

NRS Solar Solution

HR Policies Document

Effective Date: [Insert Date]

Version: 1.0

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1. Recruitment and Selection Policy

Objective: To attract and select qualified candidates for various positions.

- Job vacancies will be posted on the company website and relevant job portals.
- Interviews will be conducted by a panel to ensure fairness and transparency.
- Background checks will be performed as part of the selection process.

2. Employee Onboarding Policy

Objective: To integrate new employees into the company smoothly.

- New hires will undergo an orientation program covering company policies, culture, and job-specific training.
- A mentor will be assigned to assist the new employee during their initial months.

3. Code of Conduct

Objective: To promote a respectful and professional work environment.

- Employees are expected to demonstrate integrity, respect, and professionalism at all times.
- The company maintains a zero-tolerance policy for harassment, discrimination, or any form of misconduct.

4. Work Hours and Attendance Policy

Objective: To ensure productivity and accountability.

- Standard work hours: 9 AM to 6 PM, Monday to Saturday.
- Employees must request leave in advance using the appropriate forms.
- Tardiness and absenteeism will be monitored and addressed accordingly.

5. Health and Safety Policy

Objective: To ensure a safe working environment for all employees.

- Compliance with all safety regulations related to solar installation and manufacturing is mandatory.
- All employees must complete mandatory safety training.
- Any accidents or unsafe conditions must be reported immediately.

6. Performance Management Policy

Objective: To evaluate and enhance employee performance.

- Regular performance reviews will be conducted quarterly and annually.
- Employees will receive constructive feedback and development opportunities based on their performance.

7. Salary Deduction and Accumulation Policy

- A monthly deduction of ₹1,000 will be made from each employee's salary.
- This amount will be accumulated over a period of 12 months or until the employee completes their notice period, whichever is earlier.
- After this period, the accumulated amount will be paid to the employee.
- If an employee leaves the company without serving their notice period, NRS SOLAR SOLUTION will not provide the deducted amount to the employee.

8. Compensation and Benefits Policy

Objective: To provide competitive salaries and comprehensive benefits.

- Salary structures will be based on industry standards and individual qualifications.
- Benefits include Accommodation, Travelling allowances.

9. Leave Policy

Objective: To manage employee leave effectively.

- **Casual Leave:** 3
- **Sick Leave:** 3
- **Annual Leave:** 3
- **Public Holidays:** 3

10. Training and Development Policy

Objective: To promote continuous learning and skill enhancement.

- Employees are encouraged to attend workshops, certifications, and conferences related to solar technology.
- The company will support employees pursuing relevant education.

11. Grievance Redressal Policy

Objective: To address employee concerns fairly and promptly.

- Employees can report grievances to HR or designated personnel.
- A structured process will be followed to investigate and resolve complaints.

12. Exit Policy

Objective: To ensure a smooth transition for departing employees.

- Exit interviews will be conducted to gather feedback.
- Employees must return all company property and settle any dues.

13. Policy Review and Updates

These policies will be reviewed annually and updated as necessary to ensure compliance with labour laws and industry standards. Any amendments will be documented and communicated to all employees.

Acknowledgment of Receipt

I acknowledge that I have received and read the HR Policies Document of NRS Solar Solution.

Employee Name: _____

Signature: _____

Date: _____