

# SUPERNOVA

## Comprehensive HR Policy Manual

**Effective Date:** December 6, 2025

**Version:** 1.0

**Last Updated:** December 2025

**Classification:** Internal - Confidential

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## 1. COMPANY OVERVIEW AND MISSION

### 1.1 About Supernova

Supernova is a leading automobile manufacturing company specializing in electric vehicles (EVs), commercial vehicles, and automotive component manufacturing. Our manufacturing facilities are state-of-the-art with robotics integration, quality control excellence, and sustainable production practices.

#### Core Business:

- Electric vehicle (EV) production and assembly
- Commercial vehicle manufacturing
- Automotive component and parts manufacturing
- Quality assurance and testing

**Locations:** Multiple manufacturing plants across India; corporate office in major metro.

### 1.2 Employment Categories

- **Plant Employees:** Shop floor workers, machine operators, assembly technicians
- **Skilled Workers:** Welders, electricians, maintenance technicians, QC inspectors
- **Administrative Staff:** Clerical, planning, quality coordination
- **Supervisory:** Shift supervisors, team leaders, line managers
- **Management:** Department heads, plant managers, senior leadership

## 1.3 Organizational Values

- **Quality First:** Zero-defect mindset; continuous quality improvement
- **Safety Above All:** Safe working environment; accident prevention prioritized
- **Teamwork:** Collaborative problem-solving; cross-functional coordination
- **Innovation:** Efficiency improvements; lean manufacturing principles
- **Employee Care:** Fair treatment; skill development; career progression
- **Sustainability:** Environmental responsibility; safe production practices

## 1.4 Policy Scope and Application

This manual applies to all employees of Supernova across all facilities:

- Full-time permanent employees
- Contract and temporary workers
- Trainees and apprentices (with modifications per Apprentices Act)

**Policy Acknowledgment:** All employees acknowledge receipt via dated signature during onboarding. Amendments communicated with 15-day implementation notice.

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# 2. EMPLOYMENT STANDARDS AND CODE OF CONDUCT

## 2.1 General Conduct Standards

All employees maintain professional and respectful conduct:

- **Punctuality:** Arrive on time for shifts; abide by attendance discipline
- **Safety Compliance:** Follow all safety protocols and procedures without exception
- **Respect and Dignity:** Courteous behavior toward colleagues and supervisors
- **Adherence to Rules:** Follow company policies and facility protocols
- **Professional Communication:** Clear, respectful communication in all interactions
- **Accountability:** Own mistakes; report safety hazards immediately

## 2.2 Anti-Discrimination and Harassment

**Zero-Tolerance Policy:** Supernova prohibits discrimination and harassment based on:

- Gender, including sexual harassment
- Caste, religion, or community
- Age, marital status, or disability
- Sexual orientation or gender identity
- National origin or political belief

### Sexual Harassment Prevention (POSH):

- Prohibited conduct: Unwelcome verbal, physical, or written behavior of sexual nature
- Reporting: Immediate reporting to supervisor, HR, or Internal Complaints Committee (ICC)
- Investigation: Conducted confidentially within 21 days
- Support: Counseling, workplace accommodation, and anti-retaliation protection provided

- Consequence: Substantiated harassment results in disciplinary action up to termination

#### **Complaint Process:**

1. Verbal/written complaint to supervisor, HR, or ICC
2. Investigation initiated within 3 working days
3. Confidentiality maintained; no retaliation permitted
4. Resolution communicated; remedial action taken if substantiated

### **2.3 Safety and Health Compliance**

#### **Non-Negotiable Safety Practices:**

- Mandatory use of Personal Protective Equipment (PPE) in production areas
- Adherence to lockout-tagout (LOTO) procedures during maintenance
- Reporting of safety hazards, near-misses, and incidents immediately
- Participation in safety drills and training (fire, emergency evacuation)
- No work while under influence of drugs or alcohol
- Immediate reporting of equipment malfunction or unsafe conditions

#### **Consequence of Violations:**

- First violation: Written warning + safety retraining
- Second violation: Suspension (1-3 days) + investigation
- Severe/Repeated violations: Termination without notice

**Safety as Fundamental Right:** No employee coerced to work in unsafe conditions; whistleblower protection provided.

### **2.4 Confidentiality and Intellectual Property**

#### **Confidential Information:**

- Manufacturing processes, production specifications, and technical designs
- Client contracts, pricing, and order information
- Employee personal data and payroll information
- Quality control data and test results
- Strategic business plans and expansion plans

#### **Protection Obligations:**

- No disclosure to unauthorized parties
- Social media: No posting of manufacturing processes or facility photos
- Non-compete clause: Applies during and post-employment (6-12 months per agreement)

#### **Intellectual Property:**

- All inventions, improvements, and processes created during employment belong to Supernova
- Employee contributions recognized in internal disclosures
- Innovation rewards program available (details per separate policy)

## 2.5 Conflict of Interest

### Disclosure Requirements:

- Personal relationships with supervisors or management in reporting chain
- External employment or business interests (especially in competing industries)
- Significant investments in suppliers or vendors
- Gifts or benefits from external parties exceeding ₹5,000
- Any potential conflict affecting work objectivity

### Management Approach:

- Written disclosure to HR
- Assessment of conflict severity
- Mitigation: Recusal, transfer, or arm's-length arrangement
- Non-disclosure: Grounds for disciplinary action if discovered

## 2.6 Disciplinary Action and Progressive Discipline

**Approach:** Progressive discipline for misconduct; exceptions for gross misconduct.

| Offense Category         | First Violation       | Second (within 12 mo) | Third                 | Pattern     |
|--------------------------|-----------------------|-----------------------|-----------------------|-------------|
| Attendance/Tardiness     | Verbal warning        | Written warning       | 1-day suspension      | Termination |
| Policy violation (minor) | Written warning       | Suspension (1 day)    | Suspension (2-3 days) | Termination |
| Policy violation (major) | Suspension (3-5 days) | Final warning         | Termination           | —           |
| Safety violation         | Suspension (1 day)    | Suspension (2-3 days) | Termination           | —           |
| Gross misconduct         | Immediate termination | —                     | —                     | —           |

### Gross Misconduct (Immediate Termination):

- Theft or fraud
- Violence or threat of violence
- Gross insubordination
- Serious safety violation endangering others
- Sexual harassment or discrimination
- Breach of confidentiality causing material loss

- Working under influence of drugs/alcohol
- Violation of law

**Due Process:** Before discipline, employee given opportunity to explain; documented; appeal available to HR Manager within 5 working days.

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## 3. RECRUITMENT AND SELECTION PROCESS

### 3.1 Recruitment Philosophy

Supernova recruits skilled, safety-conscious employees:

- **Skill Assessment:** Technical competency rigorously evaluated
- **Safety Mindset:** Candidates assessed for safety awareness and compliance culture fit
- **Reliability:** Stability and attendance records reviewed
- **Diversity:** Inclusive recruitment across communities and demographics
- **Long-term Perspective:** Hire for sustainable workforce; training investment justified
- **Fair Process:** Transparent, documented selection process

### 3.2 Recruitment and Selection Process

#### Stage 1 - Screening:

- Application review: Qualifications, experience, education verified
- Phone screening: Communication skills, interest, and availability confirmed
- Document verification: Original certificates and documents checked

#### Stage 2 - Skill Assessment:

- Technical test (shop floor roles): Machine operation, welding test, assembly simulation
- Written test (administrative roles): Literacy, numeracy, documentation skills
- Practical assessment: Real-world task performance observed
- Safety awareness assessment: Knowledge of safety practices evaluated

#### Stage 3 - Personal Interview:

- Communication skills and clarity
- Technical depth and problem-solving approach
- Safety consciousness and risk awareness
- Reliability indicators (attendance, attitude, commitment)
- Previous employment history and reasons for leaving

#### Stage 4 - Medical Examination:

- Mandatory medical check-up by company doctor
- Assessment of fitness for shop floor work (noise, heat, vibration exposure)
- Vision and hearing testing for relevant roles
- Drug and alcohol screening (where applicable)
- Medical fitness certificate issued

### **Stage 5 - Reference Check and Verification:**

- Previous employer verification: Dates, position, performance
- Police verification and background check (Factories Act requirement)
- Educational qualification verification
- Address verification

### **Stage 6 - Offer and Onboarding:**

- Offer letter issued with all terms and conditions
- Medical fitness confirmation
- Joining date and induction schedule communicated

## **3.3 Offer Letter Content**

Appointment letters include:

- Position title, grade/level, location, and reporting manager
- Nature of employment (permanent, contract, temporary)
- Start date, probation duration (3-6 months)
- Compensation structure (fixed, variable, allowances)
- Work schedule and shift timing (if applicable)
- Leave entitlements
- Benefits and insurance coverage
- Equipment, tools, and PPE provided
- Confidentiality and IP assignment agreement
- Safety rules acknowledgment
- At-will employment clause
- Notice period (typically 30 days)

## **3.4 Probation Period**

### **Duration:**

- 3 months: Experienced hires (5+ years in similar role)
- 6 months: Fresh workers, career changers, or critical roles

### **During Probation:**

- Structured induction and training program (2-4 weeks)
- Daily/weekly supervisory feedback on performance
- Safety and procedural compliance monitored
- Either party may terminate with 1 week notice; no severance
- No leave entitlement during probation (except statutory)

### **Success Criteria:**

- Technical skills demonstrated on assigned tasks
- Safety compliance: Zero violations, correct PPE usage
- Attendance: No unauthorized absences, punctuality maintained
- Conduct: Professional and respectful behavior
- Communication: Clear understanding of instructions

### **Probation Outcomes:**

- **Confirmed:** Permanent employee status; confirmation letter issued
  - **Extended:** Rare; maximum 2 additional months for further assessment (requires VP approval)
  - **Not Confirmed:** Unsuitable for role; constructive separation; referral assistance provided
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## 4. WORK SCHEDULE AND SHIFT MANAGEMENT

### 4.1 Standard Work Schedule

#### Manufacturing Facility Hours:

- Factory operates continuously: 6 AM - 10 PM (16-hour operations) or 24-hour (continuous production facilities)
- 5-day work week for administrative staff
- Shift pattern: Single shift, double shift, or triple shift (rotational)

#### Shift Arrangements:

| Shift Type      | Timing                  | Weekly Days   | Off Days                     |
|-----------------|-------------------------|---------------|------------------------------|
| Morning Shift   | 6:00 AM - 2:30 PM       | 5-6 days      | 1-2 days (typically midweek) |
| Afternoon Shift | 2:30 PM - 11:00 PM      | 5-6 days      | 1-2 days (typically midweek) |
| Night Shift     | 11:00 PM - 6:30 AM      | 5-6 days      | 1-2 days (typically midweek) |
| Rotational      | Rotating every 4-7 days | As per roster | 1-2 days consecutive         |

**Duration:** 8 hours of work per shift + 30-minute lunch break (unpaid)

#### Core Facility Operations:

- Administrative staff: 9 AM - 5:30 PM (Monday-Friday), 8.5-hour day
- Supervisory: Aligned with production schedule; flexible as needed

### 4.2 Shift Rotation System

**Rotation Pattern:** Typically 4-week DuPont or similar rotation cycle:

#### Week 1:

- 4 night shifts (11 PM - 6:30 AM), then 3 days off

#### Week 2:

- 3 day shifts (6 AM - 2:30 PM), 1 day off, 3 afternoon shifts (2:30 PM - 11 PM)

#### **Week 3:**

- 3 days off, then 4 day shifts (6 AM - 2:30 PM)

#### **Week 4:**

- 7 consecutive days off (long weekend)

#### **Roster Management:**

- Roster published 30 days in advance (when possible)
- Change requests submitted in advance; manager approval required
- Swaps with other employees permitted if supervisor approves
- Mandatory roster compliance; unauthorized absence results in disciplinary action

### **4.3 Attendance Tracking and Discipline**

#### **Biometric Attendance System:**

- Punch-in at facility gate/production area via biometric
- Punch-out at end of shift
- Accurate time recording for payroll and leave calculation
- Data maintained for 3 years; accessible to employee upon request

#### **Tardiness:**

- Arrival after official shift start time recorded as late
- Consequences:
  - Pattern (3+ late arrivals in month) triggers verbal warning
  - Pattern continuation results in written warning
  - Chronic tardiness (10+ times in quarter) may result in suspension

#### **Early Departure:**

- Leaving before official shift end time without supervisor approval
- Consequences same as tardiness

#### **Absenteeism:**

- Unplanned absence: Manager notification within 2 hours required
- Medical certificate for absence >2 consecutive days
- First absence: Deducted from earned leave
- Third absence in 6 months: Counseling with HR
- Pattern (5+ absences in 6 months): Disciplinary action

**Unauthorized Absence (5+ consecutive days):** Treated as abandonment; termination may follow.

## 4.4 Overtime and Facility Requirements

**Overtime Definition:** Work beyond scheduled shift or on weekly off-day

**Overtime Compensation:**

- Additional pay: 1.5x hourly rate for normal overtime; 2x for weekend/holiday work
- Compensatory off-time (CTO): If preferred, employee takes equivalent time off
- Approval: Pre-approved by shift supervisor; emergency overtime communicated same day

**Maximum Overtime:**

- Daily cap: 2 hours per day (except emergency)
- Weekly cap: 10 hours per week
- Monthly cap: 40 hours per month
- Quarterly cap: 120 hours per quarter

**Overtime Investigation:** Chronic overtime (>80 hours/month regularly) triggers HR review; workload rebalancing initiated.

**Mandatory Off-Time:**

- Minimum 12 hours rest between end of shift and start of next shift
- If rest period violated, compensatory day off provided
- No work on weekly off-day without prior approval and compensation

## 4.5 Breaks and Rest Periods

**During Shift:**

- Lunch break: 30 minutes (unpaid, off the clock)
- Tea/coffee breaks: 2x 10 minutes (on the clock)
- Bathroom/water breaks: As needed; shift coverage maintained
- Mandatory break every 4 hours in continuous manufacturing
- Stretching/exercise: Encouraged during breaks for ergonomic health

**Rest Between Shifts:**

- Minimum 12 hours rest required (Factories Act Section 54)
- If violated: Compensatory day off provided within 7 days
- Night shift workers: Extra care for sleep recovery; flexible scheduling accommodated

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# 5. LEAVE AND ABSENCE MANAGEMENT

## 5.1 Leave Entitlements

All permanent employees receive:

| Leave Type         | Annual Days | Accrual    | Eligibility      | Rules                       |
|--------------------|-------------|------------|------------------|-----------------------------|
| Earned Leave (EL)  | 20 days     | 1.67/month | From day 1       | Carries over max 10 days    |
| Casual Leave (CL)  | 8 days      | Discrete   | After probation  | Month-end forfeiture        |
| Sick Leave (SL)    | 12 days     | 1/month    | From day 1       | Med cert >2 days required   |
| Restricted Holiday | 10 days     | Fixed      | All employees    | National/regiona l holidays |
| Maternity Leave    | 180 days    | N/A        | Female employees | Up to 2 children            |
| Paternity Leave    | 10 days     | N/A        | Male employees   | Within 2 years of birth     |
| Adoption Leave     | 60 days     | N/A        | Adoptive parents | Limited to one adoption     |
| Bereavement        | 3-5 days    | N/A        | All employees    | Immediate family death      |

#### Contract/Temporary Employees:

- Pro-rated entitlements based on contract duration
- No earned leave carryover
- Encashment at contract end

## 5.2 Leave Accrual, Carryover, and Encashment

#### Earned Leave Accrual:

- Accumulates monthly at 1.67 days/month
- Accessible after completion of one month service
- Carryover: Maximum 10 days to next calendar year
- Excess balance forfeited: Cannot be carried indefinitely

#### Encashment Policy:

- Annual encashment: Up to 5 days in December (optional; separate from leave taken)
- Separation encashment: All unused earned leave encashed at last drawn salary rate
- Casual leave: Forfeited at year-end; no encashment
- Timing: Encashment processed in subsequent payroll cycle

**Payment Rate:** Last drawn salary (fixed + allowances) at time of encashment

## 5.3 Leave Application Process

### **Request Submission:**

1. Submit request via HR Portal or in writing to supervisor
2. Minimum 5 working days advance notice (except emergency)
3. Emergency/sick leave: Notification to supervisor via phone/SMS same day
4. Request includes: Leave dates, type, reason, coverage plan

### **Approval Workflow:**

- Supervisor reviews within 1 working day
- Auto-approval if no conflict; notification to employee
- If conflict: Supervisor discusses alternative dates with employee
- Escalation to HR if unresolved
- Team informed of approved leave

### **Medical Documentation:**

- Sick leave >2 days: Medical certificate required within 3 days of return
- Format: Doctor's note confirming diagnosis and treatment
- Absenteeism pattern: HR may request medical exam if pattern evident

### **Return to Work:**

- Employee confirms attendance to supervisor
- Knowledge transfer briefed if necessary
- Attendance marked in system

## 5.4 Special Leave Provisions

### **Maternity Leave:**

- Duration: 180 days (26 weeks) per child up to 2 children
- Structure: 6 weeks pre-delivery, 12 weeks post-delivery, 8 weeks flexible
- Extension: Up to 12 months unpaid leave (LWP) available
- Benefits: Insurance continues during maternity leave

### **Paternity Leave:**

- Duration: 10 days paid
- Eligibility: Male employees within 2 years of child birth
- Purpose: Support spouse and child bonding

### **Leave Without Pay (LWP):**

- Medical emergency: Up to 3 months; benefits continue
  - Personal exigency: Up to 30 days annually
  - Caregiver: Up to 60 days for ill family member
  - Higher education: Up to 2 years for full-time degree
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## 6. COMPENSATION, BENEFITS AND INCENTIVES

### 6.1 Compensation Structure

#### Fixed Component (75-80%):

- Basic salary: Core fixed compensation
- Dearness Allowance (DA): Inflation-indexed; reviewed annually
- House Rent Allowance (HRA): Percentage of basic (typically 10-15%)
- Other allowances: Conveyance, meal, shift premium (for shift work)

#### Shift Premium (if applicable):

- Afternoon shift: 5% of basic
- Night shift: 10% of basic
- Rotational shift: 7.5% of basic

#### Variable Component (20-25%):

- Quarterly performance bonus: 0-10% based on production targets and quality metrics
- Annual bonus: 0-15% based on profitability and individual performance
- Attendance bonus: Incentive for perfect/near-perfect attendance
- Safety bonus: Reward for zero-accident periods or safety initiative contributions

### 6.2 Salary Reviews and Adjustments

#### Annual Salary Review (January):

- Conducted for all employees during performance cycle
- Factors: Inflation (minimum 3% DA adjustment), merit increase (0-7%), promotion
- Increases effective from February 1 or next payroll cycle
- Communication: Individual meetings; reasons explained

#### Promotion Increase:

- Minimum increase: 10-15% upon promotion
- New compensation band applied
- Effective date: Following month of promotion

#### Performance-Based Adjustments:

- Mid-year special increases for exceptional performance (rare)
- Typically 5-10% additional increase
- Approved by department head and HR

**Salary Protection:** No reduction except with documented mutual consent and formal agreement.

## **6.3 Benefits and Insurance**

### **Health and Medical Insurance:**

- Group health insurance: Covers employee + 2 family members
- Coverage: Hospitalization, day-care procedures, maternity, pre-post hospitalization
- Premium: Fully employer-funded
- Network: Cashless facilities at 3,000+ hospitals pan-India
- Co-pay: May apply for certain procedures (capped at reasonable limits)
- Family coverage: Extended family (spouse, parents) optional additions

### **Life Insurance:**

- Group life insurance: 15x monthly basic salary
- Coverage: Available for employees and dependents
- Claim: Paid to nominated beneficiary upon death
- Premium: Fully employer-funded

### **Disability and Accident Coverage:**

- Work-related injury: Full hospitalization coverage + disability benefit
- Disability benefit: 100% salary for partial; 60% salary for permanent total disability
- Accidental benefit: Additional coverage for accidental injury

### **Critical Illness Insurance:**

- Coverage for major illnesses: Cancer, cardiac, stroke, kidney failure (₹5 lakhs coverage)
- Premium: Employer-funded
- Waiting period: 90 days post-coverage

### **Retirement Savings:**

- Employee Provident Fund (EPF): 12% employee + 12% employer contribution
- Vesting: 5 years service; fully portable
- Withdrawal: Permissible for specified reasons (medical, education, housing)
- Gratuity: Payable at retirement/separation after 5 years service
- Calculation: 15 days final salary × years of service / 30

### **Wellness Programs:**

- Annual health check-up: Fully covered; preventive focus
- Occupational health: Regular screening for noise, dust, heat exposure
- Fitness programs: Gym membership reimbursement (₹300/month)
- Health awareness: Quarterly health camps; smoking cessation programs
- Mental health: EAP services; counseling support available
- On-site clinic: First aid center staffed 24/7 at manufacturing facilities

## 6.4 Employee Loans and Financial Assistance

### Loan Schemes (via Employees' Credit Society or similar):

| Loan Type      | Maximum                  | Interest | Tenure    | Purpose                 |
|----------------|--------------------------|----------|-----------|-------------------------|
| Personal Loan  | 3x monthly salary        | 7%       | 36 months | Any personal need       |
| Home Loan      | Up to 85% property value | 4.5%     | 20 years  | Residential property    |
| Vehicle Loan   | 80% vehicle cost         | 6%       | 60 months | Two-wheeler, car        |
| Education Loan | ₹2 lakhs                 | 5%       | 60 months | Child's education       |
| Emergency Loan | ₹50,000                  | Nil      | 12 months | Medical/hardship (rare) |

**Eligibility:** Minimum 1 year service; clear disciplinary record; no pending dues.

## 6.5 Taxation and Deductions

### Standard Monthly Deductions:

- Income Tax: As per IT Act 1961; calculated on gross salary
- Employee Provident Fund: 12% of basic salary
- Professional Tax: ₹200/month (state-dependent)
- Employees' State Insurance (ESI): If applicable based on salary threshold

### Voluntary Deductions:

- Health insurance premium (employee share)
- Loan EMI repayment
- Union dues (if applicable)
- Charitable donations
- Tuition reimbursement

**Tax Benefits:** HR provides guidance on 80C investments, medical claims, house loan benefits.

## 7. PERFORMANCE MANAGEMENT AND DEVELOPMENT

### 7.1 Performance Appraisal System

**Appraisal Cycle:** Annual (December-January)

**Appraisal Dimensions:**

| Dimension           | Weight | Assessment Criteria                                     |
|---------------------|--------|---|
| Delivery/Production | 35%    | Meeting targets, output quality, efficiency             |
| Safety Compliance   | 25%    | Zero safety violations, PPE adherence, hazard reporting |
| Technical Skills    | 20%    | Job proficiency, accuracy, problem-solving              |
| Teamwork            | 10%    | Cooperation, communication, support to peers            |
| Initiative          | 10%    | Proactivity, suggestions, continuous improvement        |

### 7.2 Performance Rating System

**5-Tier Rating System:**

| Rating                       | Description   | Level               |
|------------------------------|---|---------------------|
| <b>5 - Outstanding</b>       | Exceptional performance; exceeds all expectations significantly | Top performer       |
| <b>4 - Exceeds</b>           | Performs above expectations; valuable contribution              | High performer      |
| <b>3 - Meets</b>             | Meets all expectations; fulfills role requirements              | Effective performer |
| <b>2 - Needs Improvement</b> | Below expectations in key areas; improvement required           | Below expectations  |
| <b>1 - Unsatisfactory</b>    | Significantly below expectations; serious performance risk      | At risk             |

### **Rating Distribution Guidance:**

- Outstanding (5): 5-10% of population
- Exceeds (4): 20-30%
- Meets (3): 50-65%
- Needs Improvement (2): 5-10%
- Unsatisfactory (1): 2-5%

## **7.3 Feedback and Coaching**

### **Ongoing Feedback:**

- Monthly supervisor check-ins on performance
- Immediate feedback after significant achievement or gap
- Peer feedback: Informal from teammates
- Constructive feedback: Behavior-focused; actionable suggestions
- Positive reinforcement: Acknowledgment of strengths

### **Development Support:**

- Coaching for skill gaps: On-the-job training, mentorship
- Formal training: Courses, certifications, workshops
- Career development: Discussions on growth, skill enhancement
- Early intervention: Support offered if underperformance identified

## **7.4 Performance Improvement Plan (PIP)**

**Trigger:** Performance rating below "Meets" for two consecutive years or critical performance gaps

**PIP Duration:** 60-90 days structured plan

### **Process:**

1. **Goal Setting (Week 1):** Manager and employee define specific, measurable improvement goals
2. **Support Plan:** Training, mentorship, workload adjustment identified
3. **Weekly Reviews:** Bi-weekly check-ins on progress
4. **Final Assessment (Day 60-90):** Achievement of goals evaluated

### **Outcomes:**

- **Successful:** Rating improved; employee continues; PIP closure documented
- **Unsuccessful:** Separation discussion; severance offered; references provided

**During PIP:** No promotion, transfer, or salary increase; bonus may be withheld.

## **7.5 Promotion and Career Advancement**

### **Promotion Eligibility:**

| Criteria             | Requirement                                       |
|----------------------|---|
| Performance Rating   | "Meets" or "Exceeds" for past 2 appraisals        |
| Technical Competency | Mastery of current role; readiness for next level |
| Leadership Potential | Initiative, teamwork, communication skills        |
| Tenure               | Minimum 2 years at current level                  |
| Safety Record        | No major safety violations                        |

**Promotion Timing:** Typically annual (February effective date)

**Compensation:** Minimum 10-15% increase; new salary band applied

#### **Process:**

1. Nomination by manager (June-July)
2. HR and leadership review (August-September)
3. Interview conducted for senior roles (if applicable)
4. Decision communicated (December)
5. Effective date: February 1 or negotiated date

## **8. WORKPLACE SAFETY AND HEALTH**

### **8.1 Safety as Core Value**

#### **Supernova's Safety Commitment:**

Supernova prioritizes employee safety above all operational considerations. This is non-negotiable.

#### **Safety Principles:**

- Zero-accident objective: Aim to eliminate workplace accidents through prevention
- Hazard elimination: Hazards addressed at source; PPE as last resort
- Incident investigation: All incidents investigated; preventive measures implemented
- Continuous improvement: Safety improvements made based on learnings
- Employee empowerment: All employees encouraged to report hazards; whistleblower protection provided

### **8.2 Personal Protective Equipment (PPE)**

#### **Mandatory PPE by Work Area:**

| Work Area          | Required PPE  |
|--------------------|---|
| Production Floor   | Hard hat, safety shoes, high-visibility vest          |
| Welding Area       | Welding helmet, fire-resistant apron, leather gloves  |
| Assembly Line      | Safety glasses, knee protection, appropriate footwear |
| Maintenance Area   | All above + respirator (if fume exposure)             |
| Quality Lab        | Lab coat, chemical-resistant gloves, safety glasses   |
| Forklift Operation | Hard hat, safety shoes, high-visibility clothing      |

#### **PPE Responsibility:**

- Employer provides: All required PPE at no cost to employee
- Employee responsibility: Correct usage, maintenance, replacement when damaged
- Inspection: Monthly checks of PPE condition
- Training: Initial and refresher training on proper usage

**PPE Violation:** Non-compliance results in disciplinary action (warning → suspension → termination).

### **8.3 Occupational Health and Safety**

#### **Occupational Hazards Management:**

##### **Noise Exposure:**

- Measurement: Annual noise level monitoring
- Protection: Noise-cancelling earplugs/muffs provided
- Health check: Annual audiometry testing for exposed workers
- Limit: Exposure levels maintained below regulatory limits

##### **Chemical Exposure:**

- Inventory: All chemicals registered; safety data sheets (SDS) available
- Handling: Safe handling procedures posted; training mandatory
- PPE: Chemical-resistant gloves, goggles, respirators provided
- Monitoring: Quarterly air quality testing; health screening as needed

##### **Heat and Humidity:**

- Monitoring: Temperature monitoring in production areas
- Hydration: Free water and electrolyte drinks available
- Rest: Mandatory rest periods during peak heat
- Scheduling: Workload adjusted during extreme heat conditions

### **Ergonomic Hazards:**

- Workstation assessment: Regular ergonomic evaluations
- Adjustments: Work-height, seating, tool design modifications
- Rotation: Job rotation implemented to prevent repetitive strain
- Training: Proper lifting and posture techniques taught

### **Mental Health and Stress:**

- Work environment: Managed workload; realistic production targets
- Support: Peer support, counseling available; no stigma
- Recognition: Stress management programs offered

## **8.4 Emergency Preparedness**

### **Emergency Procedures:**

- Fire evacuation: Drills conducted quarterly; assembly point identified
- Medical emergency: First-aid center staffed; trained first-aiders available
- Hazmat incident: Spill containment kits available; trained cleanup team
- Communication: Alarm systems in place; communication protocols established
- Regular drills: Quarterly emergency simulations; lessons documented

### **Employee Responsibilities:**

- Participate in all drills and training
- Report emergencies immediately
- Follow instructions from designated emergency coordinators
- Account for all persons during evacuation

## **8.5 Health and Wellness Services**

### **On-Site Health Facilities:**

- First aid center: Staffed 24/7 with trained first-aiders
- Medical consultation: Plant doctor available during shift hours
- Medical supplies: Well-stocked first aid kits and emergency supplies
- Vaccination: Routine and occupational vaccinations offered
- Health screening: Annual health camps; specialized screening for exposed workers

### **Occupational Health Programs:**

- Baseline health screening: At joining (pre-employment medical)
  - Periodic screening: Annual or as per exposure levels
  - Health monitoring: Tracking of health metrics for exposed workers
  - Preventive measures: Implemented based on screening results
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## 9. GRIEVANCE REDRESSAL AND DISPUTE RESOLUTION

### 9.1 Grievance Definition

A grievance is any complaint or concern regarding:

- Work conditions (safety, equipment, workspace)
- Compensation or benefits disputes
- Unfair treatment or discrimination
- Harassment or bullying
- Denial of leave, promotion, or training
- Policy violation or inconsistent application
- Any work-related issue affecting employee well-being

### 9.2 Three-Level Grievance Process

#### Level 1 - Informal Resolution (Encouraged):

- **Objective:** Quick, amicable resolution through direct communication
- **Process:**
  1. Employee discusses concern with immediate supervisor
  2. Meeting within 2 working days
  3. Supervisor listens; root cause identified
  4. Solution explored collaboratively
  5. Agreement documented (email or note)
  6. Follow-up: Action taken within agreed timeline
- **Timeline:** 5-7 working days
- **Success Rate:** 60-70% resolved at this level
- **Escalation:** If unresolved, proceeds to Level 2

#### Level 2 - Formal HR Investigation:

- **Objective:** Formal investigation and resolution by impartial HR
- **Submission:** Written complaint to HR (email or letter)
- **Content:** Nature of grievance, dates, people involved, evidence, witnesses, desired outcome
- **Deadline:** Within 30 days of incident (exception if extenuating circumstances)
- **Acknowledgment:** HR confirms receipt within 1 working day; assigns grievance ID
- **Investigation:** 7-10 working days
  - Investigator interviews complainant
  - Interviews respondent (with due notice)
  - Interviews witnesses
  - Collects documentary evidence
  - Maintains confidentiality
- **Investigation Report:**
  - Findings documented with evidence
  - Root cause analysis
  - Corrective action recommended
  - Approved by HR Manager
- **Communication:**
  - Both parties informed of findings
  - Corrective action communicated (if substantiated)

- Remedial steps explained
- Appeal deadline given
- **Timeline:** 15-20 working days total

#### **Level 3 - Appellate Review:**

- **Objective:** Independent review if complainant disagrees
- **Appeal Deadline:** Within 7 working days of Level 2 resolution
- **Appellate Authority:** HR Director or independent arbitrator (for sensitive cases)
- **Scope:** Review of process fairness and decision substantiveness
- **Decision:** Affirm, reverse, or modify Level 2 resolution
- **Finality:** Level 3 decision is final and binding
- **Timeline:** 10 working days

### **9.3 Special Grievance Procedures**

#### **Sexual Harassment (POSH):**

- Fast-track investigation: Within 15 days
- Internal Complaints Committee (ICC): Multi-member committee including external member
- Victim support: Counseling, workplace accommodation, flexible scheduling
- Anti-retaliation: Strictly enforced

#### **Discrimination:**

- HR Director involvement
- Fast-track resolution: 10 working days
- Remedial action: Includes apology, training for respondent

#### **Retaliation Claims:**

- Immediate investigation: 5 working days
- Interim protection: Respondent may face immediate action
- Evidence: Strong protections for complainant

### **9.4 Confidentiality and Anti-Retaliation**

#### **Confidentiality:**

- Information restricted to investigating team
- Complainant, respondent, witnesses entitled to confidentiality
- Public disclosure considered breach; disciplinary action follows
- Records maintained in secure file

#### **Anti-Retaliation Protection:**

- Prohibited: Any adverse action against grievance reporter
  - Prohibited actions: Negative appraisal, denial of benefits, unfavorable transfer, suspension
  - Enforcement: Retaliation substantiated = disciplinary action against retaliating party
  - Severity: Intentional retaliation may result in termination
-

## **10. POLICY COMPLIANCE AND ADMINISTRATION**

### **10.1 Policy Review and Amendment**

#### **Annual Review Schedule:**

- Comprehensive review: December each year
- Regulatory compliance updates: Within 15 days of law change
- Ad-hoc amendments: As organizational needs dictate

#### **Amendment Process:**

1. Draft amendment prepared with legal input
2. Senior management review and approval
3. Communication: Email with change summary
4. Effective date: 15 days post-communication (or sooner if legally required)
5. Training: Manager briefing on implementation

### **10.2 Policy Acknowledgment**

#### **Acknowledgment Requirement:**

- All employees acknowledge receipt via dated signature during onboarding
- Material amendments: Re-acknowledgment required
- Records: Maintained in employee file for 7 years

### **10.3 Non-Compliance**

#### **Manager Non-Compliance:**

- Policy deviation identified: HR alerts manager
- Corrective action required: Documented
- Pattern: Escalates to VP-level action

#### **Employee Non-Compliance:**

- Progressive discipline applied (per Section 2.6)
- Severity determines action: Warning → suspension → termination

#### **HR Non-Compliance:**

- Policy misapplication corrected immediately
- Affected parties communicated
- Systemic issues: Training and process refinement

### **10.4 Grievance Policy Governance**

#### **Policy Governance Committee:**

- Quarterly review of grievances and policy effectiveness
  - HR, management, employee representatives
  - Policy amendment recommendations
  - Regulatory monitoring and updates
-

## **APPENDIX A: EMPLOYEE ACKNOWLEDGMENT**

**I hereby acknowledge receipt and understanding of the Supernova Comprehensive HR Policy Manual, Version 1.0 (December 2025).**

I understand:

- These policies apply to my employment
- Policy violations may result in disciplinary action
- Confidentiality and anti-retaliation protections are available
- Safety compliance is non-negotiable
- I have grievance redressal mechanisms available
- My statutory rights under labor laws remain unaffected

I confirm:

- I have received the complete manual
- I have had opportunity to ask questions
- I agree to comply with all policies
- I acknowledge receipt and understanding

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**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Department/Role:** \_\_\_\_\_

**Joining Date:** \_\_\_\_\_

**Shift/Work Area:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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**Manager Name:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

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

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**HR Representative:** \_\_\_\_\_

**HR Signature:** \_\_\_\_\_

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

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## APPENDIX B: DOCUMENT CONTROL

| Version | Date        | Key Changes                         | Approved By              |
|---------|-------------|-------------------------------------|--------------------------|
| 1.0     | Dec 6, 2025 | Initial Comprehensive Policy Manual | HR Director & Leadership |

## APPENDIX C: QUICK REFERENCE

| Topic              | Key Point   |
|--------------------|---|
| Work Schedule      | 8-hour shifts; morning/afternoon/night rotation; DuPont cycle                         |
| Earned Leave       | 20 days/year; 1.67 days/month accrual; 10-day carryover max                           |
| Casual Leave       | 8 days/year; month-end forfeiture; no carryover                                       |
| Sick Leave         | 12 days/year; med cert >2 days required   |
| Overtime Cap       | 50 hours/quarter; 2 hours/day max   |
| Safety             | Zero-tolerance for violations; mandatory PPE  |
| Compensation       | 75-80% fixed; 20-25% variable based on performance                                    |
| Performance Rating | 5-tier scale; no forced distribution; annual cycle                                    |
| Grievance Process  | Level 1 (informal, 5-7 days); Level 2 (formal, 15-20 days); Level 3 (appeal, 10 days) |
| Leave Encashment   | Earned leave encashed at separation; casual leave forfeited                           |

**Classification:** Internal - Confidential

**Distribution:** All Supernova Employees, Supervisors, HR Personnel

**Next Review:** December 2026

**Policy Questions:** Contact [hr@supernova-auto.com](mailto:hr@supernova-auto.com)

*Supernova is committed to creating a safe, respectful, and progressive workplace. This policy manual reflects our values and commitment to employee well-being and operational excellence. For policy clarifications, contact HR at [hr@supernova-auto.com](mailto:hr@supernova-auto.com).*