



IRCLASS
Indian Register of Shipping



Employee Information Hand Book

IRCLASS
SYSTEMS AND SOLUTIONS PRIVATE LIMITED



Employee Information Hand Book
Dated: 11-08-2023
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HR Department

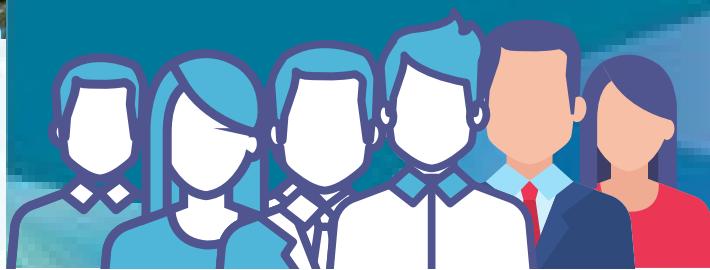


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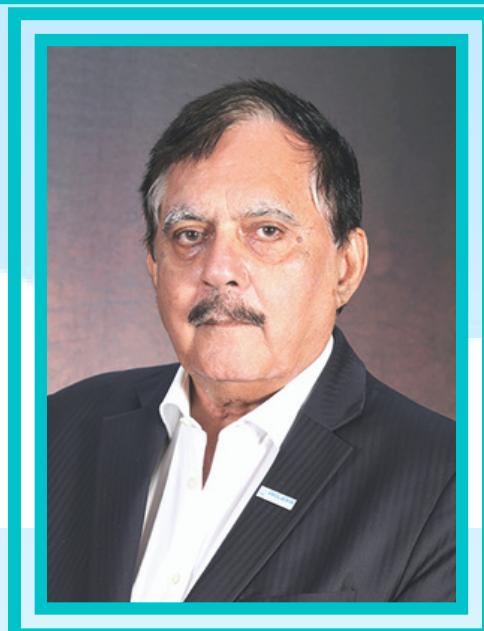
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WELCOME TO IRCLASS

MESSAGE FROM OUR EXECUTIVE CHAIRMAN



We are proud to have you with us.

As a comprehensive resource this handbook is designed, covering all the areas we feel are of significance to you, and your career with IRClass

We believe that you have the potential and desire to meet the high standards of excellence, which is the hallmark of IRClass

We are a growing company and continuously improving & expanding, we wish to see you grow along with us.

At IRClass, we seek the finest talents, nurture and develop them to strengthen our various departments. As a member of IRClass family, you will be working in an environment that encourages your creativity and offers innumerable opportunities to gain invaluable expertise in your area of specialization.

At IRClass, you will team up with a group of talented and hardworking professionals who will be sharing their knowledge with you. We look forward to a long and mutually beneficial association.

Arun Sharma

Executive Chairman

I. Purpose of Employee Information Handbook (EIH)

EIH has been developed to clearly define IRClass's policies and to facilitate their implementation. It also serves as a quick reference book regarding various policies of the organisation

It provides guidelines to be followed in the administration of these policies and assist employees in following the correct procedure.

EIH will give you a brief outlook of our organization's vision, mission, quality policy and information related to employee benefits.

In order to retain necessary flexibility in the administration of policies and procedures, Company reserves the right to change or revise policies, procedures and benefits described in this handbook.



II COMPANY OVERVIEW

1. VISION

To be the first choice of all existing & potential customers globally



2. MISSION

To promote Quality, Occupational Health & Safety and protection of the Environment by making every effort to be a Safer, Smarter and Greener Organization.

- **SAFER** – by promoting & driving a safety culture to prevent loss or harm to personnel, property and environment,
- **SMARTER** – by using competent personnel to deliver our services and continually improving the reliability of our systems & processes through appropriate research & development, and
- **GREENER** – by sharing knowledge and taking measures to reduce environmental footprints to achieve sustainable development



3. VALUES



4. BUSINESS POLICY

To provide all our services:

- Based on appropriate research and development,
- In a cost effective and efficient manner,
- With ethical and transparent business practices, and
- Guided by effective Management Systems, through competent personnel, appropriate methodologies and work environment.



III GENERAL EMPLOYMENT RULES / WORKING DECORUM

IRClass expects its employees to achieve and maintain a high standard of ethics, professional conduct and work performance to ensure the Company maintains its reputation with all internal and external stakeholders

1. WORK CULTURE

We are a professionally managed organization that encourages a performance oriented productive environment. We value employees, who have sense of integrity, responsibility and high degree of commitment.

2. DRESS CODE

While at work, an employee represents the organization. All employees in office are expected to be dressed properly and present a clean and well groomed appearance.

Formal Dress Code for Male Employees: Neat and Appropriate Attire consisting of formal Shirts with formal trousers, tie and formal closed shoes.

Formal Dress Code for Female Employees: Female employees will wear attire which is appropriate and suitable for an office working environment. The common formal dresses of female employees are salwar kameez/chudidar, saree or western formal which includes trouser /skirt / business suits.

Note – Jeans, T-Shirts or any similar type of attire is not a part of Dress Code from Monday to Friday. It is our current convention to treat Saturday as smart casual wear day. Employees on survey/inspection duty must be attired as per required work and safety norms.



3. ATTENDANCE/OFFICE HOURS

The standard office time for Head Office adopted by IRClass is 9.00 am to 5.30 p.m. The Saturday roaster duty system for Head Office is discontinued w.e.f. 1st April 2017.

However, flexi timing norms for attendance are applicable for Head Office considering the inconvenience that employees sometimes face while commuting in a metropolitan city like Mumbai. Nevertheless these flexi timing norms are not to be implied as benefits / rights. These are the flexibilities given to help us manage our attendance in situations which are beyond a normal control.

Since IRClass is a technical and a customer oriented Organization, all employees are expected to ensure high quality/timely customer services. All employees are requested to adhere to the office timings and also go beyond the normal working hours if required. Kindly ensure that on no account our services to the clients are delayed/compromised/hindered in any manner whatsoever especially due to client request or requirement made on a Saturday.



Basic Rules

The revised flexi timing norms w.e.f. 1st July 2019 are as follows;

- Employees must be present during the core working hours of the organization which is 10:00 am to 5:00 pm. Employees coming to office after 10:00 am or leaving office before 5:00 pm should take prior approval from HOD/DH. The calculation of working hours will be considered from 8:45 am to 7:00 pm. Punch in time before 8:45 am and punch out time after 7:00 pm will not be considered in calculation of working hours.
- The working hours on all working days are 8:30 hrs.
- It is mandatory for an employee to complete 42.30 hours in a week (Monday – Friday). This excludes public holidays or leaves availed in that particular week.
- Daily working hours of less than 7.00 hrs will be treated as half day leave and less than 4:15 hrs will be treated as full day leave.
- Reporting office after 11.30 a.m. will be considered as half day and similarly leaving office before 3.45 p.m. will be treated as half day. Only in case of any exigency an employee can leave early after taking due permission from HOD/DH.(However,half day leave will be deducted for working hours less than 7 hours in a day).
- Half day calculation – minimum working hrs for half day is 4.15 hrs from the punch in time. 1st half is till 1:00 pm and 2nd half starts from 1:30 pm.

Deduction for shortfall of weekly working hours –

Half day leave will be deducted for every shortfall of completion of weekly working hours of up to 1 hour. Thereafter, for every shortfall of 1 hour, further half day leave will be deducted. Example: If an employee completes only 40.45 hours in a week, then 1 day leave will be deducted from his/her leave balance.

Missing attendance reported through our auto-email system must be regularized within working days with proper approvals from HOD/DH on any day.

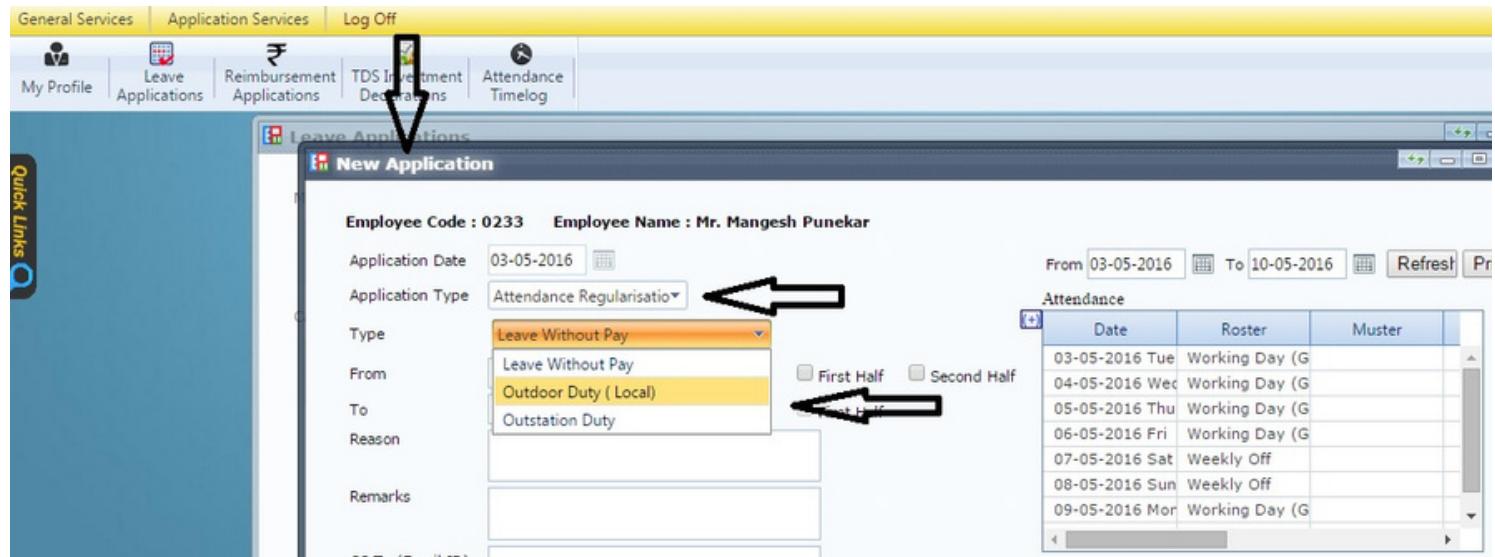
All such deduction of leaves/adjustment will be first done against CSL. In case the CSL gets exhausted, the deductions/adjustments will be done against PL. Further if PL is exhausted then such deduction will be considered as LWP (leave without pay).

Flexibility in the attendance policy or working hours is solely at the discretion of the management and it cannot be claimed as a matter of right. Only in case of any exigency or any kind of emergency an employee may avail the flexi hours after taking due permission from HOD/DH.



Updating Local Outdoor Duty and Outstation Duty

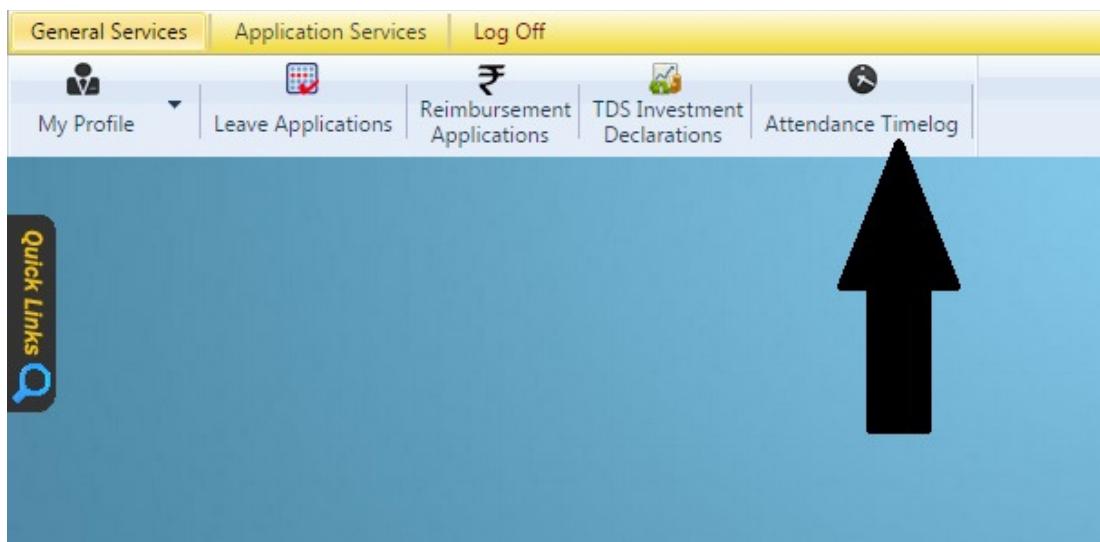
In order to plug in the working hours for your Outdoor Duty (Local) and Outstation duty, please use the relevant options under Leave Application Menu. (see screen shot)

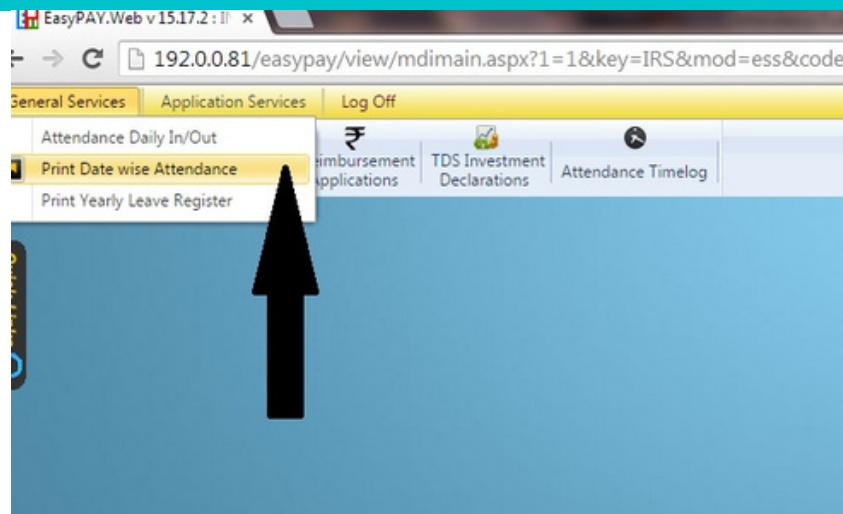


Viewing Attendance -

There are two ways in which an employee can view his/her attendance from ESS Leave Module.

- Attendance time Log** – This facility only shows the real time attendance In/Out time log (based on your registration of attendance) for a particular period and you can download this time log in excel sheet. (see below screenshot). You may use this option to view your daily In/Out timing.
- Date wise Attendance Report** – This facility will help you generate a detail date wise attendance report for a particular period. Please note that on weekly basis the leave administrators will pull the attendance data through the system and only after that the details will be captured to be reflected in this report.





It is recommended that employee should check his/her attendance time on regular basis and monitor the same.

Important points to note:

- Flexi time is a facility given to manage unforeseen situation of office attendance and not to be treated as benefit.
- Employee must regularly update their outdoor duty / Outstation Duty in the ESS.
- In case due to any biological reasons (damaged skin / Mehndi/tattoo applied on finger / finger print not readable by machine etc), if the attendance is not getting registered, please immediately inform Ms. Shweta Gore / Mr. Kazi with proper approval from your HOD/DH. One may also maintain a manual attendance in the attendance register kept in HR Dept.
- All other norms of ESS as per Leave management Module will remain unchanged.
- Late Mark waiver has been removed from the System.
- It may please be noted that the leave register of a particular month will be kept open for any updatations in the system till 15th of next month. However as a good practice, all employees are requested to update/regularize the attendance immediately after they get a system alert for missing attendance.
- Employees are requested to check their attendance every month and regularize the same wherever applicable by 5th of subsequent Month. Each month a report shall be generated from the system on or before 15th of every month for the attendance of previous month and accordingly leave deduction will be considered for Salary processing.
- Incase of any deviation from policy, employee needs to take approval from HOD/DH/CFO and Sr.Vice President & Company Secretary.

For any queries / non-registration of attendance, following personnel should be contacted;

Leave Administrator

- Ms. Shweta Gore

IRISIS HO/ IRSIS Mumbai Br. Based in HO

- Ms. Lilla Fernandes

IRQS

- Mr. Aditya Yerunkar

It may please be noted that exigencies of work will always prevail while this system is being implemented. Any circumstances / issues not covered in the above guidelines, will be handled as per Management discretion.

4. VISITORS AT WORKPLACE

- To provide for the safety and security of employees, visitors, and the facilities at IRClass, only authorized visitors are allowed in the workplace.
- Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguard employee welfare, and avoids potential distractions and disturbances.
- All visitors must enter through the new reception area, receive a “Visitor Pass/badge” at the gate and wear while on premises. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.
- The visitor pass is issued by the security to official visitors and also to personal visitors (includes family members and friends). Every employee should ensure to restrict their personal visitors to the reception area and would not allow inside the office for any reason. It is necessary for every employee to keep in mind that office is meant to run company’s business.



5. POLICY ON SEXUAL HARASSMENT

Indian Register of Shipping (IRS)

- **Policy:** The Indian Register of Shipping, (IRClass), is an equal employment opportunity organization and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.
- The organization also believes that all employees have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence.
- As per THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE PREVENTION, PROHIBITION AND REDRESSAL ACT, 2013, a Complaint Redressal Committee (Internal Complaints Committee- ICC) has been constituted; the following members constitute the internal committee:
 - a) Ms. Rekhna Bhosale, Presiding Officer (9821283154)
 - b) Dr. Suman K. Jha (9820132454)
 - c) Ms. Deepa Suvarna (9820515105)
 - d) Ms. Sonali Banerjee (9860996837)
 - e) Ms. Preeti Chowdhary, external member (9836678946)

Procedure for Handling Complaints

Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of incident.

The procedure and process to be followed in investigating any complaint of Sexual Harassment would be in accordance with the ‘The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013’, and rules made there under to the extent the same would be applicable to the Organization.

IRCLASS Systems & Solutions Pvt. Ltd (ISSPL)

IRCLASS Systems & Solutions Pvt. Ltd is an equal employment opportunity organization and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.

The organization also believes that all employees have the right to be treated with dignity. Sexual harassment at the workplace or other than workplace if involving employees is a grave offence.

As per THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE PREVENTION, PROHIBITION AND REDRESSAL ACT, 2013, a Complaint Redressal Committee (Internal Complaints Committee-ICC) has been constituted; the following members constitute the internal committee which is effective from 31st July 2018.

- a)Ms. Lilla Fernandes, Presiding Officer (9833762632)
- b)Ms. Vishakha Shriyog Karekar (9819154925)
- c)Ms. Chandan Redkar (9819349956)
- d)Lt. Cdr. Bijay Nair (9821474416)
- e)Mr. Amit Ketkar (9867628172)
- f)Ms. Smita Deepak Jadhav (9969316208)
- g)Ms. Rekhna Bhosale, external member (9821283154)

Procedure for Handling Complaints:

- Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of incident.
- The procedure and process to be followed in investigating any complaint of Sexual Harassment would be in accordance with the 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', and rules made there under to the extent the same would be applicable to the Organization.



6. WHISTLE BLOWING POLICY

Indian Register of Shipping (IRS)

Policy statement:

Indian Register of Shipping is committed in conducting its business with honesty and integrity, and all employees are expected to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

What is Whistle blowing?

“Whistleblowing” is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include: Activities in conflict with or in violation of the

IRClass Code of Ethics

Criminal activity;

Bribery;

Financial fraud;

Conduct likely to damage our reputation;



A “whistleblower” is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of IRClass’s activities (a “whistle blowing concern”) you should report it under this policy. This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases you should report to your respective HOD/DH. If you are uncertain whether something is within the scope of this policy you should seek advice from the Whistle blowing Committee.

Raising a Whistle blowing concern

Any concern falling under the category of whistle blowing must be reported directly to the Managing Director of IRClass. In exceptional circumstances the matter may be reported directly to the Chairman of the Audit Committee, at marcowadia@crawfordbayley.com.

Committee

The committee comprises of MD / CFO / Company Secretary

Confidentiality

It is hoped that employees of IRCLASS will be able to voice Whistle blowing concerns openly under this policy. However, if you want to raise your concern confidentially, every effort will be made to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, this will be discussed with you. The Committee would ensure that any person raising a concern under this policy would not be subject to victimization in any manner.

IRCLASS Systems and Solutions Pvt Ltd (ISSPL)

Policy statement:

IRCLASS Systems and Solutions Pvt Ltd (ISSPL) is committed in conducting its business with honesty and integrity, and all employees are expected to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential to prevent such situations occurring or to address them when they do occur.

What is Whistle blowing?

“Whistleblowing” is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

Activities in conflict with or in violation of the

- ISSPL - Code of Ethics

- Criminal activity

- Bribery

- Financial fraud

- Conduct likely to damage our reputation

A “whistle-blower” is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of ISSPL’s activities (a “whistle blowing concern”) you should report it under this policy.

This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should report to your respective Head of Department/Divisional Head.

If you are uncertain whether something is within the scope of this policy, you should seek advice from the Whistle Blowing Committee, comprises of Company Secretary, Divisional Head and Head HR.

Raising a Whistle blowing concern

Any concern falling under the category of whistle blowing must be reported directly to the Head - HRD of IRCLASS (suman.jha@irclass.org). In exceptional circumstances the matter may be reported directly to the Director of the organisation, at vinay.k@irclass.org.

Confidentiality

It is hoped that employees of ISSPL will be able to voice Whistle blowing concerns openly under this policy. However, if you want to raise your concern confidentially, every effort will be made to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, this will be discussed with you. The Whistle Blowing Committee would ensure that any person raising a concern under this policy would not be subject to victimization in any manner.



7. EQUAL EMPLOYMENT OPPURTUNITY POLICY

We are an equal opportunity employer. It is our policy to provide equal employment opportunities to all qualified individuals regardless of race, colour, creed, religion, national origin, sex, age, disability, veteran status or other status protected by law.

8. USE OF COMPANY'S LOGOS, TRADEMARKS & STATIONARY

We seek your support in protecting the company's interest by ensuring that IRCLASS logos are used only with the formal consent of the company. The company's letterheads, business cards and other stationery are to be used only by IRCLASS employees and only for officially sanctioned business correspondence.



9. SMOKING IN OFFICE

The Company maintains a smoke-free and tobacco-free office. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building. Employees may smoke outside in designated areas during breaks. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. No additional breaks beyond those allowed under the Company's break policy may be taken for the purpose of using tobacco or similar products. Dispose of any litter properly in the receptacles provided for that purpose.

10. RECEIPT AND GIVING OF GIFTS

Festivals and New Year is the occasion when we give gifts / get gifts from our esteem customers /vendors to acknowledge and thank them for their / our support. Gifts are normally in the form of chocolates, sweet box, New Year diaries and other stationary items (not very expensive). There are some customers /vendors who may give expensive "gifts" to our employees, these gifts are mainly given to the senior members of the organisation. As per our service condition IRCLASS has a policy of not accepting expensive gifts from the vendors. If you receive any expensive gift (gift value more than INR 2000), you are requested to politely return the gift to the vendor / sender, it is very important for us to give a message to the industry that integrity is our value and we also practice it in our day to day dealings.



11. DISCIPLINARY PROCEDURE

Policy:

This procedure sets out the action that will be taken when the company rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

Scope:

This policy applies to all IRCLASS employees, and will be applied consistently and fairly.

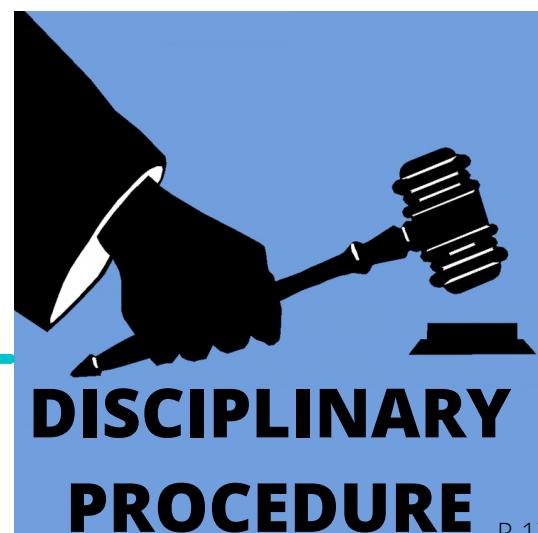
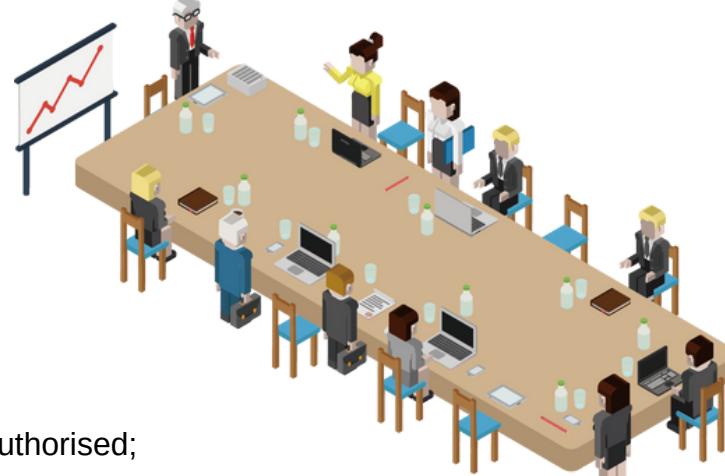
Objective:

IRCLASS aims to encourage improvement in individual conduct and performance.

Rules and Application:

The following are examples of conduct/performance that will normally be addressed through implementation of the Company's disciplinary procedure:

- Unsatisfactory work performance;
- Breaches of Company policies and procedures;
- Inappropriate utilization of access controls;
- Under the influence of alcohol or drugs;
- Persistent lateness or poor timekeeping;
- Unacceptable levels of absence, especially when unauthorised;
- Misuse or neglect of Company property or facilities;
- Violation of Information Security Policy;
- Physical violence or intimidation;
- Possession of dangerous weapons on work premises.
- Employees are responsible for their own conduct at the workplace and any deviation from the above rules will be considered as a misconduct and may lead to disciplinary action.
- It is the responsibility of the immediate superior and HR to monitor the overall discipline of the employee.
- Before taking formal disciplinary action, HOD and HR will make every effort to resolve the matter by informal discussion with the employee. Only where this fails to bring about the desired improvement, the formal disciplinary procedure will be implemented.
- If conduct is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded in the employee personnel file.



Procedure:

Oral Warning

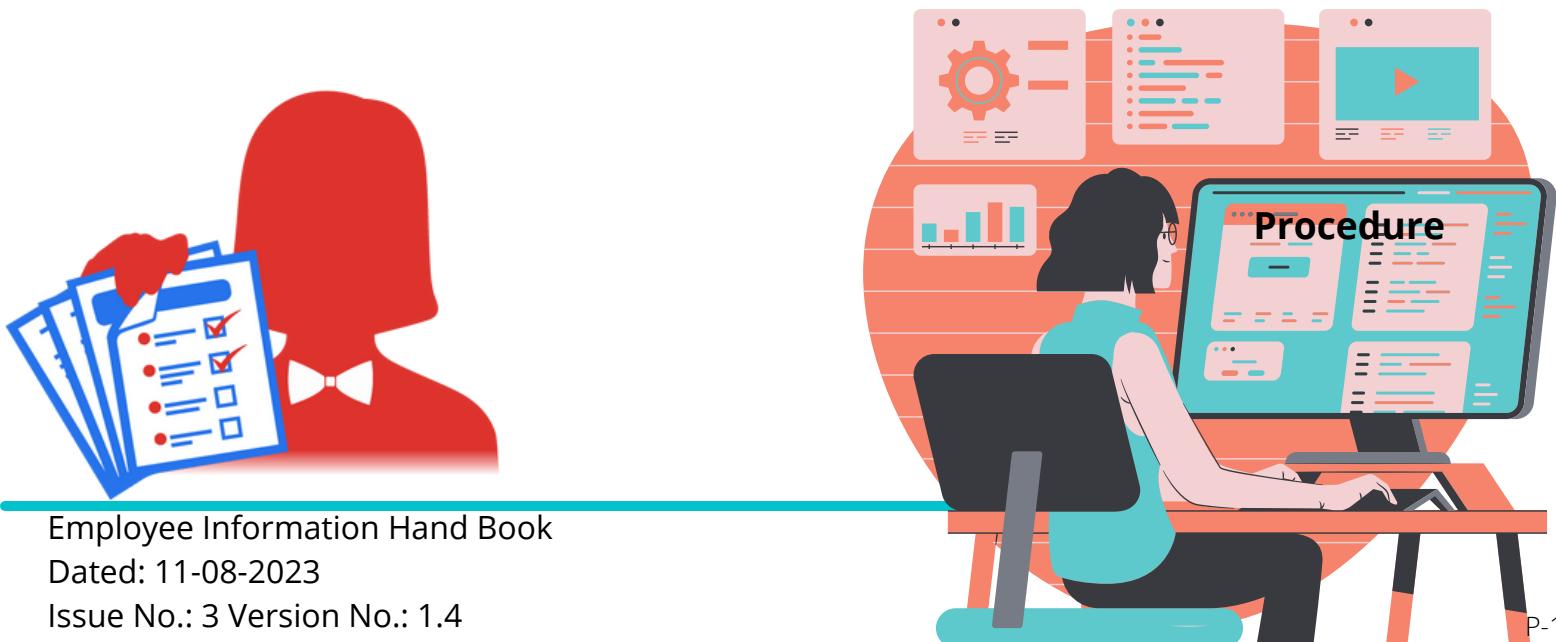
- The HOD/HoSS should inform the employee of the nature of the unsatisfactory performance and indicate the improvement expected in a face-to-face meeting. The HOD/HoSS will make a written notation of the discussion for his or her own records to document that the oral warning was given.

Written Warning(s)

- If the unsatisfactory performance continues or reoccurs, the HOD/HoSS will again discuss the problem with the employee and the employee will be given a written warning (in consultation with HR Head) which will state the nature of the unsatisfactory performance, the improvement expected, and the time frame in which the improvement should occur. A copy of the letter will be sent to HR Department and placed in the employee's personnel file.
- The employee will be allowed a reasonable period of time to correct the problem as specified in the written warning. If the problem is one that can be easily corrected, the improvement may be expected immediately. If the problem is more complex, a longer period may be appropriate.
- In the event the behaviour is not corrected or improved it may be necessary to send a more forceful message in the form of a second written warning. Following the completion of the period of time specified in the first written warning, a second written warning may occur if the HOD/HoSS (in consultation with HR Head) feels that further improvement is necessary. Again, a copy of the letter should be sent to the HR Dept and placed in the employee's file.
- If the employee's work or conduct fails to improve, or where the allegation is particularly serious, a final warning will be given to the employee warning that any further misconduct will result in a dismissal with appropriate notice.
- An employee can be dismissed without notice on grounds of gross misconduct.
- On case to case basis the Management may constitute a disciplinary committee of senior members of the Organization to investigate and further advise the Management on misconduct/performance and behavioural issues.

Important points:

- Disciplinary matters will be handled with as high a degree of confidentiality as is practicable, particularly when the issue is of a sensitive nature.
- Disciplinary action will be based on the severity of the violation made by the employee.
- Confidential records of disciplinary matters will be kept in the employee's personnel file



IV HUMAN RESOURCES PROCESSES & POLICIES

1. RECRUITMENT

The Company's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities or experience needed to perform the work. Decisions regarding the recruitment, selection and placement of employees are made on the basis of job-related criteria.

When positions become available, candidates can apply for the position. As openings occur, notices relating general information about the position are posted on the Company's website under careers.

RECRUITMENT



2.CAR POLICY

Objective:

The revised Company Car Policy has been formulated in order to introduce an employee friendly and easy to administer car policy in the company. With the introduction of this policy, all previous car policies stand withdrawn.

Effective

The revised Car Policy is effective from 01st April 2022



Applicability

This policy is applicable as follows

Head Office

Designation (On Rolls)	Company Car	Notional Company Car Value (Ex-Showroom) -5 years (Rupees)	Car Reimbursement + Driver (As Applicable) (p.a.) (Rupees)	Car Washing (p.a.) (Rupees)
Sr. Vice President/ Chief Surveyor	Eligible	17,50,000	4,86,600	15,000
Sr. Principal Surveyor/ Vice President (Support Function)	Eligible	13,00,000	4,56,600	15,000
Principal Surveyor/Associate Vice President (Support Function)	Nil	10,00,000	4,26,600	15,000
General Manager (Support Function)	Nil	7,00,000	3,73,200	15,000
Sr. Surveyor, General Manager, DGM to AGM (Support Function)	Nil	7,00,000	3,95,400	15,000
Surveyor-I, Associate General Manager & Sr. Manager – (Support Function)	Nil	5,00,000	3,65,400	15,000
Surveyor; Manager II – (Support Function)	Nil	Nil	1,68,000 (Driver Reimbursement–Not Eligible)	15,000

Explanation of Notional Car Value – Head Office

- All Senior Principal Surveyor (SPS)/ Vice President (VP) and above grades of the employees are entitled for company car. The notional car value component is part of the Cost to the Company (CTC) of the employees. For all other grade of employees (Surveyor1/AGM to Principal Surveyor/AVP), the notional cost of the car value is already added in the CTC
- Company Car Value entitlement is on Ex-Showroom price; registration cost, comprehensive insurance, fast tag cost and any other statutory cost shall be over and above the ex-showroom price. Cost of necessary accessory should be less than 1% of ex-showroom price.
- Tenure for Company owned Car will be for a period of 5 years from the date of purchase.
- Notional Car Value in CTC component will be as per your current designation in the organization. In case of Promotions/Re-designation, car reimbursements will be as per the new grade.

Applicability

This policy is applicable as follows

Head Office

Designation (On Rolls)	Company Car	Notional Company Car Value (Ex-Showroom) -5 years (Rupees)	Car Reimbursement + Driver (As Applicable) (p.a.) (Rupees)	Car Washing (p.a.) (Rupees)
Sr. Vice President/ Chief Surveyor	Eligible	17,50,000	4,86,600	15,000
Sr. Principal Surveyor/ Vice President (Support Function)	Eligible	13,00,000	4,56,600	15,000
Principal Surveyor/Associate Vice President (Support Function)	Nil	10,00,000	4,26,600	15,000
General Manager (Support Function)	Nil	7,00,000	<u>4,09,200</u>	15,000
Sr. Surveyor, General Manager, DGM to AGM (Support Function)	Nil	7,00,000	3,95,400	15,000
Surveyor-I, Associate General Manager & Sr. Manager – (Support Function)	Nil	5,00,000	3,65,400	15,000
Surveyor; Manager II – (Support Function)	Nil	Nil	1,68,000 (Driver Reimbursement –Not Eligible)	15,000

Explanation of Notional Car Value – Head Office

- All Senior Principal Surveyor (SPS)/ Vice President (VP) and above grades of the employees are entitled for company car. The notional car value component is part of the Cost to the Company (CTC) of the employees. For all other grade of employees (Surveyor1/AGM to Principal Surveyor/AVP), the notional cost of the car value is already added in the CTC
- Company Car Value entitlement is on Ex-Showroom price; registration cost, comprehensive insurance, fast tag cost and any other statutory cost shall be over and above the ex-showroom price. Cost of necessary accessory should be less than 1% of ex-showroom price.
- Tenure for Company owned Car will be for a period of 5 years from the date of purchase.
- Notional Car Value in CTC component will be as per your current designation in the organization. In case of Promotions/Re-designation, car reimbursements will be as per the new grade.

- Employees eligible for company owned car will have the option of using the existing car for another 3 years max. (i.e., 5+3=8 years – total Car Period). During this additional period of 3 years Company shall pay 80% of car value as other allowance in monthly salary subject to tax.
- In case of employees who are transferred from Head Office to Survey Station, Survey Station will organize Company owned vehicle for the employee. Once transferred, Survey Station policies will be applicable from the date of transfer.
- After completion of 5 years tenure of Company owned car, the Employee shall have an option to buy the company car at 10% for 5-7 years tenure; 5% for 7-9 years tenure and 1% for more than 9 years of tenure of the capitalized value of the car. Employee may then opt for new company car as per his/her grade eligibility and in accordance with above terms & conditions.
- In case the employee resigns & Company car is less than 5 years old then the Company will have the first right to retain the car.

Survey Station

Designation (On Rolls)	Company Car	Notional Company Car Value in the CTC	Car Reimbursement + Driver (As Applicable) (p.a.) (Rupees)-Mumbai	Car Reimbursement + Driver (As Applicable) (p.a.) (Rupees)-All other SS	Car Washing (p.a.) (Rupees)
Sr. Vice President/ Chief Surveyor	Eligible	17,50,000	4,86,600	4,50,600	15,000
Sr. Principal Surveyor/ Vice President	Eligible	13,00,000	4,56,600	4,20,600	15,000
Principal Surveyor/Associate Vice President (Technical & support)	Eligible	10,00,000	4,26,600	3,90,000	15,000
General Manager (Support Function)	Nil	7,00,000	3,95,400	3,73,200	15,000
Sr. Surveyor, General Manager, DGM to AGM (Support Function)	Eligible	7,00,000	3,95,400	<u>3,59,400</u>	15,000
Surveyor-I, Associate General Manager & Sr. Manager – (Support Function)	Eligible	5,00,000	3,65,400	<u>3,29,400</u>	15,000
Surveyor	Eligible	5,00,000	2,76,000	2,76,000	15,000
Manager II – (Support Function)	Eligible	Nil	1,68,000 (Driver Reimbursement – Not Eligible)	1,68,000 (Driver Reimbursement – Not Eligible)	15,000

Survey Station

- All Surveyors and above grades (IRS employees) and Vice President & above grades (ISSPL employees) are entitled for company car to carry out business activities. With effect from 1st January 2020, the notional car value component has been merged with the Cost to the Company (CTC) of the employees posted at the Survey Stations. The company car is provided to all eligible employees over and above their CTC.
- Employees in Sr. Manager (Support function) to AVP (Support function) grades will have to arrange for their own car. Their notional car value will be adjusted in the CTC.
- As per the designation and tenure of the employee in the Organization, the company car shall be allotted. Organization has considered 8 years as the life of the car from the date of its purchase. After completion of 8 years, the existing car shall be replaced by a new car.
- Buyback norms - after completion of 8 years, the cars shall be disposed/changed. Employees using the car shall be given the first preference to buy back the car at a nominal price based on the number of years the car has run.
 - 5-7 years - 10% of the capitalized value of the car
 - 7-9 years - 5% of the capitalized value of the car and
 - More than 9 years - 1% of the capitalized value of the car
- To extend this benefit to the maximum employees, the Management has restricted the purchase of buy back of only one car in the employee's service.

Car Compensatory Allowance (IRS employees) of Rs.5000/- p.m. i.e., Rs.60000/- p.a. is applicable to Surveyor, Surveyor-I, Principal Surveyor and Head of Survey Station; Car Compensatory Allowance is not applicable to the Regional Managers, Support Function and ISSPL employees.

On transfer the employee shall return the car back to the Survey Station / Site, he /she shall be allotted a company car at the new survey station.

In case of transfer/relocation of employees from SS to HO, Employees need to surrender Company vehicle at Survey Station & buy his/her own vehicle. Once transferred HO policies will be applicable from the date of transfer.

Drivers' salary Reimbursement-Head Office, Mumbai, New Delhi & Other Survey Station

Driver's salary reimbursement will be as follows:

Location	Drivers Salary Reimbursement Upper Limit (p.m.) (Rupees)	Drivers Salary Reimbursement Upper Limit (p.a.) (Rupees)
Head Office, Mumbai & New Delhi	18,000	2,16,000
Others (Including Satellite Survey Stations)	15,000	1,80,000

To extend this benefit to the maximum employees, the Management has restricted the purchase of buy Car Reimbursement : General Guidelines

1. Cut off date of claim submission to Payroll Department:

Head Office	7 th every month
Out-ports	10 th every month

Claims received after the above-mentioned dates shall be considered in next payment cycle. Ideally, car reimbursements to be submitted monthly or maximum allowable period for submission of claim at a time is 3 months.

1.ESS submission;

Claims to be submitted in ESS only along with the original physical documents to the payroll team for verification. Without proper physical documents the claims shall not be treated as a valid claim.

2.Points for consideration while validating claim:

- All claims to be supported by original bills / payment receipts, while submitting thermal print bills please submit a photocopy along with it.
- For driver's wage claim, driver's license copy along with the proof of payment made in digitally form to the driver shall be required.
- Any maintenance bill which is more than Rs.5000/- in a month will require vendor's stamp, signature, and digital payment receipt. Maintenance expenses claim for company owned cars should be claimed from insurance company or shall require approval from Administration/HR.



3. HOUSING SUBSIDY POLICY

Objective

Owning a house is a primary need of all employees.

The objective of the Housing Interest Subsidy Scheme is to support our employees in owning a house over the tenure of his /her employment with the organization.



Effective

The revised Housing Interest Subsidy scheme will be effective from 01st Jan, 2015

Applicability

- Applicable to all permanent employees of IRCLASS who wish to purchase residential accommodation in India.
- Employee should have completed minimum 3 years of service on rolls of IRCLASS.
- Benefit of Subsidy scheme will be applicable to employees only once in his/her tenure with IRCLASS
- Housing Loan if provided earlier by IRCLASS will not be applicable for Housing Interest Subsidy Scheme
- Employee staying in Company accommodation & would like to avail housing interest subsidy benefit shall get dual benefit maximum for 3 years, after that employee can avail one of the benefit.
- Housing Loan Interest Subsidy will be sanctioned only for housing accommodation owned by IRCLASS employees, either singly or jointly, with his/her spouse.
- Housing Loan Interest Subsidy will be given only for loan taken for self occupation only.



- Housing Interest Subsidy sanctioning shall be based on employee meeting all criteria, budgetary allocation made for Housing Interest Subsidy Scheme for that Financial Year and the recommendation of the Housing Interest Subsidy Approval Committee.
- Please note each year the management shall fix the upper budgetary limit for the Housing Subsidy Scheme and accordingly the Committee shall recommend the number of applications for the scheme.
- Sanctioning of Housing loan interest subsidy is solely at the discretion of the Housing Interest Subsidy Approval Committee

Process of Application

- If an employee meets the above criteria, he/she can make a written application to his HOD/HoSS along with the relevant documents (Annex I).
- HOD /HoSS forwards the application to DH with his/her comment
- HR receives the signed application from the DH with his/her remarks.
- The completed application along with the documents shall be forwarded by HR to the Housing Interest Subsidy Approval Committee
- The Committee shall meet each quarter to evaluate the received applications.
- The Housing Interest Subsidy Approval committee will constitute minimum four (4) Divisional Head's/Regional Managers & MD/JMD, CFO, CS & Head- HR.
- Committee will send their recommendation to EC for final approval
- Decision of the committee will be binding on all applicants
- HR department will inform applicants about the approval/rejection & status to the respective applicants

Methodology of Calculation of Loan Interest Subsidy

This benefit is applicable to employees for a period of 8 to 10 years, "as per the table given in point no. 4 below or the date of retirement/exit whichever is earlier

Level I : In 01st year 30% of interest subsidy amount will be part of CTC and by the 08th year 100% of interest subsidy amount will be part of CTC

Level II : In 01st year 20% of interest subsidy amount will be part of CTC and by the 09th year 100% of interest subsidy amount will be part of CTC

Level III : In 01st year 10% of interest subsidy amount will be part of CTC and by the 10th year 100% of interest subsidy amount will be part of CTC



Calculation of Interest subsidy will be as follows

All calculations of Housing interest subsidy will be as per financial year

Eligibility - Total interest charged by the bank on your housing loan or maximum entitlement as per IRCLASS Housing interest subsidy scheme whichever is lower.

The maximum interest of loan reimbursed will be as per Level's defined (Level Designation - Annex II)

Grade	Maximum Housing Subsidy Interest cap (p.a.) – 01st Year
Level I	200000/- (Including 30% Notional Value)
Level II	150000/- (Including 20% Notional Value)
Level III	120000/- (Including 10% Notional Value)

The calculation of notional value level wise no. of years of housing subsidy scheme will be as follows

Year	Level I (Notional Value in CTC)	Level II (Notional Value in CTC)	Level III (Notional Value in CTC)
01	30%	20%	10%
02	40%	30%	20%
03	50%	40%	30%
04	60%	50%	40%
05	70%	60%	50%
06	80%	70%	60%
07	90%	80%	70%
08	100%	90%	80%
09		100%	90%
10			100%



- Employee needs to submit an undertaking that the property will be used solely for self occupation and will not be let out or leased in any manner. (Annex III)
- The subsidy will be discontinued in event of prepayment of loan or on cessation of services with IRCLASS for any reasons whatsoever.
- On Promotion the notional CTC value & benefit years will be as per the new grade. (Annex II)
- The Housing loan subsidy reimbursed by IRCLASS would be subject to Income Tax.
- All sanctioned & new cases of Housing Loan Interest Subsidy are not to be viewed as a blanket sanction. It shall be subject to satisfactory performance and conduct of the employee.
- The notional value % of housing subsidy benefit will be part of CTC as per grades defined in Level – (Annex II)
- The schemes and decisions are entirely the prerogative of management and cannot be considered as a matter of right by any employee. IRCLASS also reserves the right to alter/vary the terms of the scheme as considered necessary or expedient in the interest of the organization.

Annex I

Copy of Home loan Agreement

Registration

Stamp Duty

Bank Loan Agreement

Bank Loan Sanction Letter

Bank loan statement from which loan installment deducted

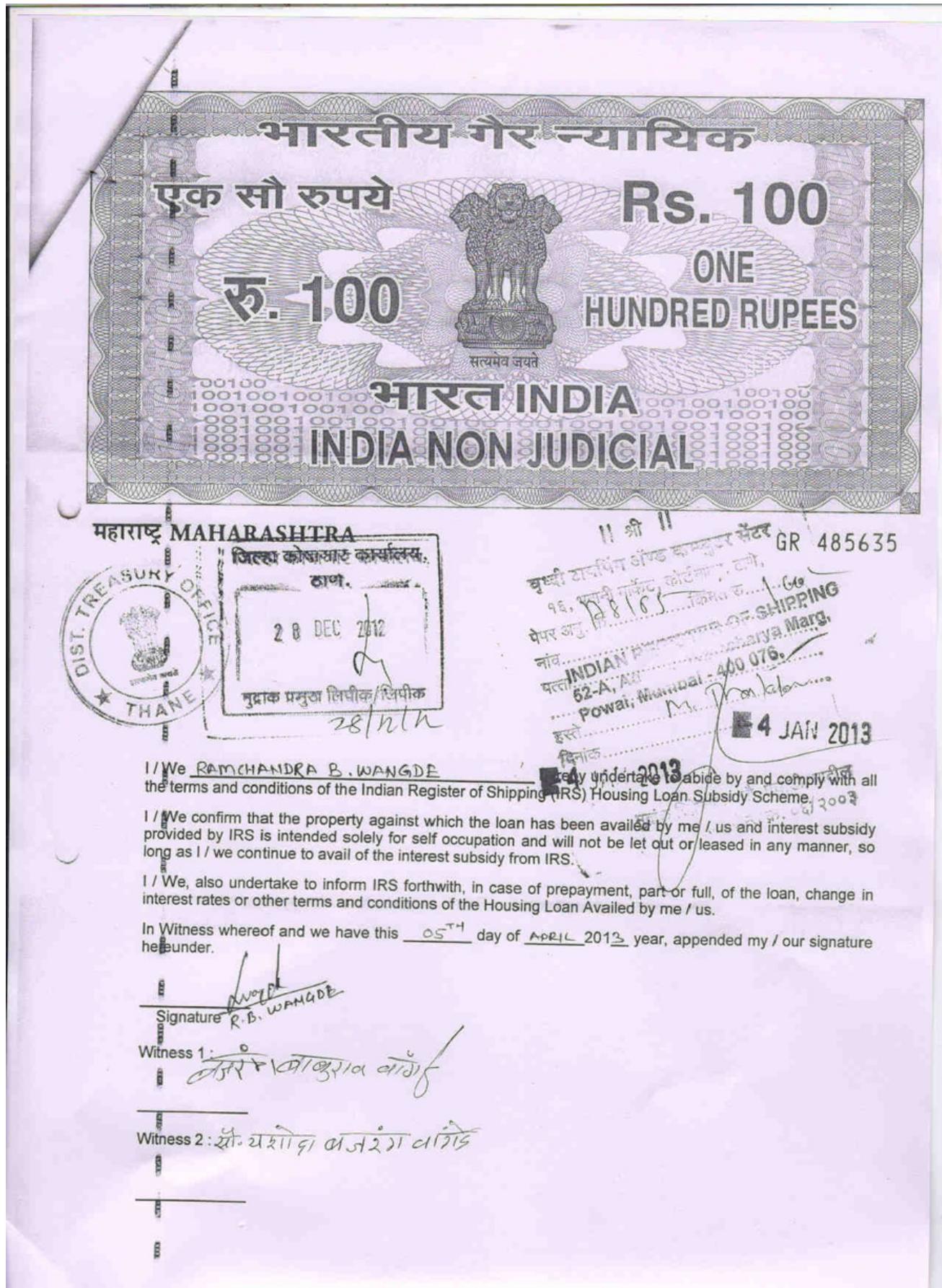
Loan repayment schedule

Annex II

Level	Designation
Level I	AVP & Above
Level II	Manager to General Manager
Level III	Assistant Manager & below



Annex III



4. TRANSFER POLICY

Depending on the company's business requirements and with a view to create career development opportunities, company transfers its employees to other geographical locations within India or Abroad.

Normal Transfer

Depending on the organizational requisite and/or with a view to create career development opportunity for an employee, he/she may be transferred from one location to another (within India or Abroad). As per the Company's travel policy, transferred employees will be eligible for travel expenses including transfer of personal effects for self and family. To meet incidental expenses arising out of transfer, he/she can be reimbursed such expenses up to a limit as may be fixed by the Company from time to time on submission of bills/receipts. If the transferred employee leaves the services of the Company before 2 years from the date of reporting the new location, then the reimbursed amount will be recovered.

Request Transfer

It is a request that is made by an employee to be posted at any Company office for his/her personal reason. The transfer will take place, only when the concerned employee makes his/her request to his/her reporting officer/HoSS, who then forwards it to the concerned DH who reviews the case and checks for the suitability/necessity.

Transferred employees will only be eligible for Travel expenses for self and family as per the Company's travel policy. Incidental expenses consequent upon transfer are not borne by the Company.



5. INCENTIVE PAYMENT POLICY

As a service organization, it is imperative that the quality and efficiency of our services to our clients remain at an optimum level at all times. For this purpose several of our personnel have been stretching themselves by staying back late or attending on extra Saturdays, with their sole reward being the satisfaction of having done a good job.

With our resources being stretched, it is important to incentivise our personnel in their efforts to meet client's requirements so that we remain on the path of continuous improvement.

While our technical personnel attending to ships have the benefit of Special Attendance Fees (SAF), it has been decided to introduce some sort of incentive for our personnel at HO, Powai and IRCLASS personnel at Cuffe Parade, who stay back in the office or attend extra Saturdays to complete their work. With this in mind, the following scheme of Incentive payment is proposed for all personnel, technical/non-technical/support staff, etc., at all the above mentioned locations as under:-

RATES OF INCENTIVE PAYMENT

	For Asst. Surveyors upto Assoc. VP		For Officers upto Sr. Managers	For Staff
	Rs.	Rs.	Rs.	Rs.
(Lump sum payment)				
Saturdays/Sundays & Public Holidays -				
4 hrs. minimum in office, other than the regular Saturday (applicable for Cuffe Parade)	800	500	300	300
Week Days – Working in Office beyond 6.30 p.m.:–				
First Hour	200	125	75	75
Next Half Hour	100	75	50	50
	No Incentive payment on week days beyond 8.00 p.m.			

Rules & Regulations covering the above:

- The need for staying back after 6.30 p.m. or working on Saturday/ Sunday/Public Holiday, must be pre-approved by the concerned Divisional Head.
- The Incentive Payment would be paid based upon the timings recorded as per the time record system/punch card for the relevant day.
- The Incentive Payments claim must be sanctioned by the RO/HOD.
- Apart from the above, no payments will be made for conveyance/subsistence except in case of support staff, who will be entitled to rickshaw fare from office to nearest station and from the point of disembarkation to residence.
- Incentive payments would be payable monthly for which suitable Form would be devised.
- The primary purpose of the scheme is to incentivise our personnel who are already putting in extra efforts to complete their assigned tasks.
- The efficacy of the scheme would be reviewed periodically and subject to revision/withdrawal, if considered appropriate.
- The Incentive Payments would not be applicable to those already claiming any SAF or similar allowance for extra hours worked.
- This scheme is not applicable to those in the rank of Vice President (Sr. Principal Surveyor) and above.



6. HIGHER EDUCATION POLICY

Purpose

IRClass recognizes the value of professional development and personal growth for employees. The Company encourages its employees to take up higher education in their field of specialization to enable their career development and capability building for IRClass.



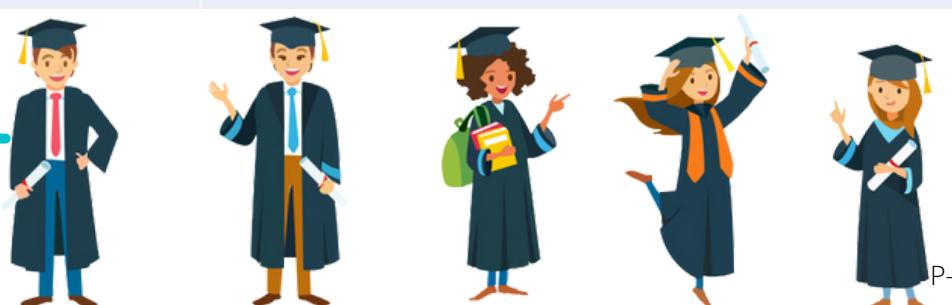
Definition

M.Tech, PhD and Executive MBA constitutes the definition of Higher Education

Eligibility: Higher Education	Eligibility	Duration for the course	Duration of Bond	Sponsorship Details
M.Tech	Employees should have completed minimum 2 years of service in IRCLASS	2 years	5 years	Fees for the term (including admission fees, brochure cost and on campus lodging and boarding expenses)
PhDs	Employees should have completed minimum 3 years of service in IRCLASS	3-5 years	5 years	Fees for the term (including admission fees, brochure cost and on campus lodging and boarding expenses)
Executive MBA's	Managers and above should have completed minimum 5 years of service in IRCLASS	1 year / 15 months	3 years	IRClass will reimburse 50% of the course fee only (maximum of Rs 5,00,000/-)

No. of sponsorships each year

No. of sponsorships each year M.Tech's	3 seats
PhD's	2 seats
Executive MBA's	2 seats



Process

- Higher Education may be Identified by Divisional Head's / HOD's or employees in individual Performance and development plan which is a part of their PMS process.
- All applications for the sponsorship should reach the HR Dept with the approval of their respective Divisional Head's.
- A committee on approving the Sponsorship for Higher Education will be formed. The committee will take the decision on the sponsorship cases.

Salary payable to an employee during their full time sponsorship programme Includes	Excludes
Basic Salary	All Reimbursements
HRA	Sodexo Coupons
Special Allowance	Medical and LTA
Retirals	Ex-Gratia
All employee benefits with respect to insurances	PLI and Leave encashment

Process Important points to be noted:

- Employee should be aware that IRCLASS would be spending substantial sums of money on fees etc. Hence, employees pursuing higher education should ensure that project work/assignments/courses should all be relevant to IRCLASS. This should be done in consultation with HOD/DH.
- Employees, who have executed any service agreement, indemnity bond, sponsorship for higher education etc. with IRCLASS, have to ensure that the agreed amount is deposited with the company when resignation letter is submitted within the duration of bond period.
- Since employees will be representing IRCLASS, they are expected to maintain professional behaviour, discipline on and off campus, ethics and values, failing which their sponsorship maybe withdrawn and employment may also be affected.
- Employees are expected to excel in their Academic performance and the same shall be considered during their annual appraisal process.
- Divisional Head's and HOD's may please note that no additional resources will be allocated to them in place of the sponsored candidates.
- Employees will be eligible for travel reimbursement as per their travel eligibility. Once while joining the institute and once at the end of the course.

7. EMPLOYEE GRIEVANCE REDRESSAL

Purpose

To provide the employees of IRCLASS an easy and readily accessible machinery for prompt disposal of their day to day grievances.

Meaning

Every employee has certain expectations, which he thinks must be fulfilled by the organization he is working for. When the organization fails to do this he develops a feeling of dissatisfaction. When an employee feels something is unfair in the organization he is said to have a grievance.

Thus, we can define Grievance Handling as:

'A complaint of one or more employees in respect of salary, allowances, conditions of work and interpretation of service stipulations covering such areas as, leave, transfer, promotion, seniority, job assignment, and termination of service.'

Process Description

- If an employee has a problem with aspects of his work or job, he / she should get it resolved with support and guidance of his / her immediate reporting authority / Head of the department.
- If the employee wishes to keep the issue / problem confidential, can discuss the problem with the concerned HR person directly.
- If the decision taken by the HOD or immediate superior is not satisfactory to the employee, an employee can escalate the issue/problem to the higher authority (Divisional Head / Regional Manager) and HR team for further Redressal.
- If the employee is still dissatisfied with the timeliness of response or quality of the response, an employee can formally register his grievance in the portal named as HR SUPPORT CENTRE and it is available under HR Arena.). In this portal, an employee can see the concerns updated by him/her along with its status.



8. REWARD AND RECOGNITION POLICY

IRCLASS's rewards and recognition policy aims to encourage and acknowledge superior performance in all areas and job functions.

The policy recognizes achievements that contribute to the overall objectives and success of IRCLASS.

IRCLASS recognizes and promotes positive behaviour and supports its employees in creating a happy and healthy atmosphere that enables employee and company success.

The Rewards and Recognition policy has been recommended at three levels - Department level, Divisional level and Organizational level.

Level 1 - Head of the Departments have to appreciate, recognize and reward actions and results of an employee or team.

Level 2 - Which is to appreciate, recognize and reward superlative actions and performance of an employee or team at the divisional level formally.

Level 3 - To appreciate, recognize and reward superlative actions and performance of an employee or team at the organizational level formally and publicly on basis of the recommendation of concerned HOD's and decision of internal committee. This is the highest level of recognition & reward at IRCLASS



9. EMPLOYEE IDENTIFICATION AND ACCESS CARD

Policy:

This policy and procedure addresses the issuance of Employee Identification and Access Cards. All types of employees of IRS are issued an employee identification card by HR Department and/or access card is issued from Administration Department.

Objective:

Greater control and accountability of issued employee identification cards. Establishing responsibility for ensuring that ID cards are only issued to employees and service providers.



Procedure:

The HR Department, upon the employment of an individual issues an employee identity card. The Employee ID card will include the following:

- Employee's photograph
- Employee's full name
- Employee Number
- Employee Blood Group and
- Emergency Contact Details
- Upon issuance of the id card, HR department informs the Admin Dept (if the employee is located in Powai office only) and to give access to the floor/division/department the employee will be located in.Biometric information will be captured for the same. IRCLASS will ensure protection of this information and will only divulge the same to legal authorities if asked for under copy to the employee.
- For additional access to other floors, approval of the employee's HOD/DH will be required.
- When an employee is transferred from one department to another within Head Office, the access from the previous department will be discontinued and access to the new department will be provided. To retain the access to the previous department, approval of the respective employee's HOD / DH will be required.
- When an employee is transferred from Head Office to Survey Station, then HR/Admin Dept will retain the access card and discontinue the access.
- When an existing employee reports that his or her employee identity card has been damaged, lost, or otherwise is no longer in the possession of the employee, and then he/she shall initiate the card issuance process by contacting HR Dept.
- HR Dept notifies Accounts and Admin Dept about the loss of Card and further informs the employee to pay Rs. 200 for loss of card to Accounts Dept.
- Once the accounts department forwards the receipt to the HR Department, the HR personnel prints the card, and issues the new card to the employee.
- When an employee exits from IRCLASS, he/she has to submit the Identity and access card on the last working day to the Admin Dept.



my id card

Identity Card Holder Responsibilities:

- Employees should not lend their ID card to anyone.
- Employees should not allow unauthorized individuals into any secure area.
- Employees should not fold, bend or mutilate their ID card.
- Employees should not leave their ID unattended.
- Employees are expected to immediately notify HR/Admin Dept if their ID is no longer in their possession.



V GENERAL ADMINISTRATIVE POLICIES

1. SALARY DISBURSEMENT

- Salary is remitted to the bank normally before the last working day of the month. The new recruits who join after the 20th of a month will normally receive their salary in the subsequent month.
- Any discrepancies in salary should immediately be intimated to the Payroll function in writing (email would suffice), so that necessary corrections, adjustments, if any, can be incorporated in the subsequent month's salary.
- Employees are requested not to share his/her salary details and maintain confidentiality



2. INCOME TAX

- To ensure better management of personal income tax, all employees are advised to communicate to Payroll function about the investment made for tax planning with requisite supporting. The payroll function will send the necessary communication to facilitate this.
- All new employees should submit Form 12 B/ Form 16 from the earlier employment at the earliest stating income tax deducted by previous employer. In case of noncompliance, payroll will deduct income tax based on available information and estimations.



VI PERFORMANCE REVIEWS

1. PROBATION PERIOD REVIEW

- All new recruits will be placed on six months probation from the date of joining.
- During the probation period, performance of employee is judged based on job knowledge, discipline, punctuality, people management skills and or any other skills essential for the job.
- Leave is normally not sanctioned during the period of probation, except for illness or personal emergencies. If therefore, during this period, an employee avails 15 days and above leave, then his/her probation period may be extended suitably. If the performance is not found satisfactory during this period, the probation may be extended or the services of the employee may be terminated at the discretion of the management.
- The employee will be on probation period till he/she receives the confirmation letter from the Management.



2. PERFORMANCE MANAGEMENT SYSTEM

- Performance appraisal basically reviews work performance on the basis of both capabilities and achievement of specific performance objectives. Performance appraisals also provide feedback to IRCLASS on the achievability of objectives.
- The Performance cycle follows the calendar year (Jan-Dec). Employee who have joined on or before 15th of October shall be eligible for the next year's performance management process.
- PMS process is facilitated through an automated system wherein each employee has been given an access to the system.
- During the PMS process, performers and non-performers are identified and communicated for performance development
- All Employees who are confirmed on or before March 31st will be eligible for annual increment effective April 1st. For new recruits, 1st increment will be on pro-rata basis from the date of joining. The growth and increase in the salary of an employee will depend primarily on his/her performance, contribution to the Company and the overall business environment of the Industry. Annual Increment will only be applicable to those employees who will be on the rolls of Company on the 1st of April.
- Performance Linked Incentive (PLI) is based on employees and Organizations performance in the financial year. PLI payout takes place after the adoption of the audited accounts by the Board of Directors which generally happens in the month of July each year. Employees who resign or are serving their notice period before the adoption of the audited accounts will not be eligible for PLI.



3. TRAINING AND DEVELOPMENT

- At IRCLASS, we aim to be an employer of choice – one where people want their career aspirations to be met. As a business, we are committed to give all members of our team every opportunity to develop their careers, to contribute to our business and to share in its success.
- Due to the highly specialized nature of work, due care is taken to train employees. The training needs are being identified based on the technical competencies and job requirements from time to time by concerned RO/ HOD / HoSS / DH / RM and is managed by the training department.



VII RETIRAL BENEFITS

IRCLASS's policy is to provide adequate Retiral benefits to its employees to assist them to prepare for retirement.

1. PROVIDENT FUND

- Provident Fund is being administered by the Trustees of "Indian Register of Shipping Staff Provident Fund"
- An employee contributes @ 12% of his/her basic salary towards the fund and IRCLASS ontributes @ 12% of basic salary as well. If an employee wishes to increase his/her own contribution within the permissible limit, then the needful may be done.
- A new recruit becomes a PF member from the date of his/her joining, or else, if he/she was a PF member in the last employment if any then he/she can transfer his/her PF account to IRCLASS.
- On joining/confirmation the employee is required to fill Nomination Form
- Form No. 13 (revised) in case if he/she desires to transfer the PF account from the last employer and if the employee wants to change the nomination, then Form No. 40 B is required to be filled.



2. SUPERANNUATION



- Superannuation scheme is being administered by "Indian Register of Shipping Employees Superannuation Scheme". This scheme is operated through an external service provider decided by the Board of Trustees. Superannuation Scheme has been made applicable to all employees from the date of joining.
- An employee shall be given the option to join the scheme or opt out of the scheme. If an employee opts out of the scheme, his/her contribution shall be added to the CTC (cost to the company) which would be 15% of his or her basic salary and the same shall reflect in his/her monthly pay out. An employee can take this decision once in his/her tenure, once decided the decision cannot be reversed.
- Employees who would wish to be a part of the scheme, 15% of his or her basic salary will be contributed to their retrials by the Company.

3. GRATUITY

Employees, who have completed 5 years of continuous service with IRCLASS, will be eligible for gratuity on retirement/exit.



Length of Service in years	Proportion of one month's salary for each completed year of service (See Explanations below)
5 years or more, but less than 10 years	15 days
10 years or more, but less than 15 years	20 days
15 years or more	30 days

(Subject to a maximum of 35 months' salary)

Explanation No.1:

For purpose of calculation of the amount of gratuity payable under these rules, the period of service of 240 days or more shall be counted as "full year"

Explanation No.2:

For purposes of calculation of the amount of gratuity payable under these rules, "salary" means only the Basic Salary as applicable at the time of retirement / termination of services and no other allowances

Explanation No.3:

For purpose of computation of gratuity, the monthly salary shall be divided by 26 multiplied 30 for arriving at the amount of gratuity payable

Explanation No.4:

Payment of gratuity is subject to the exceptions cited in the Payment of Gratuity Act 1972 as amended from time to time

Note: Gratuity component will be zero in CTC after completion of 35 years of service in IRCLASS. The amount will be adjusted in HRA or Special Allowance.



4. NATIONAL PENSION SCHEME

IRCLASS has a corporate tie-up with HDFC securities for National Pension Scheme (NPS)

Based on the CTC structure, employees can select the below mentioned options in NPS. NPS deduction is ten (10%) of earned basic salary.

NPS Options	Effect of NPS Options on CTC Components
Option 1 + 2	<p>Switching of existing balance of Superannuation scheme entirely to National Pension System and splitting of Superannuation</p> <p>Existing 1% Superannuation –</p> <p>Switching of existing balance of Superannuation scheme entirely to National Pension System, Superannuation component remains 1% only and there is no change in heads of CTC component.</p> <p>Existing 15% Superannuation -</p> <p>Switching of existing balance of Superannuation scheme entirely to National Pension System, from effective date, Superannuation component is 5% and balance 10% of Superannuation is adjusted in Sp. Allowance/ HRA component.</p>
Option 1 + 3	Switching of existing balance of Superannuation scheme entirely to National Pension System, No change in Superannuation and in any heads of CTC component.
Option 1 + 4	Switching of existing balance of Superannuation scheme entirely to National Pension System, Superannuation component is "Nil" from effective date, 15% or 1% of Superannuation is adjusted in Sp. Allowance/ HRA component.
Option 2	<p>Splitting of Superannuation</p> <p>Existing 1% Superannuation – Superannuation component remains 1% only and there is no change in heads of CTC component.</p> <p>Existing 15% Superannuation - From Effective date, Superannuation component is 5% and balance 10% of Superannuation is adjusted in Sp. Allowance/ HRA component.</p>
Option 3	Superannuation component remains same - No change in heads of CTC component.
Option 4	Existing Superannuation component is "Nil" - No change in heads of CTC component.

Please note: NPS presentation, FAQ's & customer care number is mentioned in HR Arena section



VIII REIMBURSEMENT BENEFITS

1. MEDICAL BENEFITS

Medical allowance is a fixed amount paid to the employees as an allowance. This amount is paid to the employees irrespective of whether they submit the necessary bills to prove there was an expenditure. This fixed pay every month is taxable.



2. LEAVE TRAVEL ALLOWANCE

All confirmed employees are entitled to avail the benefit of reimbursement for Leave Travel Assistance / Allowance as per the applicability of their grade for self, spouse, dependent children and parents. For availing Leave Travel Assistance, the employee must take privilege leave for a continuous period of not less than 3 days in a year. LTA exemption will be in accordance with prevailing Tax laws / rules.

3. TELEPHONE BILLS (LANDLINE & MOBILE)

As per the applicability of the grade, employees will be entitled for the residential telephone bill and mobile phone bill payout in their monthly salary.

Eligible employees will have to submit original telephone bills. Incase of prepaid card, original prepaid card receipt or bills need to be submitted to the Payroll Department in the beginning of every calendar.

4. BRIEFCASE REIMBURSEMENT

Confirmed Officers are entitled for the reimbursement of briefcase once in 3 years as per the applicability of their grade. Along with the claim, original receipts/cash memos need to be submitted to the Payroll Department.



IX OTHER BENEFITS

INSURANCES

- IRCLASS offers eligible employees with insurance benefits like, mediclaim, term life, and accident insurance.
- The employee is covered/eligible for the insurance benefits from the 1st day of his/her joining and the intimation of new joinees is shared with the insurance providers within 45 days of the date of joining.
- If in case of medical emergency, the employee has to get hospitalized within the first 45 days of their joining, the employee/employee's immediate relative will have to get in touch with HR Dept for e-cards and necessary support.

1. GROUP MEDICAL INSURANCE BENEFIT (MEDICLAIM)

- This policy secures employee and his/her family against financial emergencies/burden arising due to sudden illness, surgery or accident.
- It is applicable to all confirmed employees of IRCLASS and their family members (Spouse and 2 dependent children).The children will be covered up to the age of 24 years. This benefit is also applicable to employees and their spouse who retire from IRCLASS.
- Sum insured for each employee is based on his / her grade applicability. It may be noted that there is Co-payment clause in the Medical insurance benefit.
- The % of co-payment is as per below details.



Type of Benefit	Limit of Claim	% of Co-Payment employee has to bear
Cashless Hospitalization	Upto Rs. 1 Lac	5 % of Approved Claim Amount
	Above Rs. 1 Lac	10% of Approved Claim Amount
Reimbursement of Expenses of Hospitalization	Upto Rs. 1 Lac	5 % of Approved Claim Amount
	Above Rs. 1 Lac	10% of Approved Claim Amount

This policy is applicable in India only.

Employees posted overseas must arrange for separate cover in consultation with HO. Employees who have completed 10 years of continued service shall be eligible for continued Mediclaim benefit for self and spouse after their retirement subject to the Management's approval.

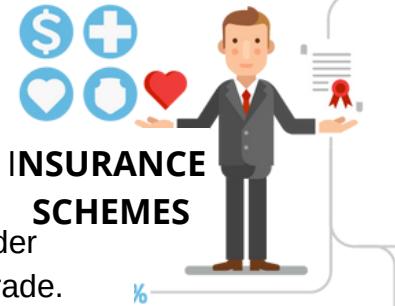
The spouse shall continue to remain covered under the IRCLASS Group Mediclaim Insurance Policy even after the demise of the retired employee.

Eligibility:

Designations (on Rolls)	Eligibility
Assistant Surveyor to Principal Surveyor / Manager I/Manager to AVP	4,00,000
Officer to Assistant Manager / Engineer to Sr. Principal Engineer/ Asst. Assessor to Sr. Assessor	3,50,000
Office Assistant to Senior Executive Assistant (S-06)	3,00,000

2. GROUP PERSONAL ACCIDENT INSURANCE SCHEME

All employees are covered under Group Personal Accident Insurance Policy. Under this policy, the Company ensures all employees as per the applicability of their grade.



3. LIFE INSURANCE COVER

IRCLASS has instituted Life Insurance cover for all its permanent employees.

The cover is for 5 times annual basic of for each permanent employee and would cover the unfortunate eventuality of loss of life, by any means, except suicide, at any time during their employment with IRCLASS.



4. MEDICAL CHECK-UP

All confirmed employees below the age group of 45 are entitled to avail the health check-up once in two years and above the age group of 45 are entitled to avail the health check-up every year from the nominated hospitals.

(Details in respect of any of the above benefits can be obtained from HR Arena)



X LEAVE POLICY

Preamble

Employee needs to take periodic leave to rejuvenate themselves and spend time with their family members and return fresh to their jobs for improved performance. The organization also recognizes that ill health and other personal exigencies could prevent an employee to report to his /her duty and accordingly has set policy and guidelines for granting leaves during the tenure of an employee.

Objective

To define the leave entitlements of employees and to lay down procedure for regulating the same

Scope

The policy and procedure applies to all employees on rolls of IRCLASS including overseas Indian employees.



General Rules & Definition:

- Year – Calendar year (January to December)
- Holiday – Public Holiday or Sundays (Saturdays wherever applicable)
- Unauthorized Leave – An Absence or Leave which is not approved by the HOD / Supervisor.
- Half Day Leave – Attending or Leaving Office in the first half or second half of the working day.
- Leave cannot be granted as a matter of right. Leave will be sanctioned at the discretion of the Management and considering the exigencies of work. The Management reserves rights to call an employee for work during his leave period.
- For the purpose of calculating proportionate leave entitlements, if an employee joins on or before 15th of a calendar month, it will be considered as a month.
- No leave can be combined with any other type of leaves. Only Privilege Leave (PL) can be combined with Maternity Leave (ML) on management's approval.
- Privilege Leave (PL) cannot be taken as Half Day. Only Casual cum Sick Leave (CSL) can be taken as Half Day.
- If an employee leaves during his probation period, then there will be no encashment of Privilege Leave (PL).
- During the probation period, an employee can only avail Casual cum Sick Leave (CSL) on Pro Rata Basis. Privilege Leave can be availed only after confirmation.
- After availing the sanctioned leave, if an employee does not report to duty on the next working day (without intimating to his/her HOD/DH/RM), it will be treated as unauthorized leave. In the event where employee remains absent for next 5 consecutive days without any intimation to his reporting manager, it will be considered as misconduct and HR will initiate suitable action against the employee. HOD's/HoSS are requested to inform HR Department of such cases immediately for necessary action.
- One level of approval (HOD Level) is set for Casual cum Sick Leave (CSL) however two level of approval (HOD & DH Level) has been set for Privilege Leave.
- In some cases where an employee is directly reporting to the DH/Senior Management member, there may be one level of approval for PL. Such matters will be handled on case-to-case basis.
- All unplanned / unapplied leaves (PL and CSL) or any alterations in the leave dates must be properly approved by the respective HOD/DH and HR Head. The same should be regularized in ESS with the help of Leave Administrator and IT Head. (Application Workflow: Employee - HOD---->DH---->Head---->HR---->Head IT---->Leave Administrator)
- During the notice period, an employee shall not be eligible for any type of leave. An employee who has resigned or serving his/her notice period shall not be eligible for PL and any prior sanctioned PL/Leave shall be revoked



1. PRIVILEGE LEAVE (PL)

- All confirmed employees will be entitled for 22 working day PL every year. Saturday's, Sunday's and Public Holiday's shall not be considered in the PL count. Out of 22 days of entitlement, 11 days of PL shall be carried forward and 11 days should be mandatorily availed or it will get lapsed. Employee must take privilege leave for a continuous period of not less than 3 working days in a year.
- For new joinees, PL shall be calculated on pro-rata basis from the date of joining.
- PL cannot be availed during the probation period and notice period. PL may be taken only twice in a year, employee should plan their PL for the period of Jan to June and July to December and the same should be submitted minimum 15 days in advance.
- PL can be accumulated up to a maximum of 90 days and over and above the limit it shall be encashed in the month of January of each year. There shall not be any encashment of PL during the calendar period (Basic + HRA + Conveyance).
- If an employee is availing PL which is spanning from last week of December to any date in the next year, the leaves will be debited in the account of respective years. E.g. An employee avails leave from 26th December 2017 to 10th January 2018, the leave from 26th December to 31st December 2017 will be debited in the account of year 2017 and 1st January 2018 to 10th January 2018 will be debited in the account of year 2018.
- If any unplanned long leave is taken by the employee due to some emergency reasons, the same must be regularised by employee (from application to approval stage) with due approvals of HOD/DH and Head HR within 7 days after resuming office. The leave should be regularized through ESS in co-ordination with the Leave Administrator and IT Head.



2. CASUAL CUM SICK LEAVE (CSL)

- All employees would be entitled for 12 days CSL during a year.
- CSL will accrue from the date of joining on pro-rata basis.
- Minimum half day CSL can be availed and a maximum of 3 consecutive days can be availed at a time. Any leave which is more than three (3) days will require a doctor's/medical certificate.
- Unavailed CSL will be encashed. (Basic + HRA + Conveyance) (in the month of January).
- On separation (except retirement/demise) CSL is not encashed.
- CSL can be pre-fixed or suffixed to the weekly offs or declared holidays. Incase employees avail CSL in such manner, the weekly off / declared holidays will not be counted in the CSL taken. E.g. If CSL is taken on Friday and Monday, then two days CSL will be counted from Friday to Monday.
- Leave Applications for unplanned Casual cum Sick Leaves are to be regularized (from application to approval stage) through the system, within 5 working days (five days) after resuming office.

3. MATERNITY LEAVE (ML)

- All female employees would be eligible for Maternity Leave.
- In accordance with the Maternity Benefit (Amendment) Act, 2017, every woman will be entitled to maternity benefit of 26 weeks (including the Ante-Natal and Post-Natal period) w.e.f 1st April 2017.
- On the expiry of 26 weeks the employee will be required to resume work.
- No extension of leave will normally be granted beyond the 26 weeks' period
- Under the Act, this maternity benefit should not be availed before eight weeks from the date of expected delivery.
- In case of miscarriage/abortion, 6 weeks ML would be granted, provided, such leave is duly supported by a certificate from a medical practitioner – gynaecologist.
- ML can be availed only on 2 occasions, whether for delivery or otherwise.
- Maternity leave for adoptive mothers and commissioning mothers: In accordance with the provision of the Bill, a provision to grant 12 weeks of maternity leave to a woman who legally adopts a child below three months of age. The 12-week period of maternity benefit will be calculated from the date the child is handed over.
- Before proceeding for ML, it is essential to get the leave sanctioned from HOD at least 1 month in advance. The leave application should be submitted along with a certificate indicating the expected delivery date from a medical practitioner. The same should be applied through ESS.
- After availing ML and at the time of resuming duty, it is essential that the employee submits a discharge card and fitness certificate to the HRD Dept.
- The procedure and process will be followed in accordance with the 'The Maternity Act', and rules made there under to the extent the same would be applicable to the Organization.



4. COMPASSIONATE LEAVE

- Compassionate Leave may be granted in the case of bereavement of an immediate family member of an employee (maximum of 5 days leave).
- Organization at its discretion may grant leave with pay on compassionate ground, depending on the merits of each case.
- Request of such leave should be made in writing to the Divisional heads through the HODs / HoSS concerned.

Leave Without Pay:

- In very exceptional cases and at the sole discretion of the MD/JMD upon the recommendation of DH/RM, an employee may be granted Leave without Pay, in case no Leave is standing to the credit of the employee. In any event such LWP will not exceed 180 days.
- Such request should be made in writing to the MD/JMD through the DH /RM and respective HOD.

XI EXIT

1. RESIGNATION

In case of resignation, the employee must inform in writing by submitting his/her resignation letter, stating the intention to resign from the services of the company. As per the terms and conditions of employment, the employee has to give the notice period. If there is a shortfall in the notice period, then the shortfall will be recovered from the dues.

In case the employee is handling/having any important/incomplete assignment, then the company will relieve him/her on the successful completion of assignment or end of his/her notice period. Employees, who have executed any service agreement, indemnity bond, sponsorship for higher education etc. with IRCLASS, have to ensure that the agreed amount is deposited with the company when resignation letter is submitted.

During the notice period, an employee shall not be eligible for any leave. An employee who has resigned or serving his/her notice period shall not be eligible for PL and any prior sanctioned PL/Leave shall be revoked. Any additional leave if taken during his/her notice period, then the same shall be adjusted against his/her relieving date. His/her last date of working shall be extended by the number of days of leave availed.

2. RETIREMENT

Employees will retire from the services of IRCLASS on attaining the age of 60 years. Last working day will be the last day of the month in which they attain 60 years.



However, on case to case basis the Board of Directors / Top Management can extend the Date of Superannuation and Retirement of experienced professionals subject to continual medical fitness and past performance record of the employee.

Employees who have completed more than 60+ years of age (provided they have completed 5 years of service with IRClass) shall be felicitated formally with a plaque and a certificate.



3. FULL AND FINAL SETTLEMENT

It will be the responsibility of the employee to hand-over the functional responsibility to the respective RO / HOD / HoSS well before the last working day. RO / HOD / HoSS forwards the duly filled ‘No Due Certificate’ form to the HR Department. On receiving this, the Payroll Department settles the employee’s account within 15 days from date of receipt of NDC.

If the employee has not served the Company for the whole financial year and has taken Leave Travel Assistance, Medical Reimbursement etc., for the full year, then he/she will be paid on pro-rata basis for the period of his/her service during the year in question. However, in case of retirement or an unfortunate demise, no recovery will be made. The excess amount paid by IRCLASS will be recovered during the full and final settlement of the employee.

4. EXIT INTERVIEWS

Once the resignation letter is received, HR representative conducts the exit interview with the concerned employee. The main objective of holding an exit interview is to know the reason/s why the employee has decided to resign from the services of the Company and seek employment elsewhere. In case of an employee from Survey Station, the concerned HoSS conducts the exit interview.

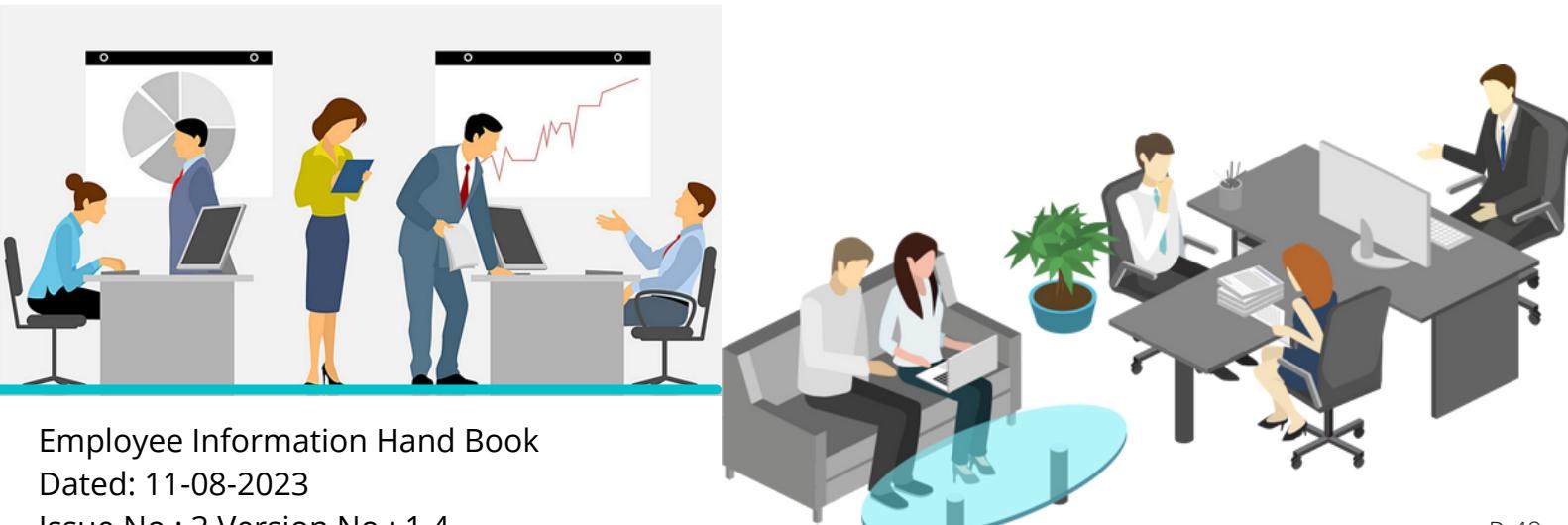
The information collected from the exit interview is kept confidential.

If something is bothering an employee:

If something is bothering an employee, he/she should not hesitate to discuss the matter with his/her reporting officer or HRD on confidential basis. Since the Reporting Officer is the person who understands his/her subordinate better, it is recommended that he/she approach his/her Reporting Officer first.

P.S.: All reimbursements are at the discretion of the management and it cannot be claimed as a matter of right and would always be subject to the prevailing laws of the land. For any clarifications, HR Dept may be consulted.

Disclaimer: The purpose of Indian Register of Shipping (IRClass) Employee Information Handbook (EIH) is to bring together in a convenient place a summary of some of the policies that affect employees. Employees should read this handbook and become familiar with the content. Employees should be comfortable referring to the handbook whenever a question regarding employment with the Company arises. However, the handbook will not answer all of the questions employees may have about Company policies or benefits. If the handbook does not answer the question, employees can contact their HOD/HoSS or HR Dept for assistance. The handbook revokes and supersedes any prior summaries or statements of employment policies and procedures. We expect to revise and update this handbook from time to time.



REVISION HISTORY

Sr. No.	Effective Date	Issue No.	Version	Description
1.	15.10.2015	1	1.0	Original Issue
2.	15.06.2016	1	1.1	Changes made in the attendance and Group Mediclaim Insurance Policy
3.	26.08.2016	1	1.2	Changes in Attendance, Mediclaim policy and Leave Policy. Modifications in designations of senior functionaries
4.	09.01.2017	1	1.3	Changes in Attendance
5.	03.04.2017	1	1.4	Changes in Attendance / Office Hours
6.	08.05.2017	1	1.5	Changes in Maternity Leave
7.	31.07.2017	1	1.6	Changes in Whistle Blowing Policy and in Attendance / Office Hours
8.	25.10.2017	1	1.7	Changes in Resignation under Exit Policy
9.	27.10.2017	1	1.8	Changes in Leave Policy
10.	01.11.2017	2	1.0	New Issue
11.	15.03.2018	2	1.2	Changes in Employee Identification and Access Card
12.	12.07.2019	2	1.3	Changes in Employee Identification and Access Card, Sexual Harassment Policy, Car Policy, Attendance and Leave Policy. Inclusion of National Pension Scheme and Casual cum Sick leave
13.	12.12.2019	2	1.4	Minor change in Car Policy
14.	26.07.2021	3	1.0	New Issue
15.	17.09.2021	3	1.1	Minor Change in Policy of Sexual Harassment & Retirement Policy
16.	22-07-2022	3	1.2	Changes in Car Policy & Leave Policy
17.	20-09-2022	3	1.3	Changes in Car Policy & minor changes in retirement
18.	04-08-2023	3	1.4	Changes in Leave Administrator, Insurance Benefits, addition in POSH, Whistle Blower Policy & Car reimbursements

