

HR Policy Document

Introduction

Welcome to GAIL-GAIL (India) Limited . This HR policy document outlines the guidelines, benefits, and expectations for all employees. It is essential that every employee understands and follows these policies to ensure a productive, safe, and respectful workplace. Please read this document carefully and keep it for future reference. If you have any questions, feel free to contact the HR department.

1. Employment Terms

1.1 Employment Contract

All employees will receive an employment contract detailing their job title, responsibilities, salary, working hours, benefits, and other terms of employment. This contract must be signed and returned to the HR department before the commencement of employment. Any changes to the employment terms must be communicated in writing.

1.2 Probation Period

New employees will undergo a probation period of 6 months to assess their performance and suitability for the role. During this period, either party may terminate the employment with 2 weeks' notice without any obligations beyond the salary for the notice period. At the end of the probation period, a review will be conducted to confirm continued employment.

1.3 Job Descriptions and Expectations

Each employee will receive a detailed job description outlining their roles and responsibilities. Employees are expected to adhere to these responsibilities and meet the performance standards set by the company. Any changes to job responsibilities will be communicated formally by the management.

1.4 Employment Categories

The company categorizes employment as full-time, part-time, temporary, or contract-based:

- **Full-time employees:** Work at least 40 hours per week and are eligible for full benefits.

- **Part-time employees:** Work less than 30 hours per week and may be eligible for some benefits.
- **Temporary employees:** Hired for a specific project or time period, with employment ending upon project completion.
- **Contract-based employees:** Engage with the company on a project or task basis and are subject to the terms of their contract.

1.5 Employment Verification

The company may conduct background checks, reference checks, and verification of qualifications as part of the hiring process. Employees must provide accurate information during the recruitment process.

2. Compensation

2.1 Salary

Salaries are paid on the 25th of each month via bank transfer. Salary reviews will be conducted annually based on performance appraisals, market rates, and the financial health of the company. Any salary adjustments will be communicated in writing.

2.2 Stipend

Interns and trainees may receive a stipend during their training period. The stipend amount, frequency of payment, and terms will be specified in the offer letter. The company reserves the right to adjust or discontinue the stipend based on performance or other relevant factors.

2.3 Bonuses

Performance-based bonuses may be awarded at the discretion of management. Bonuses are typically awarded annually and are based on individual performance, team performance, and the company's financial performance. The criteria for bonuses will be communicated to employees annually.

2.4 Deductions

The company will make necessary deductions from employee salaries, including taxes, social security contributions, health insurance premiums, and any other

statutory deductions required by law. Employees will be provided with a detailed breakdown of these deductions in their pay slips.

2.5 Pay Increases

Annual pay increases are based on performance appraisals, market conditions, and the company's financial health. Employees who consistently exceed expectations may be eligible for higher pay increases. Pay increases are communicated during annual performance reviews.

2.6 Overtime Compensation

Overtime work may be required in certain situations and will be compensated in accordance with company policy. All overtime must be pre-approved by the employee's supervisor and will be compensated at 1.5 times the regular hourly rate. Non-exempt employees are eligible for overtime pay as per legal requirements.

2.7 Equity Compensation

Eligible employees may participate in the company's equity compensation plan, which includes stock options or restricted stock units. The terms of the equity compensation plan will be detailed in the employee's contract or a separate equity agreement.

3. Working Hours and Attendance

3.1 Working Hours

The standard working hours are from 9:00 AM to 6:00 PM, Monday to Friday. Employees are expected to be punctual and maintain regular attendance. Exceptions to the standard working hours may be approved by management based on operational requirements.

3.2 Overtime

Overtime work may be required in certain situations and will be compensated in accordance with company policy. All overtime must be pre-approved by the employee's supervisor. Overtime will be compensated at 1.5 times the regular hourly rate for non-exempt employees.

3.3 Attendance Policy

Employees must adhere to the attendance policy and notify their supervisor in case of any absence. Unauthorized absences or frequent tardiness may result in disciplinary action, including written warnings or termination. Employees are required to report to work on time and maintain an attendance record with no more than 3 tardies in a month.

3.4 Flexible Working Hours

The company offers flexible working hours to accommodate employees' personal needs, subject to approval by their supervisor. Employees must ensure that their work commitments are met, and any adjustments to working hours must not affect their performance or the team's productivity.

3.5 Remote Work

Employees may be eligible to work remotely based on the nature of their role and with prior approval. Remote work policies and expectations will be outlined in the remote work agreement, which must be signed by both the employee and their supervisor. Remote employees are expected to maintain the same level of productivity and professionalism as they would in the office.

3.6 Breaks and Meal Periods

Employees are entitled to a 1-hour lunch break and two 15-minute breaks during the workday. Breaks should be taken in a manner that does not disrupt business operations. The timing of breaks may vary depending on department needs.

3.7 Timekeeping

Employees are responsible for accurately recording their working hours. Timekeeping records will be used to calculate pay, including overtime. Falsification of time records is considered a serious offense and may result in disciplinary action.

4. Holidays and Leave

4.1 Public Holidays

The company observes the following public holidays: New Year's Day, Independence Day, Thanksgiving, Christmas, and other state-recognized holidays. These are paid holidays for all eligible employees. If a holiday falls on a weekend, the company may designate an alternate day off.

4.2 Annual Leave

Employees are entitled to 20 days of paid annual leave per year. Leave requests must be submitted at least 2 weeks in advance and approved by the employee's supervisor. Annual leave is accrued monthly and cannot be carried over to the next year without prior approval.

4.3 Sick Leave

Employees are entitled to 10 days of paid sick leave per year. Sick leave may be used for the employee's illness or injury, or to care for an immediate family member. A medical certificate is required for absences exceeding 3 consecutive days. Unused sick leave may be carried over to the next year.

4.4 Maternity/Paternity Leave

The company provides 12 weeks of paid maternity leave and 4 weeks of paid paternity leave in accordance with local labor laws. Employees must provide at least 4 weeks' notice before taking maternity/paternity leave. Additional unpaid leave may be granted upon request.

4.5 Bereavement Leave

Employees are entitled to 5 days of paid bereavement leave in the event of the death of an immediate family member. Additional leave may be granted on a case-by-case basis, subject to approval by the HR department.

4.6 Unpaid Leave

Employees may request unpaid leave for personal reasons. Unpaid leave is granted at the discretion of management and must be requested at least 4 weeks in advance. The duration of unpaid leave will be determined based on the employee's circumstances and the operational needs of the company.

4.7 Jury Duty and Witness Leave

Employees will be granted paid leave to serve on a jury or as a witness in a legal proceeding. Employees must provide advance notice of their jury duty or witness obligation and provide a copy of the jury summons or subpoena to their supervisor.

4.8 Military Leave

The company supports employees who serve in the military and provides leave in accordance with applicable laws. Employees who are called to active duty or

training must notify their supervisor and provide documentation of their military orders.

4.9 Parental Leave

In addition to maternity and paternity leave, employees may be eligible for parental leave to bond with a new child. Parental leave is available to both mothers and fathers and can be taken within the first year after the child's birth or adoption. Parental leave policies will comply with local labor laws.

5. Employee Benefits

5.1 Health Insurance

The company offers health insurance coverage to all full-time employees. The coverage includes medical, dental, and vision plans. Details of the coverage and the provider will be provided upon commencement of employment. Employees may choose to enroll their dependents in the health insurance plan, subject to additional premiums.

5.2 Retirement Benefits

Employees are eligible to participate in the company's 401(k) retirement plan after completing 6 months of service. The company matches employee contributions up to 5% of their salary. Employees are encouraged to plan for their retirement by taking advantage of the company's retirement plan.

5.3 Employee Assistance Program

The company provides an Employee Assistance Program (EAP) to support employees' mental and emotional well-being. The EAP offers confidential counseling services, legal assistance, financial advice, and other resources to help employees manage personal and work-related challenges.

5.4 Professional Development

The company encourages continuous learning and offers professional development opportunities. Employees may be eligible for reimbursement for approved courses, workshops, and certifications. Professional development must be aligned with the employee's role and approved by management.

5.5 Wellness Programs

The company offers wellness programs to promote a healthy lifestyle. This includes gym memberships, fitness classes, health screenings, and wellness challenges. Participation in wellness programs is voluntary but highly encouraged.

5.6 Transportation Benefits

Employees may be eligible for transportation benefits, including public transportation passes or parking allowances. The company may also offer a shuttle service or reimburse employees for commuting expenses. Details of transportation benefits will be provided by the HR department.

5.7 Life and Disability Insurance

The company provides basic life and disability insurance coverage to all full-time employees at no cost. Employees may choose to purchase additional coverage or enroll in supplemental insurance plans offered by the company.

5.8 Childcare Assistance

The company offers childcare assistance to employees with young children. This may include on-site childcare, childcare vouchers, or reimbursement for childcare expenses. Childcare assistance programs will vary depending on location and availability.

6. Code of Conduct

6.1 Professionalism

Employees are expected to maintain a high standard of professionalism at all times. This includes adhering to the company's dress code, behaving respectfully towards colleagues, fulfilling job responsibilities with integrity, and representing the company positively in all interactions.

6.2 Anti-Discrimination Policy

The company is committed to providing a work environment free from discrimination and harassment. All employees are expected to treat each other with respect, regardless of race, gender, religion, age, sexual orientation, disability, or other protected characteristics. Discrimination or harassment will not be tolerated and may result in disciplinary action.

6.3 Confidentiality

Employees must maintain the confidentiality of company information and not disclose it to unauthorized parties. Confidential information includes, but is not limited to, financial data, customer information, intellectual property, and internal communications. Breaches of confidentiality may result in disciplinary action, up to and including termination.

6.4 Conflict of Interest

Employees must avoid situations where their personal interests conflict with the interests of the company. Any potential conflicts of interest must be disclosed to management immediately. Employees should not engage in activities that could compromise their ability to perform their job duties impartially.

6.5 Use of Company Property

Employees are responsible for the proper use of company property, including computers, phones, vehicles, and office supplies. Misuse of company property, including unauthorized personal use, may result in disciplinary action. Employees are also responsible for the security of company property and should report any loss or damage immediately.

6.6 Social Media Policy

Employees must use social media responsibly and refrain from posting any content that could harm the company's reputation. Any mention of the company on social media should be in line with company values and policies. Employees should not disclose confidential information or make unauthorized statements on behalf of the company.

6.7 Dress Code

Employees are expected to dress appropriately for the workplace. The dress code may vary depending on the department and role, but generally, business casual attire is required. Employees should consult their supervisor or HR department if they have questions about appropriate attire.

6.8 Drug and Alcohol Policy

The company maintains a drug-free workplace. Employees are prohibited from using, possessing, or being under the influence of illegal drugs or alcohol during working hours. The company reserves the right to conduct drug and alcohol testing

in accordance with applicable laws. Violations of this policy may result in immediate termination.

6.9 Anti-Bribery and Corruption

The company is committed to conducting business ethically and in compliance with all applicable laws. Employees must not offer, give, solicit, or accept bribes or other forms of improper payments. Any suspicion of bribery or corruption must be reported to the HR department immediately.