

ABC Company

ABC Company

HRM POLICY / MANUAL

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FOREWARD

This manual intends to keep employees abreast with the HRM policies and practices. Though the attempt has been made to cover and elaborate all possible factors, however, it is not conclusion.

This Manual supersedes all earlier amendments or changes communicated from time to time.

Any amendment or new thing that may arise from time to time shall be processed and communicated to all concerned for additions / deletions. Broadly, all are expected to follow this strictly and exceptional circumstances demanding any deviation may be taken up with appropriate authority, supported by due justification.

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AMENDMENTS RECORD

S.N.	Policy No.	Amendment Summary	Effective Date

QUALITY POLICY

Quality to be accorded high priority to ensure market competitiveness and to enable supply of cost effective products to the customers.

This shall be reflected by our commitments, actions, products and services to our internal & external customers.

For this, we shall create an environment to encourage all our employees and suppliers to prevent defects and strive for excellence.

ENVIRONMENTAL POLICY

As a responsible corporate citizen, _____ is committed to the cause of conservation of the environment and has made environmental protection a priority through:

- Continually improving environmental performance of our processes & products and ensuring prevention of pollution at each stage.
- Strictly complying with the applicable environmental legislations & standards.
- Ensuring effective use of resources in the areas of energy, fuels, oils, paints, chemicals, water, etc.
- Reducing and recycling waste and packaging materials.
- Encouraging the usage of environment-friendly technologies to aid elimination of hazardous materials.
- Promoting the cause of environmental preservation amongst employees & other stakeholders by inculcating sensitivity to the environmental concerns.

We shall communicate this policy to all our employees and would make it available to all interested parties and general public.

SAFETY POLICY

As a good corporate citizen, _____ group is committed to Safety & Health of its employees and concerned persons who may be affected by its operation.

To achieve this commitment, it is our policy to:

- Integrate Safety & Health measures in all our activities.
- Comply with all applicable legal and other requirements to which the Organization subscribes.
- Promote Safety & Health awareness amongst employees, suppliers and contractors, customers and dealers.
- Continually improve the Safety performance through precautions besides participation and training of all employees.

The Safety policy shall be communicated to all employees and made available to all interested parties and to the public.

RECRUTMENT POLICY & PROCESS (POLICY NO. 01)

Identifying the competitive and reasonable resources by establishing attractive packages and congenial

Environment for different levels and stimulating the right people to come and opt

I. Objective:

- **To streamline the Recruitment process,**
- **To ensure that we always hire the RIGHT people at RIGHT role at RIGHT time, and**
- **Also to thrive a strong Employer Branding to attract the best talents available in the Industry**

II. Scope:

Covers all the vacant positions across the functions, levels and hierarchy. To enable HR to initiate the hiring process at any point of time during the year, the respective *HOD / functional / Regional heads* need to follow the below-mentioned steps –

- **Fill-up a 'Manpower Requisition Form (MRF)' (Annexure-1)**
- **Get the MRF *approved* by the concerned approving authorities**
- **Forward the approved MRF to HR**

III. Internal Recruitment:

- **As a conscious focus of the organization to nurture high potential talents by providing them suitable career growth opportunities within the organization, efforts would always be made to fill in specific vacancies from its existing human resource pool.**
- **The entire process would be done through **Internal Job Posting (IJP)** and communication including the job profile, candidate profile, eligibility (who can apply), application deadline etc. would be made available by HR**

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- Employees possessing necessary skills, knowledge, and experience matching with those required for the job may apply through the appropriate communication channels as prescribed in the IJP.

IV. Recruitment Sources:

To ensure a steady in-flow of quality candidates for all the existing vacant positions, with an aim to select the best within a stringent recruitment deadline, HR would always focus to develop a robust database of CVs searched from the following sources –

- Existing CV data base (Created & maintained by HR)
- Vacancy Advertisement in Newspapers
- Personal Network and Head hunting
- Hiring Consultants (Mostly for Senior and middle level critical positions)

VI. RECRUITMENT PROCEDURE

Candidate Meet to the HR department

HR have to provide all require form to candidate like Form for personal, academic, and Experience detail etc. [ANNEXURE – 2] For recruitment of regular employees the Selection Committee shall consist of at least three members. Composition & procedure for various levels is given below:

Grade M-I, M-II & M-III

- a. Representative from department.
- b. One more technical / relevant person.
- c. HRM Representative.

Unit HRM will take an aptitude & technical test of the candidate prior to the interview (as per the procedure)

The committee will test the suitability of the candidate and award marks in the interview evaluation form [Annexure – 02-A], which will decide the ranking. Short listed candidates will be finally interviewed and approved by the Director or G.M..

Grade M-IV

For recruitment of Head & above level, candidates to be interviewed by V.P. (Operation).

After selection of incumbent an offer letter (Annexure - 8) will be given, Before giving offer letter background and reference must have to check [Annexure-2-A].

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Before offering employment to the candidate, compensation part should be discussed in detail with him. Salary break-up should be prepared (Annexure - 9) and it should have signature of both Head HRM and the candidate. He should be clearly told about his CTC (Cost to Company), which includes bonus, ESI, mobile phone, PF, Gratuity All allowances etc. as applicable to the level of candidate.

After joining, each employee will be issued Appointment Letter within one month (Annexure - 10).

ALL PREVIOUS JOB , PAST SALARY AND EDUCATION CHECKING

All Previous job, previous salary detail , Education detail and Reference checking shall be done for all the new joiners in staff category. (ANNEXURE-9-A)

For Grade M-IV and above confidential reference checking (without affecting his/her present employment) will be done by respective HRM before giving offer letter to the selected candidate.

Any employee giving wrong declaration about the experience, qualification, salary, etc. will be viewed seriously and his services may be terminated.

GENERAL POINTS RELATED TO RECRUITMENT

In case of a new recruitment a person who has any direct blood relation in any of the unit would not be considered. In case such recruitment is done, it should have written approval of Director or G.M. and direct relation not to work in the same unit.

LIST OF DIRECT BLOOD RELATIONS IS AS UNDER:

- Father
- Mother
- Wife/husband
- Brother
- Sister
- Son
- Daughter
- Brother's wife
- Sister's husband
- Son's wife
- Daughter's husband

RECRUITMENT OF G.E.T./TRAINEES – STAFF
(P OLICY NO. 02)

PURPOSE

This policy has been laid down to recruit qualified fresh manpower and to equip them fully to discharge their functions and fulfill the objectives of the Organization.

SCOPE

This policy is applicable to _____-II.

POLICY

With the perspective to have qualified manpower in various operating areas, it is desirable to recruit fresh qualified persons at various functions in the Company as trainee. Fundamentally, any person, who does not have experience and is willing to join the company in the capacity of trainee, can be considered for placement in this category. The interview and selection process shall be the same as applicable to relevant levels as the case may be.

W_____e appointing trainees, it should be specifically judged that only those candidates are if their performance is good, growth shall flow automatically. considered for employment who wants to make a long career in the Organization. The career plan as well as the salary structure should be discussed with them and it should be told to them that performance is the only criteria for their growth and

The offer letter issued to the trainee at the time of selection is as per "Annexure - 03".

Training period of trainees shall be one year. They will be issued an Appointment Letter (Probation) (Annexure - 04). After completion of one year training only those trainees will be confirmed, who will get "Good & Above" rating during performance review (Annexure - 05).

After successful completion of their one year's probation the confirmation letter (Annexure-6) will be issued to individuals. Probation extension letter will be issued (Annexure-7) incase dissatisfactory performance in probation.

Trainees during the period of training shall be entitled to normal statutory benefits as the respective enactment may require to comply with (ESI, P.T, etc.)

Trainees shall be entitled for leaves as per the F.A. leave rules i.e. 15 days.

Stipend rate for trainees will be decided as per BOAT act from time to time.

RECRUITMENT - STAFF
(POLICY NO. 03)

PURPOSE

To streamline the procedure of the recruitment in the group.

SCOPE

This policy is applicable to all the units of _____-II Group.

POLICY

_____ is a running organization and adequate manpower is in position in all departments. Therefore, as a policy we should plan recruitment of fresh qualified people at certain defined induction levels only. Except for few critical / specialized positions, as a policy, we should restrict recruitment of experienced persons. Advantages of this policy are :

- a) Fresh qualified persons can be groomed / trained to match with the Organizational culture and requirements.
- b) Except for initial two to three years, such induction helps in keeping the wage bill under control.
- c) Existing employees feel motivated – don't have the threat of senior positions being grabbed by outsiders.
- d) Creativity in the organization increases with regular infusion of young blood in the Organization.
- e) Average age of employees in the Organization remains under control.

Based on the turnover data of employees, we shall plan recruitment as combination of fresh pass outs and also experienced persons.

For M-3 & above vacancies, at least 33% & not more than 50% of vacancies to be filled in from outside and balance vacancies to be filled in from within the organization i.e. through intra-department, inter-department, inter-unit, transfer and through promotions during performance appraisal process.

HR/P&A Head can approve vacancy against replacement as per recruitment policy. Any new vacancy has to be approved by Director or G.M. or MD only.

Unit HRM to plan and execute recruitment according to the requirement.

INDUCTION TRAINING

It is mandatory that any employee recruited will have to first undergo induction training before he / she is posted to the parent department. The inputs during induction training will include following:

- a. Familiarity with organization structure
- b. Familiarity with the job-responsibilities / function of his / her parent department
- c. Familiarity with the HRM Policies.

RECRUITMENT
CONTRACT OPERATORS
(POLICY NO. 04)

PURPOSE

To streamline the procedure of the operator's recruitment in the Group.

SCOPE

This policy is applicable to units of _____ -II.

POLICY

Respective Unit HRM dept. to plan recruitment as per following guidelines:

QUALIFICATION:

- A Minimum qualification for male operators should be 10th class preferably ITI in the relevant trade. Preference should be given to those who have done apprenticeship training after passing ITI.

PROCEDURE

Concerned department will forward the requirement of manpower to HRM duly approved by Head – Manufacturing. HRM will check the requirement against Manpower Budget.

HRM will arrange for Bio-Data from Contractor or own data bank or other sources. **Operator should be recruited through contract**, who would assure his conduct and past record and will give declaration in the format **(Annexure - 11)**

CONTRACT OPERATOR/ HELPER
(POLICY NO. 04-A)

PURPOSE

To define the contract Skill / Unskill persons.

SCOPE

The policy is applicable to all the units of _____-II

POLICY

Contractor Manpower to be engaged as per Contract Labour Act. but as a preclusion we follow below procedure:

PROCEDURE:

- a) Contract supervisor have to come with their candidate.
- b) Gate person have to inform to P&A department.
- c) P&A have to take basic interview of the person/ candidate.
- d) Call to relative department and relative department head have to take interview in presence of P&A/HR person.
- e) If candidate select , HR officer have to generate detail form of the candidate in the computer (Form detail, like Name, Father's Name, Brother, Uncle, Sister etc. detail along with their working detail, Two references, contact number, Previous work etc. detail are compulsory).
- f) P&A/HR have to take original voter ID card/Aadhar card as a proof of DOB and permanent address.
- g) P&A/HR have to check voter id card on Govt. portal : <http://electoralsearch.in/>
- h) Aadhar Card is compulsory for all worker. aadhar card check on : <http://www.aadharcarduidai.in/aadhar-card-status-check-aadhar-enrollment/>
- i) Pan card checking on : <http://searchpan.in>
- j) Print online copy and file with form.
- k) Send this form alongwith 1 photograph to Security gate.
- l) Security have to return this form to P&A/ HR after Joining of worker/ contract person.
- m) P&A / HR have to file the form.
- n) P&A/HR not recruit candidates / worker's if online detail not match.

CONTRACTOR'S RESPONSIBILITY

Valid registration number of the contractor from labour department.

The Contractor should have valid Registration license, under Contract Labour Act, PF Act, ESI Act and Service Tax

There must be a valid agreement between the Employer and the contractor.

Contractor shall be responsible for give each employees personal and profession detail who is engaged in the contract base (Annexure 13)

Contractor payment on minimum wage basis through cheque. Every month HRM has to check whether the Contractor has made the payment to his people and has filed the statutory return. No bill will be paid without attaching PF, ESI, etc. deposit challans of last month payment.

During Diwali, employees through contractor will be given sweets only.

PROBATION/ASSESSMENT/CONFIRMATION
(POLICY NO. 05)

PROBATION

Period of probation: 6 Month

For The need to extend the probationary period beyond 6 months can only arise in the case of an average or mediocre performer who needs to be given “another chance”. Department Head may extend the probationary period up to the maximum of three months at a time. For Head & above there will be no probation period.

NOTICE PERIOD: For all probationary appointment the notice period should be 1 MONTH on either side.

TERMINATION OF SERVICES DURING THE PROBATIONARY PERIOD: Performer who is not up to the mark must be dealt with care and concern such that genuinely put in efforts are come up.

According to judicial rulings, since the probationary period is specified by the Company, in fairness the probationer must be tried out for the full probationary period.

Termination during the period of probation is legally contestable.

Please note, therefore, that if unit wish to terminate a probationary appointment earlier than the normal 6 months, there must be a good reason to justify this and a mere “opinion” will not be legally acceptable. A factual case must be made out to show that the services of the probationer are unsuitable or against the interests of the company and this must be recorded in the person’s file as documentary evidence.

Should you have any doubt as to the suitability of a person at the time of recruitment, you may initially take him on a temporary basis and later put him on probation if he proves to be suitable.

ASSESSMENT

All probationary staff will be assessed as per the assessment form **(Annexure 12)**

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CONFIRMATION

No person shall be confirmed in service until his performance has been reviewed and assessed in accordance with the assessment criteria.

No person will be confirmed in service unless it is shown that he fulfills the requirements of the job. In the long run interests of the Company, it is better to face short-term shortages of manpower than to build up inventories of human deadwood.

Employees who are confirmed, may be issued confirmation letter as per **(Annexure- 6)** and employees whose probation period is to be extended, extension letter may be issued as per **(Annexure - 7)**

NOTICE PERIOD

After Confirmation notice period for Grade I to III will be one Month. However, for appointments in category of Head & above employees, the notice period will be three months.

FUNCTIONAL /ORGANISATION STRUCTURE
(POLICY NO. 06)

PURPOSE

To attract & retain better talents it is decided to have a flatter organization which in turn gives more emphasis on functions / sub functions than conventional designation hierarchy.

SCOPE

The policy is applicable to the _____.

POLICY

By introducing this concept, attempt is made to make organization flatter and therefore, now, we have only 5 functional designations.

The following table shows the possible relationships amongst various Levels and Designations.

DESIGNATIONS	GRADE
General Manager/ Factory Manager	V
Manager / Assistant Manager	VI
Executive / Sr. Executive	III
Officer / Sr. Officer	II
Jr. Officer / Assistant	I

ATTENDANCE PROCEDURE AND SYSTEM
(POLICY NO. 07)

PURPOSE

To streamline and regulate the attendance of all the employees in the company

SCOPE

This policy is applicable to _____-

PROCEDURE

Attendance for all categories of staff irrespective of level would be through a formal procedure in the Muster Roll Register and punching system. All employees are expected to sign this Muster Roll Register and Punch before reaching their work place in the morning while entering the office itself.

LATE COMING

Employees reporting after 9:30 am shall make an entry in a Late Coming Register at the gate mentioning therein the time and date of their arrival and should initial against their names.

Late comings three times in a month up to the maximum of 15 minutes is permitted. Any late coming beyond three times in a month will be treated as absence for which ½ day leave will be deducted if due, otherwise salary will be deducted. This norm is only a guideline and does not entitle a staff member to have a right to come late.

LATE REPORTING ON DUTY ON ACCOUNT OF O.D.

Any employee going on official duty outside shall get permission from his immediate superior mentioning the dates on which he will be out and get it authorized by his sanctioning authority and submit to HRM Department for attendance purpose.

Employees proceeding on duty within city will try to reach their places of work back if the work is completed before the close of working hours and this opportunity should not be converted for reducing working hours.

Employee going out during the working hours for whatever purpose, is also required to complete his particulars in the Employee Out Going gate pass [Annexure -14]

The employee should give OD (for going out for official job/out of station duty/or on duty to other units for whole day) slip to the HRM Department on prescribed

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format on the previous working day duly signed by his/her immediate superior (Annexure-15).

If, due to some reason, the employee is not able to give OD slip on previous day he should give OD slip duly approved immediately, when he reports on duty.

Employees, who are out for whole day for official work, need not sign in the Muster Roll / need not punch their card.

The HRM Department shall mark with red ink as (/) if the employee does not report for duty up to 9.40 am and no OD / Leave application duly sanctioned has been received. The concerned employee whosoever is on \ (Casual Leave/Sick Leave/P L/OD) shall get his / her leave / OD slip, whichever is applicable, sanctioned and submit the same on the very next day or before processing payroll, otherwise he / she will be marked absent.

If an employee has reported on duty and does not get his leave / OD Slip sanctioned either very next or before processing of payroll for that month, shall be marked absent.

It is expected that all kinds of leaves should have a prior approval in writing from the appropriate authorities.

It is the responsibility of the employee to get his leave sanctioned from the authorized person and submits the same to HRM Department.

The HRM Department shall treat all absence from duty unless authorized leave / OD slip is obtained within time frame as mentioned above.

SHORT LEAVE

Employees can go up to two hours for each occasion up to 2 times in a month any time during the day after getting due sanction from his immediate superior. This is not an entitlement or right to take short leaves every month.

LEAVE POLICY (INCLUDING TRAINEES)
(POLICY NO. 8)

PURPOSE

To define the Company's policy on leave entitlement for all the employees.

To enable employees to take rest/recover in case of illness.

To enable employees to take leave in case of emergency/personal reasons.

To enable employees to take vacations.

SCOPE

This policy is applicable to _____

POLICY

All leave entitlements coincide with and determined for the CALENDER YEAR from 1st January to 31st December.

Employees joining/leaving at any point during this period would get pro-rata leaves.

Individual employee leave record shall be maintained by the HRM Department.

There are three types of

ENTITLEMENT

CAUSAL LEAVE (C.L.)

All the employees shall be entitled for 9 days Casual Leaves (CL) in a calendar year.

Employees joining between 1st January to 15th January shall be eligible for full entitlement of Casual Leaves for that year.

Employees joining after the 15th January, will be credited C.L. as follows.

CL = $09 \times \frac{\text{Balance day of the year i.e. remain days of the year of Jan - Dec}}{365 \text{ days}}$

365 days

CL not availed during the year will not laps. Balance CL will be enchased.

In case of new joinee CL can be availed after completion of 3 months.

CL cannot be clubbed with any other type of leave

Maximum of 3 days CL can be availed in one spell.

Holidays/weekly off days can be suffixed or prefixed to a spell of CL.

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CL should be applied atleast 24 hours in advance in writing. However, in case of extreme circumstances when person is unable to apply for CL in advance, leave card duly approved by superior for the same must be given immediately on resuming duty.

SICK LEAVE (S.L.)

All employees shall be entitled to 6 days of SL in a year. Employees joining any time during the leave year will have pro-rata SL for that year of joining. Counting as per below:

SL = 06 X Days (Balance day of the year i.e. remain days of the year of Jan - Dec)

365 days

SL can be accumulated upto a maximum of 40 days.

Any accumulation beyond prescribed limit will lapse automatically.

SL can not be clubbed with CL.

No encashment of SL is permissible.

In case of new joinee SL can be availed after completion of 3 months.

Any employee falling sick shall arrange to send information to his superior at the earliest but not later than 24 hours of his absence on account of SL and to apply for the same in writing immediately on resuming duty.

In case of sickness for more than 3 days, concerned employee must produce a medical certificate either from a Doctor or from a Registered Medical Practitioner.

Privilege Leave (P.L.)

An employee is eligible for Earned Leaves if he/she fulfills the condition of attendance of 240 days in a year.

For calculating 240 days attendance actual days worked + Privilege leaves availed during the year to be considered.

Where an employee fulfills the condition of 240 days (as mentioned above) but has remained absent or on leave without pay, such an employee shall be deprived of Privilege Leave on pro-rata basis, as per following table :-

In case of new joinee, during first year, PL will be calculated on pro-rata basis and also the condition in last para will be applied.

All On roll staff & worker shall be entitled to 22 days PL in a calendar year.

PL would be credited to the individual employee's account only after completion of one year of his service (one year service means having worked for 240 days or

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more days in the previous year). For the purpose of computing 240 days, period of LWP, unauthorized absence, all period of legal lockout, strike and closures, inclusive of intervening, succeeding and preceding Sundays and holidays shall be excluded, however, sanctioned leave can be counted as working days.

Employees joining during leave year shall be credited PL in the next year on pro-rata basis. Similarly employees leaving the service shall be given a credit of PL on pro-rata basis.

PL can be clubbed with SL on account of special circumstance like illness/death in the family. This power rests only with Head of the Department & above category of employees.

PL can not be availed for more than 3 times in a year and must not be of less than 3 day and more than 30 days, weekly off days falling within PL period will not be counted as PL. PL can be accumulated upto a maximum of 120 leaves.

At the time of resignation, retrenchment, termination or dismissal encashment of PL up to a maximum of 120 days is permissible for staff. The last drawn basic salary shall be the basis for the encashment of PL.

For availing PL, an employee would be required to apply in writing atleast 7 days before the date on which employee wishes the leaves to commence.

For availing LTA, employee has to avail minimum of 5 days PL.

In case of new joinee PL can be availed after completion of 240 days of physical present.

GENERAL POINTS

All employees have been allotted a leave card which shall be retained / maintained by the HRM Department **(Annexure-16)**.

An employee's availing leave shall obtain his leave card and leave form **(Annexure-17)** from the HRM Department, shall fill up the respective column for getting his leave sanctioned and forward the same to the sanctioning authority.

All the leaves shall be sanctioned by immediate superior.

Once leave card has been issued, it is the responsibility of the concerned employee to ensure that it is returned back to HRM Department. The HRM Department shall see that the leave card is received back within 24 hours of its issue.

Employee going on leave, not having any leave to his credit, should apply for LWP and get it approved otherwise such leave will be treated as absenteeism.

LEAVE CARDS
(POLICY NO. 9)

PURPOSE

To streamline the system of maintaining leave cards of employees.

SCOPE

This policy is applicable to _____-II.

PROCEDURE

The company has provided leave cards **(Annexure - 16)** to each employee.

For each employee a separate card will be prepared.

Leave availed by any employee shall be entered in the leave card as per the leave policy of the Company.

Any employee availing the leave shall obtain the leave card from the HRM Department and get his leave sanctioned from the sanctioning authority as per the policy of the company and shall return the same to HRM Department.

Leave card should be filled in and maintained very neatly.

While preparing the monthly salary, leave card should be checked, the leave without pay or leave with pay be calculated and salary be paid accordingly.

Every year a new leave card will be issued and the balance should be carried forward in the new leave card and old leave card should be filed in the respective Personal File.

The maintenance, checking, verification and issuing the new leave card will be responsibility of HRM Department.

OVER TIME/ EXTRA WORKING & COMPENSATORY OFF
(POLICY NO. 10)

PURPOSE

To compensate the employees coming at works on off days / Holidays.

SCOPE

This policy is applicable for all employees of Grade 1 to Grade 4 of of _____.

POLICY

W.E.F. 01.01.2016 FOR EXTRA WORK & COMPENSATORY OFF

Management has decided to revise the existing scheme of compensation to Management staff for performance of extra work in situation when the reliever is absent, on weekly off days / paid holidays, as under effective from 1st Jan 2016 till further orders.

Technical & administrative employees in the **GRADES – M-I, M-II, M-III, are eligible for Overtime / for their extra work performed as under** for working on Off day / paid holiday:

OT / Extra Working calculation will be	:	_____
PH Days Working calculation	:	_____
W. Off working calculation	:	_____

C.OFF generate Rules

W. Off+ PH (Same day fall)	:	1 C. Off
----------------------------	---	----------

Technical & administrative employees in the **GRADES –M-IV who are not entitled for the overtime payments / cash benefits will be eligible to compensatory off for the working on weekly off days and / or paid holidays, atleast for four hours or more. Such compensatory off is to be adjusted within the same month or balance can be encase on Jan.**

However, when an employee goes on tour on official duties. On a weekly off / paid holiday, he will be eligible to claim / to receive compensatory off for such travel ONLY if he /she goes out in the morning and returns the same evening.

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In case of overnight travel or over- night stay for which incidental expenses are payable as per rules.

Management provide amount for lunch who are over stay for overtime as per below:

1. Normal Duty i.e. 8 hrs. + Overtime 8 hrs.	=	1 lunch+ 2 Tea
2. 1st shift + 2nd Shift 8 hrs.	=	1 lunch + 2 Tea
3. 1st Shift + Overtime 4 Hrs.	=	No lunch + 1 Tea
4. 2nd Shift + 3rd Shift 8 Hrs.	=	1 Lunch + 2 Tea
5. 2nd Shift + 3rd Shift 4 Hrs.	=	1 Lunch + 2 Tea
6. 3rd Shift + 1st Shift 8 Hrs.	=	1 Lunch + 2 Tea
7. 3rd Shift + 1st Shift 4 Hrs.	=	No Lunch + 1 Tea
8. General Shift + 4 Hrs.	=	1 Lunch + 2 Tea
9. 1st Shift 4 Hrs. + 2nd Shift	=	No Lunch + 1 Tea
10. W.off duty 8 hrs.	=	1 Lunch + 2 Tea
11. Paid Holiday 8 Hrs. duty	=	No Lunch + 1 Tea
12. Paid Holiday 8+8 Hrs. Duty	=	1 Lunch + 2 Tea

(If Canteen not available- : Management Provide Rs. _____ /- for 1 Lunch)

Overtime procedure :

1. Overtime become when reliever absent / on leave.
2. Employee have to fill overtime / extra work form and take sign of shift incharge.
3. Employee have to drop that form in overtime box (available box at security gate) After signature of shift incharge.
4. Next day Security supervisor have to submit all OT form to P&A Department .
5. P&A/HR have to check duty from muster roll/ attn. machine of employee and send to the respective department head for confirmation and sign.
6. Department head have to send back form to P&A department for entry.

PERSONAL FILES MAINTENANCE
(POLICY NO. 11)

PURPOSE

To streamline the system of maintaining personal files of employees.

SCOPE

This policy is applicable to _____ -

PROCEDURE

There will be a separate personal file for each employee and the documents be prepared as per the check list (Annexure – 18) Maintain personal record index (Annexure-19)

All personal files of the employees shall be kept in locker in the P&A department

MINIMUM WAGES
(POLICY NO. 12)

ENTITLEMENT

No regular employee including contract manpower shall be paid less than the minimum wage.

Regular employees including contract manpower shall be paid minimum wages as applicable.

MINIMUM WAGE

It is the responsibility of the HRM Heads to have Up-to-date information of the minimum wage applicable to the contract manpower working under their units.

Minimum wage should be change twice in a year of Helper / Contract un skill manpower as per circular of Labour department.

REQUIRE BENEFITS:

Management has to provide 2 time tea to each person including contract manpower.

Management provide EPF contribution of 13.36% as per rule

Management also provides ESIC @ 4.75% as per rule.

Provide all PPE as per requirement of work

SALARY/WAGES DISTRIBUTION
(POLICY NO. 13)

PURPOSE

This procedure has been laid down to streamline the system of distribution of the salary/wages in the Unit.

SCOPE

This procedure is applicable to _____ -

PROCEDURE

The following procedure is laid down for distributing the salary /wages.

All Employee will get their salary/wages bank transfer on 7th of every month.

All Employees will get their salary slips (Annexure-20) along with the salary / wages.

In case of holiday, weekly off on the above-mentioned date, the salary will be distributed a day before the date of holiday.

LTA AND PROCEDURE FOR PAYMENTS
(POLICY NO. 14)

PURPOES

To streamline the procedure of availing LTA and its payments.

SCOPE

This policy is applicable to _____ of _____ -

ENTITLEMENT

As per decided in settlement.

POLICY

LTA year shall be from 1st January to 31st December.

LTA to be paid to employees as soon as his LTA becomes due for the entire period.

Leave Travel Assistance (LTA) shall be paid in the form of reimbursement (Annexure-21).

Employees must take atleast 5 days PL to apply for LTA.

LTA can be claimed only once in a year subject to prevailing IT rules.

There will not be any deduction of LTA entitlement on account of sickness/illness (up to 3 months).

EMPLOYEES PROVIDENT FUND SCHEME
(POLICY NO. 15)

Employee will be covered under the Employee's PF and Miscellaneous Provisions Act 1952 and Employee's Family Pension Scheme, 1971 and the rules framed there under.

Employee's contribution i.e. 12% of the basic salary (Max. Limit of Basic salary is Rs. _____/- or as per PF Act) which will be deducted from employee's salary as well as the employer's contribution i.e. 12% of the basic salary (Max. Limit of Basic salary is Rs. _____/-) shall be deposited in the individual's P.F. account as per the above said Act.

All employees shall be covered under the act from the very first day of joining the Organisation.

EMPLOYEES STATE INSURANCE SCHEME
(POLICY NO. 16)

Employees will be covered under ESI as per ESI Act 1948. The eligibility criteria will be effective as per the salary limit notified by ESIC. [present salary limit is Rs. 21000/- gross]

The employer's contribution is 4.75% of the salary and employee's contribution towards ESI is 1.75% of the salary as per the above said Act.

SHIFT OPERATION
(POLICY NO. 17)

The Unit may have four shift operations. Following steps may be taken to have operations in each shift.

The shift timings shall be as follows.

1 st Shift Timing	:	_____
2 nd Shift Timing	:	_____
3 rd Shift Timing	:	_____
G Shift Timing	:	_____

Shift in-charge for each shift should be identified who will be the overall in-charge of the shift.

First Aid Box must have the required medicines in each shift. The telephone numbers and addresses of the Doctors to be contacted for emergency need should also be available.

Proper lighting arrangement inside and outside the building.

Shift rotation can be done as per requirement and the list of the operators/members and other staff required to come in each shift should be prepared and displayed on the Notice Board well in advance.

Female employees not to be called in the second/ third shift.

VISITING CARDS
(POLICY NO. 18)

The company has standardized the visiting cards, the size of cards shall be as follows :

LENGTH :
WIDTH :
BORDER :
(Annexure-22)

ENTITLEMENT :

All the visiting cards will be get printed as per the size mentioned above.

Grade VI and above category of employees shall be entitled to have the visiting card in the company's standardized prescribed design at the cost of the company.

In few of the cases Grade III may also be required to have the visiting cards, they may also have the visiting cards on need basis and HOD is authorized to approve the same on case to case basis.

The visiting card will be provided if needed only through the HRM department.

No body has got the right to get the visiting cards printed neither on his own expenses nor company's expenses from outside and for a person more than one type of card will not be allowed.

PERMANENT ITEM ISSUE
(POLICY NO. 19)

As and when any item is issued for the official use to any employee, the record should be maintained by HRM department in his Personal file as well as Item Hand-Over forms, where signature should be obtained to whomsoever it is issued.

As and when any employee who has been issued any item, leaves the company, a signature should be obtained by the HRM department before clearing full and final clearance form & will check the items issued to him as per the register and shall see that these have been received back in proper condition.

SECURITY SYSTEM
(POLICY NO. 20)

Five persons to be available 24 hours in the factory.

Security gate shall be manned by minimum two security guards round the clock in the factory. Minimum one security guard of our appointment during night and day must be available in the Plant, even if the security is contracted outside. The guards should be competent to read and write and be alert and be available at all times at the gate.

The salient features of the system to be followed up by the person are as follows

To maintain all the Register such as:

- a) Incoming Material Register (Annexure-24)
- b) Outgoing Material Register (Annexure-25)
- c) Returnable Material Register (Annexure-26)
- d) Visitors Entry Register (Annexure-27)
- e) Employees Attendance Register (Annexure-28)
- f) Employees Out going gate-pass Register (Annexure-29)

The security man at gate should see that the columns are neatly filled in and all the guidelines mentioned below are strictly followed.

In case of any problem, he should contact the HRM department immediately.

To check and monitor the entries of men and material at all times in proper register and with proper identity (affixing rubber stamp, fill entry, etc.). It is expected that he does not permit any stranger who is not able to express his identity or any person who is an ex-employee and has been separated from the company's Roll for organizational reasons or currently in employment with competitors. He should also ensure that the men and material crossing the gate go in the right direction to the right place (rather than loitering around).

To issue visitors card (Annexure-30) as per the policy of the company.

He should have his activities chart displayed in Hindi in his work place and also have the specimen signatures of the Authorized Signatories with Gate Pass signing authority, emergency telephone nos. for communication at times of needs.

All employee leaving the factory premises before the closure of work shall give the Gate Pass to the security guard, duly authorized by his immediate superior, which he shall maintain in a clip with the details of exit filled in.

He will check all the employees irrespective of the level at the time of exit as a normal routine check. This activity has to be swift and thorough. Security guard has to be polite while checking.

ABC Company

He shall keep vigil of any gathering in and around the factory premises and keep the plant HRM head informed of his observations as to such gathering and the intent of such gathering. However, this is a broad gambit of vigilance which a HRM man should train a security guard. Since, it can not be defined in individuals but is legitimately an ongoing demand on a security guard. As a company safety norm for 24 hours (permanent) there should be minimum 5 persons available in the company.

To guide the visitors as well as the employee to park their vehicles at the place earmarked for such purposes. He should also ensure that there is no parking of any vehicle close to the gate and no visitor's vehicle will be allowed inside the factory.

The Security Guard should guide the visitor that he should directly go to the Reception area. He should ensure that no visitor go to any other place except Reception.

The Receptionist will enquire on intercom from concerned official whether she should send him or not. The Receptionist should direct visitors to the concerned official's place and also ensure that visitors go to the concerned department only and no other place.

Making rounds around the plant particularly after sunset.

Locking of all gates, doors and windows of office, shop floor etc. within the factory premises.

Switching off/on lights and fans as and when required after/before factory/ office hours.

Handle firefighting equipment & other emergency equipments.

Keep an overall idea/information about employee's movement, which is against the interest of the company.

Keep company's officials informed of any irregularities as and when noticed.

The factory/office /stores etc. premises should be locked and all the keys of the various departments should be kept in a box placed at security gate. This box should be locked.

Other work : as per given JD to Security.

GIFTS RECEIVED FROM OUTSIDE PARTIES
(POLICY NO. 21)

_____ Group is committed to the prevention, detection and deterrence of fraud and all other corrupt business practices. We endeavor to conduct our business activities with honesty, integrity and the highest possible ethical standards. In view of the nature, scale and geographic range of our activities and protect our reputation, this policy is being implemented globally to check and address the risk of bribery and corruption.

1. Purpose :

(a) The purpose of this policy is to:

- (i) set out the responsibilities of the company and of those working with us, for us or associated with us, in observing and upholding our position on bribery and corruption; and
- (ii) provide information and guidance to those working for us on how to recognize and deal with bribery and corruption issues and navigate through such issues
- (iii) to ensure compliance with the anti-bribery and corruptions laws to which we are subject to, including the Prevention of Corruption Act, 1988 (India).

2. Definitions :

- (a) "Corruption": abuse of public or private office for personal gain.
- (b) "Governmental Entity": means any government or any agency, bureau, board, commission, court, department, official, political subdivision, tribunal or other instrumentality of any government, whether federal, state or local, domestic or foreign.
- (c) "Facilitation Payments": payment made to smoothen the process of delivering a service to which the payer is legally entitled without making such a payment.
- (d) "Improper Performance": an act whereby a person fails to act (1) in good faith, (2) impartially or (3) in accordance with a position of trust.
- (e) "Public Officials" means persons employed by or working with the Governmental Entity, government owned or controlled commercial enterprises, international organizations, political parties and political candidates.

ABC Company

(f) "Third Party" means any individual or organization you come into contact with during the course of your work for us, and includes actual and potential customers, suppliers, distributors, business contacts, agents, advisers and Public Officials.

(g) "Workers" mean individuals working at all levels and grades with us, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, seconded staff, homeworkers, casual workers and agency staff, agents, or any other person associated with us, or any of our subsidiaries or their employees, wherever located.

3. Our principles :

It is our best practice objective that those we do business with take a similar zero-tolerance approach to bribery and corruption.

4. Gifts and hospitality:

(a) This policy does not prohibit normal and appropriate hospitality (given and received) to or from Third Parties.

(b) What is not acceptable?

It is not acceptable for you (or someone on your behalf) to:

(a) give, promise to give, or offer, a payment, favour, gift or hospitality with the intention of influencing, inducing or rewarding improper performance;

(b) give, promise to give, or offer, a payment, favour, gift or hospitality to a Public Official, agent or representative to "facilitate" or expedite a routine procedure (where the payment is not a legitimate payment pursuant to local written law);

(c) accept payment or favour from a Third Party that you know or suspect is offered with the expectation that it will obtain a business advantage for them which will be obtained through improper performance by you or us;

(d) accept a gift or hospitality from a Third Party if you know or suspect that it is offered or provided with the intention of influencing improper performance by us in return;

(e) threaten or retaliate against another Worker who has refused to commit a bribery offence or who has raised concerns under this policy; or

(f) engage in any activity that might lead to a breach of this policy.

5. Wilful blindness

(a) If any Worker willfully ignores or turns a blind eye to any evidence of corruption or bribery within their department or around them, it will also be taken against the Worker.

(b) Although such conduct may be “passive”, i.e. the Worker may not have Directly participated in or may not have directly benefited from the corruption or bribery concerned, the willful blindness to the same can, depending upon the circumstances, carry the same disciplinary action as an intentional act.

6. Donations

We only make contributions or charitable donations that are legal and ethical under local laws. All such contributions or donations can be made only after prior approval of both, your HOD and the management. Notwithstanding the foregoing, the charitable donations should not be made with the intention of influencing business or official decisions or gaining a commercial or other advantage

CHECKING THE INCIDENCE OF DISLOYALTY TO COMPANY

(POLICY NO. 22)

It is the prime responsibility of Departmental Head to constantly keep an eye on the activities of his department and people. Those departments, where cash purchases or dealing with outside parties is involved, regular audit/vigilance should be done by Head of Department to identify such employees who indulge into malpractices.

Company policy is very clear that any employee, whose integrity is doubtful, has to leave the company immediately.

Whenever such an action is taken, the information is to be shared openly with all employees. Depending on the gravity of the situation, Authorised person can take decision to put the information on the notice board. Certain cases where adequate supporting data is available, Authorised person can consider making a Police Case.

Since the consequences are extreme, Departmental Head must take utmost precaution on the charges levied. It should not be based on hearsay but should have adequate supporting information or data.

It may also be mentioned here that merely mis-appropriation of cash or seeking favour from supplier or theft etc. are not the only cases of disloyalty to organization. It also includes misuse of company property, giving wrong information intentionally.

It is again reiterated that prime responsibility of running the affairs of the Department is with the Departmental Head. On case to case basis Authorised person, may nominate a senior person to go into the details and where it is concluded that Department Head was also negligent – this will go in his personal file also.

FACTORY VISIT OF VISITORS
(POLICY NO. 23)

PURPOSE

To regularize the visitors who come from outside to visit the Unit.

SCOPE

All visitors entering into the company.

POLICY

Visitor will be issued a Visitor Card as per Annexure-30-A and Annexure 30 by the security department. After that he will approach the reception.

Receptionist will contact the concerned person to whom the visitor wants to meet and receptionist will either call the employee at the reception or send the visitor inside the office after getting confirmation from the employee.

The visitor shall display this card on his chest. On his return, he / she will have to return the same to the security guard.

In case visitor wishes to visit Shop Floor area. Permission from V.P.-Operation will be required. Visitors to Design department are not allowed.

DELIGATION OF AUTHORITY
(POLICY NO. 24)

<u>ITEM</u>	<u>LEVEL OF AUTHORITY</u>
Appointment Letter	_____
Warning Letter	_____
Charge Sheet/Suspension Letter	_____
Compliance of ESI, PF & Factory's Act and other Govt. Authorities under Labour laws (Returns & Forms)	_____
Gate Pass for out-going	_____
Full & Final clearance of the employee	_____
Deduction of salary for unauthorized Leave /absence	_____
Discharge/Termination	_____
Nominations for Training programme (External): - All Others	HOD/HRM Head
Sanctioning leave	Immediate Superior
Transfer	_____
Annual Increments	_____
Final Approval of Annual Increment	_____
Promotion letters	_____

TRANSFER POLICY
(POLICY NO. 25)

All the appointment letters, at all levels, in our group consists of “transfer” Clause.

Transfer within same company : In Group, within same company manpower could be considered for transfer from one location to another, should such need arise the following methodology be followed :

The receiving division should have a vacancy, which will suit to the incumbent’s exposure and profile.

In case of transfer of employee, the Inter Unit Transfer Format (Annexure - 31) will be filled in by Transferring Department/Functional Head by giving details about employee regarding his qualification, salary, level etc., reason of transfer, his present duties and responsibilities, etc. in the format duly signed by Authorised Person & will send to the Unit HRM department. Then transferee Unit HRM department will give its comments and send the said format to the Unit where the transfer is to be effected for the approval of their Unit Authorised person after getting the confirmation from the concerned Authorised person. Unit HRM will issue the transfer orders.

Transfer letter in writing shall be issued by the Unit HRM Head after concluding the date of transfer. It is desirable that the date of transfer should be first day of the month to avoid administrative inconvenience. The HRM department should parallel close the leave and other entitlements balance, like PF, Gratuity as of transfer date and send the consolidated statement to the new division in two days of the transfer along with the personal file.

For all retrial liabilities towards gratuity etc (wherever applicable) the closing balances will be transferred to the new Company. And thereafter new Company will take care of these liabilities. The transferee company will complete the formalities of transfer of Gratuity etc.

All Leaves & Advances/Loans will be balanced as on date of transfer to new Company and thereafter-new company will take care of all future liabilities from his/her original date of joining. The transferee company will provide all the details to transferred company.

For all purposes, his / her date of joining in our Group / first Company will prevail for determining any seniority etc.

P.F. will be transferred to new Company.

In all cases personal file etc. will be maintained at new place only.

PAYMENT OF GRATUITY
(POLICY NO. 26)

Gratuity shall be payable to an employee as per the payment of Gratuity Act, 1972 on the completion of his/her employment after he/she has rendered continuous service for not less than five years.

- (a) On his superannuation, or
- (b) On his retirement or
- (c) Resignation, or
- (d) On his death or
- (e) Disablement due to accident or disease.

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement.

The present rate of Gratuity is maximum of Rs. _____ Lacs.

PROMOTION POLICY FOR STAFF
(POLICY NO. 27)

Promotion is way of recognition of an employee's contribution for the company & his ability to shoulder additional responsibilities. It also helps organization to fill higher level vacancies through internal resources. Through promotions, an employee gets a feedback that his contribution to organization is not going unnoticed. Promotion leads to better / higher designation, which satisfies his / her growth needs.

Promotion should always accompany additional / higher responsibility. Thus four factors would be considered:

- i. Development of his Second in Command
- ii. Potential / Capability to take higher responsibility
- iii. Performance in the existing level
- iv. Experience i.e. a minimum period spent in the existing level

Since performance is one of the key factor for determining eligibility of employees for consideration for promotion (Annexure -32). It is important to link performance rating with promotion.

SALARY ADVANCE
(POLICY NO. 28)

PURPOSE

An employee advance is a cash assistance given to an employee while he/she is in need of money due to unavoidable circumstances in his personal front. As a broad guideline the following reasons may be observed under the gambit of exigencies :

Marriage. (Self, dependent brothers/ sisters/ daughter/son). Hospitalization of self/ dependent family members.

Ceremonies in the house of specific nature cause due to death of any first line family member.

Any other miscellaneous reason of grave nature/calamity that has caused a need for cash assistance to the employee with which the immediate superior is satisfied and has found the employee to be genuine and reasonable in his request.

SCOPE

This policy is applicable to _____ -

POLICY

An advance can be granted to any employee who approach for advance in prescribed form (Annexure-33) addressed to his immediate superior. The immediate superior should put it up with his recommendation to the approving authority clearly stating his conclusive decision along with logic for such a decision.

A salary advance would mean an immediate need for cash to the employee for his personal need depending on his monthly salary due for logical reasons like his proceeding on leave till the pay day etc. This amount shall be granted as an advance, which shall, however, be adjusted against salary payable on the immediate pay day succeeding such a payment.

Salary advance will be paid on the basis of working days. The same are given as under, if,

A	Working day are	25 & above will get 80% amount of his salary
B	Working days are	20 to 24 will get 60% amount of his salary
C	Working days are	15 to 19 will get 40% amount of his salary.

The authorities to decide loan requests from employees, which comes from time to time. However, it shall not become an entitlement of every employee to gain a loan / advance from the company.

FESTIVAL HOLIDAYS
(POLICY NO. 29)

The company has the policy to declare 8 no. of festival holidays.

Following will be the standard festival holidays to be followed in all the units :

LIST OF HOLIDAYS		
S.N.	OCCASION	DATE & MONTH
1	REPUBLIC DAY	26 JANUARY
2	HOLI	
3	INDEPENDENCE DAY	15 AUGUST
4	RAKSHA BHANDHAN	
5	JANAMASHTMI	
6	DUSSEHRA	
7	DIWALI	
8	HINDU NEW YEAR	

UNIFORM
(POLICY NO. 30)

PURPOSE

This policy has been laid down to bring similarity among all the employees and to maintain uniformity.

SCOPE

This policy will be applicable to _____. This covers all permanent employees i.e. Staff & Operators.

POLICY

Each employee will be provided Three sets of uniform every year consisting of trousers & shirts.

The cloth will be provided by the company and stitching charges of uniform will also be borne by the company.

It is expected that all the employees shall be wearing shoe preferably black.

The uniform shall be given to the above category of employees from the date of confirmation.

The uniform shall be issued by 1st Jan every year.

All employees shall come on duty in the above said uniform and it should be neat & clean. Employees should wear uniform while visiting other units and outside for official purposes.

HRM Department of the respective units as well as the Departmental Head shall be responsible to check and ensure about the wearing of uniform in each case.

Uniform cloth and quality will be selected by panel (i.e. 2 union person and 2 staff with HR) after selection The HRM Department shall purchase the cloth and shall issue the same to employee.

No deduction to be made against Uniform, from employees who are leaving the Organisation.

MOBILE POLICY
(POLICY NO. 31)

PURPOSE

To have fast & better communication within the group.

SCOPE

This policy is applicable to _____

POLICY

Head & above category of Employees are eligible for cellphone. For other category of employees cellphone may be provided depending on the nature of work i.e. need to be in constant contact and mobility, with special approval of V.P. Operation/Director/MD

The maximum price of handset is limited to Rs. _____ -

Unit HRM Dept. is responsible to obtain cellphone take over form (Annexure-34) and the same will be filed in the personal file of the user.

Employee can replace the handset once in two years, subject to handset is beyond repair. The old handset will be returned to HRM dept.

In case mobile is lost or damaged by the user before _____ years, he will have to purchase handset by himself and after two years he would be entitled for new handset as per policy.

ACCIDENT INSURANCE POLICY
(POLICY NO. 32)

PURPOSE

To take insurance cover for the employees under Group Accident Insurance Policy
To provide monetary benefit in case of accident

SCOPE

This policy is applicable for all the employees of _____ - including those who are covered in ESI scheme.

POLICY

The company will take the group personal accident policy (Amount is depended on gross salary of employee). The premium of the policy shall be borne by the company.

Processing of claims: Bills and claims of any employee should be submitted in appropriate form with enclosure to HRM department for interface & conclusion with Insurance company to result in reimbursement of claim. Any employee wish to make a claim should obtain blank claim form from HRM department and intimation as to accident should always be made to HRM as and when such accident occurs.

The administration of this scheme is the responsibility of the HRM Department.

DIWALI - SWEETS AND BONUS
(POLICY NO. 33)

PROCEDURE FOR THE PURCHASE OF SWEETS & ITS DISTRIBUTION

The company has the policy to give Sweet to all the employees irrespective of level including Temporary employees and drivers attached to employees. The Employees through contractor will be also given sweets.

The quality of sweets shall be decided by the committee.

DISTRIBUTION OF BONUS

The bonus wherever applicable will be distributed along with the sweets.

Minimum Rs. 1001/- to be given to the employees as “Shagun” for new joiner, who are exempted from Bonus limit.

It is also the policy of the company that the bonus will be paid to employees only after the accounts are finalized and bonus declared by the management.

For employees (Staff and Operator) leaving the company before the declaration of bonus, the bonus shall be settled at the time of his settlement of account if the bonus is applicable.

POLICY ON RE-RECRUITMENT OF EMPLOYEES
(POLICY NO. 34)

Employees are the best ambassadors of the organization even after they leave. In today's market conditions where the professionals with right skills and attitude are scarce, it makes sense to rehire the ex-employees on selective basis. The company has the benefit of having known the performance and cultural fitment in the organization.

But there must be some guidelines and same be included in the HRM policy manual.

GUIDELINES for RE-INDUCTION

The former Employee may be considered for Re-Recruitment in cases where :

He/she left on an amicable note

Has/She settled his dues and has not breached the contract terms in terms of confidentiality etc.

He/she must have made valuable/good contributions in his/her areas.

Therefore, the factors to be considered while Re-Recruitment should be:

Past Performance

Competence, and

Expertise in certain areas.

Need of the organization, to Re-Recruitment.

The former employee must not have left/departed on bad note, to say that; there was nothing adverse against him/her in terms of integrity, discipline, behavior etc.

Re-Recruitment must be against an existing approved vacancy. The period of leaving should not be a major point. At any given point of time, if the former Employee can do value addition, should be considered for Re-Recruitment.

PROCEDURE

If an employee rejoins he/she will be Re-Recruitment with normal recruitment i.e. as new joined.

Such cases should be very limited and need based only, with justifiable reasons. Re-Recruitment should be in exceptional cases only.

MARRIAGE GIFT
(POLICY NO. 35)

There shall be a Company gift on self-marriage of the employee of any level, who gets married. The terms shall be as follows.

Gift shall be of worth Rs. 1001-5001/- (Cash or in kind)

The employee should be a permanent employee of the company.
(includes probationers and trainees)

The concerned department head of such an employee who is getting married shall ensure that the gift is presented to him/her. The voucher pertaining to the same shall be authorized by the department head. The voucher should be accompanied with the marriage invitation copy in all possible cases.

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HRM FUNCTION
(POLICY NO. 36)

PURPOSE

This policy has been laid down to clarify the role of HRM Function.

SCOPE

This policy is applicable to _____ -

POLICY

With the perspective to have defined role of HRM following roles have been defined for these functions.

In unit, HRM function will be headed by one person. The day to day HRM will be looked after by Unit individually.

Role of HRM department

Adherence to HRM Policies
Recruitment & Induction - Staff
Personal Files – Staff
HRM Policy formulation & implementation
Performance Appraisal - Staff & Operators
Manpower Planning – Staff
Employee Engagement Survey
Communication (Magazine etc.)
Emotional Support to People
Reward & Recognition
Employee Retention Strategies
Improve Team Building
Work Culture and Environment
Contribution to Society
Job Rotation, Enlargement & Enrichment
Adherence to HRM Policies
Recruitment & Induction - Operators
Personal Files – Operators
Payroll HRM - For all employees
Statutory Compliances (PF, ESI, Factory Act, Fire, Electricity, Contract Labour, Employment Exchange, etc.)
Labour Cases
Security
Transportation & travel arrangement
Uniform

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Insurance (Mediclaime & Accident etc.) for all employees
Upkeep & house keeping of unit premises
Telecom Systems - Telephone, Mobile, Fax, etc.
Office facilities (Furniture, AC, Lights, Fans, etc.)
Risk Management Systems
Employee Safety
Disciplinary administration and Grievance Handling related to facilities
Employee Separation
Welfare - Advances etc.
Mobile, Laptop, Pen drive, Computer etc.
Formulation & Approval of Standing Order.
Liasoning with Govt. authorities

LAPTOP POLICY
(Policy No. 37)

PURPOSE

To meet the requirement of fast & better communication, employees may need to use information and data readily available all the times.

Laptops are required to be given to employee who needs to move frequently for official purposes.

SCOPE

This policy is applicable to _____ -

POLICY

Senior employees required to move frequently and requiring information and data easily available with them all the time. MD/Director / V.P. Operation shall be decided entitlement for laptop, subject to their function require the same.

The configuration of Laptop will be finalized by Authorised person.

On issuing the Laptop to employee, unit HRM to obtain company asset take over form (Annexure - 35) and the same will be filed in the personal file of the user.

As technology is changing fast, laptops are also required to be updated regularly. Laptop can be replaced once in three years depending on the recommendation of department head. In such case old laptop can be sold to the supplier in buy back scheme.

HEALTH CHECK UP

(Policy No. 38)

PURPOSE

For Medical check up of all employees.

SCOPE

This policy is applicable to _____ -

POLICY

HRM will identify Hospital & Scheme for medical Check up.

HRM will co-ordinate the activity.

HRM will be responsible for check up of all employee i.e. company and contractor's employee also.

HR should maintain record (Annexure-36) of medical check up with detail of each employee.

HR should maintain record of pre-employment medical checkup.

RESIGNATION

(Policy No. 39)

Purpose and Scope

This policy sets out what an employee needs to do if s/he decides that s/he wants to bring his/her employment with the unit to an end, for any reason.

Required Actions

An employee who decides to resign should normally provide his/her line manager with formal, written notification of his/her intention to resign/retire giving the minimum correct period of notice.

HOD shall be forwarded resign to HRM along with remarks.

HR will be communicated with resigned employee and find out reason for resign. HR also counseling with employee if employee not ready to work than forward resignation to V.P. Operation along with remarks.

Director or V.P. Operation or G.M. will give approval.

After approval HR will issue Resign acceptance/reliving letter (Annexure-37)

HR will be issue Experience letter (Annexure-38) after charge handover process as per policy and full & final settlement as per policy.

CHARGE HANDOVER

(Policy No. 40)

PURPOSE

For proper delegation duties, companies item and document to new employee.

SCOPE

This policy is applicable to resigned employee of _____-II.

PROCESS

Unit's property relating to an employee's work should be returned on or before their leaving date or last day on site as an employee if that is earlier. A non-exhaustive list of items would include:

- o Keys
- o ID card
- o mobile phone
- o computers, equipment and documentation

As per charge over format (Annexure -23)

FULL & FINAL SETTLEMENT
(Policy No. 41)

KEY POLICY-CLAUSE

For processing Full & Final Settlement, following aspects are thoroughly checked & calculated

- i. Accumulated Leave as on date for calculating Leave Encashment
- ii. Years of Service more than FIVE YEARS for Gratuity Amount
- iii. Information in No Dues Clearance Form for any Loan Recovery or Salary Payable

Employee/ Trainee who's No Dues (Annexure-39) Clearance is not cleared due to various reasons their Full & Final Settlement is kept pending. After clearing all the dues, his or her Full & Final Settlement is processed.

In case, an Employee/ Trainee wants to be relieved early before completion of his or her specified Notice Period, Notice Pay is recovered from his or her Settlement Amount. All legal dues as per the normal resignation are given to the Employee/ Trainee.

SEXUAL ABUSE POLICY

(Policy No. 42)

Purpose : This organization prohibits and has a zero tolerance for any Sexual abuse.

Procedure

Screening :

All potential employees and volunteers must undergo a comprehensive background check before being allowed to work.

Training :

All employees and volunteers will be trained on what constitutes abuse and molestation and how to respond.

Identification :

This organization monitors events, patterns or trends that can indicate abuse.

Reporting :

This organization will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place.

Investigation :

- It is this organization's objective to conduct a fair and impartial investigation.
- Every reasonable effort will be made to keep the matters involved in the allegation as confidential as possible, while still allowing for a prompt and thorough investigation.
- This organization will report the incident to the police as indicated.
- This organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.

Protection :

All victims will be protected from harm during the investigation. o Remove the alleged perpetrator from contact with all residents and staff, pending outcome of the investigation.

Response :

Analysis of the occurrences will be conducted to determine what changes to policies and procedures are needed, if any, to prevent further occurrences.

ANNEXURES LIST

S. No	Description	Annexu re No.	Policy Reference
1.	Man power requisition	1	1
2	Interview evaluation sheet	2	1
3	Offer Letter of Trainees	3	2
4	Appointment Letter of Trainees	4	2
5	Performance Review of Trainees	5	2
6	Probation Confirmation letter	6	2,5
7	Extension Letter of Probation-Trainees	7	2,5
8	Offer Letter-Staff	8	1
9	Salary Break up Form	9	1
10	Appointment Letter	10	1
11	Declaration from Reference – Operator	11	4
12	Assessment Form After Completion of Probation	12	5
13	Contract employee detail form	13	4-A
14	Employee Out Going Gate-Pass	14	7
15	OD Form	15	7
16	Leave Card	16	8,9
17	Leave Form	17	8
18	Personal File Check List	18	11
19	Personal Record Index	19	11
20	Salary Slip	20	13
21	LTA Form	21	14
22	Visiting Card	22	18
23	Charge Handover Form	23	40
24	Material Inward Register Format	24	20
25	Outgoing Material Register Format	25	20
26	Returnable Material Register Format	26	20
27	Visitors Entry Register Format	27	20
28	Employee Attendance Register	28	20

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29	Employee Out Going Gate Register	29	20
30	Visitor Card	30	20,23
31	Visitor Gate Pass	30-A	20
32	Transfer Letter	31	25
33	Promotion Letter	32	27
34	Salary Advance form	33	28
35	Mobile Handover Note	34	31
36	Laptop Handover Note	35	37
37	Medical Check up Report summery	36	38
38	Pre Medical checkup request letter	36-A	38-A
39	Resign Acceptance/ Reliving letter	37	39
40	Experience letter	38	39
41	Full & Final Settlement format	39	41
	JOINING FORMS		
42	Joining Report	40	
43	Personal Data Form	41	2
44	Verification of Educational Qualification	42	
45	Verification of Past Experience	43	
46	PF Nomination Form -	44	
47	ESI Nomination Form	45	
48	Form -35 Nomination Form	46	
49	Group Insurance Nominee detail	47	
50	Induction Form	48	
51	Gratuity Form "F"		