



HR MANUAL

HUMAN RESOURCE

KSB Tech Pvt. Ltd



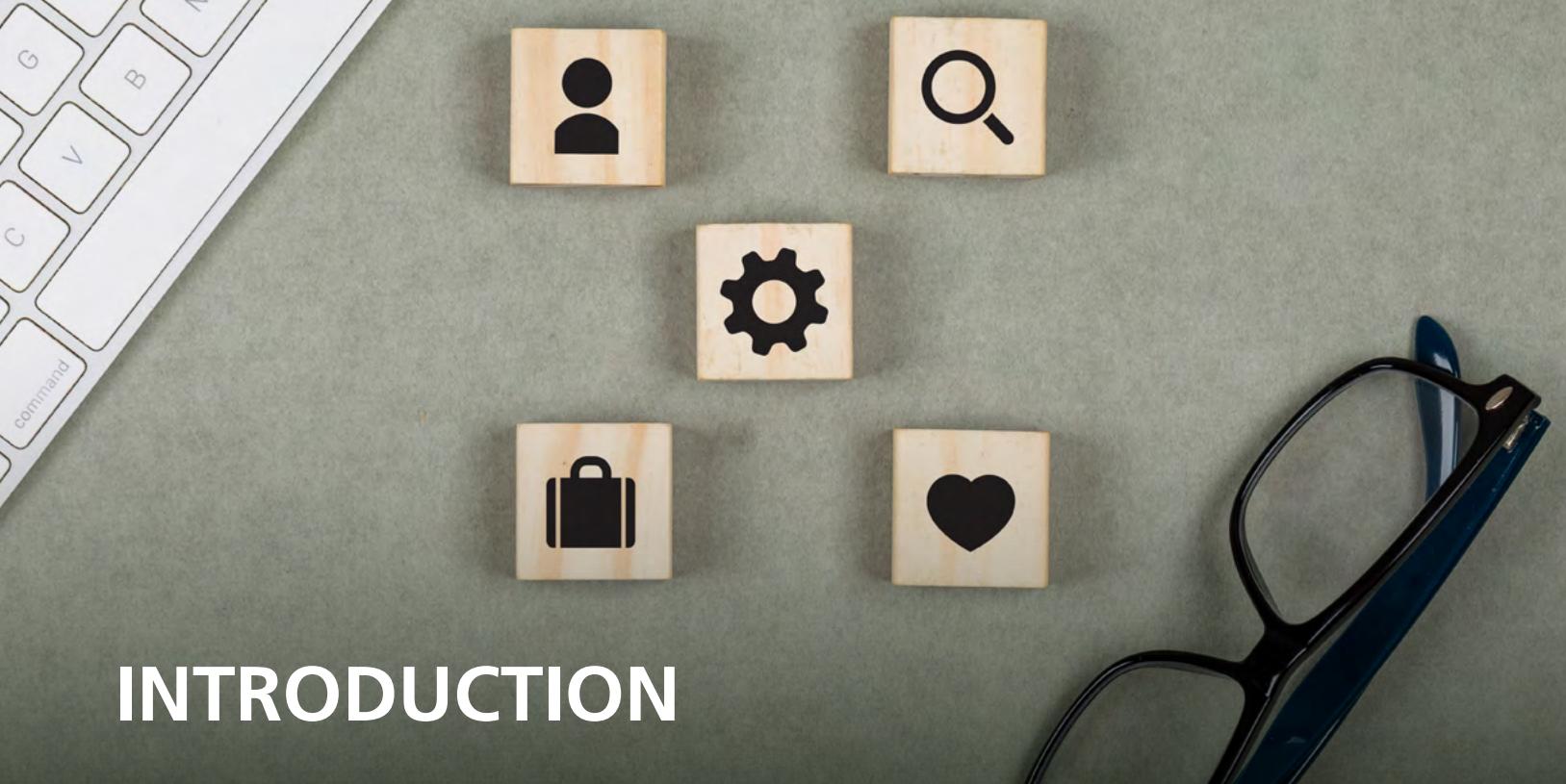
HR Manual

Policies & Guidelines for
KSB Tech Employees

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INTRODUCTION

KSB Tech Private Limited is committed to delivering ever enhancing value to its customers, building strong partnerships and achieving excellence in all aspects of its operations. This focus on excellence emphasizes on a culture that encourages professionalism among employees internally and externally. KSB recognizes the true value of its human capital, and therefore works towards promoting employees' opportunity for growth, expression of ideas, and work satisfaction through recognition and appreciation of their contributions.

The Human Resource Manual (HR Manual) is created to help employees understand company policies and procedures. Employees can refer to the manual when they have any query about company policies.

This HR manual consists of a summary of the important company policies and benefits. However, it does not provide very detailed information. The manual does not claim to be a law book nor a catalogue of personnel policies.

The policies, practices and benefits described in the manual may be changed from time to time. The company reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this manual as it deems appropriate at its sole and absolute discretion. The company will issue notification of any changes as they occur.

For details contact the HR Department.

Mohan Patil
Vice President – HRD



OUR VALUES

KSB's understanding of Corporate Culture

Shared values and good behavior help to shape cooperation within a company. They inform the work processes of KSB and the way we deal with our customers and partners. They are the basis for our shared success. Our values and behavior serve to guide the decisions and actions of our managers and employees. It is important to keep our overall principles and values in focus.

We believe in

Professionalism:

We have a good command over the techniques and methods we use for our work, and seek to continually upgrade our knowledge to improve our performance. In the search for solutions to problems we apply due care and act with foresight.

Appreciation:

We are attentive to others and widen and deepen our cooperation by showing respect and appreciation. Remaining receptive and open to other people and their ideas enables us to learn from each other and to develop together.

Responsibility:

Responsibility means accepting the consequences of one's actions. This applies to every one of us at work. It also applies to our company in its business and social relations.

Trust:

Trust has to be earned. Credibility is sought and acquired through reliability and professionalism in our day-to-day work.

Honesty:

The overall interest of the company has the highest priority. It ranks ahead of departmental and individual interests. We never seek to gain advantage at the expense of others. Personal and professional integrity are our defining features.



OUR BEHAVIOUR



Collaboration:

At a cross-functional level, we work together to achieve our shared objectives. To ensure the successful fulfillment of our tasks, we clarify roles and reach clear agreements. We also observe our values in our collaboration with customers and partners.

Leadership means maximizing the contribution of the entire team towards the success of the company. To this end, our managers develop their staff and support them in optimizing their performance. We rely on fairness and sincerity in our dealings with each other.



Communication:

Our communications are clear, fact-based and geared to an open exchange of ideas. By considering different standpoints and addressing conflicts constructively, we arrive at the best solutions and results. We deal with information responsibly.

Regular feedback helps us to make a realistic assessment of our actions and their effect, and helps us with course correction.



Evolution:

By questioning the status quo in a targeted and logical manner, we are able to develop new solutions while safeguarding proven ideas and methods. The ultimate aim is to achieve a continuous improvement in our products and services, as well as in our work processes. Flexibility, innovativeness and willingness to learn are important prerequisites for making a success of any change.



OUR VISION

To have a diversified Customer base for Market Area, Regions, & establish as KSB Group's major reliable Global Center for Design & IT services. To venture into uncharted technologies like IIoT, Mechatronics, Digitalization, & become the most preferred partner of KSB Group companies in Engineering, IT Services, & in their Digital Transformation Journey.

Our Mission

We support KSB SE & Co. KGaA & group companies through professional solutions & services in

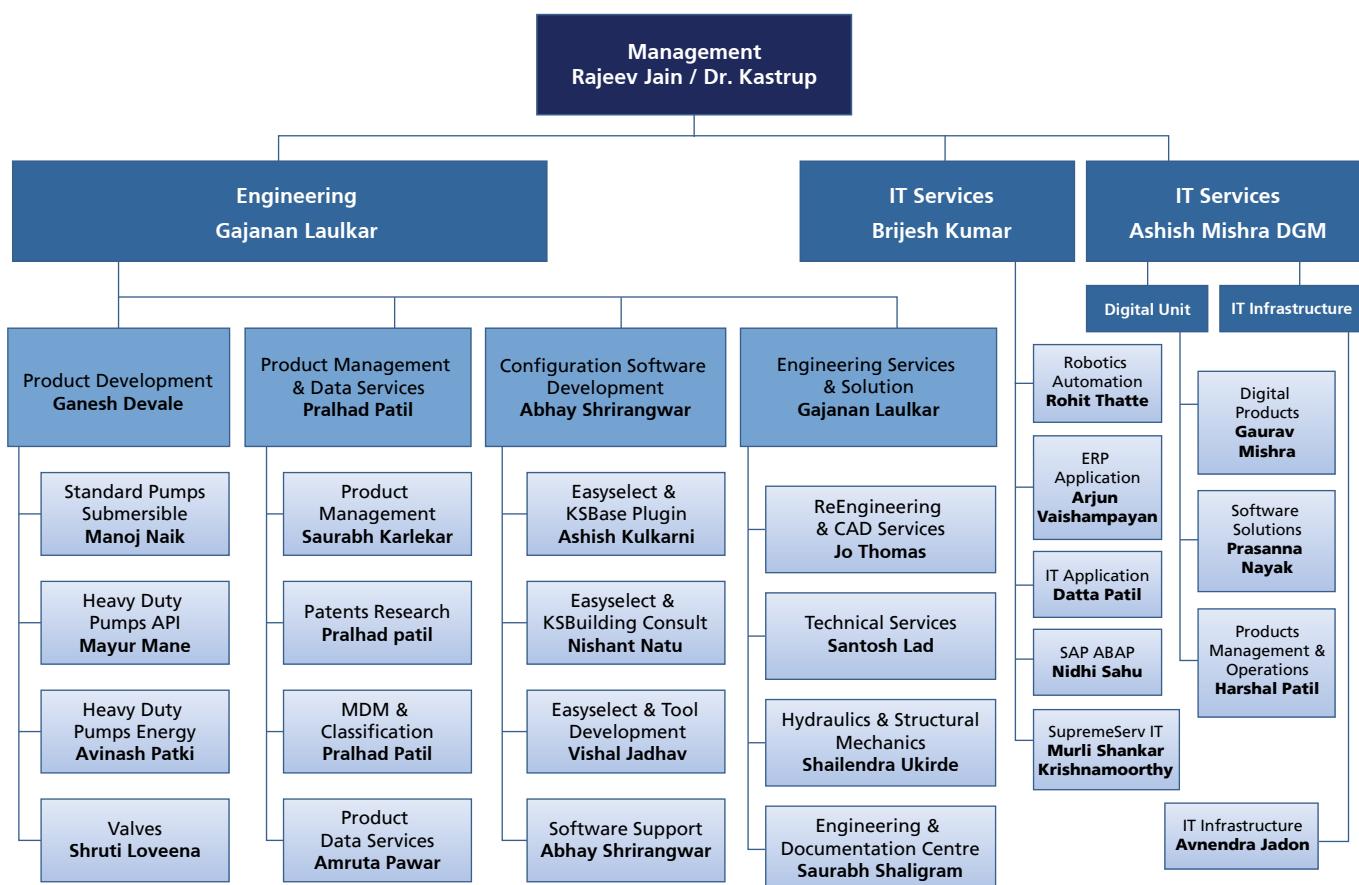
1. Engineering
 2. Product development
 3. Information Technology
- to secure strategic objective and operative success of KSB.

Professional solutions and services offered are -

- Cost optimized
- Of high quality
- Committed for delivery schedule
- With value addition at no extra cost
- Customer centric
- Right information at right time to the right people in a transparent way.



ORGANIZATION STRUCTURE



ORGANIZATION DESCRIPTION

KSB Tech Private Limited is a 100% subsidiary of KSB SE & Co. KGaA, Johann-Klein-Strasse, 9, Frankenthal Germany. KSB SE & Co. KGaA is a public joint stock Company incorporated in Germany in year 1871. It is engaged in manufacturing and trading of a wide range of pumps and valves, accessories and allied products. KSB's products are used for handling and transportation of water, chemicals, sewage, etc. It is a multinational company and has its presence in all major countries of the world through its subsidiaries.

To partake in its global requirements of Engineering innovation, design, renovations, and improvements and of developing and improving computer software, firmware and information technology programs useful for its business and activities, KSB Tech Private Limited has been formed in India in year 2005.

KSB Tech Private Limited has three functions

Engineering:

It includes departments viz. Product Management & Data Services, Configurators and Engineering services and Solutions.

Engineering- Product Development:

It includes departments viz. Standard Pumps Submersible, Heavy Duty Pumps API, Heavy Duty Pumps Energy and Valves.

Information Technology Services:

It includes departments viz. IT Applications, ERP Application, Robotics Automation, SAP Solution Architect, IT Infrastructure and Software Engineering. It is formed as Global Support Center for IT which is reporting to KSB SE & Co. KGaA. Key profiles are SAP-ABAP, SAP-CRM, SAP-Business One, SAP-C4C (Cloud For Customer), JAVA, SAP-Business Intelligence, Solution Architect, Devops, Workday etc.

KSB Tech Private Limited's prime tasks are:

- Development of new products
- Improvement / upgrading of existing product range
- Providing services related to design and development
- Product responsibility for several pump and valve series
- Providing Technical Support in pre-Sales, Manufacturing and After Market
- Providing services related to Sales Configurators software
- Technical documentation
- Hydraulic and Structural analysis
- Providing CAD (3D modelling & Drafting) services
- Providing IT support & services



GENERAL RULES

Exclusive Service

An employee is required, at all times to diligently and faithfully serve the Company and is required to devote full time and attention to the business and interest of the Company. Every employee is required to carry out duties to the best of his / her skills and present himself / herself punctually at the place or places where he / she is employed from time to time. Without the written consent of the Company, employee is not allowed to:

- Engage in or hold interest or have concern with any other business or activity of any kind whatsoever whether directly or indirectly;
- Publish any book, brochure or pamphlet or contribute any article to any newspaper or publication other than the House Magazine of the Company, whether for remuneration or otherwise.

Confidentiality

The Technical know-how, trade secrets, designs, sensitive information and expertise of KSB which has not been made public shall be treated in strict confidence as a matter of principle. It must not be disclosed to unauthorized third parties (including family members and friends) during or after the end of the employment relationship.

It is prohibited to use Confidential Information during or after the end of the employment relationship for personal advantage, the advantage of third parties, or the disadvantage of KSB. By way of illustration but not limitation, "Confidential Information" includes:

- inventions, trade secrets, ideas, data, programs, works of authorship, know-how, improvements, discoveries, designs, techniques and sensitive information the Company receives from its clients or which the Company has paid for;
- technical information relating to the Company's existing and future plans or products, including, where appropriate and without limitation, software, firmware, information, patent disclosures, patent applications, development or experimental work, formulae, engineering or test data, product specification and part lists, names of suppliers, customers or contractors, techniques, processes and apparatus relating to the same disclosed by the Company to the employee or obtained by employee through observation or examination of information, research by the Company or paid for by the Company or developments;
- Confidential marketing information (including without limitation marketing strategies, customer names and requirements and product and services, prices, margins and costs);
- Confidential product, marketing, development and other plans;
- Confidential financial information provided to employee by the Company;
- Personnel information (including without limitation employee compensation);
- confidential information relating to the Company including, without limitation, corporate information and secrets, unannounced financial results, reports and statements or information,

Expectations from Employees on EHS Implementation

- Environment protection.
- Safety and Health of the employees working under him / her.
- Providing training on Safety, Health & Environment protection to the employees working under him / her.
- Identifying Safety, Health & Environmental hazards.
- Initiating corrective measures for eliminating or, minimizing risk from hazards identified by him / her or, by his / her subordinates.
- Identifying & correcting unsafe acts of his / her subordinates.
- Knowing and ensuring compliance with legal requirements in his / her area of work.
- All employees are responsible for conservation of resources such as water, power and food, by avoiding their wastage.
- All wastages hazardous / non-hazardous shall be disposed off in proper manner at identified bins / locations.

"We should devote time to correct unsafe acts, or, unsafe conditions to execute the work safely."

Paid Holidays

The Company shall observe holidays as declared by the Management. The list of the holidays is informed to all employees well in advance at the start of the year. The number of holidays so declared shall not be increased or decreased during the calendar year. At present, the Company has eight paid holidays during the calendar year.

Weekdays & Working Hours

Flexible hours	In Time	Out Time
	07:00 - 11:30	16:30 - 21:00
Lunch	between 12:30 pm to 02:00 pm (as per departmental schedule)	

General rule:

The workweek is Monday to Friday with daily working of 0930 hours inclusive of half an hour lunch break. Each employee is required to put in minimum nine working hours per day excluding half an hour for lunch

Weekly Off

The Company shall observe weekly off on Saturdays and Sundays.

Rules for Compensatory Off for working on Weekly Off or Paid Holiday

- Compensatory Off will be applicable to the employees in the cadre non- manager to manager and Graduate / Diploma Engineer Trainees and Company Trainees.
- Compensatory Off must be pre-sanctioned.
- Compensatory Off is applicable only if an employee has worked on any paid holiday and OR weekly off day i.e. Sunday and / or Saturday as applicable to the office.
- Compensatory Off will be applicable only if an employee has worked 9 hours (excluding rest interval of 30 minutes) as applicable to the office.
- For claiming Compensatory Off, attendance card punching (IN punch and OUT punch) is a MUST. In case of non-functioning of attendance machine an employee is required to regularize the attendance through OD.
- Accumulated Compensatory Offs, if any, must be availed before availing any other Leave. C/ off need to be availed within one month from the date on which the employee has worked, otherwise the said leave will be lapsed.
- The claim of out of Pocket Expenses, in lieu of Compensatory Off duly signed by his / her Manager or Department Head should be submitted to HR department. They will verify the punching and record the occasion of the employee for the day on which Out of pocket is claimed.
- After verification of the claim by the HR department, the same is to be submitted to Accounts Department for payment.
- Compensatory Off is not applicable when an employee attends Training program, Plant visit for orientation, Seminar or is travelling on any paid holiday and OR weekly off day.

Compensatory Off claim and lapsable limit are as mentioned below	
Compensatory Off claim limit	Lapsable Compensatory Off and encashment
C / off can be availed within one month from the date on which the employee has worked, provided there should be a holiday after every 10 days of working. Employee can accumulate maximum 2 C / off per month.	Accumulated C / off if not utilized can be encashed in the next month provided employee has not taken any other leave during month. Employee must communicate Date of working & C-Off lapse date duly approved by respective Manager to HRD for verification.

Encashment for Compensatory Off

Employees in the non-managerial cadre, attending the work on Paid Holiday or a Weekly Off day shall work for 9 hours (excluding any break), with prior sanction of his / her HOD to become eligible to claim compensatory off encashment

Applicable Designations	Encashment amount Per C / Off
CAD Engineer, Assistant Design Engineer, Assistant Master Data, Assistant Classification Engineer, Assistant Technical Writer, Assistant Software Developer, Assistant Engineer- Spares pricing, Associate Software Developer SAP ABAP / JAVA, Associate Functional / Techno-functional consultant, Associate DevOps Engineer, Assistant Product Data Engineer, Support Engineer	Rs. 2500/-
Technical Writer ,Master Data / Classification Engineer, Software Developer- Configurators, Product Design Engineer, Product Development Engineer, Product Coordinator, Product Data Engineer, Hydraulics Design Engineer, Structural Mechanics Engineer, Quality Engineer, DevOps Engineer, Spare Pricing Engineer, Software Test Analyst, Sr. Software Test Analyst ,Sr.Business Analyst- C4C / C4S, Sr. Master Data Engineer, Sr. Software Developer- Configurators, Sr. Product Design Engineer, Sr. Product Development Engineer, Sr. Product Coordinator ,Sr. Hydraulics Design Engineer, Sr. Structural Mechanics Engineer, Sr. Technical Writer, Software Developer SAP ABAP / JAVA,C#, Functional / Techno-functional Consultants: BI / FICO / Workday / Business One / C4C, System & Network Administrator / IT Infrastructure, DevOps Engineer, Sr. Software Developer- JAVA / SAP ABAP, Sr. Functional / Technical Consultant- BI / FICO / Workday / Business One / C4C, SAP Ariba, Service Processes, Sr. System & Network Administrator, Sr. DevOps Engineer, Project Leader, Team Leader, Patent Research Expert, Standardization Expert, Scrum Master.	Rs. 3000/-

Reimbursement for transport and food for working on weekly off or Paid Holidays

If an employee works for 9 hours (excluding rest interval of 30 minutes), on paid holiday and / or week off days i.e. Sunday or Saturday as applicable to office; he / she can claim Rs. 500 / (For Food)- OR works for 5 hours, he / she can claim Rs 250 / (For Food). If canteen facility is available then employee will not be eligible for claiming such expenses.

General discipline



Use of mobile phones in office: Employees are advised to avoid use of personal cell phones for their personal calls while in office. All personal cell phones must be kept in silent mode within the office premises.



Each employee should ensure that his / her computer when not in use for more than 5 minutes shall set it on standby / hibernation mode. Resumption should be possible only with password.



Any employee suffering from ailment that may temporarily incapacitate him / her must inform HR and Admin department and the Department Head about the same along with the remedial measures recommended by their physicians. The name and telephone number of the person who should be contacted at such times must also be informed.



Employees should strictly adhere to the breakfast & lunch timing allotted to them.



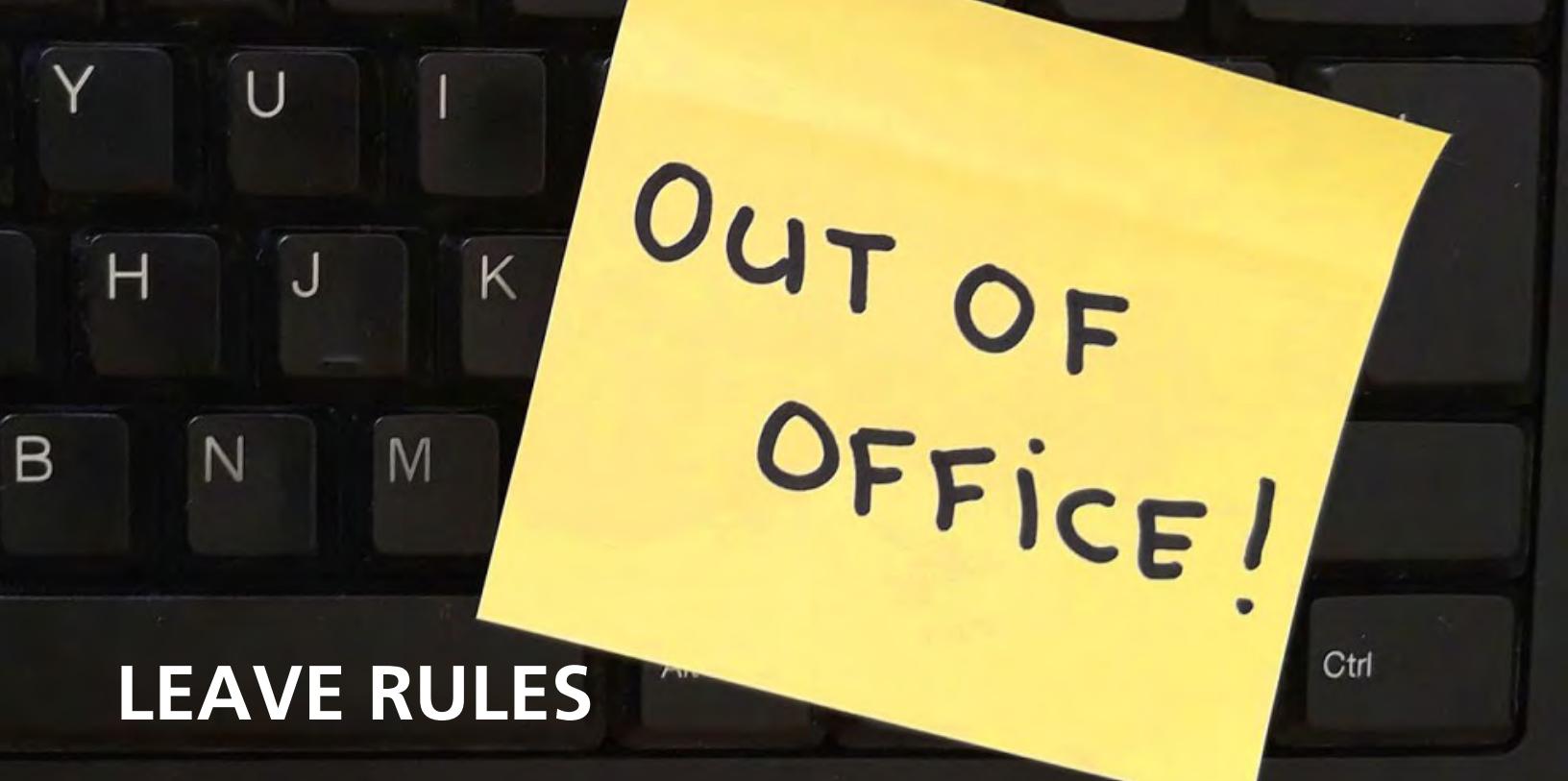
There are two short tea breaks in a day, one each pre- and post- lunch. To de-congest the service, department wise tea break timings are staggered. Employees should follow these timings.



All employees shall be appropriately attired maintaining office decorum. Employee should come neatly and cleanly dressed and should be well groomed. As a minimum, gents shall wear formal trousers and collared shirts duly tucked in and closed footwear. Unless recommended by doctors in writing gents shall refrain from coming to office in chappals or sandals. The dress should be appropriate to the work environment. Revealing clothes are not allowed.



Avoid distractions: Prolonged personal calls on mobile, personal use of IP messaging service, Skype Calls & internet browsing are distractions to the work. These should be strictly avoided during office hours.



LEAVE RULES

Objective

To provide well-defined guidelines on leave policy and to support the well-being and work-life balance of our employees, fostering a positive and supportive work environment.

Applicability

The policy is applicable to all Management staff cadre of KSB Tech Pvt Ltd. This revised policy will be effective from 1st August, 2024.

Leave for Staff Employees

Employees are entitled for total of 31 days Privilege Leave for the year. As per the revised Policy, Privilege Leave will be credited on monthly basis. The accrual process is explained below:

- 2.5 Privilege Leave (PL) shall be credited at the end of every month.
- In the month of August, every year, 3.5 PL shall be credited to arrive to a total of 31 Privilege Leaves for the year.
- If any employee joins in-between of a month, they will receive proportionate PL rounded to 0.5 for the month, based on the working days.
- If any employee separates in-between of a month, they will receive proportionate PL rounded to 0.5 for the month, based on the working days.

- The provision of Advance PL will be discontinued with this revision. Employees who have already availed the advance leave during probation period and after confirmation, the PL will be automatically adjusted in the new leave balance.
- For smooth & fast integration of the new joinees in the team & with the job, it is recommended that no leaves (although credited to their account on monthly basis) are availed by the new employee during probation period except under emergency situations.

Example showing the details of leave credit to permanent employees after implementation of 2.5 days leave per month.

Month	Opening Balance	Monthly added	PL availed	Closing Balance
Jan-24	90.0	2.5	0.5	92.0
Feb-24	92.0	2.5	2.0	92.5
Mar-24	92.5	2.5	1.0	94.0
Apr-24	94.0	2.5	5.0	91.5
May-24	91.5	2.5	3.0	91.0
Jun-24	91.0	2.5	2.0	91.5
Jul-24	91.5	2.5	1.0	93.0
Aug-24	93.0	3.5	5.0	91.5
Sep-24	91.5	2.5	6.0	88.0
Oct-24	88.0	2.5	2.0	88.5
Nov-24	88.5	2.5	3.0	88.0
Dec-24	88.0	2.5	0.5	90.0
Total		31	31	

Example showing the details of leave credit to the new employee joined on 16th May, the accrual table will be as below:

Month	Opening Balance	Monthly added	PL availed	Closing Balance
Jan-24				
Feb-24				
Mar-24				
Apr-24				
May-24	0	1.5	0	1.5
Jun-24	1.5	2.5	1	3
Jul-24	3	2.5	0.5	5
Aug-24	5	3.5	0.5	8
Sep-24	8	2.5	2	8.5
Oct-24	8.5	2.5	0.5	10.5
Nov-24	10.5	2.5	1.5	11.5
Dec-24	11.5	2.5	1	13
Total	20	7		

Leave Balance Management

Employee can maintain maximum 90 days balance as on December 31st of each year. Any leave over & above 90 days accumulation limit as on 31st December shall be lapsed.

General Leave Rules

- Leave is granted at the discretion of the Management. Leave asked by the employee can be refused if there is exigency of work.
- Privilege Leave must be pre-sanctioned by the Head of the Department or immediate superior. Post regularization of leave should be avoided.
- After proceeding on leave, if any employee wants to extend his pre-sanctioned leave, he/she has to inform to the Head of the Department before the expiry of his/her
- pre-sanctioned leave and seek approval which will be at the sole discretion of the Head of the Department.
- Employees remaining absent beyond the pre-sanctioned leave without satisfactory reason are liable for disciplinary action.

- It is not the right of the employee to remain absent without intimation if he/she has exhausted the Privilege leave in a calendar year. In such cases, it is necessary to take a written explanation from that employee otherwise that employee shall be liable to lose lien on the employment.
- Weekly offs and paid holidays falling in between the Privilege leave ARE NOT counted as part of the Privilege Leave.

Rules for Authorized Leave without Pay

Authorized leave without pay will be granted to an employee, who is on probation or a confirmed employee who has no Paid Leave to his/her credit, at the discretion of the Management. Leave asked for by the employee can be refused if there is exigency of work. Weekly offs and paid holidays falling in between the authorized leave without pay ARE counted as part of Authorized Leave Without Pay.

Encashment of Leave on Retirement / Resignation/Death While in Service

Any employee who superannuates, resigns, separates from the services (termination) or in case of death while in service, will be entitled for encashment of balance privilege Leaves and privilege leave entitled for the current year up to the date of separation.

Leave for Trainees

Graduate Engineer Trainees/Company Trainees/Diploma Engineer Trainee/Management Trainee are entitled for 12 days Casual Leave and 15 days Sick Leave for the training period of one year. All other rules regarding sanctioning of Casual Leave and Sick Leave including submission of medical certificates etc. remain the same. All un-availed leaves at the end of the training period shall lapse.

Weekly offs and paid holidays falling in between the Casual/Sick Leave will be counted as Casual/Sick Leave.



Application

Job
vacancies

NOW
HIRING

Business

Career

Experienc

Opportunities

Resume

RECRUITMENT & SELECTION

Objective

KS B Tech Recruitment and Selection Policy is based on overall Talent Development and talent pool creation to meet current and future challenges of business.

The objective of this policy is to streamline the recruitment process and to attract the right talent at the right time for the right role using optimal recruitment resources to successfully achieve business objectives.

Applicability

This policy covers the recruitment of all vacant positions across all functions and levels of management staff of KS B Tech Pvt Ltd. The guidelines in this policy shall also be adopted for recruitment at KS B Tech and KS B MIL Controls Limited with changes specific to location and organization, if any needed.

This process will not be applicable for campus hiring – Graduate Engineer Trainees, Management Trainees, Diploma Engineer Trainees and Company Trainee which will be governed by separate process.

Process Owner

HR Managers shall be the process owner of this policy.

Manpower Requisition Form (MPR)

The Manpower Plan is built into the organization's business plan and will be initiated at the time of budget finalization process. It is based on company's objectives, competitive scenario, strategic intent, new projects, attrition patterns and succession plans. Each functional head draws up his manpower plan once in a year for all levels for the year and submits the requirements for approval of Management. The manpower requirements are staggered throughout the year. The manpower requisition process will be triggered each time if there is any requirement of manpower arising out of replacement(s) or filling up of new position(s) or internal job movements.

To enable HR to initiate the hiring process at any point of time during the year, the respective Department / Function Head needs to fill in the prescribed Manpower Requisition Form (MPR) supported by the Organogram of the Department / Function clearly indicating the vacant position along with job description and forward it to HRD for getting the approval of Management through manual or online process (HR Portal). The recruitment shall only be done against the approved MPR Form and the approved MPR shall be considered to be valid till the vacancy gets filled in.

Sources for Recruitment

In case of external hires, the HR Manager shall use any of the following sources of recruitment depending upon the position.

Internal Job Posting

- KSB Tech fully supports internal recruitment wherein the relevant skills and competencies are applicable to the job are present within the company.
- All the vacant positions of Management Staff up to General Manager Level in KSB Tech shall be advertised through the internal email server or notice boards at the various locations of the Company. In case of no response or inadequate response from Internal Job Posting, the vacant position will be advertised through external sources.
- Application to any position(s) on any internal advertisement is open to all the employees of KSB Tech fulfilling the following criteria:
 - a. Applicants should be 'a permanent employee' of the Company and have completed '24 months' of continuous service in the company.
 - b. Applicants already interviewed and not selected for the applied job cannot apply for the same job within 12 months.
 - c. Any employee once selected through IJP needs to serve minimum two years in the said department before applying to any further IJP.
- Eligible and interested employee(s) shall send their application directly to the HR Department. On receipt of the application, HR will intimate the concerned Head of Department. The composition of interview panel and method of assessment shall be the same as followed in case of external Hires as mentioned in this policy (refer point 6). Candidate(s) finally selected should be relieved by the relevant department Head / Manager within a period of 60 days in case of non-Manager positions and 90 days for the Managers and above positions from the date of his / her selection.
- HR Manager / HR Business Partner and / or Department / Functional Head shall give the feedback to the employees who are not selected.

Hiring Consultants

Considering the large volume of recruitment to be done within a short span of time, it may become necessary to identify and engage Professional hiring Consultants or Placement Agencies to source quality candidates for Middle and Senior level positions.

- HR shall identify Consultants or Recruitment Agencies in all the regions, based on their clients, database size, past performance records, recruitment expertise and industry feedback.
- HR shall negotiate the terms and conditions with all the identified Consultants and will obtain one-time approval from Director – HRD before rolling out the formal agreement with them.
- An evaluation of the services provided by the existing Consultants across the country shall be done to create a list of preferred consultants who would be considered as priority sources for critical positions in future.
- External sources such as job portals (Naukri) will be used for filling up the open vacancies in the company.
- External sources such as newspaper advertisement, campuses and job-fairs could be explored for the recruitment, based on the nature of position.
- In case of such hiring model (i.e. Point 5.2 – d), HR Manager(s) shall take approval from Director – HRD before initiating the process.

Employee Referral

It is an internal recruitment method employed by the organization to identify potential candidates from their existing employee's social network. An employee referral scheme encourages a company's existing employees to select and recruit the suitable candidate from their social network. Employee referral scheme is one of the important sources of recruitment which is used worldwide to fill vacancies of the company through their existing employee's reference. The policy also emphasizes on timely payment for the employee referral made by employees which in turn motivates the employees to refer more candidates in future.

- The referral policy starts with the release of the vacancy through Internal Job Posting (IJP) announcement or through any other HR Department announcements.
- Hence resumes received only after the release of IJP or announcement by HR department will be considered under this policy.

- An employee may send the resume of the suitable candidate as per the job description to the respective HR business partner on the mentioned email-id in the prescribed format (Annexure I)
- Any referred resume already exists in the HR data base shall not be considered under this policy and same shall be communicated by the HR Business Partner to the referrer within 7 working days from the receipt of the application.
- The involvement of referrer is limited to the submission of the resume and he / she will not in any way influence the interview and selection process of the candidate.
- After the final selection, the employee who has referred the candidate shall be informed about the selection of the candidate through mail.
- It may be noted that the referrer should be in a position to instill confidence about the credentials of the applicant or candidate referred.
- In case the referrer sends resumes of
 - a. close family members or
 - b. candidates rejected in recruitment process during past two years or
 - c. employees who were selected through referral scheme and left the job within one year from the date of joining

such resumes will be considered for recruitment on the basis of merit but will not be eligible for the incentive amount under this policy.

Family members comprise of parents, real siblings, spouse and children.

- In case the referred profiles are those of engaged contract employees, Freshers, Trainees wanting to join back, Neem Trainees, Apprentices or any other Trainee will not be eligible for the incentive amount under this policy.
- In case 2 employees refer the same candidate; only the employee who has referred first will be eligible for the incentive amount under this policy.
- The interview and selection process will happen on merit basis only as per Recruitment Policy.
- Resume submitted randomly without any reference to the prevailing job openings will be preserved in HR data base. It will not be considered as employee referral.

Hiring Process

Once the source of recruitment is finalised, the following procedure is to be adhered:

- The HR Business Partner shall scrutinize résumés received from any of the sources of recruitment. The relevant résumés shall be shared with the concerned Department / Functional Manager for short listing of the candidates. The HR Business Partner(s) shall plan the preliminary and final interviews of these shortlisted candidates taking into consideration the venue / platform (physical or virtual), date – day – time and consent of the respective Functional Manager(s).
- Psychometric test shall be conducted prior to the final round of interview for all Manager and above positions.
- The Recruitment of Manager and above positions shall be the responsibility of Corporate HR and subject to the Psychometric test. The Psychometric report shall be shared by the HR Business partner / HR Manager with interview panel prior to final interview.
- Employees working on contract or trainees (Excluding campus hires such DET, GET, MT and CT) that are to be taken on rolls of the company should be approved by GM - HR & OD with proper justification for the position and the candidate.
- We are an equal opportunity employer and ensure that there is no bias in selection of candidates.
- Reimbursement of Travel Expenses Outstation candidates called for interview shall be reimbursed the traveling expenses as per travel policy as mentioned below:

Sr. No.	Position / Grade	Mode of Traveling
1	Non Manager	Railway I class / II AC, AC Bus. Local conveyance
2	Manager & Senior Manager	Railway 1 class AC / Air Economy class, Local conveyance
3	AGM & above	Railway 1 class AC / Air Economy class, Local conveyance

- a. Also, in case the candidate is required to travel / stay overnight for interviews, the Company shall pay lodging and boarding charges as per Traveling Rules applicable to the proposed position for all categories of employees in Management Staff.
 - b. Prospective candidates shall be interviewed by the Interview Panel and assessment to be done in the prescribed format.
 - c. Once the preliminary interview is over, the Interview Panel shall short list the candidate(s) for final interview with the respective authority. HR Manager / HR Business Partner shall ensure that the Employment Form, as prescribed by the Company, is duly filled in by the candidate.
 - d. After the final interview, HR Manager / HR Business Partner shall prepare the compensation proposal (in comparison with current salary drawn and proposed) and send the same for approval of Director -HRD. Any commitments made during the interview and salary fitment shall be documented and kept in the Personal File of the candidate(s).
 - Reference Check
 - a. Reference-check is a MUST for all the new employees across all Departments / functions of Management staff at all levels of KSB Tech.
 - b. HR Manager / HR Business Partner shall always ensure that a comprehensive reference-check is done internally or through outsource agency appointed by the company (If any) before extending the salary offer to the selected candidate(s).
 - c. Candidates short-listed after preliminary round shall be asked to provide the names and Contact details of at least 2 persons as his / her professional references. Reference may include immediate superior, peers or subordinates. Reference from those to whom a candidate reported is preferred.
 - d. HR Manager / HR Business Partner shall contact those references and document the comments and remarks (in prescribed format) of the references and the same to be preserved in Personal File for future reference.
 - e. After reference check HR Manager / HR Business Partner shall validate the accuracy of information provided on the application form with the information received from reference check.
 - f. If the candidates are sourced through recruitment or placement agencies, then the concerned agencies shall do the reference check of the candidate(s).
 - g. All reference information, given or received is considered to be confidential and will be maintained for the entire period of individual's employment along with other information from Selection process.
- Issue of Offer Letter
- After successful completion of final interview and the salary negotiations, the HR Manager / HR Business Partner shall obtain a copy of candidates pay slips for last 3 months along with CTC breakup. The CTC offer shall be issued to the selected candidate and subsequently the offer letter mentioning the date of joining. All the Offer Letters shall be signed by Vice President - HRD.
- While issuing the offer letter the HR Manager / HR Business Partner shall inform the candidate to carry the below listed documents at the time of joining:
- a. 2 latest colour passport size photographs and a soft copy of the same for identify card
 - b. Photocopies and originals of all documents of academic achievement like Degree (final year mark sheet), Diploma, Post-Graduation (Mark Sheet), SSC / 10th, 12th / HSC, any other extra co-curricular activities
 - c. Relieving letter, of the last worked organization,
 - d. Aadhaar card, Pan card and
 - e. A canceled cheque.
 - f. Duly filled onboarding form
- The new employee shall submit the above documents at the time of joining or through mail and after verification, original certificates and other documents shall be returned to the respective employee(s).

- Pre – Joining Medical Check Up

The selected candidate shall undergo a medical checkup arranged by third party agency appointed by the company or any hospital nominated by the Company. During the medical examination, the following tests shall be carried out:

- General medical check-up: height / weight, eyesight, past history of health
- Haemogram
- Urine / Blood Test
- Chest X-ray

In addition to above medical tests, candidates with age 40 and above shall also undergo following tests:

- ECG
- Serum Cholesterol
- SGOT (Serum glutamic oxaloacetic transaminase)
- SGPT (Serum glutamic pyruvic transaminase)
- Blood urea
- Serum creatine
- Blood sugar level random

The HR Manager / HR Business Partner shall obtain the medical fitness certificate from the Authorized Doctor of the Company after receiving the medical examination report of the selected candidate from the third-party agency.

- Communication to Rejected Candidate

The candidates not selected in the interview process shall be informed personally or through E-mail or telephone by the concerned HR Manager or HR Business Partner; after completion of the entire selection process for the respective position(s). If the candidate has approached through a Placement Agency then the respective Placement Agency shall be informed about the result.

Joining of the Candidate

Candidate(s) who have accepted the offer letter shall join the services of the Company during the validity period mentioned clearly in the offer letter. The Company reserves the right to accept any request for extension of the joining date.

The New Joinee from outstation location shall be reimbursed the actual joining expenses on case to case basis (if required) as under.

Sr. No.	Position / Grade	Joining Expenses
1	Non Manager	Traveling expenses for self by Railway I class / II AC or AC Bus, Pre-joining medical expenses, Local conveyance
2	Manager and above	Pre-joining medical expenses, transportation of household goods by rail or road and travel of self by Air / Railway – 1 AC / II AC, Local conveyance

The new joinee at the Managerial level shall be provided the Guest House / hotel accommodation on joining for a maximum period of one week for his / her settlement, if required. Any other commitments made to the candidate(s) during the interview shall be reviewed and honored.

Appointment letter

A formal letter of appointment duly signed by General Manager / Vice President - HRD, including all the terms and conditions shall be issued to the new joinee through the Head of Department on the date of joining.

HR Risk Assessment

Sub Processes	Potential Risk	Action plan and Control Measures	Reference Policy / Documents
Hiring Process	Discriminatory practices	Recruitment policy is designed considering such risks. The process of hiring is majorly supported by Internal team- No hiring \ consultation charges are applicable; However critical positions are outsourced to consultants wherein vendor selection and agreement method is followed to ensure process norms.	Recruitment Policy
	Hiring unsuitable candidates	Competency based interview assessment process is implemented to avoid risk. Structured mechanism and joint interview by HR and HOD help in functional and behavioral assessment of right candidate. Psychometric test for Manager and above position helps in recruiting the right candidate for the respective roles	Recruitment Policy
	False data submission- Performance and Credibility	Tools such as competency-based interviews and pre-employment reference check are used to verify credentials. The documents such as experience letter are verified with originals at the time of joining.	Recruitment Policy
	No growth Opportunity for internal employees	Process designed with support preference to Internal candidates. First step for hiring is internal job postings	Recruitment Policy



EMPLOYEE REFERRAL POLICY



Introduction

It is an internal recruitment method employed by the organization to identify potential candidates from their existing employee's social network. An employee referral scheme encourages a company's existing employees to select and recruit the suitable candidate from their social network. Employee referral scheme is one of the important sources of recruitment which is used worldwide to fill vacancies of the company through their existing employee's reference. The policy also emphasis on timely payment for the employee referral made by employees which in turn motivates the employees to refer more candidates in future.

Scope

This policy is applicable to all KSB Tech's employees upto AGM cadre with minimum 1 year of service with KSB Tech
Exemptions -

This policy will not be applicable to the following employees-

- Employee in General Manager cadre
- The employees of Human Resource department
- Employees involved in the recruitment process for the position which directly or indirectly reports to them.
- Application of ex-employee will not be considered through Employee Referral

Objective of Employee Referral Policy

To attract candidate for given job opening by involving existing employees.

To lay down procedures for referring the employees for the positions under recruitment

Lay down guidelines for rewarding employees who help identify and attract suitable and competent talent in order to meet organization's talent requirement at an optimum cost and better reliability.

Definitions

Referrer: Any existing eligible employee referring a potential candidate for the given job openings is a referrer under the employee referral policy.

Referred: A potential candidate referred by any existing employee eligible under the employee referral policy.

Operating Guidelines

- The referral policy starts with the release of the vacancy through Internal Job Posting (IJP) announcement or through any other HR Department announcements.
- Hence resumes received only after the release of IJP or announcement by HR department will be considered under this policy.
- An employee may send the resume of the suitable candidate as per the job description to the respective HR business partner on the mentioned email-id in the prescribed format (Annexure I)
- Any referred resume already exists in the HR data base shall not be considered under this policy and same shall be communicated by the HR Business Partner to the referrer within 7 working days from the receipt of the application.
- The involvement of referrer is limited to the submission of the resume and he / she will not in any way influence the interview and selection process of the candidate.
- After the final selection, the employee who has referred the candidate shall be informed about the selection of the candidate through mail.
- It may be noted that the referrer should be in a position to instill confidence about the credentials of the applicant or candidate referred.
- In case the referrer sends resumes of
 - a. close family members or
 - b. candidates rejected in recruitment process during past two years or
 - c. employees who were selected through referral scheme and left the job within one year from the date of joining
 - d. Ex- Employee.
such resumes will be considered for recruitment on the basis of merit but will not be eligible for the incentive amount under this policy.
 - e. Family members comprise of parents, real siblings, spouse and children.
- In case the referred profiles are those of engaged Contract employees, Freshers, Trainees wanting to join back or any other Trainee will not be eligible for incentive amount under policy.
- In case 2 employees refer the same candidate; only the employee who has referred first will be eligible for the incentive amount under this policy.

- The interview and selection process will happen on merit basis only as per Recruitment Policy.
- Resume submitted randomly without any reference to the prevailing job openings will be preserved in HR data base. It will not be considered as employee referral.

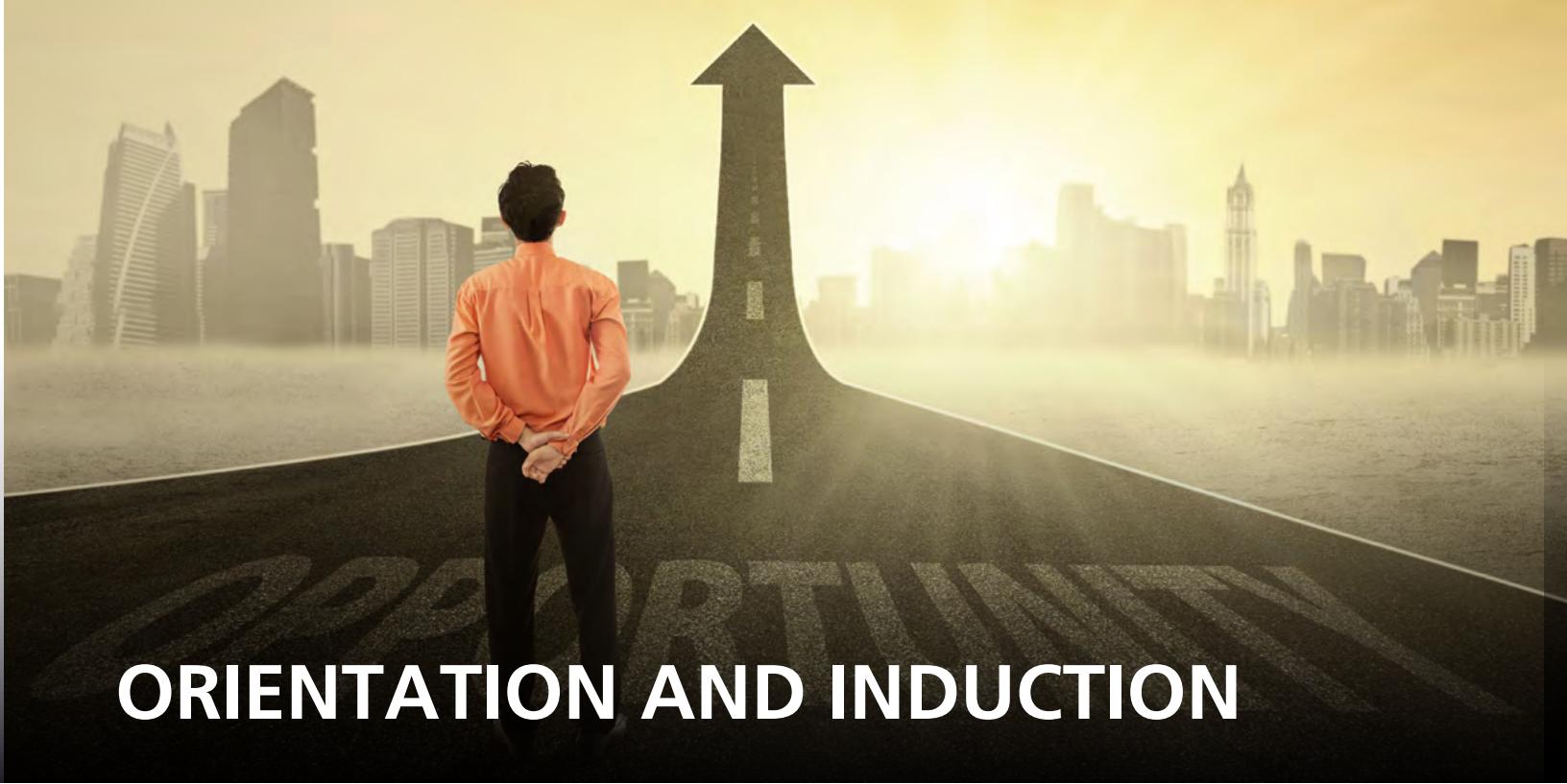
26.6 Payment Guidelines

- The referrer will receive the incentive amount after the referred employees has been confirmed in the employment.
- However, at the time of disbursement of the incentive amount, both the referrer and the referred employee must be on the rolls of the company and must not be serving notice period.
- The referral incentive will be paid along with the salary and will be taxable as per taxation rules prevailing at that point of time.
- In the event of any dispute, the decision of Vice President - HRD shall be final.
- The referrer will be paid incentive under referral policy scheme as per the grade for which the application has been considered and selected.

Grade	Incentive Amount (in Rs.)
Non-Manager Position	Rs 22,000/- per referral
Manager and above positions	Rs. 25,000/- per referral

Annexure 1 – Employee Referral form

Annexure 2 – Employee Referral payment details for Finance



ORIENTATION AND INDUCTION

Purpose

In order to ensure that all the new employees receive a positive start to their work and feel comfortable in their new working environment, each new employee shall be provided with an orientation to understand the vision, mission, values, processes, systems and people of organization.

Objective

- To impart orientation regarding the functioning of various departments
- To create a sense of belongingness
- To make new employees aware about the work culture, organizational goals, philosophy and values
- To instill confidence and assure promising career growth
- To make them feel responsible and committed towards the organization by clarifying their roles and responsibilities

Orientation Program

Orientation Program shall be arranged for providing new employee with a comprehensive background of the Company and the department he / she will be posted to. The Orientation Programme is conducted immediately after the employee joins the Company. The Programme is usually tailored to the needs of the individual employee, except in cases where more than one new employee joins at a given position.

Induction Programme

Induction Programme is a set of structured activities arranged for the new employee to understand the various business processes, systems, products and the culture of the organization. Induction Programme is a regular corporate feature and will be run by KSB Tech Pvt. Ltd., HR Department once every Six months).



PROBATION & CONFIRMATION

Objective

To provide guidelines to the Superior of new employee on the process of performance review and confirmation after completion of probation period..

Applicability

The Probation and Confirmation Policy is applicable to all new employees across all departments / functions of Management staff at all levels of KSB Tech Pvt. Ltd.

Probation & Confirmation Process

- Employees upto Sr.General Manager level shall be on probation for a period of six months.
- HR Manager / coordinator shall make available Probation Confirmation Assessment Report (Annexure 1) to Head of the Department who shall assign projects / assignments within 15 days from date of joining and acknowledged copy shall be sent to HR Department.
- HR Manager / coordinator shall initiate Probation Confirmation Assessment Report (Annexure 1) from the Head of Department one month prior to completion of probation period.

- The Head of Department and HR Manager shall jointly evaluate performance of the probationer and duly filled Probation Confirmation Assessment Report (Annexure 1) shall be submitted to HR at least two weeks prior to the expiry of probation period.
- If the performance of the employee is found to be satisfactory, the services of the employee shall be confirmed on completion of the probation period. If the performance of the employee is found not up to the expectations, the probation period may be extended or the services of the employee may be terminated.
- The HR Manager / HR Business Partner at office shall prepare the letter of confirmation or extension of probation or termination of services and send the same to Corporate HR in a soft copy for signature of Vice President - HRD on a hard copy.
- For all the Managerial positions, Performance Feedback will be conducted in presence of MD, Director HR and Functional Head; one month prior to the completion of probation period.



PERFORMANCE MANAGEMENT SYSTEM

Objective

The purpose of Performance Appraisal System is:

- To conduct a performance review of the employee in a fair and transparent manner, and
- To link the goals of the employees with their work unit, and ultimately with the goals and mission of KSB Tech.
- To evaluate the potential of the employee to assume higher responsibilities in the organization.
- To determine the gaps in knowledge and skills noticed during evaluation of individual's performance.
- Facilitation of timely Increments and build a performance based culture in the organisation.

Understanding

Employees should have a clear understanding of what part of their performance is being appraised and how it is measured. It is essential for the supervisor and the employee to have a two-way communication related to his/her performance.

With proper and continuous communication, the performance review becomes a working tool for performance management

Scope

This policy is applicable to all the employees of KSB Tech and who are confirmed in their employment as on 31st December with the Company. Employees whose probation period has been extended are not covered under the Performance Management System process.

Performance and Compensation Review cycle of KSB

- The period considered for the PMS cycle is from January to December every year.
- Performance Appraisal of eligible employee shall be completed as per the process and performance rating shall be done as per his / her performance and guidelines.
- Rise in the salary (Increment) at Company level for various levels, increment for promotion and rise in the Basic Salary shall be decided by Management every year.

- For promotion additional increment shall be decided by Management every year and other benefits like car allowance, V Pay, Communication Allowance as per grade.
- Salary components considered for Increments rise are Fixed Cash and Retirement Benefits as per our salary structure. For Managers additional components considered are Fitment Allowance & Driver Allowance as applicable.
- If any employee resigns within 3 months from the receipt of the increment /salary rise/ promotion letter, the same shall be withdrawn from the date on which it has been provided.
- Any changes to this policy shall be at the discretion of the Management.

General guidelines

- The 'Annual Performance Review' will take into account the performance of an employee during the period of January 01st to 31st December of the previous year.
- HR will initiate the appraisal process by announcing the schedule via mail to all Functional Heads.
- It is expected that prior to the review, both Manager & employee must be prepared with the achievements and areas of improvements or trainings required; to be discussed.
- The Managers must schedule proper face to face review meetings with their every reportee.
- Performance reviews will focus on open and honest discussion thus providing the employee with the opportunity to voice concerns if any.
- The feedback given to the appraisee at the review must focus in a positive manner on all aspects measured in terms of the appraisal. The approach must be constructive and shall offer suggestions.
- The Performance Review Discussion is a dialogue mechanism between the manager and the employee, which promotes
 - Clarification of the purpose and aims of the performance appraisal
 - Performance gaps vis-à-vis set standards or agreed expectations
 - Career Aspirations and identify development opportunities
 - Goal Setting for the next performance
 - address performance that does not meet expectations
 - Plan trainings required
- The entire PMS process is documented by filling the PMS form.
- The duly filled PMS forms are submitted to the HR through the Functional Heads who then collates all information thus collected.

Performance Review Process (for non Managers)

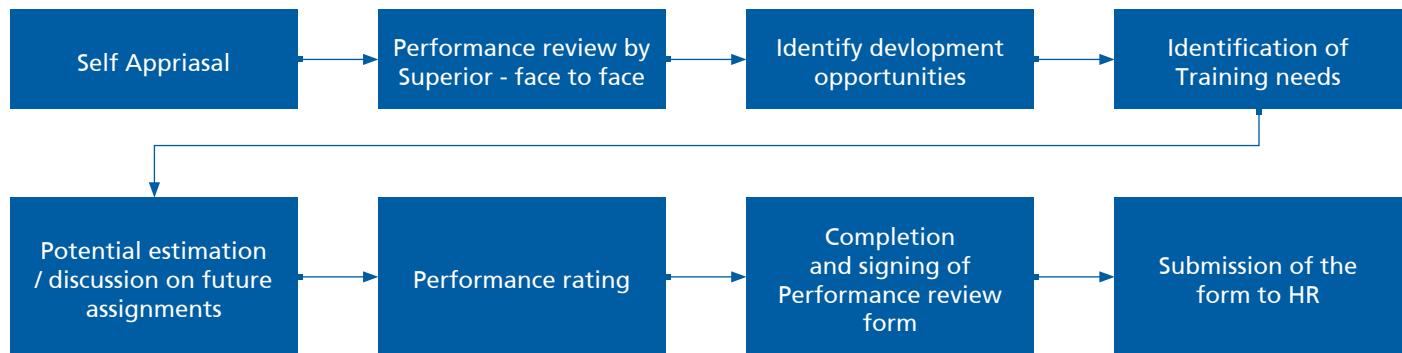
The Performance Review is to evaluate certain competencies/traits of employees that are essential for effective performance in their work area. These competencies/traits are as follows:

(1) Intellectual Skills (2) Management Skills (3) Knowledge (4) Social Skills (5) Personality

The calculation of Performance is based on the above competencies on a scale of 1 to 5 where,

- 5 - Far exceeding the requirements
- 4 - Exceeding the requirements
- 3 - Meeting the requirements
- 2 - Meeting the requirements partially
- 1 - Not Meeting the requirements

The Performance Appraisal Process consists of



Performance Review Process

For Managers

The current Annual Performance Appraisal consists of review of Managerial / Behavioral competencies as defined in KSB Competency Model.

The new Performance Appraisal process will carry 2 parameters of measurement as follows:

- **PART A:** Achievement of Individual Objectives / KPIs – 50% weightage
- **PART B:** Overall Score of the Employee based on the Competency Review – 50% weightage. (the current form to be used for this part of evaluation)

PART A:

- The Functional Head will propose the KPIs in the 1st quarter of the year.
- Each individual will have maximum 5 KPIs based on the Company / Functional Strategic Initiatives by cascading approach.
- Weighing factor for each KPI may vary depending upon the importance.
- The evaluation will be on the achievement of Individual KPI / Key Assignments on a scale of 1 to 5 (as mentioned below).
- Total weightage will be 50%. (i.e. sum of the achievements will be divided by 2)
- KPI should be set on the SMART principle (S: Specific, M: Measurable, A: Achievable, R: Realistic, T: Time bound) and not judgment based.

Evaluation of points on achievement of

106% and above	5
101% and above but less than 106%	4
99% and above but less than 101%	3
96% and above but less than 99 %	2
Below 96 %	1

Example 1:

Individual Objectives / Key Assignments	Evaluation Points	Weighing Factor in %	Achievement
	A	B	C = A x B
Objectives / Assignment	3	25.00%	0.75
Objectives / Assignment	4	25.00%	1.00
Objectives / Assignment	5	25.00%	1.25
Objectives / Assignment	2	25.00%	0.50

Total weightage: 50%

Total Average Part A = Sum of (Evaluation of points X weighing factor)
Score = 3.50

PART B:

Evaluation of certain competencies/traits of an employee that are essential for effective performance in the work area. The competencies/traits to be measured are as follows:

- Vision/Forward Thinking - The extent to which a person uses a broad perspective to form ideas about the future direction and shape of the organisation and its environment and translates these into specific objectives and policies.
- Cognitive Ability : Recognising important information; establish connections between collected information and pointing out problems. Tracking down possible (fundamental) causes of problems (diagnoses); seeking out relevant data.
- Leadership and Management Competence: Effectively manages and guides group efforts; tracks team progress, adequately anticipates roadblocks and changes course as needed to achieve team goals; provides appropriate feedback concerning group and individual performance, including areas for improvement.
- Personal & Social Competence : Ability to be aware of emotions and manage own behaviour, tendencies which reflect on self and other people. To evaluate social situations and determine what is expected or required; to recognize the feelings and intentions of others; and to select social behaviours that are most appropriate for that given context.
- Growth & Development : Demonstrating behaviour that is aimed at advancing career. Enabling the team to become more effective, take on bigger/ more significant challenges.

The evaluation of competencies will be scale of 1 to 5 (as mentioned above).

Example 2:

Average of all competencies (PART B): (Sum 1 to 20) = 72 / 20 = 3.60

Hence the employee scores: (PART A) 3.50 + (PART B) 3.60 = 7.1/2 = 3.55

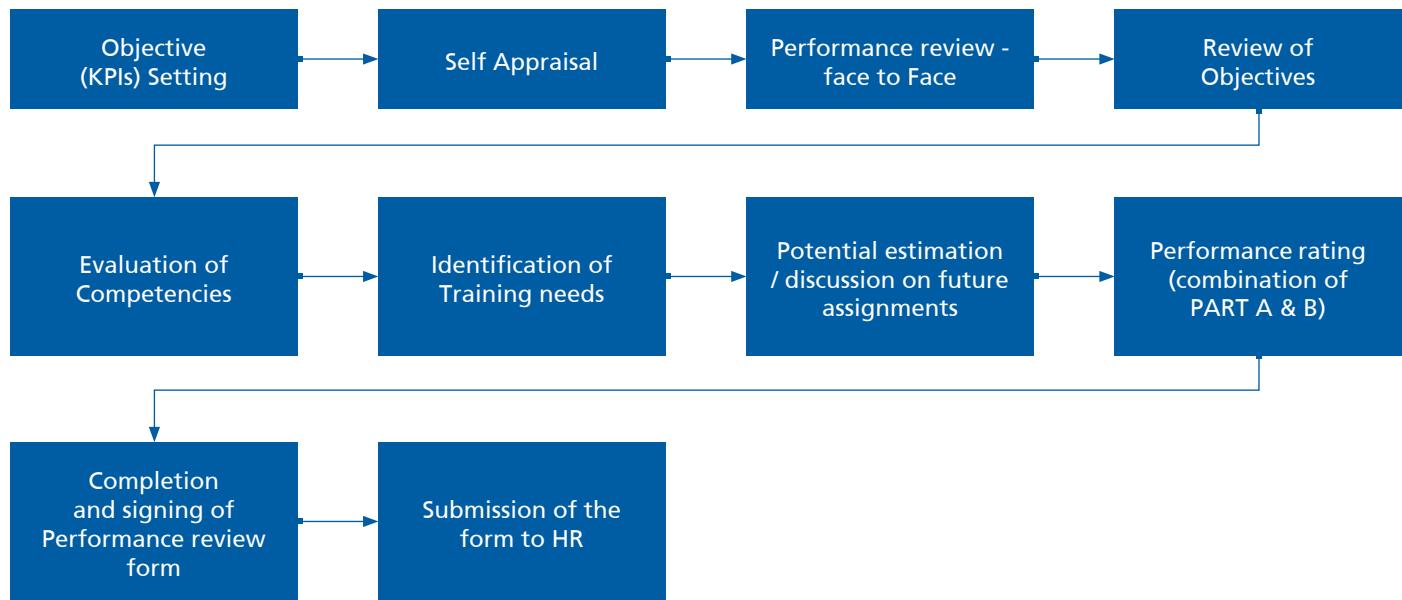
Rating table

Rating	Points
A+	> = 4.51
A	3.51 - 4.50
B+	2.51 - 3.50
B	1.51 - 2.50
C	<or = 1.5

PERFORMANCE MANAGEMENT SYSTEM



The Performance Appraisal Process consists of



Annexure: Application Forms





LEARNING AND DEVELOPMENT

Objective

KSB strongly believes that well trained and motivated employees are the key for outperforming the competition. Learning and development helps employees to enhance their competence in a planned and systematic manner. The skills of the employees have to be continuously updated for present and future challenges. Learning fills the gap between the present level and expected level of performance.

Scope

Learning and development programme covers all employees of KSB as well contractual employees and customers of KSB Tech Pvt. Ltd.

Competency Matrix

Competencies comprise knowledge, skills, qualification and experience that are required for the employee to perform the work. A Competency Matrix is designed and based on the job description, and incorporates functional, behavioral and environment related competencies of employees. Competency evaluation is done on parameters as required for the position held.

Competency Identification and Mapping Process

The HR Manager & the Divisional / Department Head shall jointly evaluate the competency requirement and gaps for each employee in their respective Division / Department and complete the review and update the competence matrix once in a year.

Training Need Identification

The Learning and development needs are identified through following mechanism:

- Organizational changes in terms of technology, job requirements and work systems and procedures.
- Competence Mapping / Matrix
- Annual Performance Appraisal Review
- Other training needs such as – HOD Recommendation, Probation and Confirmation - review of new employee(s)
- Training effectiveness records

The training needs are communicated by HoD to HRD once in two years or as and when required.

Planning and Execution of Training Programmes

- Prioritization of Training Needs: Training needs received from all the above sources are compiled and analyzed which are then prioritized based on the departmental objectives, training needs of the employees and the financial budget.

The recommended training needs for an employee shall be decided in line with work requirements and development opportunities for him / her.

- Selection of Trainer: Trainer for the programme shall be either internal or external.

Internal Trainers shall be selected based on the expertise available within the company as per the topic of training (refer to guidelines for selection of trainers for outsourced training process).

- Releasing of Training Calendar: L & D Calendar shall be released in January & July for respective 6 months as per specific needs.

This Training Calendar can be used for nominating for various training programmes. The identified employees shall be intimated via E-mail about their nomination for the training programme as per programme schedule by respective Training Co-ordinator.

- Coordination of Programme:

On completion of training programme following records shall be obtained from the participants in the prescribed format:

- Training Attendance Record
- Training Feedback Form

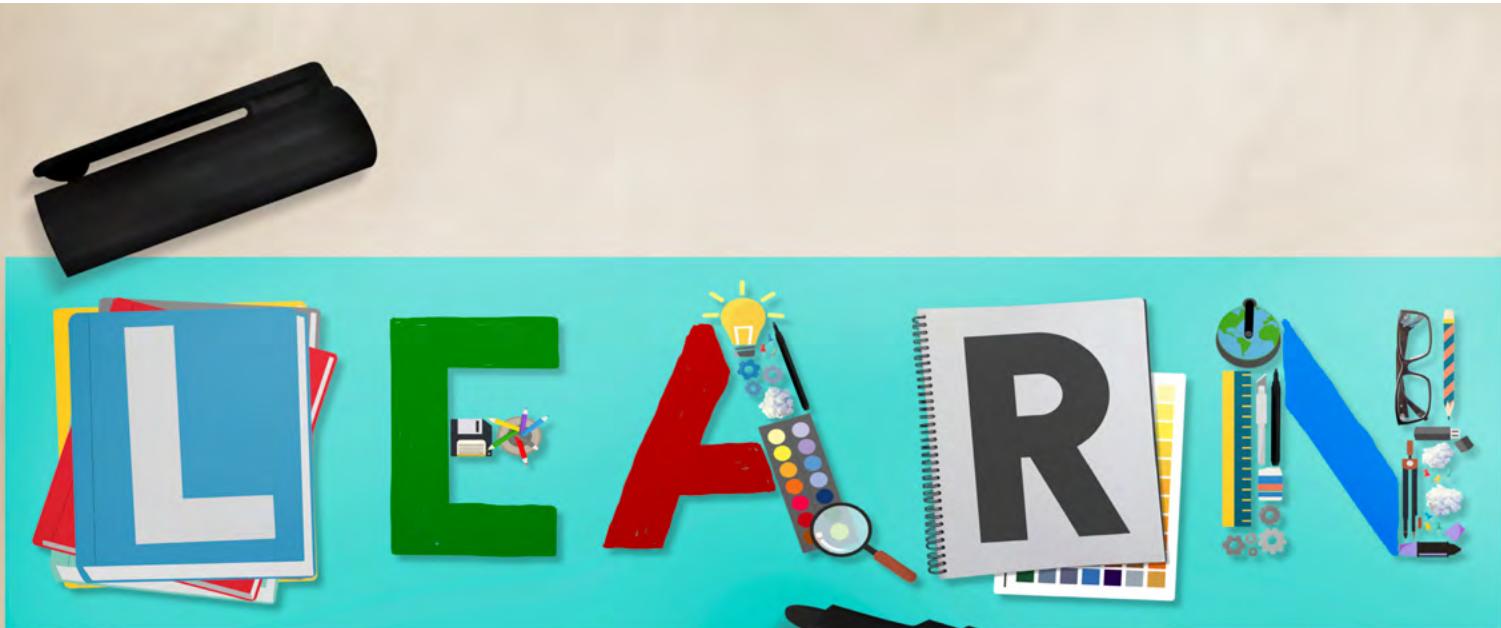
- External Programmes:

In addition to the training needs, HoDs may nominate the employee(s) for the External seminar(s) / conference(s) as per requirements by forwarding the duly filled External Training request form to the HR Co-ordinator. Further, HR coordinator will complete the nomination activities and notify the concerned employee(s) about the programme schedule.

A review of Training Calendar: The calendar shall be reviewed periodically to understand the status of training programmes planned and completed / cancelled and also to incorporate the additional training programmes, if any.

Effectiveness of Training

The process of effectiveness of training shall be carried out by HRD to ensure that the training imparted to the employee(s) is (are) effective and useful for the work. In case, if the training is found to be ineffective, the details and schedule of re-training is discussed with the concerned HoDs for organizing re-training or taking appropriate action.





REWARD AND RECOGNITION POLICY

Objective

- To maintain high morale amongst the employees by recognizing team and individual contribution, dedication and commitment towards achieving the organizational goals.
- To recognize the significant contribution made by any employee / department towards achieving the organizational goals.
- To imbibe the culture of appreciation across the Organization.

Scope

The scheme is applicable to all employees of KSB Tech Pvt. Ltd.

Types of Awards

Following types of Rewards are included under Rewards & Recognition policy:

Team Reward -

The award shall be given to the team (Department or Cross Functional) for completing the exceptional jobs / projects by putting in special contribution apart from daily jobs and exhibited good team work and inter-personal relations.

Reward Amount:

The reward amount / type of reward shall be decided by the Reward & Recognition Committee (RRC) based on the performance / saving / cost reduction / response time / timely completion of projects achieved. Reward amount and a certificate of appreciation shall be awarded to each team member.

Individual Reward

This award shall be given to the employee who has exhibited an outstanding performance/special contribution/volunteers himself in a critical or unpredictable situation and plays an important role to overcome the situation. The employee thus set a new standard of learning and excellence for others.

Reward Amount shall be decided by the RRC based on the individual excellence and Reward amount and a certificate of appreciation shall be awarded to the employee.

Responsible

Nominating Authority – Managers and above cadre employee

Reward & Recognition Committee (RRC) - Management Team consisting of Managing Director and Functional Heads

Operating Guidelines

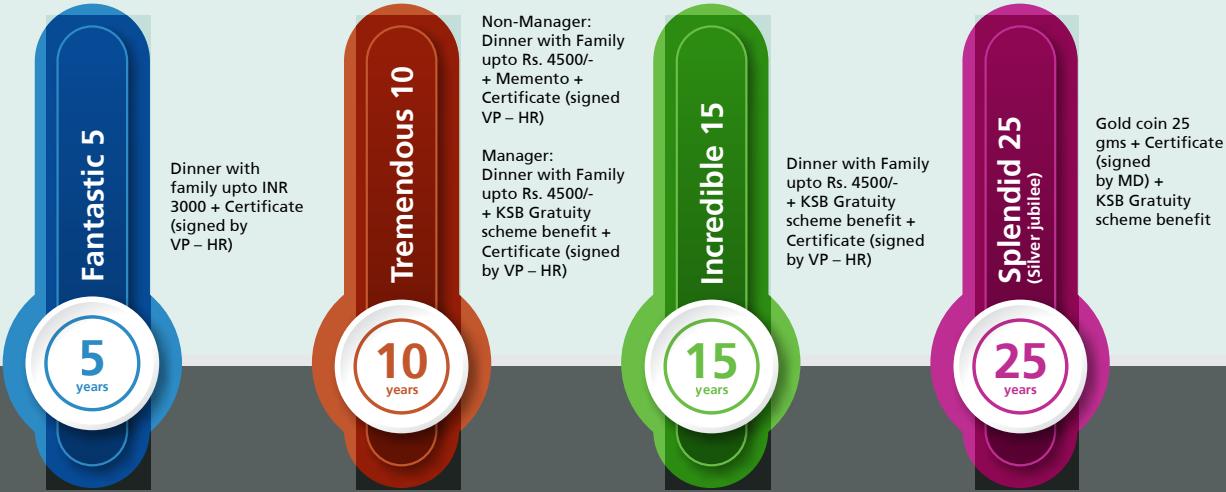
- Nominating Authority shall fill in the Reward nominations from the R&R Online portal.
- Manager to fill the Individual / Team nominations throughout the year mentioning the specific achievements supported by their criteria for evaluation.
- Supporting documents shall be uploaded on the portal for more clarification
- Nominating Authority shall be responsible for fair and uniform nomination of employees.
- One employee / team can be nominated multiple times.
- The same projects / contribution / achievements shall not be rewarded twice.
- The reward amount shall be taxable as per IT Rules.

Evaluation process

- Level 1: Function level appreciation for instant recognition
 - a. The Functional Heads shall finalize the Level-1 nominations & felicitate rewardees during departmental events like Monthly Birthday celebrations / Departmental meetings.
 - b. Thus Level 1 nominations shall not be evaluated in the R&R Committee meeting. However, all reward nominations must be raised on R&R portal for records.
 - c. HR Department shall provide blank Level 1 Rewards certificates & Amazon voucher to the Functional heads at the start of the quarter.
 - d. Functional Heads shall submit the utilization statement of certificates & Vouchers to HR Department every quarter for records.

- Level 2 & Level 3 : R&R Committee level for recognition for major achievements
 - e. RRC shall be the final approving Authority for selecting nominations for Level-2 & Level-3.
 - f. RRC shall meet once in 3 months to evaluate the nominations received and conclude with consensus by declaring the reward.
 - g. All awards shall be announced during Communication meeting or any specially organized events at the company.
 - h. Reward & Recognition Committee (RRC) reserves right to alter, modify or withdraw Rewards & Recognition Policy any time at its sole discretion.

Annexure - Nomination Category guidelines



SERVICE MILESTONE RECOGNITION POLICY

Objective

To recognize the employees who have served KSB for a significant period contributing to the organizational growth & success.

Scope

This revised policy applicable to all Management staff of KSB Tech Pvt. Ltd. with effect from July 01, 2024.

Types of Awards

The 4 types of leagues identified for appreciation are

Service	Reward category	Reward	Felicitation by
5 Years	Fantastic 5	Dinner with family upto INR 3000 + Certificate (signed by VP – HR)	Functional / Department Head
10 years	Tremendous 10	Non-Manager : Dinner with Family upto Rs. 4500/- + Memento + Certificate (signed VP – HR) Manager : Dinner with Family upto Rs. 4500/- + KSB Gratuity scheme benefit + Certificate (signed by VP – HR)	Functional Head
15 years	Incredible 15	Dinner with Family upto Rs. 4500/- + KSB Gratuity scheme benefit + Certificate (signed by VP – HR)	Functional Head
25 years	Splendid 25 (Silver jubilee)	Gold coin 25 gms + Certificate (signed by MD) + KSB Gratuity scheme benefit	Managing Director

Operating Guidelines

- Employees completing the defined service tenure with KSB as on 01.07.2023 onwards shall be eligible for this reward.
- Respective HR team will initiate the felicitation for employees during open platforms / meetings.
- Employees completing 5 years association shall take family for non-alcoholic lunch / dinner and submit the hotel bill to Finance for reimbursement. HRD will share the eligible employee list to Finance for the year in advance for processing the claim.
- Respective Department Manager / Functional Head shall ensure the felicitation of their respective employees in support with HRD.

Responsibility

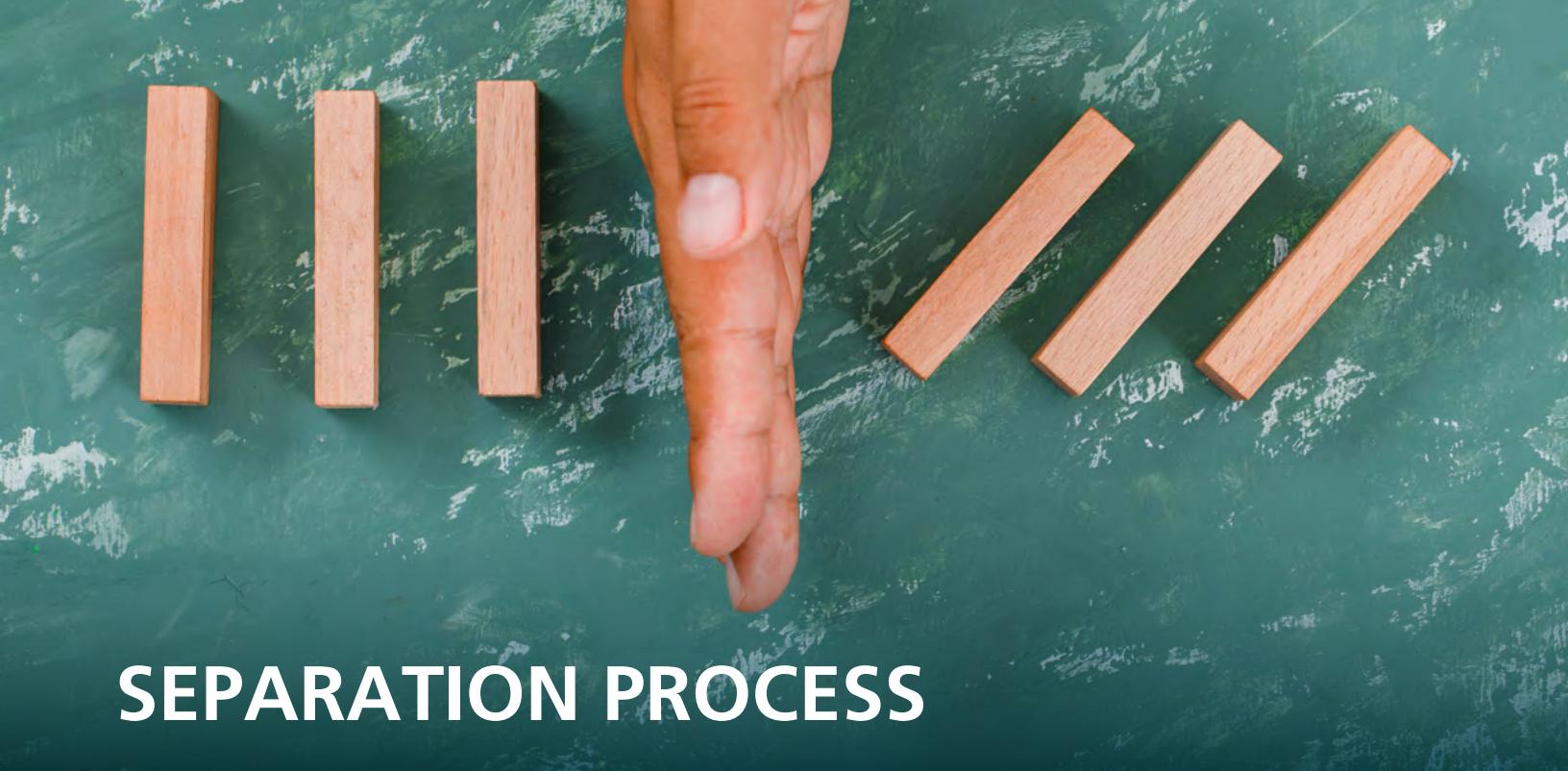
- Human Resources** – Provide memento / certificates for long service rewards & arrange Silver jubilee celebration
- Finance** – Process the Dinner reimbursement claims within 15 days of claim submission.
- Department Head / Functional Head** – Felicitate the employee during monthly Department meeting / appropriate occasion.

Silver Jubilee celebration – Felicitation event with awarding of 25 grams gold coin and certificate as per existing practice.

Superannuation – Felicitation event of the retiring employee with a Memento at the hands of MD / Functional in the office of the employee on the day of retirement.

NOTE - Employees who have completed 5 or 10 years or retired before 01.07.2023 shall not be considered for this Award. Also any separating employee during the year shall not be considered for this Award.





SEPARATION PROCESS

Definitions

Retirement

Employee shall automatically retire from the service of the company on attaining the superannuation age. The superannuation age shall be as per the location retirement policy available with the HR Department. The employee shall retire on last day of his birthday month.

Resignation

Resignation means an employee voluntarily leaves the service of the company for professional or personal reasons.

Termination

Termination is final step in the progressive employee's disciplinary action where his or her employment with the employer is permanently severed for reasons like,

- Violating the company's policy (including Code of Conduct)
- Is unable to meet the company's performance standards
- Absence beyond the eligible / prescribed leave

Notice period

The notice period is the time period between the receipt of the resignation / termination letter of and the end of the last working day and as specified in the appointment / promotion / Increment letter.

For the purpose of calculating the salary in lieu of shortfall of Notice period, the Fixed Cash shall be considered.

Exit Interview

Exit interview is a one-to-one discussion where voluntary views and suggestions are taken from the separating employee on what his / her expectations had been at the time of joining the company, experience while working with the company and reasons for leaving the company. The HR facilitates and arranges for the exit interview.

Resignation

An employee who desires to voluntarily separate from the Company's services is required to submit his / her letter of resignation to the respective Head of Department.

The resignation letter duly accepted and approved by the Head of Department shall be forwarded to HR Department.

Serving the notice period mentioned in the appointment / promotion letter is mandatory. During notice period, employees are required to serve the notice period without taking Privilege Leave for smooth handover. The Company shall be entitled to relieve an employee from duties before completion of the notice period at the sole discretion of the management. In such cases, the employee's notice period shall be deemed to have been shortened and payment of salary or other allowance(s) shall be payable only up to the last day of the shortened notice period.

The HR Department shall conduct the Exit Interview and will issue a resignation acceptance letter. The separating employee shall complete all the clearance formalities before last working day.

Full & Final Settlement

On receiving the Clearance Form from HR, the Employee must handover company assets under his / her custody and obtain the signatures of all concerned and return it to the HR. The Employee will be responsible for returning the assets in proper working condition at the time of separation. The Employee will have to bear the cost of loss, theft or damage of the assets allotted to him / her. The Employee is required to settle all financial obligations like:

- Compliance with clearance formalities.
- Regularization of attendance is mandatory before last working day.
- Loan Repayment, if any.
- Repayment of advance / other dues from the Employee to the organization.
- Abiding by any Bond of service with the organization.

The full and final amount would be paid to the Employee after recovering all advances / outstanding dues, if any, will be made along with the full and final settlement.

In case of an employee whose services have been terminated by the company for misconduct, he / she will not be eligible for Variable Pay and Gratuity payment as per the provisions of the said Act. He / she is required to complete all the necessary separation formalities and obtain a Clearance Certificate in the prescribed format.

Relieving procedure

The separating employee is issued a Relieving Letter and Service Certificate only after the completion of clearance formalities with the Accounts department.

Death

If an employee dies due to causes such as natural death, or by accident or sickness during the course of employment, the following formalities are required to be completed:

- The legal heir of the deceased employee has to apply for payment of legal dues.
- Five copies of original Death certificate have to be submitted to HR department.
- Three copies of Affidavit stating that he / she is the only legal heir of the deceased employee.
- The payment would be made as per the nomination forms that the employee had filled in at the time of joining / latest updated during the course of employment .



MEDICAL SCHEME



Salient Features

The employee and his / her family referred herein below are covered under Group Mediclaim Policy.

Family of the employee includes spouse & two dependent unmarried children upto the age of 24 years.

The employee's family members and their details are as per the declaration made by the employee.

Changes in the family like newly married spouse / new born baby (irrespective of name) / changes in the status of dependent unmarried children or age to be informed immediately (within 2 weeks) so as to incorporate the names with retrospective effect in the Mediclaim policy. Otherwise, addition of the member shall be done only during policy renewal i.e., next policy year.

- Sum Insured under Mediclaim Policy:

Non Manager	Rs. 1, 50,000/- p.a.
Managers & above	Rs. 2, 50,000/- p.a.

- Pre-existing diseases (before policy coverage) are covered under the mediclaim policy and no medical examination is required.
- The policy gives the benefit of reimbursement of medical expenses incurred by the member hospitalized for other than diagnostic treatment within India, for minimum 24 hours.
- Apart from above mentioned hospitalization, day-care procedures, where no hospitalization is required, taken in India like chemotherapy, lithotripsy, cataract

surgery etc. are covered under the policy. A list of day-care procedures is available with the HR department. The employees can contact location HR department for confirmation on the type of treatment that fall under day care procedures.

- The policy's sum insured covers maternity benefits as per the following limits:

A) For Female Employees at KSB Tech:

Normal Delivery	Rs. 45,000/-
Caesarian Delivery	Rs. 60,000/-

B) For Male Employees Claiming for Their Spouse:

Normal Delivery	Rs. 35,000/-
Caesarian Delivery	Rs. 50,000/-

The maternity benefit is applicable to the first two living children. A newly born baby is covered under the policy from day one. Fertility treatment and Pre-natal and Post-natal treatment / expenses are excluded from the scope of maternity benefit.

- 30 days of pre-hospitalization and 60 days of post-hospitalization expenses for the same disease are covered under the policy, except maternity benefit.
- There is no capping on the room rent under the policy. The treatment cost in hospital is linked with type of room like general room, semi-private room etc. Employee has to ensure that he / she is not exceeding the coverage limit under the policy as applicable to the grade.

Exclusion to the policy & benefits

- The following expenses incurred towards medical treatment will not be covered under the above policy.
 - a. Ayurvedic & Homeopathy treatment i.e. Non-Allopathic Medicine / Treatment
 - b. Cosmetic, aesthetic or related treatment
 - c. Intentional self-injury and treatment for use of intoxicating drugs, alcohol
 - d. Treatment for mental illness or psychiatric illness
 - e. Hospital registration, admission charges
 - f. Food expenses during hospitalization
 - g. HIV Treatment
 - h. Dental treatment other than accident
- The activity of including / excluding new joinees and left employees from the policy shall be done once in a month with retrospective effect.
- E-Health Cards of the employee & his family members, will be made available on HR Portal / KSB Tech common folder. The employees can use these E-Health Cards for cashless facility.
- Subsequent to the marriage of dependent children or children becoming independent or the children crossing the eligibility age limit, the employee MUST inform immediately for withdrawal of name from the mediclaim policy.
- Outgoing employee shall not use E-cards after leaving the services.

Procedure for claim submission

- The insurance company's decision on exclusion of diseases & claim settlement shall be final and binding on the employees.
- Claim Form, Cashless Hospital List, Claim Procedure and the list of day-care procedures is available on insurance company portal as well as with Location HR Manager.

Compliances periodicity and responsibility

Sr. No	Activity	Responsibility		Periodicity
		By whom	To whom	
1	Reimbursement Claim submission	Concerned employee	HR coordinator	Within 10 days of discharge
2	Settlement of claim	Insurance company	Concerned employee	Within 20 days of final documents submission
3	Addition in family	Concerned employee	HR coordinator	Within 15 days of birth / marriage
4	Deletion in family	Concerned employee	HR coordinator	With immediate effect on marriage of dependent children or he becomes independent

The medical scheme will be administered by HR dept.



MAJOR DISEASES

Objective

To promote healthy living of employees and their family members and to facilitate prevention, early detection and management of major diseases by reducing their social and economic burden.

Applicability

The scheme shall be applicable to the Management Staff (PAN India) employees and their family members which includes employee, spouse and their unmarried children upto the age of 21 years declared as per 'Medical Scheme – 2008' excluding the employees' parents.

Major diseases

Sr. No.	Name of Disease
i	Heart valve transplant
ii	Coronary bypass / Angioplasty
iii	Kidney transplant
iv	Neuro surgery
v	Spine surgery
vi	Multiple trauma
vii	Cancer
viii	Lung surgery

Terms and Conditions

- This facility would be applicable after fully exhausting the reimbursement under Mediclaim policy insured by the Company.
- The reimbursement for any of the above major diseases shall be up-to an amount of Rs. 10 Lakhs only. Any other expenses over and above the said limit of Rs. 10 Lakhs shall be borne by the employee.
- The applicability and approval of reimbursement is the sole discretion of the respective Manager of the Company. However, the Company will follow the norms as followed by Insurance Company for such reimbursements. Insurance norms can be referred through medical scheme applicable during that prevailing time.
- Prior intimation to the Company must be given before commencement of any treatment wherever possible. In case, if prior intimation is not given due to emergency reasons, then approval should be obtained within 3 days of hospitalization vide sms or email or whatsapp, etc., failing which, the Company reserves the right to reject any Claim.
- No advance will be paid towards diagnosis, medical examination report, medical treatment or medicine expenses.
- Reimbursement of expenses towards hospital registrations and admission charges, food expenses and proteins are excluded from the scheme.

- Cosmetic, aesthetic or related treatments are excluded from the scheme.
- Only allopathic treatment and medicines will be considered for reimbursements.
- 30 days of pre-hospitalization and 60 days of post hospitalization expenses for same disease will be considered for reimbursements.
- Room tariff up to a maximum of Rs. 3500/- per day is permissible. Additional treatment cost if any, will be borne by the employee, in case where room other than the prescribed limit is selected.
- The Consultancy charges up to a maximum of Rs. - 1000 per visit is permissible. Additional charges over and above the said limit of Rs. - 1000 per visit shall be borne by the employee.
- The employee availing this facility shall have to give an undertaking in writing to the Company stating that after treatment and recovery he / she shall continue to serve the Company until the remaining period of contract of employment, if any, or until such period as the monies advanced under this scheme are covered by the medical benefits applicable to such employees under Company's scheme for hospitalization. This is not applicable on event of death of the employee or any unfortunate event from which the employee does not recover and rejoin the Company.
- In case an employee fails to fulfill this condition, the benefit extended to him/her shall be recovered in proportion to sum assured of mediclaim policy applicable to category of employee.

Example: An employee of Officer to Dy. Manager category avails Rs. 7 Lakh benefit under this scheme should later serve the Company for a period of 4.8 years [(next month is considered for any fraction of month) (Rs. $7,00,000 / 1,50,000 = 4.8$ yrs.)].



GROUP PERSONAL ACCIDENT SCHEME

Purpose and coverage

The purpose of this scheme is to provide accidental benefit coverage to all the employees.

All the employees in the category of management staff, Trainee Engineers and Company Trainees are covered from the date of joining the services of the Company

Scope

- All the employees are covered for 24 hrs. Accidental coverage.
- All types of accident (inside / outside company premises) are covered
- Employees covered for the sum insures which is 72 84 times of Basic

Benefits

The benefits are in case of –

- Death
- Permanent Total Disablement
- Permanent Partial Disablement
- Temporary Disablement

Claim procedure

- Accident information to be communicated through HR Department within 3 working days from the date of accident to Insurance company.
- Claim documents to be submitted within 7 days from the date of resuming duties after fitness.
- Claims will be settled within 20 days after submission of necessary documents.



LOAN SCHEME

Purpose

The purpose of this loan scheme is to extend affordable credit to the eligible employees for their immediate financial requirements of housing / education / vehicle loans with affordable repayment terms.

Eligibility

The employees who have completed 2 years permanent service in the Company.

Interest Applicable

For Senior Manager and above simple rate of interest of 4% p.a. on monthly reducing balance for all types of Loan and up to Manager level no interest will be charged.

Loan Scheme

The scheme covers following types of loans referred herewith and will be as per Annexure – 1

Types of Loans

Housing Loan

A	For Booking Or Buying new flat or house on ownership basis
B	For Construction Of new house
C	For extension of house
D	For repaying existing housing loan taken from a Bank

- Construction / extension of house shall be on a piece of land / plot which is in the name of employee or spouse only and has clear legal title.
- The flat / construction of a house should be within the Municipal limits of the city / town in which the company office / factory is situated and where the employee is employed.
- The condition of Municipal limits mentioned above, can be relaxed for employees who are going to retire in next two years.
- Loan taken must be utilized within 3 months of loan disbursement and the proof must be submitted to the company.
- House repairs or renovation of flat is excluded from the scope of housing loan scheme.

Education Loan

Education Loan will be granted for;

A	To pay tuition fees of self - Graduation and post-graduation course.
B	To pay tuition fees of children (only 2) - Graduation and post-graduation course.

The Tuition fees includes examination / library / laboratory fees, purchase of books / equipment / instruments / uniforms, caution deposit etc. similar associated expenses in pursuance of education and must be supported by receipts. However, coaching classes' fees, hostel fees etc. supporting

expenses related to education are excluded from coverage of tuition fees. The Company will have sole discretion to decide any fees as part of tuition fees.

Vehicle Loan

Vehicle Loan is provided to purchase new Scooter / Motorcycle or Car as per applicability.

Other Terms and Conditions of loan scheme

- The loan will be granted from the earmarked budget decided by the company.
- The repayment period is flexible and the employees may opt for the desirable repayment period.
- The loan will be granted as per following preferential sequence:
 - a. Priority I- Purchasing / booking / construction of first house.
 - b. Priority II- First time application for Education loan and has not availed any other loan earlier
 - c. Priority III- First time application for Vehicle loan and has not availed any other loan earlier.
 - d. Priority IV- Repayment of housing loan taken from Bank for first house. Priority V- Purchasing / booking / construction of subsequent house.
 - e. Priority VI- Repayment of housing loan taken from Bank for subsequent house.
 - f. Depending upon funds earmarked and number of applications, the company will have sole discretion to apply any other method other than preferential sequence referred above, while granting the loan.
- Only one type of loan will be granted at a time.
- The monthly installment will commence from the month following the month in which the loan amount is paid to the employee.
- The employee will enter into a suitable loan agreement with the company as per the proforma.
- For availing housing loan, the employee has to justify his capability of repaying the loan amount and thereafter HR Dept. will consider the case for granting of the loan.
- If, Mortgage / lien of property is not possible, the employee has to sign an undertaking that the Company can sue him in a competent court of law and in such event the employee shall bear all the expenses of suit in case the loan amount not repaid before leaving the service.
- Immediate repayment should the loanee employee cease to be in the employment of the company for any reason, whatsoever. In case an employee expires during the period of employment and the immediate kin is not in a position to repay the balance amount, the company will recover the same from all the monies payable to the employee in form of Gratuity under company's gratuity scheme / money received under the group accident insurance scheme in case of accidental death / any other legal dues payable to the employee.
- The applicants' legal heirs will furnish an undertaking to this effect, authorizing the company to recover monies as indicated hereinbefore.
- The loanee will complete the following documents as security against the loan sanctioned:
 - a. An undertaking on a stamp paper for recovery of the loan from monthly salary / terminal benefits as per the proforma, demand promissory note, agreement on the terms and conditions, guarantee for the repayment of housing / education / vehicle loan etc.
 - b. The demand promissory note executed in favour of the company for the amount of loan advanced by way of collateral security will be renewed once every 3 years for the amount of balance due till such time the amount of loan is fully repaid.
- Employee occupying company's lease accommodation, opts for Housing Loan under this scheme, will vacate the leased accommodation within 1 month from the date of completion of the flat / house.
- The balance amount of the loan, will become due for it. The employee will furnish a personal covenant about repaying the loan and other related expenses, and the same will be a binding on his / her heirs, executors, administrators, legal representatives and assignees etc.
- The company will have first and paramount charge and lien on all the dues of the employee. The employee will issue necessary letter of authority or power of attorney to the company to this effect.
- The employee will not encumber, sell or otherwise transfer or dispose of the premises without the previous consent in writing of the company or to sell or otherwise transfer or dispose of scooter or motorcycle or car – as the case maybe till the loan is repaid in full.
- The employee will not part with the possession of or let out the premises till the loan is fully repaid.

- All expenses, incidentals to investigation of title, documentation and stamp fees, registration fees etc., will have to be borne by the employee.
- The company will have sole discretion to decide the Municipal limits or rejection of application / recovery of loan instantly if the employee is acting against the interest of the company / hiding any facts / submission of misleading or wrong documents.
- The sanctioned loan amount will be credited to his / her salary bank account.
- Employee who has taken loan earlier can apply to re loan facility immediately after repayment of earlier loan. But he / she will be given second priority after the applications of first time loans.
- With the introduction of this new scheme, the previous housing / vehicle loan scheme stands null and void.
- As per income tax regulation perquisite value will be taxable as per the SBI interest rate.

Annexure - 1

Scheme Title	Housing Loan		
Applicability	All Grades		
Grades	Loan Eligibility in terms of Basic salary	Max. Loan Amount - Rs. Lakh	Flexible Repayment Period
Non - Managers	55 times	8	upto 60 months
Managers	35 times	10	
Senior Managers		14	
AGM, DGM and above			

Scheme Title	Education Loan		
Applicability	All Grades		
Grades	Loan Eligibility in terms of Basic salary	Max. Loan Amount - Rs. Lakh	Flexible Repayment Period
Non - Managers	25 times	3	upto 60 months
Managers		5	
Senior Managers			
AGM, DGM and above			

Vehicle Loan			
	Non Manager	Manager and Sr. Manager	
Loan eligibility in terms of Basic salary	Max Loan amount for 2 wheeler in Rs.	Max Loan amount for 4 wheeler in Rs.	Flexi repayment period
15 times	1	3	upto 60 months

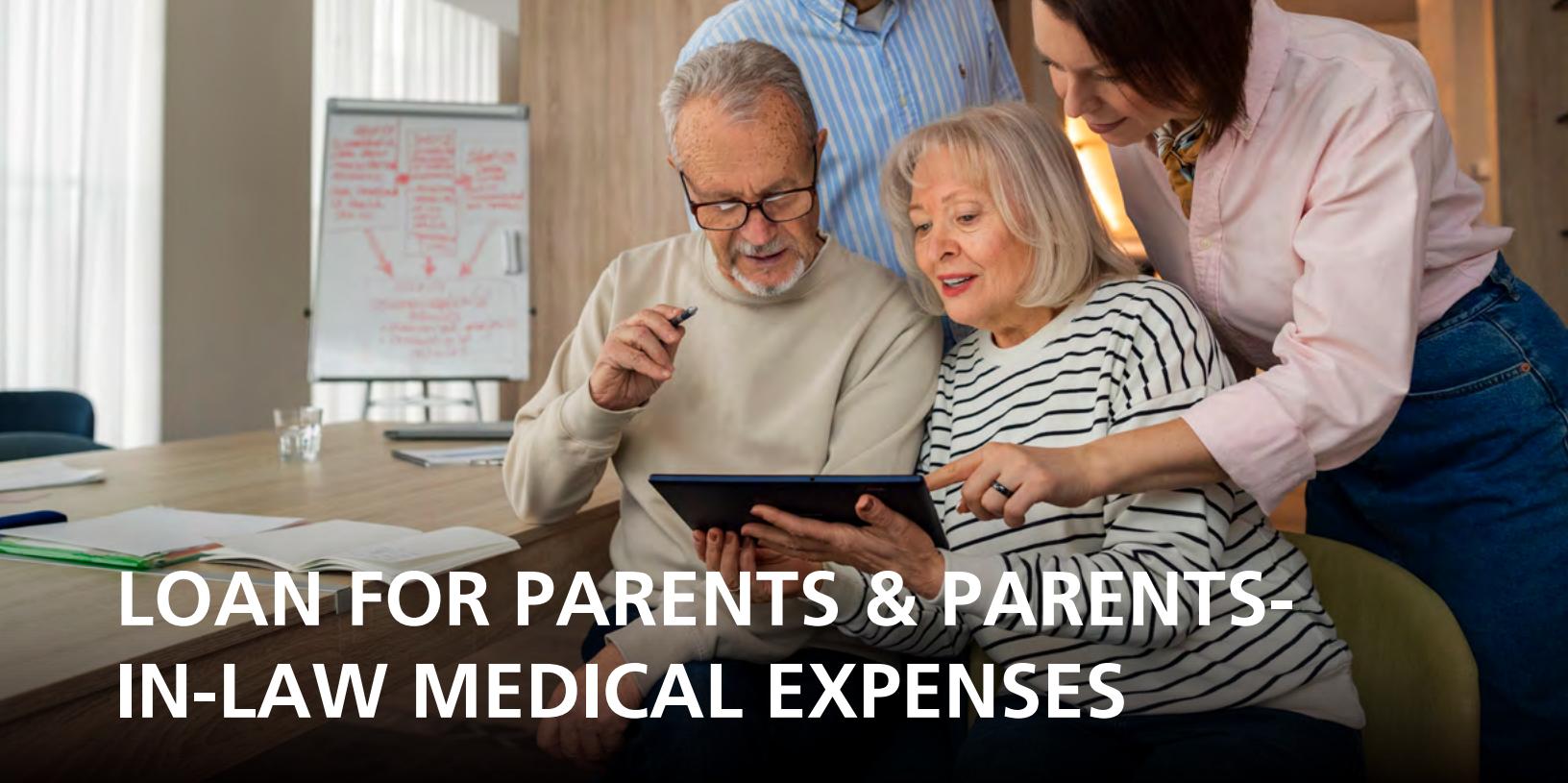
Annexure - 2

Checklist for documents to be submitted with Loan Application

Loan Type	Category	Documents required to apply
Housing loan	For booking / buying new flat or house on ownership basis	Receipt for token advance paid
	For construction of new house	Quotation & Index II
	For extension of house	Quotation & Index II
	For repaying existing housing loan taken from a Bank	Loan Account Statement & Index II
Education Loan	To pay tuition fees of self - Graduation and post-graduation course	Fees Structure
	To pay tuition fees of children (only 2) - Graduation and post-graduation course	Fees Structure
Vehicle Loan	To purchase new Scooter / Motorcycle or Car	Quotation

Checklist of documents to be submitted as proof of utilization

Loan Type	Category	Documents required to apply
Housing loan	For booking / buying new flat or house on ownership basis	Bank statement of payment made and receipt from builder/contractor/agent & Index II
	For construction of new house	Architect certificate / Bank statement of payment made and receipt from builder/contractor
	For extension of house	Architect certificate / Bank statement of payment made and receipt from builder/contractor
	For repaying existing housing loan taken from a Bank	Loan Account Statement
Education Loan	To pay tuition fees for Self Graduation and post- graduation course	Paid receipt as per policy
	To pay tuition fees of children (only 2) - Graduation and post- graduation course	Paid receipt as per policy
Vehicle Loan	To purchase new Scooter / Motorcycle or Car	Bank statement of payment made and Invoice Copy & RC Copy



LOAN FOR PARENTS & PARENTS-IN-LAW MEDICAL EXPENSES

Applicability

It shall be applicable to the Management Staff employees Parent's and Parent-in-Laws falling in the age group of 60 years and above but not completed 80 years. Parent and Parent In-Law of an employee means Father & Mother or Father-in-Law & Mother-in-Law fully or largely dependent on the employee.

Salient features

1. Loan facility for medical expenses incurred by the employee for Parent's and Parent-in-Law's hospitalization.
2. The hospitalization should be for minimum 24 hours and treatment should be other than diagnostic treatment within INDIA.
3. Once in a year, a maximum amount of Rs. 2,00,000 (Two Lakhs) shall be claimed by the employee. And the amount shall be recovered in 36 equal installments with 0% interest from the salary.
4. Monthly recovery will commence from subsequent month of the loan payment.
5. The policy shall be effective from 1st August 2022 and the hospitalization on and after effective date shall be entitled for loan facility.
6. 30 days of pre-hospitalization and 30 days of post-hospitalization expenses for the same disease are covered under the policy.
7. Room rent under the policy is restricted to Rs. 3,000/- per day.

Exclusion to the Policy

The following expenses incurred towards medical treatment will not be covered.

- a. Ayurvedic & Homeopathy treatment i.e. Non-Allopathic Medicine/Treatment
- b. Cosmetic, aesthetic or related treatment
- c. Intentional self-injury and treatment for use of intoxicating drugs, alcohol
- d. Treatment for mental illness or psychiatric illness
- e. Hospital registration, admission charges
- f. Food expenses during hospitalization
- g. HIV Treatment
- h. Dental treatment other than accident
- i. Hospitalization for Diagnostic treatment
- j. Expenses incurred towards Orthodontia i.e. dental beautification, cosmetic beautification like plastic surgery, protein tonics, toothpaste etc. are excluded under this scheme. The Company decision in this regard is final.
- k. Apart from above mentioned hospitalization, day-care procedures, where no hospitalization is required like lithotripsy, cataract surgery etc. are not covered under the policy. Day care treatment referred by insurance company with whom the Company is taking annual Mediclaim policy will be taken as reference. Chemotherapy is only exception and will be covered under day care treatment.

Procedure for claim submission

1. The employee shall declare the relationship with the patient as Parent / Parent-in-Law.
2. The claims to be submitted within 15 days from the date of discharge. Claim form will be available with Location HR.
3. Loan shall be paid through monthly salary and No advance/ authority letter in favour of hospital will be given.
4. For any treatment the hospital must be registered with the local municipal authorities and the registration number must be filled on the claim form otherwise the claim will be disallowed.
5. Hospitalization claim along with treatment documents in original must be submitted. However, if the original documents have been submitted to the insurance company, the employee can submit photocopies and can raise claim for the differential amount. The claim will be on hold till the submission of required documents. Post hospitalization expenses can be claimed subsequently.
6. Claims submitted in all respect shall be settled by direct credit to the employee's salary bank account and a mail intimation will be sent to the employee.
7. Parent's age proof confirmation document like Aadhar / Pan card photocopy must be submitted with each and every claim.
8. The Management's decision on exclusion of diseases & claim settlement shall be final and binding on the employees.

Rules

1. For approval and claims, HR department will follow the norms as followed by Insurance Company. Insurance norms can be referred through medical scheme applicable during that prevailing time.
2. Further, in case the Parent / Parent-in-Law of the employee is employed in an organization with similar medical facility or has obtained any Mediclaim policy; then the company shall reimburse the expenses of such treatment only to the extent of the excess amount which the employee has to bear over and above the amount reimbursed by the employer of the Parent / Parent-in-Law or the insurance company.
3. Only allopathic treatment and medicines will be considered for reimbursements.
4. Room tariff up to a maximum of Rs. 3,000/- per day is permissible. Additional treatment cost; linked to room tariff will be borne by the employee, in case where room other than the prescribed limit is selected. In cases, where the hospital does have cost comparative statement available, the Company doctor's decision will be final.
5. If the employee leaves the service for whatsoever reason, the outstanding loan amount will be recovered from full & final settlement and in absence of recovery the employee's relieving will be kept in abeyance and it will be sole responsibility of the employee.
6. As per income tax regulation perquisite value will be taxable as per the SBI interest rate.



DOMESTIC TRAVEL POLICY

Domestic Travel Policy

Section I - Basic Objective, Scope and Definitions

Objective

This policy ensures that the employee travel is consistent with the business objectives of KSB Tech. The rules have been framed with a view to standardize the entitlement / procedures for official local / domestic travel of employees in the management cadre. These regulations provide with specific guidelines covering travel and other business expenses with optimal organization of business trips.

Presently we are equipped with advanced tools like Video conferencing, Skype, MS Teams etc. and hence travel should be undertaken only after ensuring that these tools would not be effective. The employees proposing travel and the authorizing persons are expected to ensure this.

Scope of Policy

This policy applies to all local and domestic travel arrangements and is applicable to all employees of KSB Tech Pvt. Ltd.

Definitions

Business trip

- Employees may be required to travel to any place away from the City limits of his / her work place for business purpose. Such a travel will be considered as "Business trip" subject to the employees must have traveled beyond a radius of 50 kms (one way) from his / her work place.
- Any travel from KSB Tech to IPD / PPD and EPD (Kesurdi plant) and vice a versa will be considered as local travel. Therefore 'Travel Policy' shall not be applicable in such cases.

For external business trips, there are three categories of cities i.e.. Group A, B and C. The categorization of various cities / towns will be as follows:

Group A: Delhi including NCR, Mumbai, Chennai, Kolkata and Bangalore.

Group B : All state capitals, Pune, Baroda, Cochin, Nagpur, Nashik & Coimbatore.

Group C : All other cities and towns not covered in Group A & B.

Beginning and end of the business trip

- The business trip begins and ends at the employee's home – from where the service starts regularly – or at the regular work place. If the business trip begins / ends at the work place, then the journey before / after it, between work place and home is not included in the business trip.

work place, is valid as a business trip.

Training programs / Conferences / Seminars

- Participation in a training program or a comparable event approved by the company, outside his / her regular

Travel expenses

- Travel expenses include actual traveling expenses, lodging expenses, boarding expenses, etc. caused due to official work of the employee outside his / her regular work place and his / her home.

Entertainment expenses

- Entertainment includes entertaining Official Guests, Clients and Government Officials by providing food to these persons.

Section II - Approval procedure and organization

- Before proceeding on travel, the employee must apply for travel authorization (POD form) and get it approved by the respective superior and only then make the air / rail bookings and reservations through the Company's Authorized Travel Agency wherever specifically assigned.
- The organization of the business trip, especially travel booking, the procurement of accommodation and a company's rented vehicle, will be arranged by the Company, through the person assigned for the purpose; wherever appointed and subject

Section III - Travel expenses advance and Use of Debit / Credit Cards

- Sufficient travel advance should be carried by the individuals. Employee can pay the travel / hotel bills by using his / her own Debit / Credit card and the reimbursement of the same will be done to the concerned employee on submission of the claim.
- In exceptional cases, where an employee draws an advance from Zonal Office or another plant location,

concerned Zone / Plant should ensure that the relevant control Account (instead of travel advance account) is operated for debiting the advance and should also send a copy of the Travel Advance voucher to the office where such employee is reporting. This is to ensure that travel advance is reconciled immediately with actual settlement of Travel voucher by such employee.

Section IV - Selecting means of Travel and accommodation

Mode of Travel

The modes of travel for domestic tours

Sr. No	Position / Grade	Mode of travel
1	Managers and above	By Road / Railway I Class AC / Air – only Economy Class
2	Non-managers	By Road / Railway I Class / II AC / Air – Economy Class – only with prior approval from Functional heads

In case of domestic trips, air travel is given preference only if considerable time or cost saving is necessary. Approval for such trips thus depends upon sufficient justification. If the travel time is less than five hours and convenient mode of transport is available, travel by Air should be avoided

Use of vehicles

Rental and company cars

It is recommended to use company car for travel outside places with prior approval from Functional Head. If 2 or more employees are travelling together outside the city limit, it is recommended to use single company car.

Use of personal vehicle outside city limit will only be allowed in exemption cases with approval from Functional Head.

The rates of mileage reimbursement on use of personal vehicle shall be as follows,

Cars	Rs. 12/- per Km
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Taxi journeys

Use of standard taxi services between cities is admissible at the normal rate. If more than single fare is paid by the employee, he / she must support the full expense by a receipt from the office of the taxi service and obtain approval from the Department Head for such expense.

Employees are advised to use the taxi facility wherever applicable; for airport pick up & drop. Hired vehicles shall be provided for airport / railway station pick up / drop if the travel time is between

Airport – Pick up & Drop

Non-Manager Up to Sr. Manager

- During 8 a.m. to 8 p.m. – Ola / Uber service to be used for Airport Drop and pickup.
- During 8 p.m. to 8 a.m. – Hired vehicle for Airport Drop & Pickup will be provided.
- Ola / Uber to be booked by the end user and expenses to be claimed as per usual reimbursement process / Travel expenses.

For AGM and above

- Hired vehicle for Airport Drop & Pickup will be provided.
- Request - Wherever possible the employees must give preference to Ola / Uber services.

Hired vehicle will be provided for pick and drop from international airports that are placed beyond your city limits (example - Mumbai international airport) subject to approval by Functional Head.

Air travel

- For domestic travel inside India, while selecting the Airlines, cost benefits due to special tariffs, are to be used essentially. Employees are also urged to interact with the representative of the travel agent wherever Travel Desk is available and use economic flights.
- In order to ensure reasonable travel options, the travel requirement should be forwarded to the Travel Desk in advance. Below mentioned Authority matrix to be followed for booking Air travel.
- At the end of the trip, the employee should submit the boarding pass of the flight at the time of submission of travel claim.
- In case where the business trip gets cancelled for what-so-ever reason, employee shall immediately inform to the Travel Desk for cancelling the advanced booked tickets. In failing to do so the, the ticket fare and the cost of cancellation levied by the Travel Agency shall be recovered from the concerned employee.

Sr. No	If the Ticket booked	Employee Category	Approving Authority	Mode of Travel
1	More than 3 calendar days & up to 3 calendar days before Air travel date	Non –Manager up to Assistant General Manager	Functional Head	
		Functional Head	Managing Director (Prior)	
2	Less than 3 calendar days before Air travel date	Non –Manager up to Assistant General Manager	Functional Head / Director (Finance)	
		Functional Head	Managing Director (Prior)	

Accommodation

- Employees are allowed to stay in the Company Guest House wherever Company Guest House accommodation is available. Employees must first ascertain availability of Guest House before seeking hotel accommodation.
- The limits applicable for each class of city for lodging expenses is mentioned in the tables given below. The limits are guidelines for selecting the hotels at various locations based on employee category.
- Exception to these rules can only be availed of, with prior sanction from Functional Head.

Section V - Reimbursement of expenses

Transport Expenses

General

Actual taxi fare or conveyance charges from residence / regular place of work to the external place of work will be admissible if Company's transport is not provided.

While claiming the taxi fare the employee must support the full expense by a receipt from the office of the taxi service and obtain approval from the AGM and above for such expense.

Use of personal vehicle for official purpose

Official purpose means duty other than to and fro travelling to his / her posting. The employees in following category can use personal vehicle for official purpose.

Non Manager & Managers	Max 50 kms one way
Sr. Manager and above employees	No limit

The rates of mileage reimbursement on use of personal vehicle shall be as follows,

Cars	Rs. 12/- per Km
Two wheelers	Rs. 4/- per Km

The reimbursement on use of Company allotted car shall be at the rate of 1 liter per 10 kms.

Sr. Manager and above employees can use driver services, provided the travel is beyond 125 kms one way. Driver services are optional.

If the driver services are utilized, reimbursements will be as follows, Rs. 1000/- for the same day return, Rs. 1500/- per day for overnight stay.

Lodging and Boarding expenses

Lodging expenses (per day)

All rates are At Actuals but limited to a max. of

Category Details	Group A City	Group B City	Group C City
Sr. General Manager & General Manager	12000	9000	7000
AGM	7000	6000	5000
Senior Manager & Manager	5500	4500	4000
Non – Manager	3750	3125	2500

Boarding expenses (per day)

if lodging is availed:

Category	Category Details	Boarding with Voucher	Boarding without Voucher
		A	B
Manager	Sr. General Manager & General Manager	At actual	At actual
	AGM	2000	1500
	Sr. Managers and Managers	1500	1000
Non – Manager	Project Leader & Team Leaders	1200	1000
	Non-Manager		

Employees deputed from office to vendors place or any other place for official work (with in 50Kms) who cannot come back to office for lunch can claim reimbursement for lunch up to max 40% as applicable for the category mentioned in the above table subject to submission of the bill.

No overnight stay without voucher fixed allowance (per day) :
This allowance can be claimed when the employee does not use the lodging & boarding facility provided by the company.

The boarding expenses without voucher claim / allowance (claimed during visit to other plants, offices, business partner etc.) can be based on the time of travel.

Category	(fixed) 8 or less than 8 hrs	(fixed) more than 8 hrs and upto 24 hrs
AGM and Above	900	1500
Non-Managers up to Sr. Managers	600	1000

Note – In case the arrangement for food has been taken care by the Hotel, visiting Company, Division / Plant / Sales Office, Business Partners, then the employee should not claim the full allowance and only proportionate allowance can be claimed.

Example 1 – If an employee from Pune is on one day business trip to Mumbai / Sinnar / Vambori for more than 8 hours and upto 24 hours. Has breakfast during travel and business lunch at company / Business partner and has dinner during travel then he / she can claim 60% allowance (Breakfast 20% and Dinner 40%)

Example 2 – If an employee from Pune is on one day business trip to Mumbai / Sinnar / Vambori for more than 8 hours and upto 24 hours. Has breakfast during travel and business lunch at company / Business partner / customer and NO Dinner during travel then he or she can claim the 20% allowance(Breakfast 20%)

Out of pocket Allowances (per day) :

All employees shall be eligible for Rs. 100/- as Out Of Pocket Allowance to take care of the incidental personal expenses like water bottle, parking charges, tips, etc.

Authority Matrix for Guest Entertainment Expenses:

Expenses	Value Limit	Proposed authorization	Remarks
Employee / Guest Entertainment / Engagement expenses	Upto Rs. 15000/-	Functional Head, Director-Finance	
	Rs. 15,001 to Rs. 25,000/-	Functional Head, Director-Finance	With prior approval only
	Above Rs. 25,000	Functional Head, Director - Finance and Managing Director	With prior approval only

Note :

- Rates of overnight stay with voucher are exclusive of taxes. The limits as defined for hotel stay exclude boarding expenses. Employees are advised to stay only in Hotels based on their category / class of city and the maximum permitted hotel limit in these cities.
- Lower cadre employee can avail one level higher category hotel, only if he / she shares the room with another colleague (Twin sharing basis).
- Reimbursements as per "Boarding expenses" can be claimed if company / clients guest house is provided only for lodging.
- In the event, if the Company organizes the stay with all meals (Guest Houses / Conferences / Seminars / Meeting etc.) an employee can only claim the out of pocket expenses.
- Reimbursement of expenses (stay / travel / food / entertainment) except fixed allowances needs to be supported by receipts / voucher / bill / invoice.
- All hotel invoices must have the KSB Tech GST number (27AACCK4815G1ZN)
- All claims to be settled within three-week post travel.
- In case of 2 or more person are travelling together it is proposed that the senior most employee in the hierarchy must make the travel claim. This is mainly to follow the authority matrix strickly.
- Subsequently for claiming any expenses towards entertaining guest / Business partners it is proposed that the senior most employee in the hierarchy must pick the bill.
- Employees are required to take approval on email / hard copies whenever required.

Employees and their reporting Managers are expected to maintain the documentation with respect to their travel which are subject to internal audit.

Any deviations to the guidelines shall be referred to Functional Heads / Director (Finance).

Any exceptions shall be considered only on approval from the Functional Heads / Director(Finance).

Additional travel expenses

Reimbursable additional travel expenses

Other official additional expenses are reimbursed against receipt. The following are included in additional expenses:

- Laundry (applicable only if the stay is min 3 or more nights)
- Expenses for left-luggage
- Portage
- Entrance charges for exhibitions and trade fairs, as far as arranged for official use
- Charges for parking, garage, airport and toll
- No liquor bills can be claimed when dining with only colleagues unless proper approval is taken from the respective Functional Heads.

When liquor is consumed for entertaining KSB Overseas guest, business partners and customer, prior permission has

to be taken from the Functional Head / Director -Finance. No one can claim liquor bills for personal consumption.

Non reimbursable expenses are as follows

- Pay / web / on-demand-TV
- Consumption of alcoholic items in the mini-bar
- Charges for sport activities
- Sauna, Massage
- Penalties / fines
- Toilet articles, tobacco products, hair cut
- Daily newspaper or entertainment magazines

Official expenses that are not travel expenses as per their nature are to be settled as reimbursements outside the travel expenses settlement. Tips e.g. for bellboy and hotel waiters are reimbursable, but with proper authorization.

Section VI - Procedure for Settlement of Travel Expenses

Travel expenses settlement including advances

The travel expenses including advances if any, to be claimed and settled within one weeks after the end of the business trip. Entertainment costs are to be settled immediately. The travel and entertainment expense settlements are to be approved as per the Authority matrix.

Expense Reports are to be submitted in the prescribed form to Accounts department after due approval by the respective

Department head (Not below the rank of Manager) or Functional Head within one week from the return after the trip.

The travel and entertainment expenses settlements approved by the respective superiors are to be forwarded to the Accounts department. Any advances received are settled there with the final amount of the travel and entertainment expenses.

Section VII - Temporary transfer to Sites

- Temporary transfers exceeding a period of one month should be approved by the concerned Functional Head and allowances during this period should be decided in consultation with the Vice President - HRD (Corporate).
- In case an employee is required to visit his / her Workplace either at Pune Division or at the Zonal / Branch Office, he will be entitled to claim daily allowance only for the period of transit from the project site to his permanent headquarters. He will also not be entitled to project allowance while he is at workplace.

Section VIII - Insurance

All the employees are insured under the Group Personal Accident Insurance Policy.



STATUTORY BENEFITS

Employees' Provident Fund and Pension Scheme

Contribution

- Employee:-

Employee contribution is 12% of Basic Salary, which is credited to individual Provident Fund Account.

- Employer:-

The employer's contribution is also 12%.

Employee Pension Scheme contribution is maximum Rs. 1250 p.m. (Rs. 15000/- is the maximum Basic Salary considered for the calculation, out of which 8.33% is the max contribution towards EPS) and the remaining amount out of the 12% contribution is added to the individual Provident Fund Account.

Example

Basic Salary	Rs. 16,000/-
Employee's contribution to PF A / c (12% of Rs. 16,000/-)	Rs. 1,920/-
Employer's contribution	
Contribution to Employee Pension Scheme (8.33% of Rs. 15000/-)	Rs.1250/-
Contribution to Provident Fund Account (Rs. 1920 – Rs. 1250)	Rs. 670/-

The minimum amount of contribution to be made by the employer is set at a rate of 12% of ₹ 15,000. This amount equals to ₹ 1800 per month. It means that both the employer as well as the employee has to contribute ₹ 1800 each per month towards this scheme.

Out of 12% of employer's contribution, 8.33% is contributed in Employee Pension Scheme and remaining 3.67% is contributed to the individual Provident Fund Account.

The contribution towards the Pension Scheme is made till employee attain the age of 58 years. After the age of 58 years, the Employer's contribution will be transferred to the employees PF account.

Benefits

The member becomes eligible for monthly pension (superannuation) up to his / her death after 58 years of age.

In case of death the member, the spouse and the children up to the age of 25 years becomes eligible for pension as per the Provisions of the Act.

Types of Pension

Superannuating Pension

When the employee renders pensionable service of 10 years or more and attains the age of 58 years.

Short service Pension

When the employee renders pensionable service of 10 years or more and attains the age of 50 years.

Family Pension

Pension to the family member shall be applicable from the date of death of the employee. This Pension is applicable as per the rates prescribed in the Act.

Payment of Gratuity

Gratuity shall be paid as per the Act and as well as the Company rules mentioned below.

Gratuity shall be paid to an employee on the termination of his / her employment after he / she has rendered continuous service for not less than five years, or

On his / her superannuation, or

On his / her retirement or resignation

On his / her disablement due to accident or disease

In the event of the employee's death, the gratuity is paid to the legal heir / s.

The condition of continuous service of five years is not necessary where the termination of the employment is due to the death or disablement of the employee.

Applicability

The amount of gratuity payable to the **Non Managerial Staff** shall be calculated for every completed year of service as under:

Particulars	0-5 yrs	6-15 yrs	16-20 yrs	21 yrs & above
On Death / on Disablement due to Accident or disease	15 days Basic	15 days Basic	18 days Basic	20 days Basic
On Resignation / on Retirement / on Termination by Company	NIL	15 days Basic	18 days Basic	20 days Basic

The amount of gratuity payable to employee in the **Manager & above cadre** shall be calculated as under:

Particulars	0-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21 yrs & above
On Death / on Disablement due to Accident or disease	15 days Basic	15 days Basic	20 days Basic	25 days Basic	30 days Basic
On Resignation / on Retirement / on Termination by Company	NIL	15 days Basic	20 days Basic	25 days Basic	30 days Basic

Explanations

- Salary means only Basic salary
- Service for fraction of a year in excess of six months shall be taken as service for one year.
- A day's salary will be calculated as 1 / 26th of the monthly salary.
- The definitions, terms and conditions shall be as per the Payment of Gratuity Act.



EMAIL & INTERNET GUIDELINES FROM IT

Guidelines for Using Email and Internet at Work Place at KSB India & KSB Tech

Purpose and Scope

These Group guidelines define the basic rules for accessing and using e-mail and internet services provided by KSB. They apply to everyone who uses the e-mail and Internet communication systems, more specifically, all KSB employees, including external staff (employees, contractual partners, consultants, suppliers, etc.) in the KSB Group.

The relevant country-specific guidelines for using e-mail and the Internet apply in addition to these Group guidelines.

The KSB companies responsible for operating the local communication systems are obliged to elaborate and monitor the country-specific guidelines. The country-specific guidelines may include supplementary provisions or stricter rules than those laid down in the Group guidelines, if these provisions and rules are in accordance with the applicable national law.

Objective

The aim of these guidelines (Group and country specific) is to clarify conditions of use as well as logging and monitoring measures, safeguard the personal rights of the employees, and protect their personal data.

Group Guidelines

Email and Internet usages

E-mail and Internet services are available to the employees as a resource to help them perform their work and, in particular, facilitate internal and external communication, improve efficiency, as well as speed up the information flow and work processes.

Occasional use for private purposes is permissible provided that this does not affect the employees' ability to carry out their work activities or the availability of the IT systems for business purposes, and does not conflict with economic principles.

Information that is subject to charge must not be called up for private purposes. Employees must not pursue their own commercial or business activities when using e-mail or the Internet for private purposes. There is no legal entitlement to private e-mail and Internet usage. KSB is not liable for claims arising from private use.

- Use of the business e-mail address is permissible.
Private e-mails must be deleted immediately.
If an e-mail contains work-related information, a superior can demand that the employee make the e-mail available to him / her, forward it, or print it out. E-mails encrypted by the user must be decrypted. All employees must ensure that work-related e-mails are accessible at all times.
If an employee is absent, he / she must ensure that a representative can access his / her e-mails. Employees must be informed immediately if their e-mails are accessed by third parties (for example providers).

- From a technical point of view, no distinction is made between work-related and private E-mails.
- When information is viewed and downloaded from the Internet, this can place considerable strain on IT resources (computing power, storage capacity) which, in turn, increases IT costs. It is crucial, therefore, that internal storage capacity is only used for data required for work purposes and that needs to be retained. With this in mind, all employees must:
 - a. Treat storage capacity as a limited resource;
 - b. Store only work-related data in storage systems;
 - c. Regularly check the data stored in internal storage systems to determine whether it is up to date and still needed;
 - d. With the above point in mind, regularly delete data that is either unimportant or no longer relevant, or back it up in an external storage system.
- For data security reasons, any e-mail content or attachments that contain malevolent or suspicious code may be suppressed and stored in special quarantine directories. The mail recipient is informed of this and can, if necessary, request the content of the e-mail that was subject to a thorough check beforehand to be sent to him / her.

Behavioral Policy

Employees are obliged to maintain and actively support IT security. The latest versions of the IT Security Policy and resulting Security Standards apply as appropriate. Measures and information about Internet services and suitable protection measures are published by IT Management.

E-mail and Internet services must not be intentionally used in a manner that conflicts with the interest of KSB, damages the Company's reputation, compromises IT security, or violates the applicable data privacy and security laws and guidelines.

In particular, this applies to:

- Downloading or distributing content that invades personal privacy or violates copyright or criminal laws;
- Downloading or distributing offensive, libelous, anti-constitutional, racist, sexist, violent, or pornographic material or images.

Logging and Monitoring Measures

The connection data for Internet access is logged during logon. The logs are used for:

- Analyzing and correcting technical errors
- Safeguarding system security

- Optimizing the network
- Determining the overall usage volume (for statistical purposes)
- Carrying out spot checks

Additional conditions for logging and monitoring data must be defined on a country-specific basis.

Supplementary Guidelines - KSB India & KSB Tech

Use of Internet and E-mail

- Internet is an important and paid communication tool and therefore shall be used proactively for business work and learning and development.
- Internet access shall be provided on need to use basis .Any one who requires it shall be given access after appropriate authorization by department head. Such access shall be reviewed periodically by the ITS Department and respective Department Head.
- Users with internet access shall not use company's facilities to download
 - a. Entertainment software or games, or play games over internet.
 - b. Images or videos unless there is an explicit business related use for the material.
 - c. Display and kind of sexually explicit image. In addition ,sexually, explicit material shall not be accessed, attempted to be accessed, archived, stored, distributed, edited or recorded using Company's network or computing resources.
 - d. Freeware / Shareware / unlicensed software or tools without prior consent from authorized personnel like department head and ITS Manager.
- Users shall not carry out any objectionable, frivolous or illegal activity on the internet that shall damage the company's business and image.
- Users shall not attempt to circumvent or subvert security measures on either the company's network resources or any other system connected to or accessible through internet.
- Users shall not post to public discussions groups, chat rooms or other public forums representing the Company on the internet.
- Employees must not pursue their own commercial or business activities when using e-mail or the internet for personal purposes .There is no legal entitlement to personal e-mail and internet usage. KSB is not liable for claims arising from private use.

- Legal protection provided to copyright and licensing laws must be respected.
- Do not send e-mail message using another person's email account .Where employees have a common e-mail id necessary care must be taken for handling the messages received and sending the messages.
- Do not disguise or attempt to disguise your identity when sending mail.
- Avoid sending confidential information by e-mail .If you do, you must secure the information by including it in a Microsoft Word or Excel and protecting it with a password. Then provide the recipient with the password by means of other communication, for instance by telephone.
- No changes may be made without authorization to any portion of an email message sent previously.
- As a measure to ensure compliance to these guidelines Company may take suitable measures in the event of misuse ensure compliance to these guidelines and to ensure security of KSB systems and data.

22.3.2 Unauthorized Use

The organization will not tolerate the use of the email or internet system for illegal or inappropriate activities. Such activities include (but are not limited to):

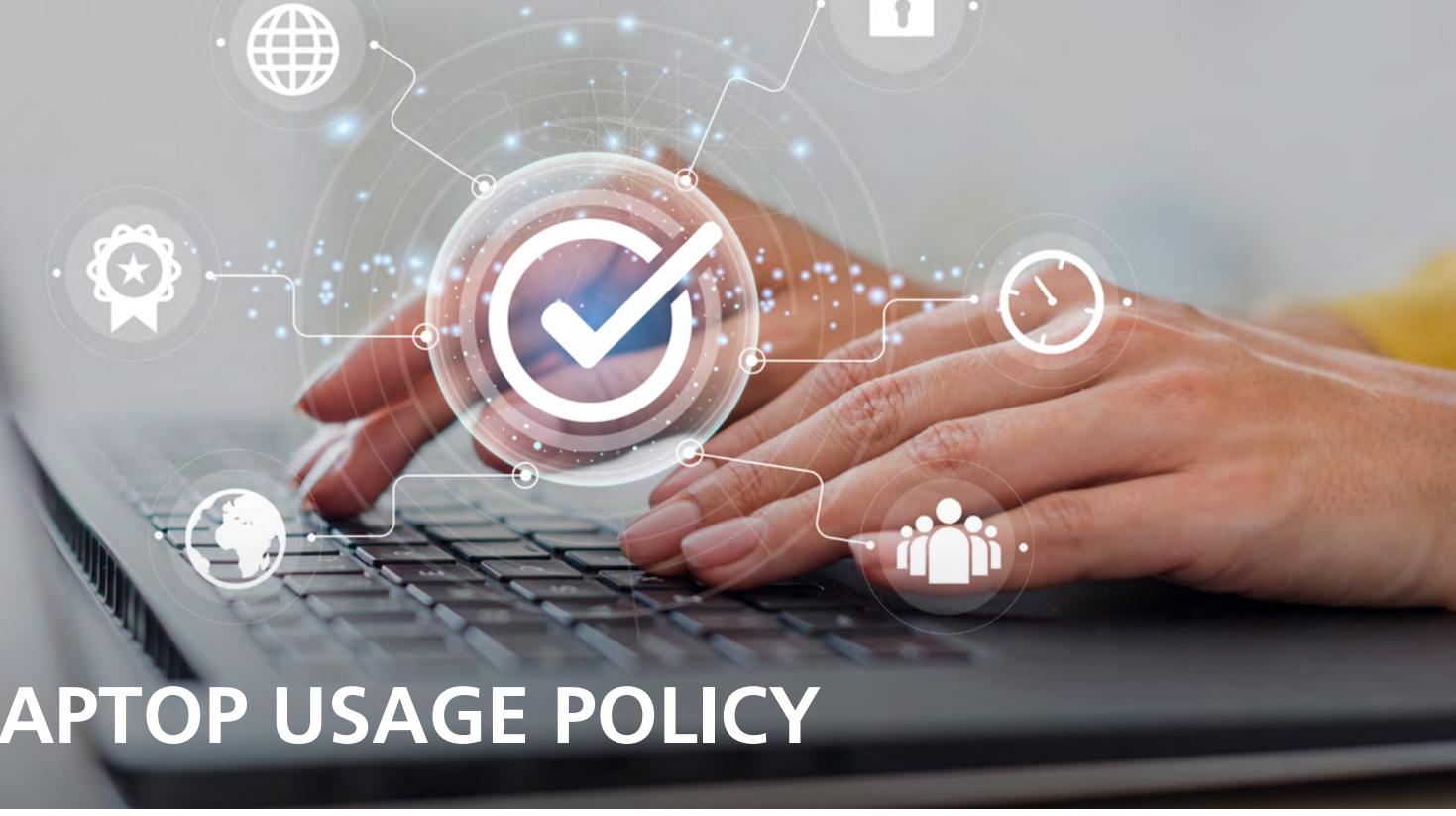
- Sending or forwarding any message that could constitute bullying or harassment (e.g.- on the grounds of sex, race or nationality, religion, sexual orientation, age or disability).
- Non-business use, including personal messages, jokes, cartoons or chain letters.
- Posting confidential information about other employees, the organization or its customers or suppliers (this includes any statements posted from the employee's home computer / Laptop and / or in the employee's own time).

- Online gambling.
- Accessing offensive, obscene or indecent material, including pornography.
- Downloading or distributing copyright information.
- Sending or posting negative, abusive, rude, derogatory or defamatory messages or statements about people or organizations, including when this is done from the employee's home (or other personal) computer and / or in their own time.

Any unauthorized use of email or the internet is likely to result in disciplinary action.

22.3.3 Email Security

- All users will be issued with (or will be asked to select) a unique individual password which will be changed at regular intervals and is confidential to the user. Access to the system using another employee's password without prior authorization is likely to result in disciplinary action.
- Users must take all necessary precautions against the introduction of viruses into the system.
- Users must ensure that critical / sensitive information is not stored solely within the email system. Hard copies should be kept or information stored separately on the system. If necessary, documents should be password protected.
- External Message: Please use caution before opening links or attachments!
- Do not open spam messages. Report spam messages as per the procedure below –



LAPTOP USAGE POLICY

Purpose

Laptop computers provide important functionality, allowing employees to have their computing resource at hand in meetings/workplace or even at home in certain time pressing situations so as to enable employees to be maximally functional and productive while away from office premises.

This KSB Tech policy describes the controls necessary to minimize information security and laptop damage risks. Laptop computers may be viewed as an essential and convenient business tool, but their very portability makes them particularly vulnerable to physical damage or theft. The impact of such a breach includes not just the replacement value of the hardware and software but also the value of organizational data on them, or accessible through them.

Scope

This KSB Tech policy and the procedures herein affect all employees who use laptops for official purposes. Employees are also advised that in addition to the terms and conditions of laptop usage as reflected in this KSB Tech policy, employees shall also have to adhere to any terms of their respective employment agreement which mandate or restrict any action in this regard.

An employee using KSB Tech Pvt Ltd provided laptops is responsible for the security of that laptop, regardless of whether the laptop is used in the office, at one's place of residence, or in any other location such as a hotel, conference room or while travelling. This KSB Tech policy contains certain

guidelines and restrictions on the usage of the laptop that are required to be strictly adhered to by all employees while using these laptops.

Intended Use of Laptops

Laptop shall be the property of the KSB Tech Pvt Ltd at all times and the employee will not have any right or interest in the said asset except using such asset during the employment or for such duration as may be decided by the KSB Tech Pvt Ltd. Employee must ensure that the laptop is being used only for official purposes and in the course of the rightful discharge of their duties and not for generating, transmitting, corresponding any content that is contrary to KSB Tech Pvt Ltd policies. This may lead to the employee being subject to disciplinary or any other appropriate action as per KSB Tech Pvt Ltd policies.

Laptop Security Controls

All laptops acquired for employees on behalf of the KSB Tech Pvt Ltd shall be deemed to be KSB Tech Pvt Ltd property. Each employee issued with a laptop shall be responsible for the security of that laptop, regardless of whether the laptop is used in the office, at the employee's place of residence, or in any other location such as a hotel, conference room, car or airport. Employee shall ensure security of the laptop in each of the following domains as per the stated guidelines. All Laptops must compulsorily be protected by a provided antivirus, bit locker, username and password.

Physical Security & Theft Prevention

To ensure physical security of laptops and data therein, all employees are required to undertake the following actions:

- The physical security of KSB Tech Pvt Ltd provided laptops is the employee's personal responsibility. He / she is therefore required to take all reasonable precautions, be sensible and stay alert to the risks.
- Keep your laptop in your possession and within sight whenever possible, just as if it were your wallet, handbag or mobile phone. Be extra careful in public places such as airports, railway stations or restaurants. It takes thieves just a fraction of a second to steal an unattended laptop.
- Never leave the laptop unattended when using it outside the office.
- Lock the laptop away out of sight when you are not using it, preferably in a strong cupboard, filing cabinet or safe. This applies at home, in the office or in a hotel.
- Never leave a laptop visibly unattended in a vehicle. If necessary, lock it out of sight in the trunk or glove box but it is generally much safer to take it with you.
- Carry and store the laptop in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.
- Employees may not take the laptop for repair to any external agency or vendor at any point of time.
- In case of any failure, employees are required to report the same to the KSB Tech Support and management.
- In case of the loss of laptop- be it on, or off KSB Tech Pvt Ltd premises, due to negligence of the employee, the KSB Tech Pvt Ltd may recover the cost of the laptop from the employee. It is the KSB Tech Pvt Ltd's discretion to impose further penalties on account of loss of sensitive KSB Tech Pvt Ltd information.
- If there is damage on account of the above the employee may be liable to pay the damages at cost to the KSB Tech Pvt Ltd / Based on HR and KSB Tech management decision - the same may be deducted from their monthly salary.
- KSB Tech Pvt Ltd maintains the right to conduct inspections of any computer equipment, including all laptop it owns or manages without prior notice to the Employee who is at the time the user or custodian of such computer equipment. Employee will submit the laptop for random audit by KSB Tech Pvt Ltd in order to check the physical presence as well as the functional usability of the asset.

- In case of leaving the employment or being terminated for any reason, employee will hand over the asset to KSB Tech Pvt Ltd in good condition failing which KSB Tech Pvt Ltd is authorized to charge penalty against the employee.

Data Security Controls

Employees are expected to ensure the security of the data within their laptops. In this regard you are to adhere to the following:

- You are personally accountable for all network and systems access under your user ID, so keep your password absolutely secret. Never share it with anyone, not even members of your family, friends, or IT staff.
- Corporate laptops are provided for official use for authorized employees. Do not loan your laptop or allow it to be used by others such as family and friends.
- Avoid leaving your laptop unattended and logged-on. Always shut down, log off or activate a password-protected screensaver before walking away from the machine.

Virus Protection

- Email attachments are now the number one source of computer viruses. Avoid opening any email attachment unless you were expecting to receive it from that person.
- Always virus-scan any files downloaded to your computer from any source (CD / DVD, USB hard disks and memory sticks, network files, email attachments or files from the Internet). Virus scans normally happen automatically if your virus definitions are up to date, but you can also initiate manual scans if you wish to be certain.
- Report any security incidents (such as virus infections) promptly to the IT / PHELPDESK in order to minimize the damage
- Respond immediately to any virus warning message on your computer, or if you suspect a virus (e.g. by unusual file activity) by contacting the IT Help. Do not forward any files or upload data onto the network if you suspect your PC might be infected.

Use of Unauthorized Software / Content

- Employees are required to ensure that they do not download, install or use unauthorized software programs. Unauthorized software could introduce serious security vulnerabilities into the KSB Tech Pvt Ltd networks as well as affecting the working of your laptop. Software packages that permit the computer to be 'remote controlled' (e.g. PCAnywhere) and 'hacking tools' (e.g. network sniffers and password crackers) are explicitly forbidden on KSB Tech Pvt Ltd equipment unless they have been explicitly pre-authorized by KSB Tech Pvt Ltd IT Infra and management for furtherance of legitimate business purposes of the KSB Tech Pvt Ltd.
- All software or other programs that are downloaded onto the KSB Tech Pvt Ltd provided laptop, whether or not they are so downloaded in accordance with the business needs of the KSB Tech Pvt Ltd, or the directions of the KSB Tech Pvt Ltd management in this regard, shall immediately become the sole and exclusive property of the KSB Tech Pvt Ltd, and henceforth can only be used in accordance with the directions of the KSB Tech Pvt Ltd in this regard. Further, any programs or software that were pre-installed at the time of the possession of the laptop being handed over to the KSB Tech Pvt Ltd, cannot be altered or removed, whether permanently or temporarily, in any manner whatsoever save and otherwise than in accordance with the directions of the KSB Tech Pvt Ltd in this regard.
- The employee shall not install any unauthorized accessories / software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the Laptop and strictly adhere to KSB Tech Pvt Ltd's software.
- If there is damage on account of the above the employee may be liable to pay the damages at cost to the KSB Tech Pvt Ltd / the same will be deducted from their monthly salary.
- As you might expect, KSB Tech Pvt Ltd will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos or email messages that might cause offence or embarrassment to either the KSB Tech Pvt Ltd, its employees or any third party. No employee should ever store, use, copy or circulate such material on the laptop and should not visit or attempt to visit any dubious websites. The KSB Tech Pvt Ltd's IT Infra staff shall routinely monitor the KSB network and systems for such materials and track use of the Internet by all employees. Such IT staff shall report serious / repeated offenders and any illegal materials directly to KSB Tech Pvt Ltd management, and appropriate disciplinary processes will be initiated against such employees by the HR & Management.
- Employees are also advised that any information in digital or electronic form that they come across in the laptop computer systems provided to them, whether at the time of receiving such systems or at any time thereafter, shall be compulsorily treated by employees as confidential information ("Confidential Information"). Such Confidential Information can exist in any electronic form, including but not limited to documents, memoranda, spreadsheets, databases, encrypted data, passwords, lists of any nature, source code, object code, algorithms, software programs, emails and other communications, designs, blueprints, business projections and plans, financial data, customer and client names and contacts, supplier names and contacts, price lists and quotations, contractual documents, term sheets and executed agreements with vendors/suppliers and customers, and so on. Employees cannot use such Confidential Information in any manner whatsoever save and otherwise than in strict accordance with the directions of the KSB Tech Pvt Ltd in this behalf. Any unauthorized usage by the employee of such Confidential Information, or any act of omission or commission of the employee which results in such unauthorized usage of Confidential Information by any third party, shall expose the employee concerned to liability and consequent action by the KSB Tech Pvt Ltd and / or its management.
- Further, in the event any employee is unsure of the status of any digital / electronic information that he or she may discover on any laptop system provided to such employee, the employee must forthwith and without any further delay communicate the existence of such information to the KSB Tech Pvt Ltd's IT team on the assumption that all such information is potentially Confidential Information, and thereafter follow the instructions of the IT team in this regard. Under no circumstances shall the employee attempt to process such Confidential Information in any manner whatsoever for his or her own personal usage, and any delay in contacting the IT team in this regard shall be regarded as dereliction of duty by the employee.

Consequences of Breach

- Any action of the employee that are inconsistent with this KSB Tech policy shall be treated as serious professional misconduct on the part of the employee, and the employee concerned shall be subject to any disciplinary proceeding, or action, by the KSB Tech Pvt Ltd, which the management of the KSB Tech Pvt Ltd may deem appropriate under the existing circumstances. Such action may also include any rights of termination or any other rights that the KSB Tech Pvt Ltd may have under the terms of the employment agreement entered into by the KSB Tech Pvt Ltd with the employee concerned.
- Employees are further advised that in the event any such employee fails to adhere to the requirements of laptop usage and restrictions on usage of Confidential Information, he or she shall be subject to any penal liability under the provisions of the Information Technology Act, 2000 (the "Act" - <https://www.meity.gov.in/content/information-technology-act-2000-0>), including but not limited to Section 43 of the Act.
- The KSB Tech Pvt Ltd shall bear expenses for laptop maintenance and repairs arising out of the normal wear and tear. However, in the event of any damage to the laptop arising out of the negligence, misuse or abuse of the laptop by the employee, the employee shall be solely liable to make the payment for all the expenses arising therefrom. The KSB Tech Pvt Ltd shall have the right to reclaim such expenses.



Laptop Acceptance Form

I understand that all laptop computers, equipment, and/or accessories the KSB Tech has provided to me are the property of the KSB Tech Pvt Ltd. I agree to all of the terms in the KSB Tech Laptop Policy /Acceptable Use Policy.

I will return the equipment to the KSB Tech in the same condition in which it was provided to me. I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. **In case of damage or loss, I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the KSB Tech.**

I will not install any additional software or change the configuration of the equipment in any way without prior consultation with Tech Support team.

I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been provided to me by the KSB Tech.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the KSB Tech's laptop, computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or other legal action.

Name & Signature_____

Date_____

Phone _____

Model_____

KSb Tech EMP ID # _____

Items Condition – If used or damaged please make additional comments on remark

Item	Condition			
Computer	New	Used	Damaged	Remark
Laptop				
Dock station				
Laptop Bag				
Power Supply & Cord				

Comments: (overall condition, scratched, dented, bent, missing keys, missing parts, missing accessories)



IDEA MANAGEMENT

Introduction

KS^B considers the continuous improvement in already achieved goal as an important factor of the duty of each individual and supports its employees in this regard.

The concept of KS^B Idea Management gives opportunity to each and every employee to develop his / her own ideas and implement them in the Company. Idea Management encourages employees to have a deeper involvement, greater interest in their work and increased job satisfaction.

Responsible thinking on the part of the employees in the areas of technical improvisation, cost saving / economy, quality improvement, safety, environment conservation and customer satisfaction will help them identify themselves better with the company and contribute towards company's growth.

For KS^B, Idea Management is basic executive function for the Management of all levels. It is the responsibility of the management to employ management tools in order to encourage the employees to come forward with new ideas and use them for benefit of the company. The superiors have to spend time with their subordinates to dedicate themselves jointly to improve their environment and their division.

General

Purpose of this manual

In this manual, the overall working of KS^B Idea Management, the procedures of idea / suggestion handling and reward calculation are defined.

Area of application

All KS^B India employees from HRW and Trainee Engineers to Managers (M2 & M1) are eligible to participate in the scheme. However Managers (M2&M1) will not be allowed to submit ideas related to their own work areas.

Definition of an Idea

All the suggestions, which intend to improve the present position of the company with regards to business, product quality, product cost, safety, working area and environment conservation can be considered as an IDEA. An idea should be

- Specific - target a specific area for improvement;
- Meaningful - clear and understandable
- Assignable - specify who will do it;
- Realistic - state what results can realistically be achieved, given available resources.
- Time-related - specify when the result(s) can be achieved.

An Idea cannot be accepted within the scope of Idea Management, if,

- The suggestion does not contain any new thoughts.
- The Idea comprises only of generalized thoughts
- It is a completion or expansion of the current idea under process.
- It relates to those topics, which are subject to the normal corporate policy decisions of the Management.
- The Idea intervenes in the individual grievances of the employees or in the jobs of the company, which are voluntarily granted.
- It resembles / alike to the outcomes of a project work
- An Idea which is already known to the divisions in some other form.
- Ideas for the current projects (for e.g. introduction of new systems, products or machines) shall not be accepted within the scope of Idea Management before the completion of a project.
- Kindly refer **Similar Ideas** for exceptions.

Difference between 'Idea Management' and 'Rewards and Recognition':

Parameter	An Idea	Rewards and Recognition
Definition	Idea is voluntary suggestion for Improvements which are Innovative and sustainable	One-time specific achievement in Tasks / Projects assigned by the Management demonstrating extraordinary performance, outstanding benchmarking of competition, volunteering in critical / unpredictable situations
Scope	Implementation done based on evaluation and recognition.	Recognized based on outstanding performance of an already implemented suggestion
Registration by	Self	Supervisor
Eg.	Cost saving ideas by optimizing the design of base frame; Material cost reduction, Digital board for Environmental parameters, etc	Achieving critical orders with good margin, crossing departmental milestones, Launching and completing activities in commendable time, etc

Categories of Idea

Measurable Idea

On implementation of an Idea a clear quantifiable, verifiable and definite amount can be saved.

Maximum reward payable for a measurable Idea is INR 2,00,000.

Non-Measurable Idea

Ideas for which no definite saving can be ascertained, such as Housekeeping, Health, Safety, Environment, Aesthetics, Compliance, Governance, Ergonomics, Customer Satisfaction, Employee Engagement, Learning and Development, Digitization, etc.

Maximum reward payable for a non-measurable Idea is INR 60,000.

Similar Ideas / Horizontal Deployment

Ideas with repetitive themes in the area of Digitalization, Outsourcing, Import Substitution, Part List improvement etc. will be evaluated as Similar Ideas / horizontal deployment.

Coinciding Idea

In case the main themes of Ideas match in two or more Ideas totally or partly, then the decision can be in favor of the Idea Registered First.

Handling of Inter Division Idea

Ideas which may be applicable to divisions / locations other than originator division will be recognized, rewarded and implemented by originator division first and will be forwarded to Plant Head / Departmental Heads of other division / location for implementation. In this case the yearly saving if any for reward calculation, shall be considered for idea originator division only.

Anonymity

The KSB Idea Management is transparent for all.

In case of anonymous participation, Idea suggestions can be given in the suggestion box.

If such an Idea is recognized, it will be implemented. However, reward will not be paid.

Process

Idea Registration

To measure the success of Idea Management, it is necessary to collect maximum amount of data. The data collection takes place through system software.

The registration of data ensures the transparency of the success of the entire KSB Idea Management. Moreover, a database is set up in this way, in which the ideas of the employees are stored and can be recalled.

An idea can be registered either by an individual or a group. In case of idea by a group the reward amount shall be equally distributed amongst the group.

Idea Registration process

To register an idea, the Idea initiator needs to go to Idea Management Application. The IDMS software automatically picks up employee details such as his Name, Mail ID, Designation, Department, Plant, Departmental Head etc. The idea initiator then selects from a drop down menu whether he is a Staff or Non Staff, Beneficiary Department & Beneficiary Plant. It is mandatory for the idea initiator to enter details of his idea details such as Idea Title, Proposed Idea, Present Status, Improvements, Potential Savings in Man / Machine Hours / Rupees. A separate file can be attached by selecting Choose file if required and click Submit button to send the idea to Departmental Head for review. For Non-Staff employees their immediate Supervisors will enter the idea details in the portal and submit the idea. The Idea Initiator can check the real time status of the complete processing of his idea till its closure.

The Evaluation of an Idea

The Department Head reviews the idea. In case any modifications / additional information is required the idea can be edited and then sent to the Location Idea Manager. The Location Idea Manager will initially scrutinize the idea with respect to:

- Whether the idea theme is from own work area / other area
- Whether the idea is related to Productivity / Lead Time Reduction / Cost Savings / Manpower Savings.
- Whether benefits are quantified.
- Whether investment is budgeted / non-budgeted
- Payback period?
- Who will implement the idea? Etc.

Location Idea Manager can reject, send back for clarification or send forward the Idea based on the above criteria.

Evaluation and reward calculation should be completed within the defined time frame. In case of delays at each stage, the Ideas will be escalated to the next level.

Criteria for an Idea Evaluation

Following aspects shall be considered while evaluating an Idea:

- Feasibility of implementation.
- Whether it is already implemented?
- Any limitation.
- Where can it be implemented?
- Any financial implication.
- Beneficial / Adverse impact on any aspect of Design, Product performance, Aesthetics, Safety, Environment etc.

Evaluation Process

Measurable Idea

After initial evaluation of an Idea by the Expert, for Measurable Ideas the Idea Manager assigns the idea to the Financial Controller to derive the financial savings. The Financial Controller will evaluate the savings in 10 days and submits the Idea to Idea Manager. After financial evaluation, the Idea Manager forwards the Idea to Plant Committee / Corporate Assessment Committee for their final assessment. Once the Idea is assessed and recognized then the Plant Committee decides the rewards up to Rs 10, 000 as per guidelines in Annexure 2.

In case the reward amount is more than Rs 10,000, the Idea will be assigned to Corporate Idea Manager for evaluation by the Corporate Assessment Committee. (Refer annexure 2 for reward calculation)

In case of Similar Ideas with repetitive themes in areas of Digitalization, Outsourcing, Import Substitution, Part List improvement etc. to be evaluated and reward calculation will be done as per Annexure 2.

Detailed Process of an Idea is shown in the flow diagram -Refer Annexure 1.

Non-Measurable Idea

In case of Non-measurable Idea, the Expert evaluates the Idea and gives his / her comments along with ratings as per parameters defined in Annexure 2.

In case the Idea is approved by the Expert, then the Idea Manager assigns the Idea to Plant Level Committee for evaluation.

Once the Idea is assessed and recognized by Plant Committee then the Plant Committee decides the rewards up to Rs.10,000 as per guidelines Annexure 2.

In case the reward amount is more than Rs 10,000, the Idea will be assigned to Corporate Idea Manager for evaluation by the Corporate Assessment Committee.

Similar Ideas will be evaluated and reward calculation will be done as per Annexure 2.

Ideas pending with Expert for more than 30 days:

Ideas pending for Evaluation with Functional Expert for more than 30 days will be escalated to Plant Assessment Committee for evaluation.

Rewards

The Rewards are paid off within one month from the date of Recognition of an Idea. In case of Ideas which have not been recognized, but contain good suggestion and initiator has taken considerable efforts, such ideas will be appreciated by the Management with suitable token of appreciation.

Rewards will not be awarded in below cases:

- If the Idea is not recognized and appeal case is also closed.
- The Idea Initiator has resigned from the services.
- Employee job termination done by the employer

Implementation of Ideas

Implementation Assurance:

After initial evaluation, the Implementor / Department head of the Location should give Implementation Assurance based on Following aspects:

Capital Budget, Procedures, Work instructions, Horizontal deployment, Drawing / Part List / Run Card Modification.

Implementor should commit implementation date.

If an Idea is recognized, the dept. head of the location where the Idea is originated will be responsible for its implementation within the period of 90 days after the recognition.

Implementor should provide evidences after implementation of the Idea.

Random examination of Ideas

To ensure that the Idea Management Scheme develops itself as a "free" system in practice, undesirable trends in the system should be precluded and / or should be detected earlier. For this reason, the Idea Manager assesses the Recognized Ideas on random sample basis while forwarding the idea to Accounts for reward.

Possibilities to Appeal

In case of dispute, the idea originator can consult the Idea Manager of the location; the Idea Manager will mediate between the Idea Originator and the Evaluator to solve the problem. In case the problem is not resolved, Idea Manager will take up the idea with the Corporate Assessment Committee.

The Structure of the Idea Management

The Idea Managers

Corporate Idea Manager

The Corporate Idea Manager looks after and promotes Idea Management scheme throughout KSB India on the basis of the rules and regulations of this manual. He / She reports to Quality Management Corporate.

Responsibilities of Corporate Idea Manager:

- Motivate people to contribute innovative Ideas and promote a thinking culture.
- Monitor daily progress in Registration, Evaluation & Reward functions through IDM dash board.
- Support Location Idea Manager in smooth functioning of IDM Portal
- Escalate to Corporate Idea Assessment Committee Ideas Pending for evaluation for more than 4 weeks.
- Monitor ideas rewarded and ensure their compliance to Idea Management Manual.
- Check ideas under Appeal for review by Corporate Assessment Committee.
- Compile Idea Management MIS of all locations and circulate monthly.
- Monitor Ideas due for evaluation by Assessment Committee.
- Monitor Idea Promotion Campaigns in co-ordination with QM Heads to improve Idea Management performance.
- Communicate decision of Corporate Assessment Committee to Idea Initiators and Location Idea Managers.

Idea Manager Location

Each manufacturing division and zones will have one Idea Manager, who will report to QM Head of that division and Zonal Heads respectively. All location Idea Managers will functionally report to Corporate Idea Manager.

The Idea Manager processes the incoming ideas in accordance with these rules and supports the submitting parties in all their queries regarding their ideas. In this way the Idea Manager advises, educates the employees, briefs the management with respect to all questions of Idea Management and supports the marketing measures for the promotion of Idea Management.

Responsibilities of Location Idea Manager:

- Monitor daily progress in Registration, Scrutiny, Evaluation & closure of invalid ideas. Assign various Evaluation tasks in IDM Portal & compile Rewards lists
- Assign long Pending Ideas under Evaluation to the next level.
- Escalate Ideas pending for evaluation with Local Committee for more than 4 weeks to Corporate Idea Manager
- Arrange review of Ideas under appeal at the location and resolve them.
- Promote Idea Management scheme through Idea Campaigns/token gifts etc; display Results of Evaluations; exhibit List / photographs of winners.
- Confirm disbursement of rewards to Originators of Recognized ideas.
- Support Evaluators in issues faced while using IDM Portal.
- Compile Idea Management MIS of the location
- Communicate the status of every individual idea to Idea Originator and respective Plant / Zonal Heads.

QM Heads will be responsible for resolving grievances related to Idea Management

The Expert

Fundamentally, any employee of KSB can be appointed as an Expert. The Expert / Assessment committee is responsible for timely evaluation of an idea. He / She shall consider following aspects while evaluating.

- Feasibility of implementation.
- Whether it is already implemented?
- Any limitation.
- Where can it be implemented?
- Any financial implication.
- Beneficial / Adverse impact on any aspect of Design, Product performance, Aesthetics, Safety, Environment etc.

Financial Controller

All Measurable ideas after expert opinion will be forwarded to Finance controller. Based on Expert opinion, he will derive financial benefits within 10 days. The Financial Controller will evaluate the investment required to implement the idea and savings accrued from the idea.

The Plant / Zonal Assessment Committee

There will be a Plant Assessment Committee at each Manufacturing Location.

The Plant Assessment Committee of Plant will be chaired by Plant Head, PMPS Head, QM Head, Financial Controller, Assembly Head & TOP Head; additional concerned persons can be invited to the meeting as and when required.

The Zonal Assessment Committee of Sales Zone / SupremeServ / KSB Tech will be chaired by Zonal Head / SupremeServ Head / KSB Tech along with 2 members selected by the Zonal Head.

The Plant / Zonal Assessment Committee is responsible for:

- The recognition, rejection of ideas within the framework.
- Assessment of an Idea, whose reward amount is below INR 10,000/-.
- Finalize the reward amount.
- Regular review of the rewards, which have been paid within the framework of the direct evaluation and guide the department heads if there is any flaws or ambiguity.
- The granting of rewards within the framework.

In case the reward amount is more than Rs 10,000, the Idea will be assigned to Corporate Idea Manager for evaluation by the Corporate Assessment Committee.

After final evaluation and finalization of rewards as per guide lines of Annexure 2, the Idea Corporate Assessment Committee, the evaluation results will be updated on the portal.

The Corporate Idea Assessment Committee

The Corporate Idea Assessment Committee (evaluation committee) is an impartial body of management. Managing Director will nominate members of the committee.

The Corporate Assessment Committee consists of Director-HR, Director-Marketing, Director -Finance, Director-Operations, GM-QM, GM-Purchase, GM-CBE Plant, SGM-Sinnar Plant, Head (SupremeServ), Head (PMPS).

The Corporate Assessment Committee is responsible for:

- The recognition, rejection of ideas within the framework.
- Assessment of an Idea, which is under evaluation and is evaluated by an Expert whose reward amount exceeds INR 10,000/-.
- Evaluation of Ideas from Sales & Service and KSB Tech.
- Finalize the reward amount.
- The granting of rewards within the framework. The Idea Assessment Committee has the power of veto against the expert's opinion.

Meeting of Corporate Idea Assessment Committee should be held within 30 days.

Minimum three members should be present for the meetings. The decisions will be taken with majority. Individual's opinion shall not override the decisions. In addition to the appointed expert, can take advice from other technical specialist regarding particular improvement idea.

Right to Appeal

The initiator is permitted to appeal against the decision. The appeal is to be submitted to Idea Manager of the division within one month after receipt of the decision. Appeal shall not be accepted after one month.

Procedure for appeal

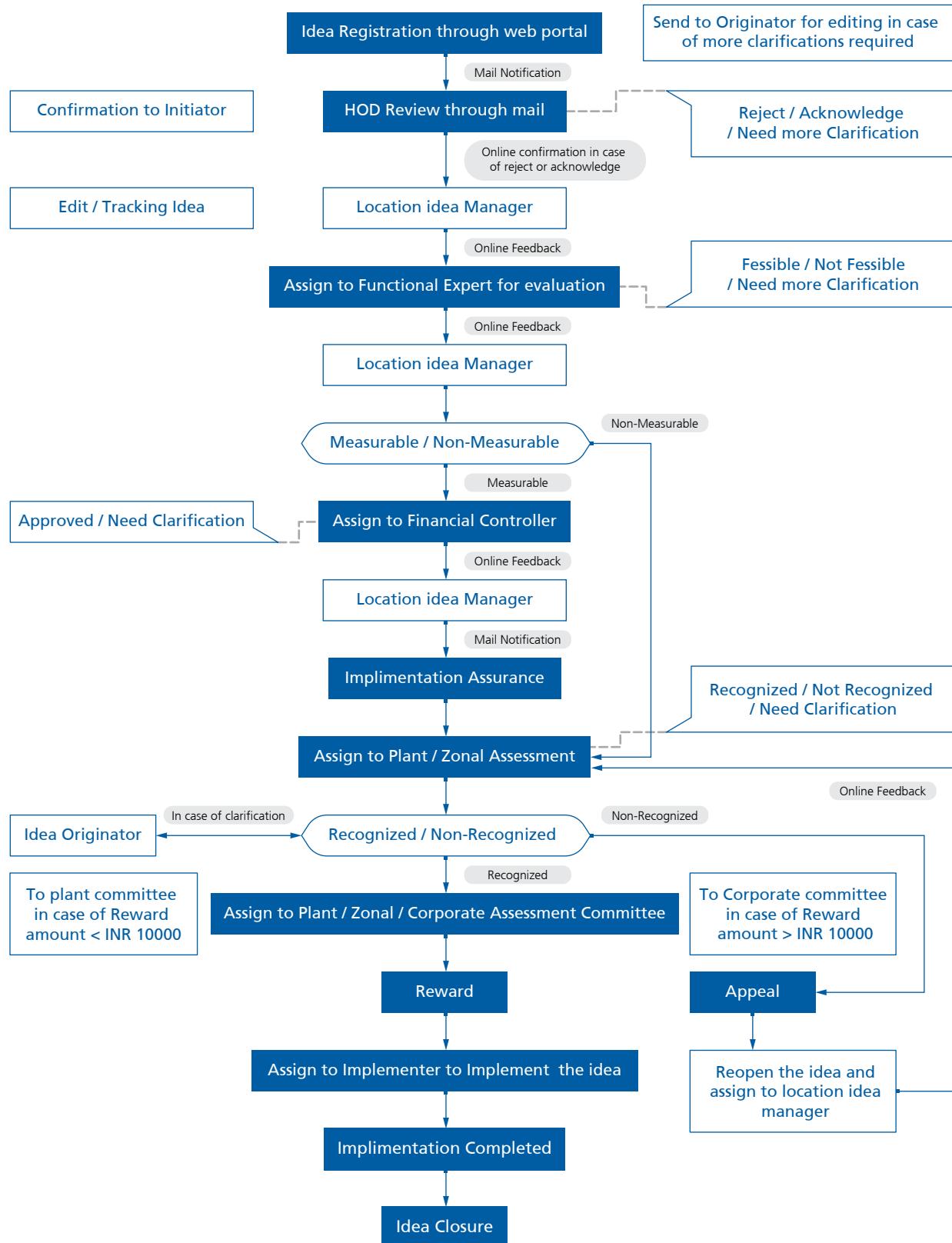
In case of appeal, the Idea Manager will contact the initiator to discuss about the Idea and clear the possible doubts he will arrange a meeting between the initiator and the evaluator.

In case the issue is still not resolved, then the Idea Manager forwards it to the Corporate Idea Assessment committee. Idea Manager organizes the meetings between Corporate Assessment committee and initiator. The initiator is informed about the decision of committee in writing and no further appeal is permitted.

MIS

Corporate Idea Manager will provide the summary of Idea management to the Managing Director and the Idea Assessment Committee every month. This will include the effectiveness of Ideas implemented after recognition.

Annexure 1



Annexure 2

Reward Calculation

For Measurable Ideas

When with implementation of Idea, a clear verifiable and definite amount can be saved. This saving to be referred as "Yearly Saving" (Savings in material, stationery, manufacturing time etc.). For calculation, following steps to be followed.

Step 1 : Calculate the yearly saving of an Idea in Rupees.

Step 2 :

A) In case of New Idea : Reward amount will be 5 % of the savings amount.

Individual / Group One Time Benefit	Reward amount 5% of Annual Savings amount in INR
For Example	
Annual Savings of INR 10,00,000	50,000

Individual / Group Recurring Benefits for 5 Years	Reward amount 5% of Annual Savings amount in INR
For Example	
Annual Savings of INR 40,00,000	200,000

The Maximum Reward payable for an idea giving One Time Benefit Idea will be INR 50,000.

The Maximum Reward payable for an idea giving Recurring Benefits for 5 years will be INR 200,000.

If the Reward amount works out below INR 1500, then the minimum reward amount payable will be INR 1500.

B) In case of Similar Idea : Reward amount will be 1 % of the savings amount.

Individual / Group One Time Benefit	Reward amount 1% of Annual Savings amount in INR
For Example	
Annual Savings of INR 50,00,000	50,000

The Maximum Reward payable for a Similar Idea will be INR 50,000.

For Non - measurable Ideas

Calculations for non-measurable ideas

In case of non-measurable ideas, that is ideas for which no definite savings can be ascertained, the reward / incentive is calculated as follows:

Table

To make calculations of non-measurable more objective, fair, defined below rating is defined:

Possible themes for Non-measurable Ideas
Customer satisfaction, Business Promotion, Business policy
Governance, Legal compliance, etc
Product / Process Improvement
Employee Satisfaction, Facilities,
Fatal incidents related to Health, Safety, Environment, Fire incident, Electric shock, Mitigation or removal of possible risk like Near miss, Hazard, Ergonomics, ESG, etc.
Themes other than mentioned above

Level of Impact (L)	Points
Low	1
Moderate	3
High	5

Impact Longevity (I)	Points
Upto 5 year	1
5-10 years	3
Above 10 years	5

Calculation:

$$\text{Rating} = \text{Risk} * \text{Impact longevity} = L*I$$

The maximum rating possible is 25 points.

Rating slabs	Reward Amount (INR)
1	1000
3	3000
5	5000
9	15000
15	30000
25	60000

Minimum amount that will be rewarded for a recognized Idea will be INR 1000.

The Maximum Reward payable for a Non-Measurable will be INR 60,000

Eg. If Idea is related to Safety with moderate level of Impact ($L = 3$) and Impact longevity of 5-10 years ($I = 3$)

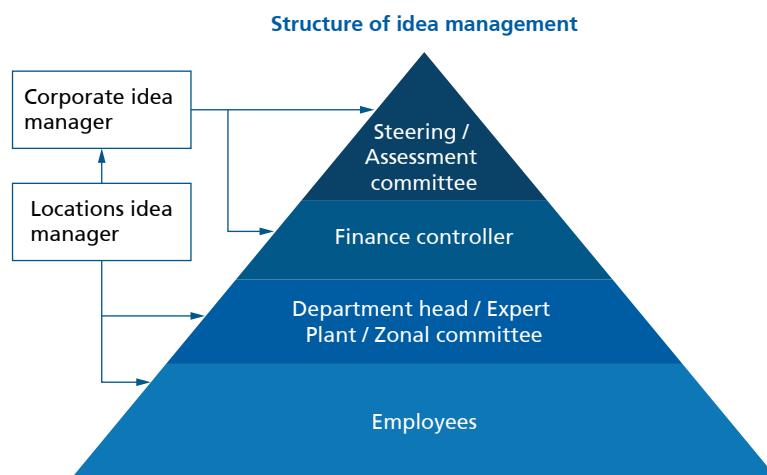
$$\begin{aligned}\text{Rating} &= \text{Risk} * \text{Impact longevity} = L * I \\ &= 3 * 3 \\ &= 9\end{aligned}$$

For Reward:

(Refer table for rating slab)

Rating 9 corresponds to INR 15000.

Annexure 3





PREVENTION OF SEXUAL HARASSMENT

Introduction

KSB embodies the values of honesty, responsibility, professionalism, trust and appreciation in its conduct across the locations wherever it conducts its business operations. As KSB (hereinafter collectively referred as "the Company"), all the entities in India upholds these values as the most critical part of its business operations in India and in line with the KSB Group directives endeavours that all of its stakeholders, managers and employees act in compliance with the applicable laws of the Land.

The Company does not support discrimination of individuals based on race, skin color, gender, age, disability, nationality, religion, and sexual orientation. All the employees have the right to work in a healthy environment, free from any form of hostility or harassment. In its employment practices the Company encourages growth of individuals irrespective of gender, religion, caste or community.

As a matter of its governing standards, the Company forbids any unlawful conduct construed as Sexual harassment at workplace. The Company treats Sexual Harassment as a gross misconduct under the applicable laws and under its internal policies. It is necessary for all the employees to treat every other employee of the Company and all other external stakeholders of the Company with fairness, respect, dignity and be mindful that his or her individual conduct can affect the reputation and culture of the Company.

In furthering the abovementioned objective, this policy along with KSB Group's Code of Conduct intends to provide a prevention, prohibition, and redressal mechanism by which issues of sexual harassment can be dealt with, at all the business locations of the Company.

Name & Purpose of the Policy

This policy shall be called as "The Sexual Harassment at Workplace (Prevention, Prohibition & Redressal) Policy". The Company has adopted this policy in line with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules made thereunder and as per the KSB Group's "Code of Conduct". The policy provides the mechanism created by the Company in addressing any form of sexual harassment complaints and is without prejudice to any provision / s of any other law applicable for the time being in force or enacted hereinafter. Should any provision of this policy be in contravention of the applicable provision of law, the provision of the law shall prevail to the extent of the contravention. The Company shall also have the right to initiate any action other than that authorized by or under the provisions contained in this policy as per the applicable law.

Scope & Applicability

This policy is applicable to all the employees working at KSB Tech Private Limited. The complaints redressal mechanism incorporated under this policy is as per the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules made thereunder and is primarily applicable for the aggrieved woman. The complaint redressal mechanism and any relief for the complaint / s raised by men under this policy would be non-statutory and solely at the discretion of the Company

Employee Obligations

All persons employed by or in any way acting in connection with the work / functioning of the Company shall-

- Familiarize themselves with the contents of this Policy and prohibitions thereof.
- Familiarize themselves with the penal consequences of Sexual Harassment and the order constituting the Internal committee displayed at the Workplace / Offices of the Company.
- Strictly honour the confidentiality of any ongoing proceedings.
- Attend the workshops and awareness programs organized by the Company.
- Maintain highest standards of conduct that would not make any other person uncomfortable and violate employee's right to work with dignity in a safe and dignified working environment.

Definitions

In this policy unless the context otherwise requires-

- Act means "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules made thereunder.
- Aggrieved person or complainant means in relation to a workplace a person including a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.
- Employee means a person employed at a workplace for any work on regular, temporary, adhoc or daily basis either directly by the Company or through a contractor and includes for the purposes of this policy any co-employee, a contract worker, consultant, probationer, trainee, apprentice (or called by any other name under

any statutory or internal scheme of the Company), whether employed on remuneration or on voluntary basis such as interns working on specific projects.

- Employer means Managing Director (MD) of the Company and where the complaint is against the MD of the Company, the Chairman of the Board of Directors or Board of Directors would act as the employer.
- Human Resources Department means the Human Resources Department of the Company entrusted with the responsibility of the implementation of this policy.
- Internal committee (Hereinafter referred to as "IC" or "Complaints Committee" as appropriately) means an Internal committee constituted under clause 7 of this policy.
- Member means the member of the Internal committee.
- Respondent means a person against whom the aggrieved person has made the sexual harassment complaint as per clause 6 and 9 of this policy.
- Sexual Harassment means any act or behaviour as mentioned in clause 6 of this policy.
- Workplace means all offices and premises of the Company owned or leased by the Company, all other places visited by the employee arising out of or during the course of employment such as conferences, customer meetings, off-sites, Company organized functions etc. including transportation provided by the Company for undertaking such journey. For the purpose of this policy, even an incident of sexual harassment that happens at a dwelling place or house of an employee due to working relations of respondent employee would be considered as the workplace.

Sexual Harassment

Sexual Harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

Explanation 1 - Any sexually determined act or behaviour would be construed as the unwelcome when any such act or behaviour results in following.

- It makes another person feel bad / humiliated.
- For recipient it is unwanted.
- Invading.
- What a woman feels as offensive or unwelcome.
- Demeaning.
- Causes Anger / sadness.
- Results in negative self-esteem.
- Intimidating.

Explanation 2 - Provided herewith are some illustrative examples of different forms of sexually determined acts or behaviour that shall constitute sexual harassment. The list is indicative and may include any other form / s of sexual harassment.

Non - Verbal	<ul style="list-style-type: none"> • Sexual gestures. • Staring / leering. • Invading personal space. • Sexually oriented Pin-ups, offensive publications, cartoons, or pamphlets. • Offensive letters / memos. • Unsolicited / unwanted gifts which are sexually suggestive. • Showing pornography.
Verbal	<ul style="list-style-type: none"> • Language of a sexually suggestive or explicit nature. • Unwanted propositions. • Jokes of a sexual or explicit nature. • Use of "affectionate" names such as dear, honey, sweetie etc. • Eve- teasing, Unsavory Remarks. • Gender based insults or sexist remarks.
Physical	<ul style="list-style-type: none"> • Deliberate body contact, touching or brushing against any part of body and the like. • Indecent exposure. • Groping / fondling. • Any conduct of sexual nature that abuses, humiliates, degrades or violates the dignity.

Following circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment will also amount to sexual harassment-

- Implied or explicit promise of preferential treatment in employment of the aggrieved person.
- Implied or explicit threat of detrimental treatment in the employment of the aggrieved person.
- Implied or explicit threat about the present or future status of the employment of the aggrieved person.
- Creating an intimidating, offensive or hostile working environment for the aggrieved person.

- Humiliating treatment likely to affect the health, safety, dignity, or physical integrity of the aggrieved person.

Note - This is only an indicative list of the possible acts which could be treated as sexual harassment and is in no way intended to be construed as an exhaustive list.

Internal committee ("IC")

The Company has constituted Internal committees (IC) under this policy and as per the provisions of the Act. The details of the same are attached with this policy as Annexure I.

Responsibilities of the Internal committee

In the matters of sexual harassment issues and while conducting the enquiry in the complaints of sexual harassment, the Internal committee shall-

- Provide fair and impartial mechanism of complaint redressal through the inquiry founded on the principles of natural justice.
- Protect the safety of the complainant by not divulging the person's identity and provide mechanism of complaint redressal and fair conciliation.
- Provide the recommendation to the employer for requisite interim relief or final recommendations as per terms of this policy.

Sexual Harassment Complaint

Any aggrieved person may make a complaint of sexual harassment in writing to the Internal committee at established at Corporate office or in the Factory or Regional office, within a period of three months of the incident and in case of the series of incidents, within a period of three months from the date of the last incident. The complainant shall submit to the Internal committee copy of the complaint alongwith any supporting documents and the names and address of the witnesses if any. In exceptional circumstances, the committee may allow the extension of the time limit to file the complaint by another three months by recording the reasons in writing for granting such extension.

Following persons can file the complaint on behalf of the aggrieved person in case the aggrieved person is unable to file the complaint due to reasons attributed to any physical or mental incapacity.

- Aggrieved persons relative or friend.
- Colleague.
- An officer of the National Commission for Women or of State Women's Commission.

- Any other person who has the knowledge of the incident of sexual harassment.
- A qualified psychiatric or psychologist.
- The guardian or authority under whose case an aggrieved woman is receiving treatment or care.

Depending upon the circumstances, the committee may ask for the written consent of the aggrieved person from the person who is making complaint on aggrieved person's behalf.

Conciliation

Basis the written request made by the aggrieved person for the settlement of the complaint, the Internal committee may initiate steps to settle the matter between aggrieved person and the respondent through conciliation before initiating an inquiry as enumerated in clause 11 of this policy. The aggrieved person can however, approach to Internal committee for the initiation of the inquiry if the respondent fails to abide by any of the terms of the settlement arrived at in conciliation proceedings between both the parties.

The IC while settling the case under conciliation process will ensure the following-

- No monetary settlement will be awarded under conciliation process.
- Both parties shall submit terms of settlement to the Internal committee.
- The IC shall record the settlement and the copies of the settlement arrived at through conciliation process will be provided to both the parties.
- No further inquiry will be conducted thereafter.
- IC will provide one copy of the settlement to the employer.

Procedure of Inquiry

Following procedure can be adopted by the Internal committee in addressing the complaints of sexual harassment. In case of any contravention with respect to the provisions incorporated in the Act, the process suggested in the Act shall prevail.

- The IC shall send one copy of the complaint and documents submitted by the aggrieved person if any, to the respondent within a period of seven days of such receipt.
- The respondent shall file his or her reply within a period of not more than ten days to the complaint along with

the list of documents, names and addresses of witnesses if any.

- The IC shall thereafter intimate to both the parties the time, venue and date of the inquiry and will conduct the inquiry as per the principles of the natural justice. In conducting the inquiry, a minimum of three members of the IC including presiding officer shall be present.
- The parties shall not be allowed to bring in any legal practitioner or representative to represent them in their case at any stage of the proceedings before the IC.
- The IC shall provide reasonable opportunity to the complainant and the respondent for presenting and defending her / his case.
- The complainant and the respondent shall be offered an opportunity to cross examine the witnesses produced by the opposite party. However, the IC may curtail the scope and extent of the right of cross examination in appropriate cases in accordance with demands of justice. The IC may, depending upon the circumstances allow cross examination of the aggrieved person and or witnesses by submission of questionnaire by the respondent.
- The IC shall have the right to disallow any questions or behaviour that it has reason to believe to be irrelevant, mischievous, or gender-insensitive that may intimidate the complainant.
- The complainant and the respondent shall be solely responsible for presenting their own witnesses before the IC or may seek assistance of the IC in enforcing the attendance of any witness if it is of the opinion that it shall be in the interest of justice.
- The parties shall sign the proceedings of each day in the form of minutes / summary of the proceedings prepared by the IC during the proceedings. The chief examination of the parties and their witnesses shall be recorded in summary form by IC or in affidavit and the cross examination shall be recorded in questions and answers form. These proceedings shall be signed by all the concerned party or witness / es.
- If the complainant or respondent fails, without sufficient cause to present herself or himself for three consecutive hearings, the IC shall have the right to terminate the inquiry proceedings and decide the complaint ex parte appropriately. Provided that such termination or an ex parte order will not be passed without giving a notice in writing to the party concerned, fifteen days in advance.

- Documents produced by either party in the inquiry as evidence shall be supplied to other party in the form of true copies of such documents.
- The IC shall endeavour to complete the enquiry in ninety days and shall also provide the copy of its report to the complainant and respondent to enable them to make any representation before IC against the findings. The IC shall thereafter submit a detailed report of its findings along with its recommendation to the employer within 10 days of concluding the inquiry.
- If the IC finds the respondent guilty of sexual harassment conduct, it shall recommend to the employer the nature of disciplinary action to be taken on the complaint as referred in clause 14 of the policy. If the complaints committee finds no merit in the complaint, it shall accordingly submit its report to the employer giving reasons for its conclusions.

Procedural Timelines

Other than the timelines mentioned in clause 11 of the policy, following additional timelines will be adhered by all concerned including the IC in conducting the inquiry under this policy.

Activity	Timelines
Completion of inquiry by IC	Within 90 days
Submission of report of findings and recommendations by IC to the employer	Within 10 working days of completion of inquiry
Action to be taken by employer on the recommendations of IC	Within 60 days from the receipt of report from IC

Interim Relief

During the pendency of the inquiry and on a written request made by the aggrieved person, the Internal committee may recommend to the employer to –

- Transfer the aggrieved person or respondent to any other workplace.
- Grant leave to the aggrieved person over and above the aggrieved person's internal leave entitlement. Any additional leave granted under this provision will be up to a period of three months.
- Issue a restraint order to warn the respondent about any attempt to contact directly or indirectly, influence,

- intimidate or exert pressure on the complainant or witnesses during the course of the inquiry proceedings.
- Restrain the respondent from reporting on the work performance or writing confidential report of the aggrieved person and assign the same to another manager as appropriate.

To grant any of the above-mentioned interim reliefs is completely at the discretion of the IC and the same shall be recommended by the IC depending upon any appropriate situation that warrants the grant of interim relief.

Disciplinary Action Against Proved Cases of Sexual Harassment

Internal committee shall recommend to the employer to initiate action against the respondent in the proved cases of sexual harassment in the following manner. Additionally, the Internal committee can also recommend to the employer compensation as per clause 15 of the policy to be paid to the aggrieved person if she is a woman. The employer shall act upon the recommendation of Internal committee issued under clause 14 or 15 within sixty days of its receipt by him.

- Written apology.
- Warning.
- Withholding of promotion / pay rise / increment.
- Demotion.
- Suspension without pay.
- Termination from service.
- Counselling.

Compensation

Notwithstanding anything in the service conditions applicable to the respondent, the IC can also recommend to the employer to deduct, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to aggrieved woman's legal heirs, as it may determine appropriately as per the provisions of the Act.

False or Malicious Complaint, False Evidence and Action Thereof

Where the Internal committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved person or any other person making the complaint has made the complaint knowing it to be false or the aggrieved person or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to initiate action against the person in accordance with the clause 14 of this policy. Provided that a mere inability to substantiate a complaint or provide adequate proof will not attract action against the complainant under this provision and the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed under clause 11 of the policy, before any action is recommended.

Where the Internal committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may be recommended to the employer of the witness to initiate action in accordance with the clause 14 of this policy.

Sexual Harassment Amounting to Criminal Offence

- In any circumstances, where aggrieved woman chooses to file a complaint in relation to the offence under Indian Penal Code with appropriate government machinery, the Company shall provide all reasonable support to the woman in filing the complaint.

Sexual Harassment and Indian Penal Code 1860

The Government of India has also inserted the offence of sexual harassment in the Indian Penal Code 1860 under section 354-A. The relevant portion of the section is reproduced herewith for the information purpose only. To initiate any action under IPC is the authority of Police department. However, as mentioned in clause 17 of this policy, every possible support would be provided by the Company where the aggrieved woman chooses to file a complaint under Indian Penal Code.

Section 354-A - Sexual Harassment and Punishment for Sexual Harassment

- A man committing any of the following acts-
 - Physical contact and advances involving unwelcome and explicit sexual overtures; or
 - A demand or request for sexual favors; or
 - Showing pornography against the will of a woman; or
 - Making sexually coloured remarks;

Shall be guilty of the offence of sexual harassment.

- Any man who commits the offence specified in clause (i) or clause (ii) or clause (iii) of sub-section shall be punished with rigorous imprisonment for a term which may extend to three years, or with fine or with both.

Any man who commits the offence specified in clause (iv) of sub-section (1) shall be punished with imprisonment of either description for a term which may extend to one year, or with fine or with both. **Note - Offence under section 354A is Cognizable, Bailable & triable by any magistrate.**

Confidentiality

All the parties concerned who has the knowledge of the incident in whatever capacity such as Internal committee members, witnesses, aggrieved person (complainant), respondent etc. shall maintain the confidentiality with regards to the contents of the complaint, identity & address of the aggrieved person, respondent, witnesses, information relating to conciliation and inquiry proceedings, recommendations of the committee and action taken by the employer. The same shall not be published, communicated, or made known to the public, press and media in any manner.

Any person whoever contravenes the provision of this clause will be punished with fine as determined appropriate by the employer and as per the provisions of the Act.

Non - Retaliation

- The aggrieved person or any person who in good faith has participated in the enquiry or has provided information pertaining to the incident / s of sexual harassment shall be protected from any kind of retaliation and Company will observe zero tolerance in the case of any such retaliation. Individuals engaging in retaliatory conduct will be subject to disciplinary action by the Company.

Appeal

If an aggrieved person intends to appeal against the recommendation of the committee, such person can appeal to the competent authority notified by the Government as per the provisions of the Act within 90 days from the date of recommendations.

Review

The Company shall review and amend this policy in line with any statutory changes or as per its discretion from time to time.

IC members: KSB Tech

IC - Internal Committee (KSB Tech Private Limited)				
Sr No	Name of the Employee	Designation	Mobile No	Mail Id
1	Ms. Amruta Pawar	Presiding Officer	9960445073	amruta.pawar@ksb.com
2	Ms. Pallavi Sahane	Secretary	9762881283	pallavi.sahane@ksb.com
3	Ms. Prachi Raut	Member	9921185129	prachi.raut@ksb.com
4	Mr. Saroj Saraf	Member	9011038130	saroj.saraf@ksb.com
5	Mr. Machindra Kapare	Advocate	9167634539	machindra@dklegal.co.in





HUMAN TRAFFICKING POLICY

Meaning of Human Trafficking

Human trafficking involves a set of practices that can make the employee's work circumstances abusive or miserable

Human trafficking is the trade / employment of humans for the purpose of forced labour, sexual slavery, or commercial sexual exploitation for the trafficker or others. Trafficked people are held against their will through acts of coercion, and forced to work for or provide services to the trafficker or others.

Human trafficking involves recruitment, harboring or transporting people into a profession of exploitation through the use of deception, violence or coercion and forced to work against their will.

Policy Statement of KSB Tech Pvt. Ltd.

KSb Tech Private Limited is committed to operate the business with ethical practices, treating all the people with dignity & respect and complying with all applicable laws, regulations & obligations and code of conducts that we have entered voluntarily. The Company is also committed to protect & promote the human rights. The Company do not tolerate or resort to illegal child labor, forced labor or any use of force or other form of coercion, fraud, deception, abuse of power or other means to exploit people.

This policy strictly prohibits employees, subcontractors, subcontractor employees, and agents from engaging in

human trafficking-related activities. These activities include engaging in sex trafficking, procuring commercial sex acts, using force, fraud, or coercion to subject a person to involuntary servitude, or obtaining labor from a person by threats of serious harm to that person or another person, among others.

Prohibition of different forms of Human Trafficking practices

This policy prohibits employees, subcontractors, subcontractor employees, and agents from engaging in practices relating to trafficking in persons, including but not limited to;

- Using forced labor in the performance of any work or coercing any persons to perform work or activates under threat of penalty;
- Destroying, concealing, confiscating, or otherwise denying access to the employee's identity or immigration documents
- Using misleading or fraudulent practices to recruit employees
- Charging applicants / candidates / employees recruitment fees
- Failing to provide an employment contract or work document where required by law
- Requiring deposits from employees unless required by applicable law;

- Making loans to workers or job seekers under circumstances where repayment terms could be construed as debt bondage or forced labor;
- Having direct control of, or access to, employees' bank accounts other than to make direct deposits of compensation
- Procuring commercial sex acts in the performance of any work
- Failing to provide return transportation to certain employees who are brought to a country from other country for the purpose of working on a contract period;
- Providing substandard housing

Scope of Policy

The Company does not and will not permit its employees, subcontractors, vendors, suppliers, or other entities doing business with the Company to engage in any form of human trafficking and the above activities.

Non-Retaliation and Violation of the Policy

The Company prohibits retaliation against anyone who files a complaint or reports a suspected violation of this policy. An employee or other party who violates this policy will be subject to appropriate disciplinary action by the Company.





OTHER POLICIES

Company Car policy and Car Allowances

Applicable for Senior Manager and above and it is documented in a separate Car Policy.

Superannuation policy

Applicable for Senior Manager and above who has completed 10 years of Service thereafter.

Spacial Training

Patent Policy

