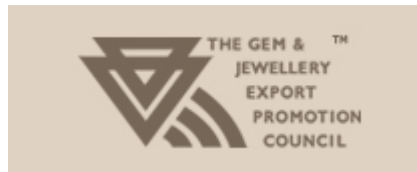


The Gem and Jewellery Export Promotion Council.



Employee Handbook

Release Date: December 10, 2007

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Note from Acting Executive Director

Dear Colleagues,

Council is happy to announce the introduction of Employee Handbook which will be your guide to day to day functioning and all types of procedures for working effectively in this esteemed organization.

The aim of this handbook will be to maximize employee motivation, continuous development of all individuals working in the organization, develop ownership of the activities and the commitment to the job being performed. This will enable us all to fulfill the mission and vision of the council and take this illustrious Gem & Jewellery industry of India to greater heights.

All the procedures and rules contained in this handbook are tried to be framed in such a manner so that they are free from ambiguity and irrelevance.

Please note that your day to day functioning will be strictly guided by these procedures and hence you are requested to carefully go through and abide by the same.

Good luck and all good wishes to have a great time as a co-worker in this organization.

Best Regards

Sd /-

Sabyasachi Ray

Acting Executive Director

2. Applicability

The rules and guidelines mentioned in this Handbook are binding on all employees of GJEPC who have joined on or after April 01, 1998.

The employees who have joined GJEPC before April 01, 1998 will continue to be bound by the service rules in force as per the agreement in 1998.

In case of any such employee willingly wanting to abide by the rules and guidelines of this Handbook, the employee can communicate the same through a written request to the Executive Director. On approval, the employee will no longer be bound by the services rules applicable since 1998 and will abide by the rules and guidelines mentioned in this handbook.

A detailed Human Resources Management Policy Manual is available with the Human Resources Manager. The same will be referred by the HR manager for all aspects related to the HR policies.

3. Modification, Addition or Deletion of clauses

From time to time necessary modifications can be made to the Policies by adding, deleting or changing specific clauses as the need may be.

Any such request for change will be put up to the Executive Director by the Human Resources Manager. The Executive Director in turn will consult and take necessary approval from the Chairman. On receiving the approval from Executive Director will instruct the Human resources Manager to make the amendments / modification and the same will be communicated to all the employees through a Notice/ Circular. The same will be binding on all employees of GJEPC.

4. Revision

The Human resources Management Policies will be reviewed periodically

5. Vision of GJEPC

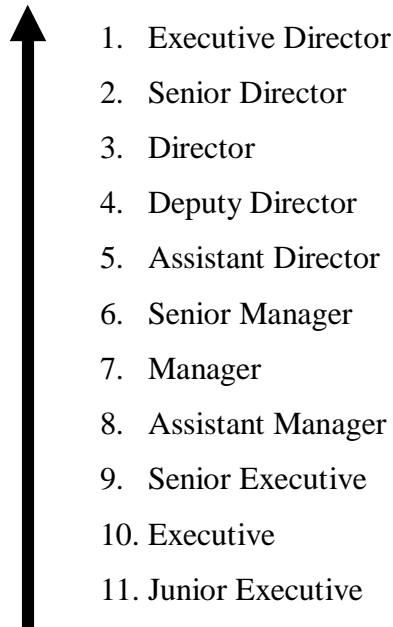
To make India the preferred Source for quality gems and jewellery

6. Mission of GJEPC

To enable every Indian associated with the Indian gems and Jewellery industry to achieve their full potential.

7. Employee Classification

The employees shall be classified as follows: (Hierarchy)



Office Staff

Daftary, Sr. Attendant, Attendant, Drivers

8. Confidential Information

Confidential information may be information in any form: e.g., written, electronic, oral, Overheard or observed. Confidential Information includes (among other things) internal information, trade related and financial information, and plans concerning the organization, and private information about our members, suppliers and employees.

Access to all information is granted on a “need to know basis”. A “need to know” is defined as information that is required in order to do the job.

During the daily work, an employee may be exposed to information that is considered strictly confidential. This information should not be discussed with anybody, including; other employees, trade members, vendors, family and friends.

Every employee must be alert to others overhearing professional discussions or an employee's behavior/performance.

Any inquiries from the media should be directed to the Executive Director. No employee in his official capacity should make any comment to the media with the consent of the Executive Director.

Information exclusively termed “Confidential” needs to be maintained at all times in Folders/Envelopes clearly marked “**CONFIDENTIAL**”. The folder also needs to carry the name/designation of the person in whose custody it rests and who can access it (in case of conditional access).

Extremely confidential Information like Personal Files and Financial Details need to be maintained in locked cupboard/safe. The keys to be in the custody of the Executive Director or any competent authority as directed by the Executive Director.

Disclosure of confidential information (willfully or otherwise) is a serious offence and strict disciplinary action will be initiated against employees found guilty.

9. Personnel Files

All employees’ personal records available with GJEPC will be maintained in their personnel files.

In addition to the personal records, the personnel file will also carry copies of any appreciation letters, reprimand letters, or any other relevant document issued to the person from time to time

A copy of all increment letters, incentive letters, and promotion letters will also be filed in the personnel file

9.1 Effecting Changes to personnel information

If there is any change in name, address, telephone number, marital status, and number of dependents, life insurance beneficiary designation, education and training, and/or person to notify in case of an emergency, the employee should contact the Human Resources Manager to complete the appropriate forms. The changes will be made accordingly.

All employee information is confidential and will not be released without the individual employee's permission. Only the Human Resources Manager or a Executive Director is authorized to provide employee information and employment verification.

Every employee is permitted to review his/her personnel record, and can obtain a copy of that record.

10. Employee Conduct and Disciplinary Rules

GJEPC is committed to a Standard of Excellence. The highest standard of ethics, honesty and professional behavior is expected from the employees of GJEPC.

The employees are expected to conduct themselves in a manner acceptable to the organization in and outside work such that it is not brought into disrepute.

10.1 Misconduct

Misconduct is broadly defined as behavior that does not meet the standard normally expected of an employee or which may have an adverse affect on their work, business relationships or the interests of the Organization.

10.2 Gross Misconduct

Gross Misconduct is generally seen as that is serious enough to destroy the employment relationship between employer and employee and make any further working relationship and trust impossible. It is normally restricted to serious allegations e.g. physical violence, theft, fraud or objectionable and/or insulting behavior towards superiors. Such behavior may justify dismissing an employee without notice (summary dismissal), even for a first breach of discipline.

Sexual Harassment will be considered as gross misconduct and appropriate and immediate action will be taken by the Executive Director and Chairman of GJEPC on receiving such a complaint.

If an employee feels she/he is being sexually harassed, the employee should inform the Human Resources Manager or the Regional Director or the Executive Director immediately.

10.3 The Warning Procedure

There are stages to the warning procedure. GJEPC reserves the right to initiate the warning procedure at any stage, or to jump stages, depending upon the circumstances of the case. Where this occurs, a warning letter will be issued.

10.3.1 First Written Warning

If a a serious breach of discipline is committed, or an offence is repeatedly committed despite earlier verbal warnings, or conduct does not meet standards acceptable to GJEPC, a first written warning will be given.

A copy of the warning will be kept on the employee's personal file.

10.3.2 Final Written Warning

If there is a significant breach of discipline which is insufficiently serious to justify dismissal or if following a first written warning there is failure to improve and/or further misconduct, final written warning will be given to the employee. This will give reason, the improvement required and the timescale, If any, for improvement. It will warn that dismissal will result if there is further misconduct, A copy of the warning will be kept on the employee's personal file.

10.4 Dismissal with Notice

Following a final written warning, if there is failure to improve or further misconduct, or if the misconduct is sufficiently serious to justify dismissal, then dismissal will be penalty.

Dismissal procedures will be initiated as per the prevalent Law.

A decision to dismiss will only be taken by the Executive Director, or such a person as may have been authorized under approval from Chairman/Vice chairman.

10.5 Dismissal without Notice (summary dismissal)

Dismissal procedures will be initiated as per the prevalent Labour Law.

In circumstances where GJEPC believes that gross misconduct has occurred, the penalty will normally be summary dismissal without notice. This decision may only be taken by the Executive Director in consultation with the Chairman.

10.6 Other Penalties

In cases of serious misconduct or gross misconduct where dismissal is not deemed appropriate, the employee may be transferred to another job or demoted (moved to a less important job than the one they had).

11. Smart Dress Policy

It is the policy of the GJEPC, to provide employees with the opportunity to dress in business attire each day of the workweek.

Business attire must be professional and reflect positively in all interactions with the customers, vendors and visitors, and be appropriate for the work situation.

- Department heads/Regional Heads will be expected to set a proper example and ensure that the employees maintain appropriate appearance.
- Any employee who does not meet the required dress standards may be counseled suitably. The Human Resources Manager would be responsible for further action.

11.1 Uniforms for Peons

All peons and such employees, who are required to wear specific uniforms, will present themselves in the designated uniform to work. Improper or untidy uniform will be treated as negligence and misconduct.

12. Working hours and Attendance policy

12.1 Guidelines for Attendance and Late Coming

It is the responsibility of all employees to meet the standards of attendance. Regular and/or excessive lateness or absenteeism, as determined by GJEPC, will not be tolerated.

12.2 Work Timings:

The employee will be required to adhere to timings as may be notified from time to time. Heads of Departments (HODs)s and Regional Directors to schedule employees to work in order to meet quality and operational requirements. An employee's absence from work or reporting late effects GJEPC's ability to service its members effectively and places an undue burden on those who report for work as scheduled. It is, therefore, essential that all employees report to work on time and in accordance with rules laid down by the organization.

Continuously reporting late to work and/or excessive absenteeism will be treated as indiscipline and appropriate disciplinary action (including termination) can be initiated against erring employees. An employee's lateness and absenteeism record may be a significant factor in evaluating performance, promotions, increments and transfers.

If an employee is absent constantly for seven working days without informing the reporting superior/ HR Manager, the employee is subject to immediate termination for abandonment of position.

12.3 Reporting Late to work

Grace period:

An employee who reports for work late by fifteen minutes on the fourth occasion in a month, half day's leave/salary will be deducted. Subsequently half day's salary will be deducted for every two such incidents.

Half day's salary will be deducted for every instance of an employee reporting late for work upto 1300 hrs.

Half day's salary will be deducted for every instance of an employee leaving early from work after 1300 hrs. and before end of working hours.

Full day's salary will be deducted for employees reporting after 1300 hrs or leaving before 1300 hrs

12.4 Permissions for Late Coming and Early Leaving

Owing to certain business exigencies, on specific occasions/days certain employees may be permitted to report late to work or leave early. The procedure for the permissions is as follows:

The employee needs to fill in the relevant form and get the signature of reporting superior.

The form is to be submitted to the HR Manager or such a person as may be authorized by the management and an acknowledgement received. In case of regions, the administrative manager/executive to coordinate the process in conjunction with the HR Manager or such a person as may be authorized by the management.

A duplicate copy of the form is to be retained by the employee for further reference.

In case of any discrepancy, the same to be brought to the notice of HR Manager or such a person as may be authorized by the management.

At the end of each month, the Attendance records of each employee to be made available for viewing (preferably by email).

The employee needs to submit the permission form to the HR manager or such a person as may be authorized by the management within seven days of the instance occurring, failing which the incident will be treated as late-coming/absence.

13. Lunch Time

Lunchtime will be from 1300 hrs to 1330 hrs. The lunch hour is not extendable and all employees are required to return back to their work at the end of the designated lunch break.

14. Working late after office

In case an employee is required to work beyond the normal working hours the same will be undertaken only on receiving prior permission from the reporting superior. If reporting superior other than HOD or RD, the reporting superior to inform HOD/RD of the late sitting.

The following facilities can be availed by individual employees working beyond defined working hours.

Designations	Conveyance allowance if leaving office aft 2100 hrs. (Rs.)	Snacks/Light refreshments id working after 1900 hrs (Rs.)	Dinner Allowance if working after 2100 hrs (Rs.)
Asst. Director and Above	400	30	100
Senior Manager and below upto Asst Managers	300	30	75
Sr. Executives upto Jr. Executives	300	30	75
Office Staff	100	15	35

Process

Employees must fill in the Expense claim form, get it signed by the reporting superior and submit the approved Claims Form along with the supporting bills/receipts .to the accounts department. However the claims will be reimbursed once in a week.

15. Outstation Travel Policy**15.1 Overseas Travel**

All overseas travel will be governed by the overseas travel policy in force at the time of travel. A copy of the overseas travel policy can be availed from the Human Resources Management Department.

15.2 Domestic Travel**Travel Rules**

- All travel shall be undertaken after written prior approval from the concerned HOD/RD.
- The employee should submit a Travel Requisition Form to the Administration incharge at the location, after getting due approvals, informing the relevant details of travel at least 3 days in advance (10 days in case of international travel), so that the necessary arrangements can be made as regards to travel. (In case of

contingencies, last minute information can be considered by the ED/A &F Convener)

- Any deviation from the organizational norms has to be highlighted in the Travel Requisition Form
- On return from travel, the expenses incurred should be filled in the Travel Expense statement and submitted within a week of arrival or before the commencement of the next visit whichever earlier.
- The tickets are normally purchased by GJEPC through the appointed Travel Agent. However, if an employee purchases the Tickets, to claim reimbursement, the used ticket stub/boarding pass or a photocopy of the ticket needs to be attached with the Expense Statement Form.
- Cancellation of tickets: In case of last minute cancellation of plans by the employee, it is the responsibility of the employee to cancel the tickets and submit the refund.
- Any unused air tickets are to be surrendered to the council immediately on return, for obtaining a refund.

15.3 Expenses incurred during travel

- ***Alcohol/Tobacco:*** Expenses on Alcohol/Tobacco will not be reimbursed.
- ***Entertainment Expenses:*** Expenses incurred for entertaining clients / acquaintances for official purposes would be reimbursed on approval from the Executive Director
- ***Medical Expenses:*** All actual medical expenses incurred during the domestic travel period in case of sudden illness will be reimbursed on production of vouchers and bills.
- ***Reasonable expenses while on travel:*** Expenses incurred on food and beverages while traveling from one place to another will be reimbursed, even in the absence of bills. These expenses have to be individually listed and claimed.

- In case the member uses credit cards to settle his / her bills during travel, GJEPC shall make payments against the charge slips enclosed with the Travel Statement Form. Interest charges / Service charges levied by the credit card organizations arising out of delay in making payments / getting approvals will be borne by the employee.

15.4 Lodging

All amounts for boarding and lodging are inclusive of service charges, restaurant bills laundry etc.

City Classification

GRADE	CITIES	-
A	-	Mumbai, New Delhi, Calcutta, , Bangalore, Chennai Hyderabad
B	-	All other state capitals and Surat, Pune, .
C	-	All cities not covered under classes A & B.

Lodging Allowance (Hotels)

Level	A Cities	B Cities	C Cities	Daily Allowance
ED	10000	7000	5000	750
Sr.Dir/Dir Dy DirAsst Dir	6000	5000	4000	500
Sr. Mgr/Mgr/AM	4000	3500	2000	400
Executives	2000	1800	1500	300
Staff	1500	1200	1000	250

The allowances mentioned above indicate the maximum permissible limit. The employees will have to submit respective bills and supportings to claim the expenses incurred.

Inter City (Official Travel Only)

Level	Mode of Transport
Assistant Director and Above:	Air
Sr. Manager upto Assistant Manager	Train: II Tier A/C
Sr. Executive and below	Train: III Tier A/C

Note

- Employees in Managerial/Executive cadres will be entitled to air travel in case of exigency which will be decided by the Executive Director.

15.5 Travel Advance

- Employees may avail of travel advance against proposed travel.
- The request for travel advance should be made along with the Travel Requisition form or at least 2 days prior to travel.
- The travel advance availed should be settled within a week of the employee's return.

The following maximum amount can be drawn as travel advance:

Travel for a day	Rs. 2000/-
For 2 days	Rs. 3000/-
For 3 days	Rs. 5000/-
For 4 days	Rs. 6000/-
For 5 days	Rs. 7500/-

- Employees can use their credit card for settling certain bills and can claim the permitted reimbursements as soon as they return with the bills

- The employees would be reimbursed the expenses within a week of submitting the Travel expense statement in the prescribed format with supporting documents to the Accounts department
- For advances above the limit mentioned the employee would have to state the reason and get it approved from the Executive Director.

16. Local Conveyance Policy

The conveyance expenses incurred by the employees who travel within the city on official duty will be reimbursed by GJEPC.

Authorised Mode of transport:

Sl. No	Designation	Mode of Transport
1	Assistant. Directors and above	Taxi, Local Train-Ist class
2	Senior Managers and below up to Junior Executives	Auto Rickshaw, Train-Ist class, Taxi (in specific areas where Auto Rickshaws not allowed)
3	Peons, Assistants	Bus/ Train-II Class

16.1 Guidelines

An employee can use a superior mode of transport approved by their reporting superior for a particular visit based on the urgency and value of contents carried if any.

All such travels will be requisitioned in writing and approval sought before departure.

In case of an employee/employees accompanying a superior official, the mode of travel applicable to the superior official can be availed by the employee/employees.

16.2 Use of Personal Vehicle for Organization's work

In case of the use of personal vehicle for the organization's purpose (with prior approval from reporting superior, expenses incurred shall be reimbursed as follows:

Local Travel	Rate of Claim
Use of personal 4 wheelers for official visits within 200 kms.	Rs.8.00 per km
Use of personal 2 wheelers for official visits within city	Rs. 4.00 per km

Parking charges shall be reimbursed against presentation of parking tickets only

Auto/ Taxi fare will be reimbursed at actual.

Grade	Eligibilities
Directors and above	At Actual
Asst Directors and below	Rs.50/- per meal

17. Leave Policy

17.1 Paid Leave

17.1.1 Entitlement

All employees of GJEPC are encouraged to avail the paid leave facility as and when required.

Leaves are allotted without discriminating between Management, staff or any other categories. The Number of days of Leave eligibility per year does not vary with years of service.

17.1.2 Eligibility

All confirmed employees of the GJEPC are eligible for paid leave. Employees on probation are not entitled to take leave. However on confirmation they can avail, of the leave accumulated during the period of probation as per the norms.

17.1.3 Categories of Paid Leave

1. Earned Leave (EL)

17.1.5 Earned Leave

1. Every employee of GJEPC is entitled to avail Earned Leave at the rate of 2.5 days for each completed month of service after completion of six months of service with full pay.
2. The leaves will be credited to the employee's leave account at the beginning of each half-year (i.e.. 15 days on April 01 and 15 days on October 01).
3. When an employee avails an Earned Leave, s/he will be paid the same salary as was paid before proceeding on leave.
4. To avail the Earned Leave, the employee needs to present a written application to the sanctioning authority at least thirty days in advance. The period can be reduced in case of contingency or emergency by the sanctioning authority on a case-to-case basis.
5. At a stretch on one go, an employee can not avail more than **sixty** day of EL.
6. EL accumulation and encashment
 - a. EL can be carried forward and accumulated to a maximum of **ninety days**.
 - b. In case of leaves accumulating beyond 90 days, the number of leaves over 90 days credit will be encashed automatically at the end of the period (half year) for which they are credited.
 - c. The encashment of leave is limited to Basic Pay on last drawn salary only and not any other allowances
 - d. Request for encashment of leave will be considered once in a financial year only.
 - e. Encashed leave is treated a separate amount and will not form a part of salary or any other allowance. It will be paid separately as 'Leave encashment'.

17.2 Extraordinary Leave without pay (LWP)

When Leaves of the kinds mentioned above are not admissible to an employee s/he may be granted LWP upto 10 days at the discretion of the Executive director. Further LWP can be granted at the discretion of the A&F sub committee.

An employee not presenting himself/herself for work at the designated office/work area without LWP for a period of seven continuous days will be considered as **absconding** and necessary procedures as mentioned in the relevant section titled ‘Absconding Employees’ will be initiated.

Requests for leave of absence in the prescribed format (Leave Request Form), along with supporting documentation, should be addressed to the sanctioning authority and be submitted to the HR Manager through HOD/RD/Reporting superior.

The Leave records are maintained with the HR Manager. The leave availed and balance details will be made available to all employees monthly along with the Payslip. Additionally an employee can contact the HR Manager to know the leave balance available.

In case of any additional information or assistance is required, the Human Resources Manager is to be contacted.

17. 3 Leave Policy for employees on Fixed Term Contract

All employees on contract with GJEPC are eligible for 35 days leave in a financial year (including 14 declared holidays).

The leaves will be credited to the employee’s leave account at the beginning of each half-year (i.e.. 15 days on April 01 and 15 days on October 01).

To avail the leave the individual needs to apply for leave using the Leave Application form and submit it to the HR manager through the HOD/RD/Reporting superior.

Acceptance or rejection of leave will be communicated by the reporting superior/HR Manager.

At the end of the financial year/contract, all unavailed leave will be encashed, calculated on the gross salary. No leave can be carried forward from one year/contract to another.

Request for encashment of leave will be considered once in a financial year only.

Encashed leave is treated a separate amount and will not form a part of salary or any other allowance. It will be paid separately as ‘Leave encashment’.

Intimation of Leave

In case of availing CL, the employee needs to inform the reporting superior atleast 2 days in advance. In case of leave being availed due to sudden sickness, the employee needs to inform the reporting superior telephonically or otherwise within one hour of commencement of office working hours. In case of failing to do so, the same will be treated as absence from work without leave.

17.3.1 Extraordinary Leave without pay (LWP)

When Leaves mentioned above are exhausted or not admissible to an employee s/he may be granted LWP up to 10 days at the discretion of the Executive director. Further LWP can be granted at the discretion of the A&F sub committee.

An employee not presenting himself/herself for work at the designated office/work area without LWP for a period of seven continuous days will be considered as abandoning the service and his/her employment will immediately stand terminated and necessary disciplinary procedures will be initiated.

17.4 Overtime and Compensatory leave Policy

- All peons joining GJEPC before April 01, 1998 will be eligible for overtime benefits.
- The same will be as per the overtime policy in force from time to time.
- All Staff can claim compensatory off for a day in case they have worked on a Sunday or holiday for a period not less than six hours. In such case the compensatory off will be sanctioned by the Executive director through the HR manager and needs to be availed within 30 days of accrual or will be lapsed.
- Compensatory offs cannot be accumulated or encashed.
- Any such work done on a Friday or holiday will commence only on receiving prior approval from the Executive Director.

17.5 Compassionate Leave

Employees may request compassionate leave with pay in the event of a death in the immediate family for up to three regularly scheduled workdays. The immediate family is defined as husband, wife, parent, parent-in-law, stepparent, child.

This leave will not be encashed under any circumstance.

17.6 Marriage Leave

Entitlement

All employees are entitled to marriage leave on the day of their marriage. This leave will not be encashed under any circumstance.

18. Employee Salary

The components of the employees salary will be decided by the A&F subcommittee and Executive Director and the same will be communicated to the employee during appointment and subsequently on revision.

The monthly salary of each employee will be credited in his/her designated salary account within seven days of the subsequent month.

19. Service Commitment

In case of an employee traveling abroad within one year of joining GJEPC, the employee is required to serve the organization for a period not less than Two years from the date of joining. In case of an employee resigning within the period and amount equal to one month's gross salary will be deducted.

20. Holidays

All employees are eligible for the following holidays in a calendar year.

- All Sundays
- Two Saturdays in every month.

As the council as an organization can not be closed on all Saturdays, half of the employees in each department/region are required to work on each Saturday. The Executive Director and respective HOD to prepare a list of employees in two blocks

Employees having holidays on 2nd and 4th Saturdays in a month

Employees having holidays on 1st and 3rd Saturdays in a month

The information is communicated to all employees. All new joining employees will be communicated of their non-working Saturdays on the day of joining, in writing.

- A maximum of 14 declared holidays in a year.

A list of declared holidays will be announced at the beginning of each year by the Executive Director, as approved by the Chairman.

A copy of the same will be provided to all employees by the HR Manager.

21. Working on Sundays/Off-Saturdays/Declared Holidays

In case an employee is required to report to work on any Sundays/Off-Saturdays/Declared Holidays, the employee is entitled to a compensatory holiday (“comp-off”) of one day in lieu every holiday worked. The employee working on a holiday should report for work on the holiday on receiving written permission/instruction from the reporting superior. The request for compensatory holiday needs to be made using the “Leave request form” and presented to the reporting superior. The reporting superior on approval to submit the form to the HR Manager for record.

A Compensatory holiday needs to be availed within 30 days of the holiday worked on. If not availed, it will be considered lapsed and will not be encashed, accumulated or carried forward.

Special Cases: In special cases like during an IJS or any such business exigency wherein an employee is not in a position to avail compensatory holiday for a month, the employee needs to receive a written permission from the Executive Director through the Reporting superior to avail the compensatory Holiday on a specific day beyond 30 days. The date and day needs to be clearly mentioned and the permission needs to be received in writing within 30 days of the holiday worked on. A copy of the permission to be presented to the HR Manager by the reporting superior for record.

22. Maternity Benefit**22.1 Eligibility**

This policy applies to all female employees who have put in a minimum of 80 days of services at GJEPC.

22.2 Entitlement

- Every female employee who has worked for a minimum of 80 days is entitled to paid leave as per the provisions of the Maternity Benefits Act.
- In case of the employee being covered under ESIC, she will be eligible for Maternity benefits as stipulated under ESIC act.
- The policy is developed based on the norms laid down by the Maternity benefits Act, 1961.

22.3 Guidelines

- Fully paid Leave is granted for maximums 12 weeks on each occasion. An additional paid leave of up to 1 month is granted if the employee shows proof of illness due to the pregnancy, delivery or premature birth.

22.4 Process

- Application for maternity leave should be made in writing using the Leave Application Form.
- Notice of maternity leave must be submitted at least 10 weeks in advance but no later than 4 weeks before the anticipated confinement for approval by the Functional Head.
- The Management should also be notified of the date of return to work. A statement from a registered Medical practitioner confirming confinement and the estimated date thereof must support such an application.

A woman employee entitled to the benefit must submit in writing:

- That her benefit may be paid to her or her nominee
- That she will not work in any establishment during the period for which she receives maternity benefit.
- No Employee may work four weeks prior to her expected date of confinement and six weeks after the date of confinement.
- The leave can neither be accumulated nor encashed.
- In case of miscarriage / medical termination of pregnancy, an eligible woman employee shall on production of the prescribed proof, be entitled to leave with wages for a period of 6 weeks immediately following the day of miscarriage. This will not be counted/considered as one event.
- In case of a premature delivery where the employee is still at work and had not started maternity leave, the 12 weeks of leave starts from the date of delivery.

23. Provident Fund

23.1 Membership of the Fund

GJEPC has an Exempted trust for operating the Provident Fund as per the Provident Fund Act

23.2 Contribution to the Fund

The Contributions by Employer and Employee are as per the provisions of the Provident Fund Act.

23.3 Benefits Available

Loans for various reasons are available under this scheme. For further details an employee may contact the Human Resource Department.

23.4 Procedure

- All new employees will need to fill a nomination form appointing a nominee(s) and return it to the HR department.
- Employees who join GJEPC, after having in another Organization will fill in the relevant forms provided by the HR department to transfer their PF account from the previous employers to GJEPC.

23.5 Grounds for withdrawal

The RPF may permit a member to withdraw PF accumulation as per prevailing rules, and the amount withstanding to members credit in the fund. For further details please contact the Human Resource Department.

23.6 Exceptions

Any exceptions to this policy as per an individual employee's term of contract and employment will be reviewed and approved by the HR Department.

23.7 Employees' Pension Scheme

The provision of the Employee's Family Pension Scheme, 1971 is applicable to the Organization. The Organization will submit returns to the Regional PF Commissioner with respect to the applicable employees.

24. Gratuity

The gratuity paid to the employees is as per the provisions of the Payment of Gratuity Act.

24.1 Eligibility

After 5 years continuous service, an employee will be eligible for gratuity on

- Retirement
- Resignation
- Disablement due to accident or disease.

Gratuity is also payable in case of death due to accident or disease, to the pre-appointed nominee. Completion of 5 years of service is not necessary in case of loss of service by death or disability.

24.2 Entitlement

- 15 days salary of every completed year of service.
- The maximum gratuity that can be earned by an employee is Rs. 3,50,000.00
- New employees will have to fill in a form appointing a nominee(s) and submit the same to the department.

24.3 Process

- HR Department will automatically calculate the gratuity payable to an employee in the case of a valid claim for gratuity.
- Calculations are based on the last drawn salary.
 - a) one month = 26 days
 - b) Per day salary is calculated (monthly wages/26)
 - c) Multiply per day wages by 15 (days) to give gratuity amount for one year.

d) More than 6 months of service is considered as one year.

e) **Gratuity = Last drawn Salary X15/26 X No. of years worked.**

Gratuity will be paid along with full and final settlement either to the employee or to his/her nominee as the case may be.

25. Employee Health Services

25.1 Medical Reimbursements

All the employees who have joined GJEPC on or after April 01, 1998 and have completed their probation and are in confirmed employment of GJEPC will be provided with Medical Reimbursement Allowance of Rs.1250.00 per month. The amount is a part of the Annual Cost to Company Salary and reflects in the pay slip. The employee needs to furnish the medical bills for the amount to claim tax benefit, else the amount will be treated as taxable allowance and Income tax will be deducted as per the provisions of the prevailing Income tax laws.

The above facility will be extended in the exact manner as mentioned above to all employees on fixed term contract with GJEPC.

For Employees who have joined GJEPC before April 01, 1998 and are confirmed employees, Medical Expenses subject to a ceiling of Rs. 2500.00 per annum will be reimbursed against submission of proof/bills for medical expenses incurred for self and/or dependent family members.

All employees to claim medical reimbursements by submitting a duly filled “Medical Reimbursement Form” and submitting the same to Manager-HR.

25.2 Hospitalization:

GJEPC ensures cashless Medical treatment for any hospitalization to all employees and their dependents covered under group mediclaim. A copy of the policy is available with the HR Manager.

25.3 Mediclaim Policy

GJEPC has taken a comprehensive Group Mediclaim Cover for the employees of GJEPC. The details of the latest policy in force are available with the HR Manager.

25.4 First Aid Kit:

A Comprehensive First Aid Kit is maintained at all premises of GJEPC in the custody of the Premise Head. The First Aid Kit is placed at a location clearly visible and accessible in case of need. The kit is clearly marked with a Red Cross and “First Aid” written in bold.

The medicines in the kit are to be inspected and replaced quarterly.

Any ingredient of the First Aid Kit consumed to be replenished immediately.

25.5 Injuries on the Job:

Any injury on the job is to be brought to the notice of the reporting superior immediately. First Aid Kit to be administered and the patient to be referred for medical attention to the nearest Medical Facility.

The Reporting Superior to bring the matter to the notice of the HR Manager and present an “Accident and Injury report, to the Executive Director.

The HR Manager to assist the patient with all due support and keep the Executive director informed of the recovery of the Individual.

The Executive Director to ascertain the cause of the injury and take necessary action to prevent the accident from recurring.

25.6 Accidental Death and Disability Insurance Plan

25.6.1 Objective

GJEPC provides an insurance cover to its employees in the event of an accident through the Personnel Accident Insurance Plan.

25.6.2 Eligibility

All the confirmed employees of GJEPC will be covered under this insurance policy.

25.6.3 Guidelines

The insurance policy covers risk arising from accidents that may result in permanent disablement or death. In the event of an accident leading to permanent disability or death, employees are insured

The Form for registering under Insurance Policy and the Nomination Form is available with the HR department.

26. Training and Development

GJEPC intends to provide periodical training for development of the employees, which will enhance their specific job skills and their overall professional strengths, as well as their personal development

27. Promotions Policy

Promotion will be considered only if the employee has consistently performed above expectations in his current position and if he/she has displayed competencies for his/her movement to a larger role.

The same would be decided/implemented by A & F committee/COA-Committee of administration

28. Suggestion Scheme

A 'Suggestion Box' will be kept in a conspicuous place in each of the GJEPC offices, wherein the employees will drop the suggestions. These suggestions will be received by the HR Manager and will be reviewed.

29. Open Sessions

GJEPC as far as practicable will ensure, open communication between the management and the employees.

On a predefined date periodically, an open session will be held at each location. The Executive Director will chair the session at Head office and the Regional Director will chair the session at Regional Offices.

The session's objective is to enable each employee to seek any clarification or information and provide any suggestion or discuss any matter felt important.

It also serves as a platform to enable the management to communicate various aspects to the employees.

The session will be minuted and the minutes sent to the HR Manager.

30. Exit Policy

In the event of Resignation or termination, the following guidelines are set to ensure smooth separation of an employee from GJEPC.

30.1 Procedure for Resignation

An employee wanting to resign from GJEPC is required to submit a resignation letter to the reporting superior.

The Reporting superior needs to discuss and understand the reason of resignation and accept the resignation on behalf of GJEPC and forward the same to the HR Manager and the HOD (if reporting superior other than HOD).

The reporting superior to communicate acceptance of the resignation in writing to the concerned employee, clearly indicating the date on which the employee is to be relieved at the end of working hours. A copy of the Resignation Acceptance letter is to be forwarded to the HR Manager and the HOD (if reporting superior other than HOD)

30.2 Procedure for Termination

In case of an employee's services being terminated, the employee is served a termination notice duly signed by the Executive Director or such persons as may be authorized by the Management, under the guidance of the Chairman, Vice-Chairman or the A&F Subcommittee, giving details of the termination, the reasons for termination, the notice period to be served and the relieving date on which the employee is to be relieved at the end of working hours.

The employee can approach the HR Manager if s/he needs any clarification or seeks any information regarding the termination.

30.2.1 Guidelines

- The services of an employee may be terminated either by GJEPC or by the employee by serving the stipulated notice period as per the appointment letter or the contract letter. During the notice period, an employee will be required to carry out his normal duties till the relieving date.
- The employee is expected to make a proper handover report along with all the documents in his possession and handover the same to the immediate superior.
- It is mandatory for the employee to serve the notice period unless the Organization decides to relieve him/her earlier.
- Unutilized leave including prorated leave for the financial year, in which the employee resigns, will be paid to the employee at the end of the notice period. On resignation, the leave will be encashed on his/her basic salary only.
- One week prior to the relieving date, The HR Manager will present the Employee with an “Exit Kit” comprising of the following:
 - Employee Exit Form, forms for PF (transfer/withdrawal) and Gratuity if applicable, etc.
 - Clearance form to be signed by various department heads
 - Assets return form: Employee to return the assets like Laptop Computer, Mobile phone etc and get the signatures of respective authorities.
 - Exit Questionnaire
 - Format of “No dues certificate”, to be declared by the employee.

The employee needs to complete all exit formalities as per the exit kit and keep it ready to be submitted to the HR Manager on the last working day.

On the last working day the HR Manager accepts the duly completed exit kit and conducts the Exit Interview.

Post Exit Interview, the HR Manager prepares the Exit Interview Report and presents it to the ED as a “Confidential Document”. ED to discuss the same with the Chairman.

The Exit interview serves as a feedback for the organization to further better the People Development initiatives.

The Full and final settlement amount and the relieving letter will be presented to the employee within seven working days of exit.

30.3. Retirement

The retirement age of employees employed prior to 1-1-1984 shall be 60 years. The retirement age of employees employed on or after 1-1-1984 will be 58 years.

The retirement age is not applicable for individuals on fixed term contract. The services of specific individuals (over 60 yrs of age) can be availed for fixed terms ranging from one to two years. The services automatically get terminated on expiry of the contractual period. Such individuals can be hired as “Consultants” or “Advisors” for specific projects and will not be the employees of the council.