Standard Operating Procedures (SOP) for [Kalinga Aerospace Private Limited](#)

1. Product Development SOP

1.1 Idea Generation Stage

Objective: Outline the process for generating and documenting new product ideas.

Steps:

1. Brainstorming Sessions: Conduct regular brainstorming sessions involving relevant teams.
2. Documentation: Record all ideas in a standardised format.
3. Initial Screening: Perform an initial feasibility check to filter out impractical ideas.

1.2 Idea Validation Stage

Objective: Validate the feasibility and potential of the proposed ideas.

Steps:

1. Theoretical Analysis: Assess the technical and market feasibility of the ideas.
2. Validation Report: Create a validation report detailing the findings and conclusions.

1.3 Funding and Resource Assessment Stage

Objective: Determine the financial and material resources required for the validated ideas.

Steps:

1. Cost Estimation: Calculate the needed funding, including materials, labour, and overheads.
2. Resource Inventory: Check existing resources and identify additional requirements.

3. Funding Request: Submit a detailed funding request to the CFO.

1.4 Project Approval Stage

Objective: Obtain approval from the executive team to proceed with the project.

Steps:

1. Executive Review: Present the project proposal to the CEO, CFO, and CTO for review.
2. Approval Documentation: Obtain formal approval and document it.

1.5 Development and Implementation Stage

Objective: Develop and implement the product.

Steps:

1. Team Assignment: Assign roles and responsibilities to the development team.
2. Development Plan: Create a detailed project plan with timelines and milestones.
3. Execution: Follow the project plan and regularly update the status.

1.6 Marketing and Sales Stage

Objective: Market the product and manage sales.

Steps:

1. Marketing Strategy: Develop a marketing strategy and plan.
2. Sales Training: Train the sales team on the product features and benefits.
3. Launch: Execute the marketing plan and launch the product.

1.7 Post-Launch Evaluation Stage

Objective: Evaluate the product's performance and decide on further actions.

Steps:

1. Performance Analysis: Assess the product's market performance and profitability.
2. Report to CFO: Prepare and submit a performance report to the CFO.
3. Executive Decision: The CFO and CEO decide on the future of the product based on its performance.

1.8 Project Execution and Reporting

Objective: Ensure all projects are executed with thorough planning and adherence to procedures.

Rules:

1. Detailed Project Report (DPR): Every project must have a DPR outlining objectives, timelines, resources, and procedures.
2. Compliance: Projects must comply with the company's standard operating procedures.
3. Regular Updates: Project status updates must be provided regularly to the relevant stakeholders.

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2. Licensing SOP

2.1 Identification of Required Licenses

Objective: Identify all necessary licenses and permits required for operations.

Steps:

1. Regulatory Research: Research local, national, and international regulations.
2. License Checklist: Create a checklist of all required licenses and permits.

2.2 Application Process

Objective: Apply for the necessary licenses and permits.

Steps:

1. Document Preparation: Gather all required documentation for applications.
2. Submission: Submit applications to the relevant authorities.
3. Follow-Up: Track the status of applications and address any issues promptly.

2.3 Compliance Monitoring

Objective: Ensure ongoing compliance with all regulatory requirements.

Steps:

1. Regular Audits: Conduct regular compliance audits.
2. Renewals: Track renewal dates and ensure timely renewals of licenses and permits.

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3. Appointment of Board Directors and Major Positions SOP

3.1 Purpose and Scope

Purpose: Establish a clear, transparent, and fair process for appointing board directors and major positions through internal elections.

Scope: Applies to all major executive positions, including CEO, CFO, CTO, CMO, COO, Vice Presidents, and Directors of each department.

3.2 Election Eligibility and Voter Criteria

1. Shareholder Requirement: Only shareholders holding at least 2% of the company's shares are eligible to vote.
2. Candidate Criteria:
   - Candidates must demonstrate relevant experience and qualifications for the position.
   - Must be a current employee or board member of Kalinga Aerospace Private Limited.

3.3 Election Schedule

1. Frequency: Elections will be held annually.
2. Timeline: A detailed election timeline will be announced 3 months before the election date, including the nomination period, campaign period, and voting period.

3.4 Nomination Process

1. Announcement: Official announcement of the start of the nomination process.

2. Submission: Eligible candidates must submit their nominations within the specified period.
3. Verification: Nominations will be verified by an Election Committee to ensure eligibility.

3.5 Campaign Guidelines

1. Campaign Period: Defined period during which candidates can campaign.
2. Code of Conduct: Candidates must adhere to a code of conduct to ensure fair campaigning. Negative campaigning or personal attacks are prohibited.
3. Communication Channels: Utilize approved company communication channels for campaign messages.

3.6 Voting Process

1. Voting Method: Voting will be conducted through a secure online platform to ensure transparency and confidentiality.
2. Voter Registration: Eligible voters must register on the platform prior to the voting period.
3. Vote Casting: Voters can cast their votes during the designated voting period.
4. Vote Counting: Votes will be counted electronically, and results will be verified by the Election Committee.

3.7 Election Results

1. Announcement: Results will be announced within 48 hours after the voting period ends.
2. Winning Criteria: The candidate with the highest number of votes in each category will be declared the winner.
3. Official Declaration: The Election Committee will officially declare the elected candidates.

3.8 Post-Election Procedures

1. Transition Plan: A transition plan will be implemented to ensure a smooth handover of responsibilities.
2. Orientation: Newly elected officials will undergo an orientation program to familiarize themselves with their roles and responsibilities.
3. Documentation: Election results and related documentation will be archived for future reference.

3.9 Roles and Responsibilities

1. Election Committee: Responsible for overseeing the entire election process, ensuring fairness, and addressing any disputes.
    ○ Company Chairman: By default, will be the head of the Election Committee.
2. Board of Directors: Provide oversight and ensure compliance with election procedures.
3. HR Department: Assist in the nomination verification and orientation process.

3.10 Conflict Resolution

1. Dispute Resolution: Any disputes or grievances related to the election process will be addressed by the Election Committee.
2. Appeal Process: Candidates or voters may appeal decisions to the Board of Directors for final resolution.

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4. Executive Roles and Responsibilities SOP

4.1 CEO Responsibilities

Objective: Outline the primary duties and responsibilities of the CEO.

Duties:

1. Strategic Planning: Develop and implement the company's strategic vision.
2. Executive Decisions: Make high-level decisions regarding the direction of the company.
3. Stakeholder Management: Communicate with stakeholders, including the board of directors and investors.

4.2 CFO Responsibilities

Objective: Define the key responsibilities of the CFO.

Duties:

1. Financial Planning: Oversee the company's financial planning and risk management.
2. Budget Management: Approve budgets and funding requests.
3. Financial Reporting: Ensure accurate and timely financial reporting.

4.3 CTO Responsibilities

Objective: Detail the responsibilities of the CTO.

Duties:

1. Technology Strategy: Develop and implement the company's technology strategy.
2. Technical Oversight: Oversee the development and implementation of technological solutions.
3. Innovation: Foster a culture of innovation and continuous improvement.

4.4 COO Responsibilities

Objective: Specify the key roles of the COO.

Duties:

1. Operations Management: Oversee day-to-day operations and ensure efficiency.
2. HR Management: Manage the hiring process and employee relations.
3. Policy Implementation: Ensure company policies are effectively implemented and followed.

4.5 CMO Responsibilities

Objective: Outline the main duties of the CMO.

Duties:

1. Marketing Strategy: Develop and execute marketing strategies.
2. Brand Management: Oversee brand development and management.
3. Sales Oversight: Manage the sales team and strategies to achieve sales targets.

4.6 Performance Review and Reporting

Objective: Establish a process for performance review and reporting by executives.

Steps:

1. Regular Reviews: Conduct regular performance reviews of executives.
2. Reporting: Prepare detailed reports on performance and submit to the board

5. Office Behavior Rules and Regulations

5.1 General Conduct

Objective: Ensure respectful and professional behaviour among all employees, from the Chairman and CEO to entry-level workers.

Rules:

1. Respect: Every employee must treat each other with respect and dignity.
2. Professionalism: Maintain a high standard of professionalism in all interactions.
3. Equality: Ensure fair and equal treatment for all employees, irrespective of their position or tenure.

5.2 Sexual Assault Policy

Objective: Establish strict rules and consequences for any form of sexual assault or harassment within the company.

Rules:

1. Zero Tolerance: The company has a zero-tolerance policy towards sexual assault and harassment.
2. Reporting Mechanism: Any employee experiencing or witnessing sexual assault must report it immediately to the HR department.
3. Investigation: All complaints will be thoroughly investigated by a designated committee.
4. Consequences:
   - Harsh Penalties: Any individual found guilty of sexual assault or harassment will face severe disciplinary action, including termination and legal action.
   - Legal Action: The company will support legal proceedings against the offender.
5. Non-Retaliation: There will be no retaliation or blackmail against employees who report such incidents.

5.3 Anti-Blackmail Policy

Objective: Prevent any form of blackmail within the company.

Rules:

1. **No Blackmail**: Blackmailing employees to perform tasks or withhold information is strictly prohibited.
2. **Reporting**: Any instance of blackmail should be reported to the HR department.
3. **Disciplinary Action**: Individuals engaging in blackmail will face disciplinary action, which may include termination.

5.4 Project Execution and Reporting

Objective: Ensure all projects are executed with thorough planning and adherence to procedures.

Rules:

1. **Detailed Project Report (DPR)**: Every project must have a DPR outlining objectives, timelines, resources, and procedures.
2. **Compliance**: Projects must comply with the company's standard operating procedures.
3. **Regular Updates**: Project status updates must be provided regularly to the relevant stakeholders.

5.5 Liability and Legal Responsibility

Objective: Clarify the company's stance on legal liabilities and employee responsibilities.

Rules:

1. **Individual Liability**: Employees are individually liable for their actions and legal consequences resulting from personal misconduct.
2. **Company Liability**: The company is not liable for legal cases against individual employees due to their misconduct.
3. **Compensation for Losses**: Employees responsible for causing damage to company property will bear the cost. This may be deducted from their salary or other benefits.

5.6 Enforcement

Objective: Ensure strict adherence to the rules and regulations.

Rules:

1. Compliance Monitoring: Regular audits and checks to ensure compliance with the rules.
2. Disciplinary Measures: Immediate and appropriate action against non-compliance.
3. Training and Awareness: Regular training sessions to educate employees about the rules and their importance.

By implementing these rules and regulations, Kalinga Aerospace Private Limited aims to maintain a safe, respectful, and productive work environment for all employees.

6. Attendance and Punctuality

Objective: Ensure all employees adhere to set working hours and maintain punctuality.

6.1 Reporting Time

Rules:

- Fixed Duty Hours: All employees, including directors, freshers, and senior leaders, must report between 9:00 AM and 9:30 AM.
- Work from Home: Employees working remotely must have their cameras on from 9:00 AM until the end of their duty time, which is 5:30 PM.

6.2 Delays and Consequences

Rules:

- Relevant Reason: Any delay in reporting time must have a valid reason.
- Investigation: Repeated delays will trigger an investigation.
- Making Up Time: Employees who report between 9:30 AM and 9:45 AM must make up the delayed time.
- Chronic Lateness: Employees consistently late after 9:30 AM for more than a week will face additional scrutiny and may need to work extra hours to compensate.
- Extended Delays: Reporting time past 11:00 AM must be covered by staying late to ensure the delayed time is compensated.

6.3 Office Hours and Overtime

Rules:

- Closing Time: The standard office closing time is 5:30 PM.
- Extra Time Work: If an employee works extra time assigned by the CTO or another director, overtime pay will be provided only if the extra time is not compensating for late reporting.
- Overtime Compensation: Any work done after 6:00 PM will be considered overtime and must be compensated accordingly.

6.4 General Conduct

Rules:

- Equal Treatment: All employees, from the CEO to entry-level workers, must treat each other respectfully and equally.
- No Dominance: No dominance or unfair treatment is allowed. Every employee should feel valued and respected.
- Adherence to Code of Conduct: Employees must follow the established code of conduct and behaviour policies.

7. Employee Evaluation and Point System

Objective: Implement a fair and transparent evaluation system to grade employees based on their contributions to projects.

7.1 Point System for Project Contributions

Rules:

- Grading System: Employees will be graded on a five-star system based on their contributions to specific tasks.
- Task Specific Grading: Examples of specific tasks include:
    - Designing satellite structures
    - Developing solar panels
    - Creating communication systems
    - Working on camera systems
    - Managing payload systems
    - Engineering valves, aerodynamics, and origami components

7.2 Awarding Stars

Rules:

- Successful Completion: After the successful completion of a project, employees will be awarded stars based on their contributions.
- Maximum Stars: Each project contribution can earn up to five stars.
- Promotion Criteria: Employees maintaining five stars for the financial year will be considered for promotion.
- Exceptional Performance: In rare cases, employees with consistently high performance may be promoted within 1-2 months.

7.3 Star Deduction

Rules:

- Project Failure: If a project fails, the employees' stars may be deducted.
- Maximum Deduction: Star deductions will not exceed one star per project.
- Negative Stars: The minimum rating can go down to negative one star.

7.4 Director Eligibility

Rules:

- Star Maintenance: Employees must maintain a five-star rating for more than six months to be eligible for director positions.
- Inactivity: If an employee is not involved in any project for more than two months, their stars will be deducted.

7.5 Transparency and Fairness

Rules:

- Regular Updates: Employees will receive regular updates on their star ratings and performance.
- Feedback: Constructive feedback will be provided to help employees improve their performance and maintain high standards.

8. Health and Safety SOP for Kalinga Aerospace Private Limited

Objective: Ensure the health and safety of all employees working on rocket and satellite projects.

8.1 Mandatory Safety Gear

Rules:

- Lab Coats and Aprons: Employees must wear company-provided lab coats and plastic aprons.
- Protective Gear: Additional protective gear as required by specific tasks must also be worn.

8.2 Sanitation Protocols

Rules:

- Sanitation Chamber: All employees must pass through a sanitation chamber before entering any manufacturing unit.
- Mandatory Sanitization: Sanitation is required for all employees, visitors, and delegates before accessing any company property.

8.3 Entry Screening

Rules:

- Sanitation Compliance: Entry to manufacturing units is allowed only after completing the sanitation process.
- Screening: A strict screening process must be followed to ensure compliance with health and safety standards.

8.4 Health Insurance

Rules:

- CTC Inclusion: Health insurance must be included in the Cost to Company (CTC) package for all employees.
- Coverage Limit: Health insurance coverage should not exceed 10% of the employee's CTC.
- Insurance Continuity: Employees must utilize the health insurance provided and cannot opt out while working with the company.
- Compensation on Leaving: If an employee leaves the company, they must compensate the remaining insurance payment provided by the company.
- Penalty and Fees: Any penalties or fees incurred due to leaving the company before the insurance term ends must be borne by the employee.

- Due Payments: Any due payments for their insurance must be settled by the employee upon leaving the company.

9. Data Security and Communication Policy

9.1 Usage of AI Modules

Rules:

- Prohibited AI Tools: Employees must not use freely available online AI modules or chatbots.
- Approved AI Tools: Use only company-made AI tools or those hosted locally on the company's systems.
- Efficiency Tools: Preference should be given to AI tools developed and maintained by Kalinga Aerospace.

9.2 File Transfer and Data Sharing

Rules:

- Sensitive Information: Do not upload or share company-sensitive information (e.g., patents, documentation, guides) on social media, including WhatsApp or personal email.
- File Transfer Protocols: Use FTP (File Transfer Protocol) for local file transfers.
- Senior Approval: Always seek approval from senior staff before transferring files.

9.3 Communication Systems

Rules:

- Secure Communication: Use only approved, secure communication systems. If systems are down, use offline methods like USB drives for file transfer.
- Patent and Documentation Security: Ensure all patents and sensitive documents remain within the company.
- Whistleblower Protection: Strict legal action and penalties will apply to employees leaking sensitive information. Confidential settlements outside of court are preferred.

9.4 Data Breach Protocol

Rules:

- Immediate Response: In the event of a data breach, disconnect all network connections and power off affected devices using UPS and inverters.
- File Security: Prioritize securing crucial files that are vital to the company's future.
- Responsibility: Project directors, team leaders, senior leaders, vice presidents, CEO, and CTO must handle the breach response.

9.5 Communication Language

Rules:

- Primary Language: English is the preferred communication language for its global reach.
- Secondary Language: Hindi and Odia can be used, and regional languages may be used in local offices.
- Language Barriers: The company will provide translation services for employees facing language barriers.

9.6 Legal and Financial Responsibility

Rules:

- Insurance Compensation: Employees leaving the company must be compensated for any remaining health insurance payments provided by the company.
- Penalties and Fees: Any penalties or fees due to early departure must be borne by the employee.
- Due Payments: Employees must settle any due insurance payments upon leaving the company.

10. Dress Code Policy

10.1 General Dress Code

Rules:

- Formal Attire: Employees must wear normal formal dresses.
- Traditional Attire: Traditional dresses are allowed as long as they adhere to the guidelines.
- Prohibited Clothing: Revealing or sexually explicit clothing is strictly prohibited. Maximum body coverage is required.

- Informal Attire: Casual attire is permitted as long as it meets the company's standards of decency and professionalism.

10.2 College and School Interns

Rules:

- Institutional Dress Code: College or school students coming for internships or training must wear their institution's dress to be easily identified.
- Lack of Institutional Dress Code: If the institution does not have a specific dress code, students must adhere to Kalinga Aerospace's dress code rules.

10.3 Guidelines for Acceptable Attire

Criteria:

- Proper Manner: Clothes should be neat and presentable.
- Respectful: Attire should be respectful and not offensive to others.
- Coverage: Clothes must cover the maximum part of the body, avoiding sexually revealing outfits.

10.4 Informal Dress Code

Rules:

- Non-Formal Clothing: Employees may wear informal attire, such as T-shirts, jeans, and casual shoes.
- Printed Shirts: Shirts with prints are allowed, including those featuring cartoons, anime characters, or superheroes, as long as they are tasteful and appropriate.
- Offensive Content: Clothing must not display any offensive language, slang, or inappropriate content in any language.
- Respectful Imagery: Images and text on clothing should not be offensive or disrespectful to any group or individual.

10.5 Prohibited Attire

List of Prohibited Clothing:

- Revealing Clothing: Clothes that are too tight, too short, or expose excessive skin.
- Offensive Prints: Clothing with offensive language, slurs, or inappropriate images.
- Inappropriate Symbols: Any clothing displaying hate symbols, gang affiliations, or discriminatory imagery.

10.6 General Guidelines for All Employees and Interns

General Rules:

- Professional Appearance: All employees should maintain a professional appearance, appropriate to their roles.
- Personal Hygiene: Employees should practice good personal hygiene and ensure their clothes are clean and well-maintained.
- Safety Compliance: Employees must adhere to any additional dress code requirements related to health and safety in specific work areas.

11. Conflict Resolution Policy

11.1 General Conflict Resolution

Rules:

- Internal Resolution: Conflicts should be resolved internally whenever possible through dialogue and negotiation.
- Legal Action: If internal resolution fails, legal action will be pursued by the legal department, adhering to local laws and regulations.

11.2 Intellectual Property and Patent Issues

Rules:

- Unauthorized Use: If our logo, patent, technology, or any intellectual property is used without permission, legal action will be taken.
- Settling Outside Court: Parties wishing to settle outside court must contact our legal department. Alternatively, they can reach out to the Chief Managing Officer (CMO), Chief Operating Officer (COO), or Chief Executive Officer (CEO).

11.3 Payment Disputes

Rules:

- Delayed Payments: Any disputes regarding delayed payments will be addressed by the legal department.

- Resolution Process: Affected parties can contact the legal department or relevant officers (CMO, COO, CEO) to resolve payment disputes outside of court.

11.4 Unauthorized Use of Media

Rules:

- Credit and Usage: If our media (videos, images, etc.) is used without giving proper credit, legal action will be taken.
- Settling Outside Court: To settle such disputes outside court, parties should contact the legal department or relevant officers (CMO, COO, CEO).

11.5 Communication Channels for Conflict Resolution

Channels:

- Legal Department: Primary contact for initiating conflict resolution and legal actions.
- Chief Managing Officer (CMO): Secondary contact for resolving conflicts.
- Chief Operating Officer (COO): Secondary contact for resolving conflicts.
- Chief Executive Officer (CEO): Secondary contact for resolving conflicts.
- Directors: Available for conflict resolution when primary contacts are not available.

11.6 Common Types of Conflicts and Resolution Approaches

Types of Conflicts:

- Internal Disputes: Conflicts among employees, resolved through HR mediation.
- Intellectual Property Infringement: Unauthorized use of patents or technology, addressed through legal channels.
- Payment Disputes: Issues with payments to or from the company, handled by the finance and legal departments.
- Media Usage Conflicts: Unauthorized use of company media, addressed through legal action.

Resolution Approaches:

- Dialogue and Negotiation: First step in resolving conflicts, promoting understanding and agreement.
- Legal Mediation: Involves legal department intervention for more formal resolution.
- Court Action: Pursued when internal and mediation efforts fail, ensuring compliance with local laws.

12. IT Usage Policy

12.1 General Usage

- Access: All employees are free to use company internet services for work-related tasks and general office functions.
- Maintenance: Employees should ensure proper usage and maintenance of IT resources. If issues arise, such as slow internet speed, they should contact the ICTO (Information and Communications Technology Officer) Office or the Chief Technology Officer (CTO).

12.2 External Access

- Employee Sharing: Employees may share internet access with fellow employees but not with third parties or visitors.
- Visitor Access: Visitors are not allowed to use the company's private Wi-Fi. They should use public Wi-Fi if available.

12.3 Security and Password Sharing

- Data Protection: It is essential to keep data protected and the IT environment encrypted and secure.
- Password Sharing: The company's private Wi-Fi passwords should not be shared with non-employees or visitors.
- Interns: Interns must use public Wi-Fi or the designated intern network. They are not permitted to use the employee network connected to private servers unless supervised and with explicit permission from a director or higher office.

12.4 Permissions and Consequences

- Permission for Use: If interns or visitors need to use the employee Wi-Fi, they must obtain permission from a director, CTO, or other senior officers, specifying the reason for access.
- Supervised Access: Any granted access should be highly supervised.
- Legal Actions: Unauthorized sharing of Wi-Fi passwords or network access will lead to legal action and potential deduction of performance stars.
- Accountability: If a data breach occurs due to unauthorized access, responsible employees, directors, or officers will face consequences after investigation.

12.5 IT Support

- Contact Points: For any IT-related issues, employees should first contact the ICTO Office. If unresolved, they should escalate the matter to the CTO or relevant directors for resolution.

13. Training and Development Policy

13.1 Expenses and Sponsorship

- New Employee Training: All expenses for training new employees will be covered by the company or their respective institutions.
- Interns and Students: Training for interns, school, and college students will also be funded by the company or their institutions.
- Potential Employees: Individuals identified as potential valuable assets will receive training funded by the company's resources and supervised directly by the Chief Executive Officer (CEO).

13.2 Improvement Opportunities

- Continuous Improvement: There will always be opportunities for improvement, and employees will be given second chances to enhance their skills and performance.
- Supervision and Support: Training will be supervised and supported by senior management to ensure effectiveness and growth.

13.3 Incentives and Rewards

- Bonuses and Gifts: Employees who complete training and development programs successfully will receive bonuses and gifts as recognition for their efforts.
- Performance-Based Rewards: Outstanding performance during and after training will be rewarded with additional incentives, promoting a culture of excellence.

13.4 Collaboration and Teamwork

- Co-Living Together: Emphasis on fostering a collaborative and supportive environment where employees work together for mutual development and the company's success.
- Team Development: Regular team-building activities and workshops will be organized to strengthen teamwork and camaraderie among employees.

13.5 Major Details and Policies

- Funding and Resources: All training programs will be well-funded with appropriate resources to ensure comprehensive skill development.
- Monitoring and Evaluation: Regular monitoring and evaluation of training programs to assess effectiveness and implement improvements.
- Feedback Mechanism: A feedback mechanism will be in place to gather inputs from trainees and trainers to continuously refine the training programs.
- Career Growth: Training and development programs will be aligned with career growth paths, ensuring employees see a clear progression within the company.

This Training and Development Policy ensures that all employees, interns, and potential recruits receive the necessary training to excel in their roles, fostering a culture of continuous improvement and mutual growth within Kalinga Aerospace Private Limited.

14. Expense Reimbursement Policy

14.1 Travel Expenses

- Company-Sponsored Travel: Any travel undertaken by an employee for company purposes will be fully reimbursed by the company.
- Accommodation and Meals: Expenses for accommodation and meals during business trips will also be covered by the company.

14.2 Daily Allowance

- Lunch Provision: The company will provide a daily lunch for employees, which will be included in the Cost to Company (CTC). Lunch will be available in the cafeteria or a nearby café.
- Monthly Allowance: Employees will receive a monthly allowance of up to ₹3000 for snacks such as tea, coffee, pastries, burgers, etc. This allowance should not exceed ₹3000 per employee per month.

14.3 Budget Constraints

- Adjustment Clause: If the company faces budget constraints or financial difficulties, the food allowance may be adjusted or reduced as needed. The company reserves the right to modify this clause as per the financial situation.

14.4 Flexibility in Policy

- Policy Changes: The company reserves the right to amend any rules or policies, including the Expense Reimbursement Policy, to adapt to changing circumstances and ensure the best interests of the company and its employees are maintained.

15. Visitor Management Policy

15.1 General Guidelines

- Limited Access: Visitors are allowed limited access to the office space. They cannot enter restricted or unauthorized areas without proper permission.
- Respect for Rules: All visitors must respect and adhere to the company's rules and regulations while on the premises.
- Escorted Visits: Visitors must be escorted by an employee at all times when within the office premises.

15.2 Security and Safety Protocols

- Sanitation Process: All visitors must go through the sanitation chamber before entering any manufacturing or sensitive areas.
- Identification: Visitors must provide valid identification and sign in at the reception upon arrival.
- Visitor Badges: Visitors will be issued visitor badges, which must be worn at all times while on the premises.

15.3 Usage of Facilities

- No Access to Employee Wi-Fi: Visitors are not allowed to use the company's employee Wi-Fi. They can access public Wi-Fi if available.
- Supervised Usage: Any use of company facilities by visitors must be supervised by a responsible employee.

15.4 Liability for Damages

- Damage Responsibility: If a visitor causes damage to company property, especially expensive machines or equipment, they are liable for the cost of repair or replacement.
- Compensation: The visitor must compensate the company for any damages incurred during their visit.

15.5 Conflict Resolution

- Legal Actions: If any visitor is involved in using the company's logo or patents without permission, legal actions may be taken. Efforts will be made to resolve such conflicts outside of court when possible.
- Contact Information: Visitors can contact the legal department, Chief Managing Officer, or Chief Operating Officer for conflict resolution.

15.6 Communication and Conduct

- Language: Communication with visitors should be primarily in English or Hindi. If there is a language barrier, the company will provide translation services as needed.
- Respectful Conduct: Visitors must conduct themselves respectfully towards all employees and the company's environment.

16. Exit Procedure

16.1 Voluntary Resignation

- Free Will: Employees are free to join or leave the company at their discretion.
- Notice Period: Employees must provide a notice period of at least one month, or at least one week in urgent situations, before leaving the company.

16.2 Contractual Obligations

- Completion of Work: If an employee has contractual obligations or ongoing projects, they must complete their work before their exit is approved.
- Penalties: Failure to complete contractual obligations may result in penalties, and the company reserves the right to take legal action if the matter is sensitive.

16.3 Return of Company Property

- Surrender of Assets: All company assets, including laptops and equipment provided to the employee, must be returned during the exit procedure.
- Asset Inspection: The returned assets will be inspected to ensure they are in good condition.

16.4 Exit Documentation and Benefits

- Certificates and Gifts: Employees will receive certificates and possibly gifts in recognition of their service to the company.
- Insurance: If there are any outstanding insurance payments, the departing employee must bear the cost. The company will not be liable for any unpaid insurance amounts.

16.5 Rejoining the Company

- Reemployment: Employees who wish to return to the company after leaving are welcome to reapply and may be rehired based on the company's current needs and their previous performance.

16.6 Legal and Financial Obligations

- Penalties for Non-Compliance: If an employee leaves without fulfilling contractual obligations, they may be required to pay penalties.
- Legal Action: The company may pursue legal action if the employee's departure causes significant disruption or involves sensitive matters.
- Insurance Cancellation: If an employee's insurance policy cannot be canceled upon leaving, the employee must bear the remaining cost. The company will inform employees of their insurance options at the time of joining.

This Exit Procedure ensures that the process of leaving Kalinga Aerospace Private Limited is smooth, respectful, and fair for both the company and the employee.

17. Social Media Use

17.1 Management and Responsibilities

- Department Handling: All social media handles will be managed by the Department of Media and Promotion.
- Quality Standards: Any content related to product launches, engine testing, or satellite projects must be published in high-definition quality.
- Timely Publication: It is the responsibility of the media department to ensure timely publication of patents, technologies, and other relevant content that has been commercially successful. These should be shared publicly through platforms like GitHub or other publicly available document centers.

17.2 Interaction and Communication

- Public Engagement: The media department should maintain good communication with followers on social media platforms to ensure a strong connection between the company and the public.
- Audience Feedback: The department should actively seek and report public opinions and suggestions to improve products to the company's higher authorities or project directors.

- Transparency: Ensuring transparency in communications and activities, the media department should accurately inform the public about the company's advancements and achievements.

17.3 Collaboration and Public Involvement

- External Collaboration: The media department is responsible for informing the company's higher authorities if any individual or organization expresses a desire to collaborate with Kalinga Aerospace through social media contacts.
- Feedback Loop: Any genuine suggestions or feedback from the public should be communicated to the relevant departments for potential implementation and improvement.

17.4 Content and Communication

- Consistent Messaging: Ensure all social media posts are consistent with the company's branding and messaging guidelines.
- Approval Process: All significant posts, especially those concerning new technologies or patents, should be reviewed and approved by higher authorities before publication.

17.5 Conduct and Policies

- Professionalism: The social media team should maintain a professional tone in all communications and interactions on social media platforms.
- No Sensitive Information: Employees should refrain from sharing any sensitive or confidential company information on personal or company social media accounts without proper authorization.

This policy ensures that Kalinga Aerospace Private Limited maintains a positive, professional, and transparent presence on social media, fostering strong connections with the public and potential collaborators.

18. Emergency Procedures

18.1 Compliance and Regulations

- Local Laws: All company buildings and manufacturing units must comply with local laws and regulations, including fire safety codes and emergency preparedness standards.

- Fire Department: Every corporate office and asset of the company must follow the regulations and guidelines set by the local fire department.

18.2 Fire Safety Systems

- Fire Systems: All company facilities must be equipped with functional fire alarms, fire extinguishers, sprinkler systems, and other necessary fire safety equipment.
- Regular Drills: Conduct regular fire drills and emergency evacuation drills to ensure all employees are familiar with emergency procedures.

18.3 Employee Safety

- Priority on Life: In the event of an emergency, the primary focus must be on saving lives. Employees' safety takes precedence over protecting sensitive equipment or data.
- Zero Casualty Policy: Aim for zero casualties by ensuring all employees are well-trained in emergency procedures and evacuation protocols.

18.4 Emergency Response Protocols

- Immediate Activation: In the event of a fire or other emergency, activate emergency response protocols immediately.
- Evacuation Routes: Clearly marked and unobstructed evacuation routes must be maintained in all facilities.

18.5 Safety during Testing and Manufacturing

- Radiation and Safety Distance: During rocket testing and other high-risk activities, ensure that a proper safety distance is maintained to protect against radiation and other hazards.
- Sanitation Systems: All satellite filters and clean rooms must have strict sanitation protocols to maintain safety and cleanliness.

18.6 Security and Monitoring

- Tight Security: Implement tight security measures in manufacturing environments, clean rooms, and during product testing to prevent unauthorized access and ensure safety.
- Engine Shut-Off Systems: Ensure that all testing environments have robust engine shut-off systems and other emergency stop mechanisms.

18.7 Emergency Equipment and Training

- Emergency Equipment: Keep first aid kits, emergency medical supplies, and other necessary equipment readily available in all facilities.
- Employee Training: Provide regular training for employees on how to use emergency equipment, perform first aid, and respond to different types of emergencies.

By adhering to these emergency procedures, Kalinga Aerospace Private Limited ensures a safe working environment, prioritizing the health and safety of all employees and minimizing risks during manufacturing and testing operations.