first of all share with your reporting manager then share to HR Department in case of your issue not solved then share with our Vigilance Officer.

<p><b>Customers with grievance related to loan or against staff can contact to:</b></p> <p><b>BRANCH MANAGER/ REPORTING MANAGER</b></p> <p><b>BM Name / Reporting Manager Name:</b> Call will be taken between 09:30 am to 6:00 pm only On all working days</p>	<p><b>If the complaint / dispute in not redressed within a period of 15 days, the customer may approach to second HR Department as under:</b></p> <p><b>HR Department</b></p>	<p><b>If the complaint / dispute in not redressed within a period of one month, the customer may approach to the our Vigilance Officer Email Id as under:</b></p>
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## **GROOMING & DRESS CODE POLICY**

Grooming and Dress code guidelines articulated below have been developed in order to foster a professional environment in value and culture. It shall be applicable to all employees.

The dress code policy exists to make working more professional (formal wear) and also,

promote a better work environment. But, a good dress code policy is a set of guidelines to understand what is appropriate to be worn at work. Having a laid out policy ensures that the employees are well-dressed for meetings and promotes the right work culture.

**Monday to Friday:** When in office, or in business engagements outside office, the following attire is expected.

Smart business formals, formal meeting invitations shall include dress code guidance.

**Saturday:** In addition to above, one can also choose to wear smart casuals with matching footwear and on festive, one can choose ethnic wear as well.

When in office, or in business engagements outside office, the employees are expected not to wear clothing with printed message, slogan, or political message, picture or art depicting drugs, alcohol, smoking, weapons, violence, or that is obscene or disrespectful or having sexual connotations, tops & blouses that are sleeveless, backless, strapless, or have spaghetti straps, sleeveless shirts & kurtas, excessive visible body piercing or tattoos, short-skirts ending above the knees, shorts, Bermuda pants, capris, flip-flops, round neck T-shirts, body hugging clothes, neon colored or faded or frayed clothes etc. or any other sartorial inappropriateness as decided by the management.

## **PROBATION AND CONFIRMATION POLICY**

When a new employee is on board they are usually kept on a probation period. Which commonly lasts for six months. It gives the company time to judge an employee's performance and also the conditions under which the employee will be confirmed into the company. Probation periods are mandatory for all employees of an organization. Therefore, this means that the employee gets a chance to understand the work environment and the workload of a company.

The policy must include the probation time period, as well as procedures, post the confirmation also, it should include the code of conduct, the performance expectations and

goals of the employee for the company.

## **WORK FROM HOME POLICY**

A Work from the Home policy is an agreement between an employer and employee to grant the employee the privilege of working from home. It should clearly specify the work timings, deliverables and clear procedures. Though there are no laws regarding these, having a clear and definitive policy will be helpful. It must include the procedure through which an employee can apply for the privilege of working from home and mention in detail who is eligible for sure privileges.

## **GRIEVANCE POLICY**

In India, as per section 9C of the Industrial Disputes Act, 1947 every employer employing at least 20 workmen, is required to set up a Grievance Redressal Committee. Grievance regarding job harassment, sexual misconduct, unfair decisions, and more should be heard, and should have the policy to resolve the same. Meanwhile, HR policies such as the grievance policy are extremely important for the growth and proper functioning of an organization. A grievance is a complaint raised by the employee to the management regarding dissatisfaction towards work environment, economic reason, HR policy, lack of work satisfaction, overworked or exhaustion, getting along with peers, etc.

**Similar general processes for addressing grievances in the workplace.**

- a) Informal meeting with supervisor. Before filing a grievance, encourage employees to talk with their managers.
- b) Formal grievance in writing.
- c) Evaluate the grievance.
- d) Conduct a formal investigation.
- e) Resolution.

We at Rikalp Capital Private Limited created Grievance Redressal Policy in detailed manner.

## **AWARDS AND RECOGNITION POLICY**

The rewards and Recognition Policy is created to give employees a one-time reward or an award for outstanding performance. It is created to help encourage employees to improve their performance whether individually or as a team. The awards and also recognition milestones are built according to the overarching company vision and objective. The reward can be both monetary and non-monetary.

## **DRUG AND ALCOHOL POLICY DESCRIPTION**

An important policy for any workplace is the Drug and Alcohol Policy. This policy provides guidelines for employee conduct regarding substance use during work hours and on company premises. Its aim is to maintain a safe and productive workplace while addressing substance-related issues through testing, consequences for policy violations, and confidential support mechanisms.

## **PERFORMANCE MANAGEMENT AND APPRAISAL**

The performance management policy is one of the HR policies created to give employees a clear understanding of what is expected of them. It provides an appropriate framework within which the performance of an employee can be managed. Also, this can be done through the implementation of various tools, techniques, as well as processes.

While performance management includes identifying, measuring, managing, and developing the performance of human resources in an organization. Performance appraisal is an ongoing process of evaluating an employee's performance and therefore, should be a part monthly HR processes.

## RECRUITMENT AND HIRING POLICY

Having a Recruitment and Hiring Policy is crucial for any HR department as it sets out the fundamental guidelines for employees involved in the hiring process. These policies cover various aspects such as recruiting and interviewing candidates to making final hiring decisions and ensuring that the hiring practices are both effective and compliant with regulations. These policies can be customize to fit the specific needs of each company, making them flexible and adaptable to ensure consistency in the hiring process.

## TRAVEL POLICY

In the necessary requirement of an employee being required to travel for business-related work, the travel policy is created. Also, this reimburses the cost of the travel to the employee for business approved travel costs. The travel policy must mention the requirements for proof, the procedure of filing for reimbursement, authorization authority as well as the exceptions to it.

### Outstation Tour, Travel & Conveyance Policy

#### Travel Eligibility Slab:

		Hotel Stay eligibility			Food Allowances (Per Day)			Same Day (Actual)
Slab	Max. -Travel mode eligibility/ City	Tie r-1	Tie r-2	Tie r-3	Tier -1	Tier -2	Tier -3	Return DA #
Slab -10	1st AC train /AV Volvo Bus/ Personal Car/ Cab**	3250	2150	1700	1060	960	760	380
Slab -9	1st AC train /AV Volvo Bus/ Personal Car/ Cab**	2450	1550	1300	880	800	640	300

<b>Slab -8</b>	2nd AC train /AV Volvo Bus/ Personal Car/ Cab**	2050	1250	1100	780	710	560	270
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<b>Slab -6</b>	3rd AC / AC Bus / Bike / Personal Car */ Auto**	1450	950	850	610	550	430	210
<b>Slab -5</b>	3rd AC / AC Bus / Bike / Personal Car */ Auto**	1250	850	750	590	530	420	190
<b>Slab -4</b>	Sleeper / Non-AC Bus / Bike/ Public Transport	1150	750	650	550	490	390	180
<b>Slab -3</b>	Sleeper / Non-AC Bus / Bike/ Public Transport	1100	700	600	510	460	360	170
<b>Slab -2</b>	Sleeper / Non-AC Bus / Bike/ Public Transport	1050	650	550	480	430	330	160
<b>Slab -1</b>	Sleeper / Non-AC Bus / Bike/ Public Transport	1000	600	500	450	400	300	150

\* With Prior approval from HOD & HR, Dining Allowance is allowed in case an employee doesn't stay at Hotel during an out-station pre-approved tour.

\*Same Day Allowance: Applicable only for Travel outside the Purview Area subject to no any other expenses apart from the travelling.

\*Cab Applicable for local travel like Hotel to Company Office, Railway Station to Hotel etc. or Local Visit during the tour/ travel.

### Slab Mapping

<b>Slab</b>	<b>Sales/ Business</b>	<b>Collection &amp; Credit</b>	<b>Other Departments</b>
Slab-10	BH	CH	SVP/ HOD
Slab-9	SH	SCM	DVP/ HOD



Slab-8	CSM	CCM	CM/ HOD
Slab-7	SBM	CM/ Sr. CM	Sr. Manager
Slab-6	BM	ACM	---
Slab-5	SM	TL	Manager
Slab-4	SRM	SCO/SCE	DM
Slab-3	---	---	AM/ TL
Slab-2	RM	CO/CE	Sr. Exe
Slab-1	RO/Jr. RO	Jr. CO/ CE	Exe/ Jr. Exe

<b>Type of Allowance</b>	<b>Reimbursement Limit</b>
<b>Personal Car Allowance</b>	<b>INR 6/KM-Petrol OR Diesel (Applicable for Slab 07<sup>th</sup> onwards)</b>
<b>Bike allowance</b>	<b>INR 3/KM (Applicable for Slab 01<sup>st</sup> to 06<sup>th</sup>)</b>

## **AMENDMENT OF THE POLICY**

The Board of Directors on its own and/or on the recommendation of the top management can amend this policy as and when required deemed fit. Any or all provisions of this Policy would be subjected to revision/amendment in accordance with the regulations on the subject as may be issued from relevant statutory authorities, from time to time.

## **REVIEW**

The Policy is flexible and easy to understand and comply with by all levels of employees. The Board should review this Policy periodically but at least once in a year, so that it remains appropriate in the light of material changes in regulatory requirement with respect to the Company's size, complexity, geographic reach, business strategy, market and best governance practices. The policy can also be reviewed as and when deemed necessary by the Top Management and amendments effected to the same, subject to approval of the Board if any, and when practical difficulties are encountered. The Top management may also review the policy on document retention to comply with any local, state, central

legislation that may be broadcast from time to time