

STANDARD OPERATING PROCEDURE



Bhagwati
Products Ltd.

Human Resources Department

Document Number –


Enactment Date – 01-Jan-2025

Document Level – Internal |

Revision Number – V1

[Table of Content](#)

S.no	Category	Table of Content
1.	Recruitment	Recruitment Process Guidelines for All Hiring Managers
2.	Recruitment	Employee Referral Bonus Scheme
3.	Recruitment	Company kinship management system
4.	HR Ops	Birthday Gift Policy
5.	HR Ops	Grievance Handling Policy
6.	HR Ops	Health Insurance Policy
7.	HR Ops	KPI Evaluation Policy and Guidelines
8.	HR Ops	NO GIFT POLICY
9.	HR Ops	Performance Management Policy
10.	HR Ops	Performance Management Policy.pdf
11.	HR Ops	POSH policy
12.	HR Ops	Standard Operating Procedure- Library
13.	HR Ops	Team Building
14.	Payroll	Factory - Attendance Management Rules V2
15.	Payroll	Factory - Leave Policy
16.	Payroll	Factory A Grade Salary Management Policy
17.	Payroll	Factory B Grade and Above Salary Management Policy
18.	Payroll	A level salary adjustment guideline of Engineering
19.	Payroll	Factory Rewards
20.	Payroll	Good Work Incentive Policy
21.	Payroll	HR- Good Performance Reward Guidelines
22.	Payroll	Production Position Allowance Rules to Upgrade
23.	Payroll	SMT Position Allowance Skill level and salary level Assessment requirements
24.	Payroll	OT rules under 3-shifts, 2-operations
25.	Payroll	Employee State Insurance Corporation Benefits
26.	Payroll	Gratuity
27.	Payroll	Employment Termination / Separation Policy
28.	Payroll	Punishment Guidelines for Employee Misconduct

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Effective Date: Document Type: Master
<u>Recruitment Process Guidelines</u>		

1. Manpower Requisition Form and Process:

Before initiating any hiring, all hiring managers are required to complete the **Manpower Requisition Form**. This form helps define the role, required skills, qualifications, and other essential details about the position.

Process:

- **Manpower Requisition Form** is enclosed here for your reference.
- Fill in the details such as job title, department, number of positions, job description, and justification for hiring.
- Submit the form to the HR department for review.

2. Manpower Requisition Approval Matrix:

Every manpower requisition needs to go through an approval hierarchy. The **Approval Matrix** based on the level of the position is attached here in annexure-1.

Please ensure that all required approvals are obtained before proceeding with the recruitment process.

3. Hiring Process:

Once the manpower requisition is approved, the following steps should be followed:

- i. **Sourcing Candidates:**
The HR team will begin sourcing candidates from various channels, including job portals, recruitment agency, campus recruitment, and internal referrals.
- ii. **Screening and Shortlisting:**
The HR team will perform an initial screening of applications and share shortlisted candidates with the respective hiring managers.
- iii. **Interview Process:**
 - **Technical Round:** Conducted by the hiring manager or department lead.
 - **HR Round:** Conducted by the HR team to assess cultural fit and soft skills.
 - **Final Interview:** For senior positions, a final interview with the department head or senior leadership is required.
- iv. **Selection:**
After the interviews, the hiring manager will submit the interview evaluation to the HR team, indicating the preferred candidate.

4. Offered Salary Approval Process:

Once the final candidate is selected, steps for offered salary approval process:

1. **Salary Benchmarking:**

The HR team will benchmark the offered salary against market standards and the internal salary structure.

2. **Approval Workflow:**

- For **entry-level to mid-level positions**, the salary offer requires approval from the HR Head in consultation with Chinese HOD.
- For **senior-level positions**, salary offers need approval from the business head is mandatory.

3. **Offer Letter:**

Once the salary is approved, the HR team will prepare and issue the formal offer letter.

We request all the hiring managers to follow these processes and adhere to the guidelines for all future hiring.

For any questions or clarifications, feel free to reach out to the HR department.

Annexure-1

Approval Matrix For MRF (Replacement)

Level	Hiring Manager	HOD	Operation Center HOD	HR- HOD	Business - Head
A- Level (On-roll & Off roll Both)	Required	Required	Required	Required	Not Required
B-Level	Required	Required	Required	Required	Not Required
C-Level	Required	Required	Required	Required	Not Required
Assistant Manager	Required	Required	Required	Required	Not Required
Manager	Required	Required	Required	Required	Required
Sr Manager / AGM	Required	Required	Required	Required	Required
GM & Above	Required	Required	Required	Required	Required

Approval Matrix for MRF (New)


Level	Hiring Manager	HOD	Operation Center HOD	HR- HOD	Business – Head
A- Level (On-roll & Off roll Both)	Required	Required	Required	Required	Required
B-Level	Required	Required	Required	Required	Required
C-Level	Required	Required	Required	Required	Required
Assistant Manager	Required	Required	Required	Required	Required
Manager	Required	Required	Required	Required	Required
Sr Manager / AGM	Required	Required	Required	Required	Required
GM & Above	Required	Required	Required	Required	Required

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Company kinship management system		

1. Objective

To provide guidance and regulations regarding the employment of individuals related by blood or marriage, minimizing the likelihood of favoritism and managing potential conflicts of interest.

2. Scope

This policy applies to all employees, regardless of status, position, or department.

3. Responsibilities

- **3.1** All employees must recommend only capable and deserving candidates, avoiding kinship as defined in this policy.
- **3.2** Each department is responsible for implementing and supervising these rules.
- **3.3** Department HODs, Managers, and employees in managerial or supervisory positions must not misuse their positions to breach this policy.
- **3.4** The Human Resources Department is responsible for implementing, supervising, executing, and monitoring these regulations.

4. Definitions

- **4.1 Kinship**
 - **4.1.1 Lineal Kinship:** Spouse, own or spouse's parents, offspring, and their spouses.
 - **4.1.2 Collateral Kinship:** Own (or spouse's) parents' siblings and their spouses, own (or spouse's) siblings and their spouses, own (or spouse's) siblings' offspring and their spouses, own (or spouse's) siblings-in-law and their spouses, own (or spouse's) siblings-in-law's offspring and their spouses.
- **4.2 Company**
 - Includes all business units of -- globally, including headquarters, sales centers, zonal offices, business units, and manufacturing units.

5. Content

- **5.1 Kinship among A level employees**
 - **5.1.1** Kinship can be employed among A level employees but not between A level and B & above level employees. In case of marriage, if kinship forms between A level and B & above level employees, they must belong to different departments with no personal gain and send an office request to HR after approval from the department HOD and Factory Head.

- **5.1.2** Security personnel and any other A level person within the same department cannot be employed at the same time.
- **5.1.3** Department MIS person and any other A level person within the same department cannot be employed at the same time.
- **5.1.4** Monitor and Assistant Leader within the same department cannot be employed at the same time.
- **5.1.5** Monitor/Assistant Leader cannot have direct reporting of any A1 employee within the same department.

- **5.2 Kinship among B & above level employees**

- **5.2.1** B & above level employees with kinship cannot be employed at the same time within or across departments.
- **5.2.2** If kinship is discovered after joining, the concerned employee must resign immediately, and appropriate actions such as demotion, termination, or transfer will be initiated.
- **5.2.3** If kinship forms after joining (e.g., marriage), it cannot be employed within the same department. One party must resign within six months, or appropriate actions will be taken. If employed across departments, HR must be informed within one month through an office request after approval from the department HOD and Factory Head.

6. Punishment

Violations of this policy will result in strict action by the HR Department, as solely decided by HR.

7. Note


- **7.1** HR Department has the sole right to interpret, modify, or clarify this policy. Its decisions are final and binding.
- **7.2** In case of conflict between the English and Hindi versions of this policy, the English version will prevail.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
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 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Employee Grievance Policy		

1. Purpose

To establish a mechanism for employees to raise grievances arising from their employment and ensure these grievances are addressed promptly, fairly, and in conjunction with other related policies of the organization.

2. Scope

This policy applies to all employees.

3. Definition

An employee grievance is a concern, problem, or complaint that an employee has about their work, the workplace, or someone they work with, including management. It is something that makes the employee feel dissatisfied and is perceived as unfair or unjust.

Types of Grievances:

- **i.) Pay and Benefits**
- **ii.) Bullying or Harassment**
- **iii.) Work Conditions & Work Environment**

4. Responsibilities

4.1 Employee/Grievant Responsibilities:

- **i.)** Raise the grievance as soon as possible to their immediate Center Leader/Reporting Leader/Manager/HOD, with the grievance form duly filled with complete information.
- **ii.)** Provide supporting evidence, such as a log of incidents causing the grievance.
- **iii.)** Follow the formal grievance handling process.
- **iv.)** Avoid filing false or malicious grievances.

4.2 Center Leader/Reporting Manager Responsibilities:

- **i.)** Handle grievances appropriately and promptly.
- **ii.)** Ensure all employees are treated fairly and without intimidation.
- **iii.)** Listen objectively to the grievance from the employee's perspective.
- **iv.)** Create awareness and ensure adherence to this policy in their work area.

4.3 HOD/DGM/Manager Responsibilities:

- **i.)** If the employee is not satisfied with the solution provided by the Center Leader/Reporting Manager, reinvestigate and provide a solution within 2 working days.
- **ii.)** Refer the case to the Grievance HR Manager if a satisfactory solution cannot be found.

4.4 Grievance HR Manager Responsibilities:

- **i.)** Oversee the facilitation of the formal grievance process.
- **ii.)** Answer questions about the grievance and process.
- **iii.)** Make a good-faith effort to resolve the grievance formally.
- **iv.)** If the grievance cannot be resolved within 2 working days, conduct a meeting with the grievance committee to find a solution.
- **v.)** Invite relevant committee members to attend the meeting based on the nature of the grievance.

4.5 Grievance Committee Responsibilities:

- **i.)** Review, investigate, and find the best solution within 2 weeks of receiving the grievance.
- **ii.)** Allow the employee to present their case before the committee.
- **iii.)** Ensure both the grievant and the accused are heard.
- **iv.)** Maintain strict confidentiality of the proceedings.
- **v.)** Consider only the evidence presented at the hearing and keep a record of all proceedings.

5. Procedure

5.1 The employee should submit their written grievance to their direct reporting Manager/Center Leader. A copy may be sent to the Grievance HR Manager if desired.

5.2 The direct reporting Manager/Center Leader must address the grievance within 2 working days.

5.3 If the grievance cannot be resolved, it must be communicated to the employee within 2 working days.

5.4 If the employee is not satisfied with the solution, they can submit their grievance in writing to the HOD through their reporting Manager/Center Leader or directly.

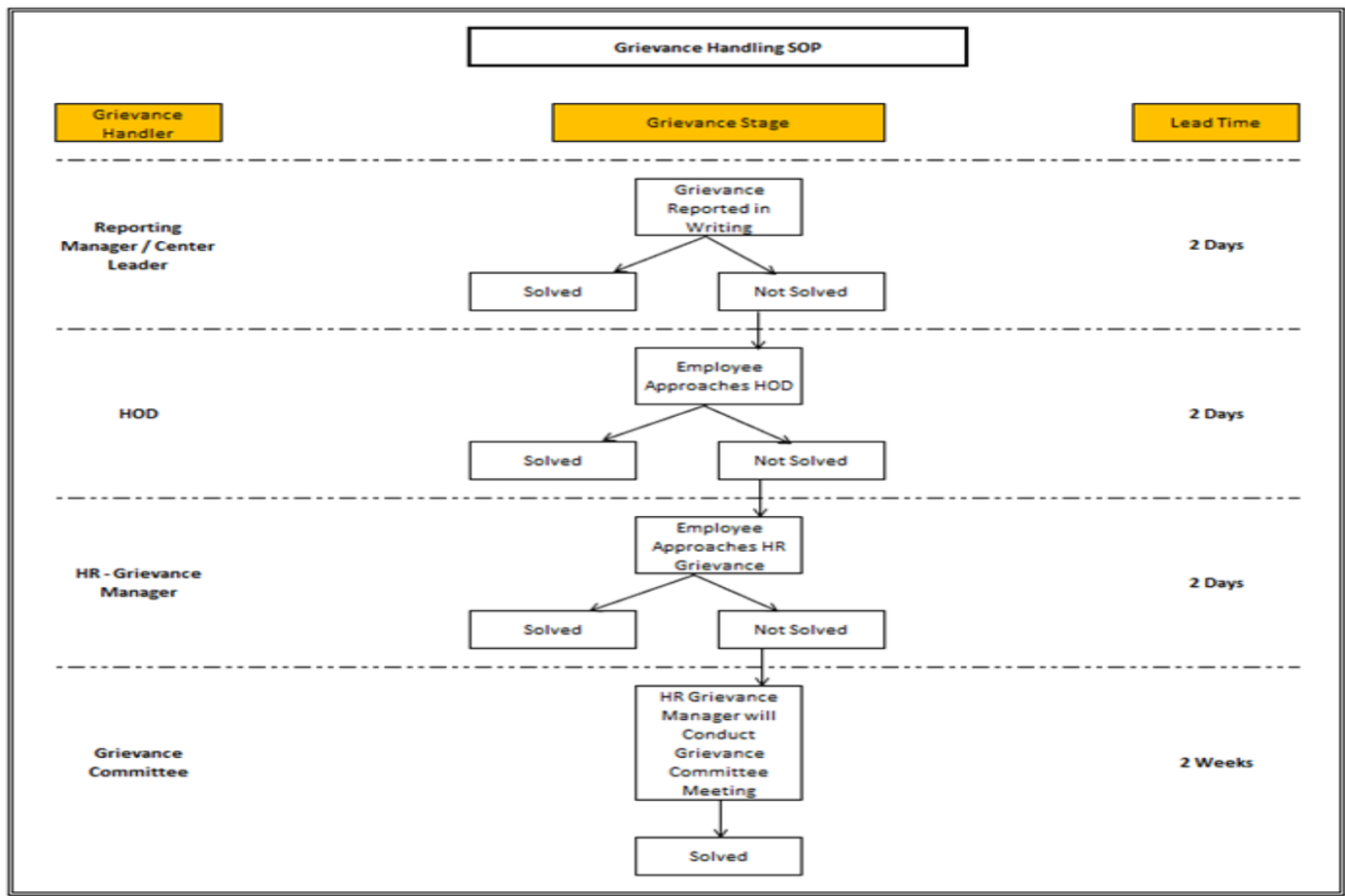
5.5 The HOD must address the grievance within 2 working days.

5.6 If the employee is still not satisfied, they may submit their grievance to the Grievance HR Manager, or the HOD can refer the grievance to the Grievance HR Manager.

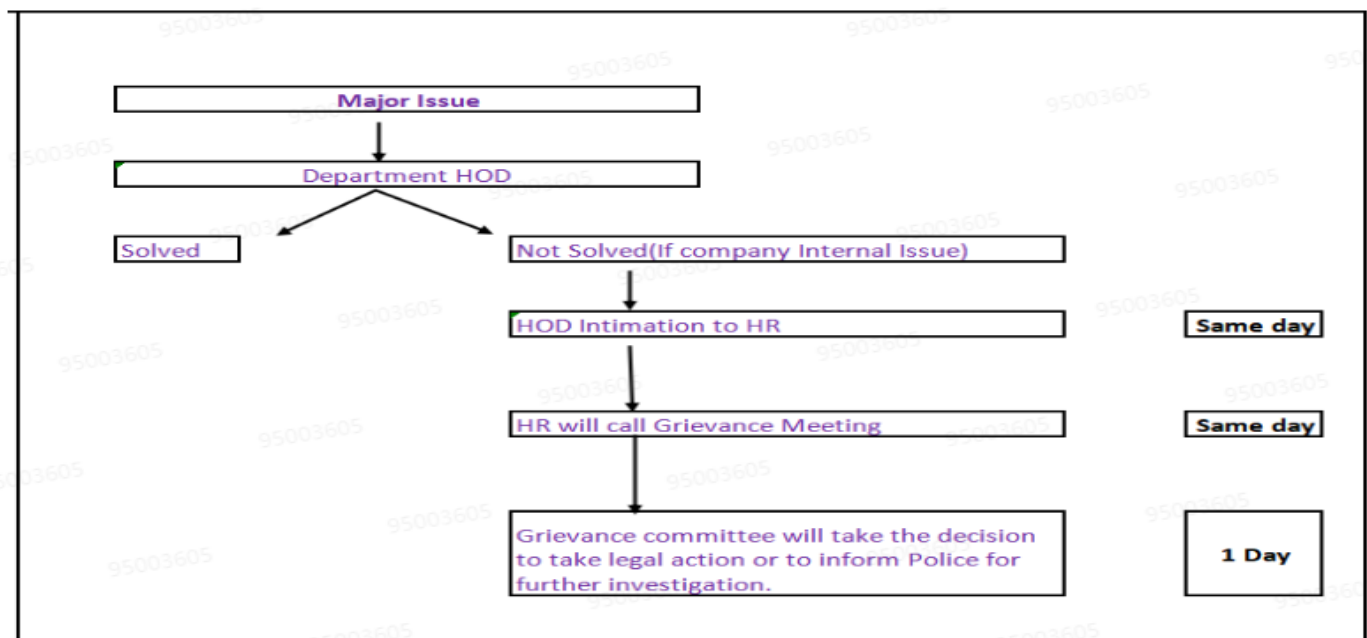
5.7 The Grievance HR Manager will take appropriate steps to resolve the grievance within 2 working days.

5.8 If necessary, the Grievance HR Manager will convene a meeting with the grievance committee to find a solution, which will be communicated to the employee within 2 weeks.

Note: If the grievance is confidential, the employee can directly approach the Grievance HR Manager with appropriate reasons.



Critical/Major Issue:



6. Confidentiality

All discussions and investigations of the grievance must be kept strictly confidential. Any breach of confidentiality by any stakeholder will result in punishment, which may include:

- i.) Warning letter
- ii.) GWP deduction
- iii.) Termination

The punishment will be decided by the HR HOD after discussion with the Factory Head, and their decision will be final and binding. The HR Department is responsible for interpreting and governing this policy.

7. Punishment

- **7.1** Failure to abide by the responsibilities outlined in this policy will result in a deduction of 40 GWP for the first offense and 60 GWP for subsequent offenses.
- **7.2** Filing false or malicious grievances will result in strict disciplinary actions, including but not limited to warning letters, termination, and GWP deductions.

Note:


1. Changes in the constitution of the grievance committee will not affect other provisions of this policy.
2. If a grievance poses a potential threat to the company's brand value, image, or goodwill, the Gurgaon office PR team will be informed at the early stage of the grievance redressal procedure by the Grievance HR Manager.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Health Insurance Policy		

1. Purpose

To ensure that every employee is insured from the first day of employment and receives relevant medical benefits without any hindrance.

2. Scope of Application

This policy applies to all employees who are not covered under the ESI Scheme.

3. Terms & Definitions

3.1 Health Insurance Policy: This policy provides health coverage to employees not benefiting from the government ESI scheme. It includes:

- **GMC (Group Medical Coverage):** Coverage for the employee and their family (spouse and first three children) from the first day.
- **GPA (Group Personal Accident Coverage):** Insurance against accidents, covering the employee only.

3.2 Health Card: An acknowledgment of an employee's enrollment, allowing them to avail benefits under the chosen insurance policy for one year. The soft copy is called an e-health card/e-card.

3.3 Network and Non-Network Hospitals:

- **Network Hospitals:** Hospitals directly linked with the insurance company where the health card is applicable.
- **Non-Network Hospitals:** Hospitals where patients need to pay bills themselves and get reimbursements later.

4. Responsibilities & Authorities

4.1 HR Department Responsibilities:

- **4.1.1** Ensure every eligible employee is insured from the first day and receives benefits as per the policy.
- **4.1.2** Conduct training sessions about this policy twice a year for all department coordinators after policy renewal. If a department coordinator changes, the concerned department can request training from HR. The company is not responsible for claim disbursement if queries are not replied to or supporting documents are not supplied on time. Claims are disbursed by the insurer as per policy and documentation provided by the employee.

4.2 Employee Responsibilities:

- **4.2.1** Update any addition/deletion within the same month of endorsement (on or before the 1st of every month) to the department coordinator with valid proofs (birth certificate, marriage certificate, death certificate, or divorce proof). Failure to do so will result in family members not being able to avail benefits.

- **4.2.2** Respond to follow-up queries from Broker/TPA/Insurer within 10 days.

4.3 Department Coordinator Responsibilities:

- Communicate this policy to department employees and share endorsement data with the HR representative by the end of each month. Inform HR immediately if any issues arise within the department.

5. Content

5.1 General Guidelines:

- Coverage is granted to employees and their immediate dependents (spouse and first three dependent children).
- For expat employees, coverage includes the employee (with PAN Card) and their family members (spouse and first three children) if they have Indian Identity Proof (Aadhar Card).
- Benefits are given only if the patient's name is covered under this policy.
- Mid-year additions to the family floater are eligible if added within 30 days and within the same month of endorsement.
- The insurance policy is valid for one year.
- The list of network hospitals can be checked here.
- Specific treatments and diseases not covered are listed in ANNEXURE-4.
- Expats and their dependents can receive treatment within India.

5.2 Process:

5.2.1 Joining Time:

- **5.2.1.1** New joiners covered under the health insurance policy are provided with a Declaration form (ANNEXURE-2) to fill out. HR will update the Medical Insurance Master Data.
- **5.2.1.2** HR shares details with Insurance Brokers. E-medical cards and mobile apps can be downloaded within 30 days.

5.2.2 Mid-Year Addition/Deletion:

- Employees must forward details of any changes (marriage, divorce, death, adoption, new birth) to HR within 30 days and within the same month of endorsement (on or before the 1st of every month) using the related form (ANNEXURE-1).

5.2.3 Salary Revision:

- If an employee's salary revision makes them ineligible for ESI and eligible for health insurance, their details will be updated by the Payroll team.

5.2.4 Expats Addition/Deletion:

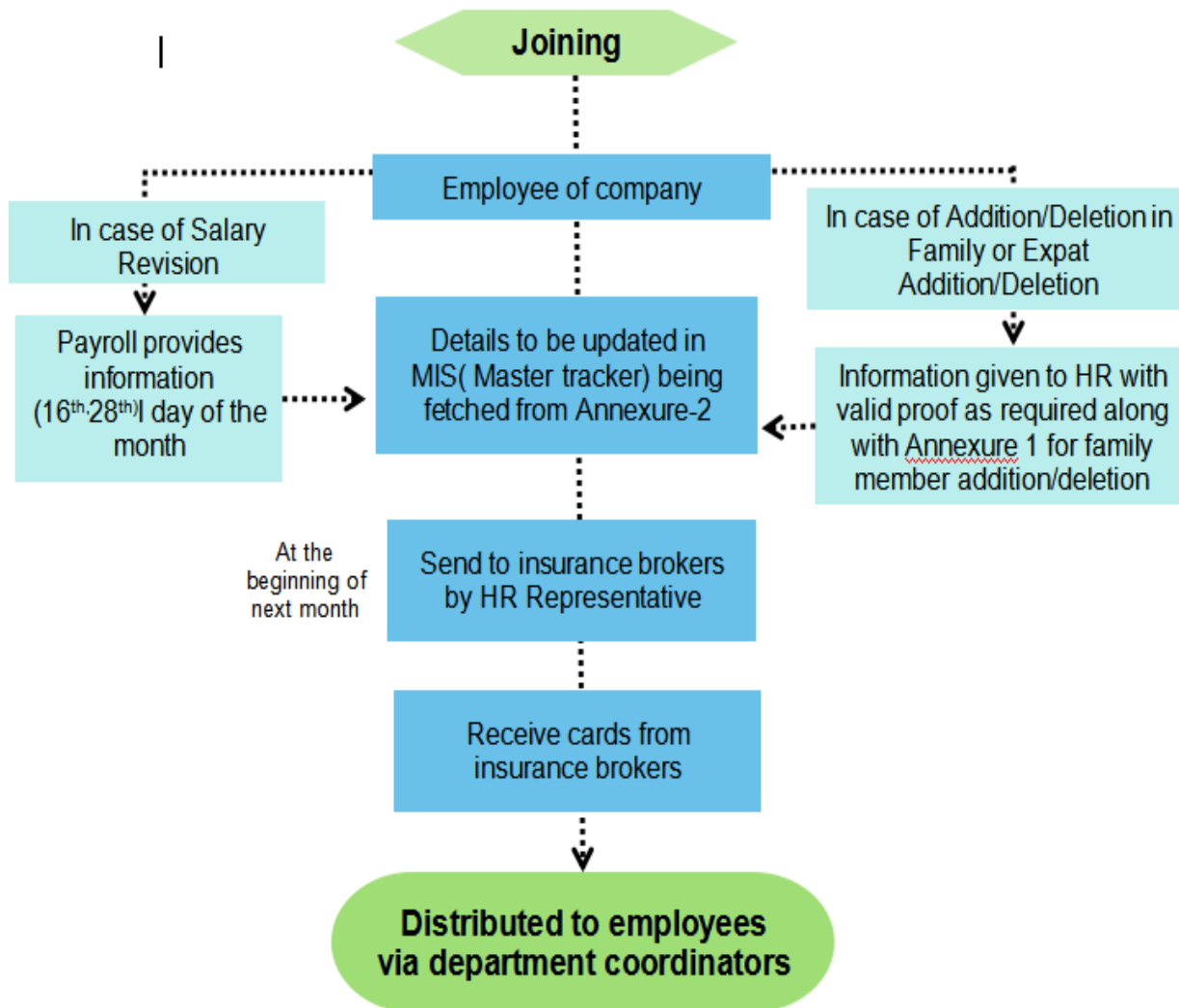
- Expats must have a PAN Card for coverage. Their family members need an Aadhar Card. HR responsible for expat benefits will update any changes monthly.

5.3 Training & Awareness:

- **5.3.1** HR will conduct training sessions twice a year for all department coordinators.

- 5.3.2 Department coordinators will train their employees twice a year and submit training signature forms to HR.

5.4 Flow Chart:



5.5 Policy Coverage/Benefits:

5.5.1 GHI/GMC (Group Health Insurance/Group Medical Policy):

S N	Benefits Under the Policy
1	Sum Insured Slab: Rs. 3 Lakh, 5 Lakh & 7 Lakh (Grade Wise)
2	Hospitalization: 24 hours hospitalization with active treatment is mandatory
3	Family Definition: Self, Spouse, Three Dependent Children

S N	Benefits Under the Policy
4	Maternity Benefit: Up to Rs. 50,000 for Normal and Caesarean. Newborn baby covered from day one within family floater
5	Mid-Term Addition/Deletion: Allowed for new joiners, newly wed spouse, and newborn babies within 30 days and within the same month of endorsement
6	Day Care Procedures: Covered
7	Intimation Clause: Within 48 hours
8	Addition/Deletion: Premium charged on a pro-rata basis
9	Claim Submission: All reimbursement claim documents should be submitted within 30 days from the date of discharge from the hospital

5.5.2 GPA (Group Personal Accident Coverage Policy):

S N	Benefits Under the Policy
1	Sum Insured Slab: Rs. 5 Lakh, 10 Lakh, 15 Lakh (Grade Wise)
2	Benefits: Death benefit, Permanent Total Disability (PTD), Permanent Partial Disability (PPD), Terrorism
3	Family Definition: Self
4	Weekly Benefit (TTD): 1% of SI or Rs. 5,000 per week, whichever is less, for 100 weeks
5	Accidental Medical Expenses: Covered up to 10% of SI or 40% of the claim amount or the actual, whichever is lower
6	Repatriation of Remains: 1% of SI or Rs. 2,500
7	Children Education Grant: Rs. 10,000 per child, up to 2 children
8	Claim Submission: All reimbursement claim documents should be submitted within 30 days from the date of discharge from the hospital

Sum Insured:

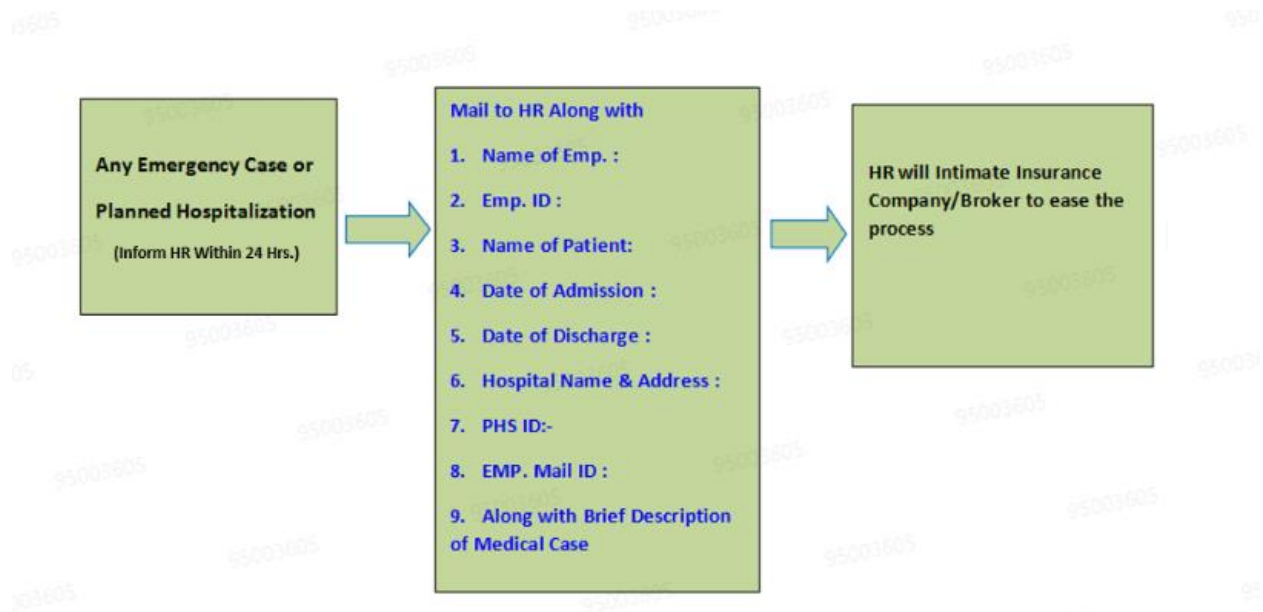
Grade	Sum Insured GMC	Sum Insured GPA
Up to B1-2	3 Lacs	5 Lacs
B2-1 to C1-1	5 Lacs	10 Lacs
C1-2 & above + Expats	7 Lacs	15 Lacs

- If the grade changes after the renewal of the medical insurance agreement, the insurance coverage will remain unchanged in the current policy and will be updated at the next renewal.

5.6 How to Avail Benefits of Health Insurance Policy:

5.6.1 Using Health Card (Cashless Procedure/Network Hospitals):

- Show your Medical card/E-Medical Card at the hospital TPA desk.
- Carry valid photo ID proof of the patient (e.g., Aadhar card, Driving License).
- Pre-intimate TPA and HR department for planned hospitalization.
- Initial deposit at hospitals (if taken) will be refunded at discharge (deductions depend on hospital consumables and other expenses not covered by the policy).
- Original documents will be retained by the hospital for the claim; photocopies can be requested.
- Approval is given in two parts: Initial (40-60% at admission) and final (balance at discharge).
- Contact your account manager at Insurance Brokers for assistance.



5.6.2 Cash Reimbursement Procedure (Non-Cashless Procedure/Non-Network Hospitals):

Admission Procedure:

- In non-network hospitals, the patient must bear hospitalization expenses.

Discharge Procedure:

- Clear bills and submit a claim to TPA for reimbursement. Collect all necessary documents (discharge summary, final bill, payment receipts, investigation reports, films, etc.).

Submission of Hospitalization Claim:

- Submit the final claim within 30 days (preferably ASAP) from the date of discharge. Required documents are listed in ANNEXURE-3.
- Inform HR for planned hospitalization or claim assistance.

Note: Claims will be rejected if TAT is not followed.

Any Emergency & Planned Hospitalization

Mail to HR along with Intimation form (inform HR within 24 hours.)

HR will initiate to the vendor to ease the proces.

Employee will share all scan copies of treatment to the vendor on E mail (viplavdas@rathi.com/anushka.srivastava@godigit.com) by keeping HR in CC (chetan.hr@vivo.com/deepakrawat.hr@vivo.com)

6. Manuals for Smooth Operation Awareness:


- 6.1 GMC Claims Process & Document Checklist Manual
- 6.2 Wellness Manual
- 6.3 Employee Benefit Manual

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Performance Management System		

1. Purpose: To establish a structured and transparent performance management system that promotes continuous improvement, recognizes achievements, and addresses performance issues among factory employees.

2. Scope: This policy applies to all factory employees.

3. Objectives:

- Align individual performance with organizational goals.
- Provide regular feedback and support for employee development.
- Recognize and reward high performance.
- Address and improve underperformance.

4. Performance Management Cycle:

4.1. Continuous Feedback:

- Supervisors will provide ongoing feedback on monthly basis.
- Regular check-ins (monthly or quarterly) will be conducted to discuss progress, challenges, and development needs.

4.3. Periodic Review:

- “B” Level employees: a formal Quarterly review will be conducted to assess progress towards target.
- “C” Level employees: a formal mid-year review will be conducted to assess progress towards target.
- Adjustments to target and development plans can be made based on the review.

4.4. Annual Performance Review:

- At the end of the performance cycle, a comprehensive review will be conducted.
- Performance will be evaluated based on goal achievement, competencies, and overall contribution.
- Employees will receive a performance rating, feedback, increments, Promotions.

5. Performance Ratings:

Rating	Proportion
S-Outstanding performance	Max 15%
A-Meet Expectations	Max 80%
C-Needs Improvement	Min 5%
D-Poor Performance	0% to 5%

6. Development Plans:

- Based on performance reviews, PIP plans will be created for each employee.
- Plans may include training, mentoring, job rotation, or other development activities.
- Progress on development plans will be reviewed regularly.

7. Recognition and Rewards:

- High performers will be recognized through various means such as Department Rewards, bonuses, promotions, and public acknowledgment.
- Recognition programs will be designed to motivate and retain top talent.

8. Addressing Underperformance:

- Employees with performance ratings of "Needs Improvement" or "Unsatisfactory" will be placed on a Performance Improvement Plan (PIP).
- The PIP will outline specific areas for improvement, support provided, and a timeline for achieving the required performance level.

Quarterly Review Matrix			
Month-1	Month-2	Month-3	Quarterly Recommendation
C-Need improvement Issue PIP letter	C-Need improvement Issue PIP letter	C-Need improvement Issue PIP letter	Can be ATL
C-Need improvement Issue PIP letter	C-Need improvement Issue PIP letter	D-Poor Performance Issue Warning Letter	Can be ATL
C-Need improvement Issue PIP letter	D-Poor Performance Issue Warning Letter	D-Poor Performance Issue Warning Letter	Can be ATL
D-Poor Performance Issue Warning Letter	D-Poor Performance Issue Warning Letter	D-Poor Performance Issue Warning Letter	Can be ATL

ATL= Ask to Leave

9. Roles and Responsibilities:

9.1. Supervisors/Managers:

- Provide clear expectations, regular feedback, and support to employees.
- Conduct fair and objective performance reviews.
- Identify development needs and facilitate employee growth.

9.2. Human Resources (HR):

- Oversee the performance management process and ensure its alignment with organizational goals.
- Provide training and support to supervisors and employees on performance management practices.
- Monitor the effectiveness of the performance management system and make necessary adjustments.

10. Appeals Process:

- Employees who disagree with their performance rating can appeal the decision.
- Appeals must be submitted in writing to HR within 7 days of receiving the performance review.
- HR will review the appeal and make a final decision.

11. Review and Amendments:

- This policy will be reviewed annually and amended as necessary to ensure its effectiveness and relevance.

12. Authority:


- The HR department holds the authority to interpret and enforce this policy.

DOCUMENT AUTHORIZATION

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Prepared by			
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 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
<p align="center"><u>PREVENTION OF SEXUAL HARASSMENT</u></p>		

1.0 Background

Company is committed to provide equal opportunity and a harassment free workplace notwithstanding race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability, as the case may be. Thus in order to create such a safe and conducive work environment, this Policy has been framed, in conformity with the provisions of the **“Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”** of India (hereinafter referred to as the **“Act”**¹) and existing rules framed thereunder namely the **“Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013** (hereinafter referred to as the **“Rules”**).

2.0 Purpose & Scope

Purpose of this policy is to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it. This policy extends to all employees including individuals coming to the workplace for employment or for any other purpose whatsoever including but not limited to visitors, vendors, contractual resources, and applies to any alleged act of sexual harassment against persons at workplace, whether the incident has occurred during or beyond office hours.

3.0 Important definitions:

The definitions etc given below are not exhaustive rather indicative and the definitions given in the said Act will prevail:

- (a) “Aggrieved Woman” means in relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subject to any act of sexual harassment by the respondent and includes contractual, temporary employees and visitors.
- (b) “Complainant” is any aggrieved woman (including a representative as more fully described under Rule 6 of the said Rules, if the aggrieved woman is unable to make a complaint on account of his/her physical or mental incapacity or death or otherwise) who makes a complaint alleging Sexual Harassment under this Policy.
- (c) “Employee” as defined under the Act and means a person employed with the Company for any work on permanent, temporary, part-time, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, who with or without the knowledge of the Principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are expressed or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.
- (d) “Employer” means person who are responsible for management, supervision and control of the Work place including appointment/removal/termination of employees and will include ‘Director and General Manager’ Head of HR & Admin, Head of Operation, or any other senior position created in future.
- (e) “Internal Committee” means and include an Internal Complaints Committee (hereinafter referred to as the **“ICC”**).
- (f) “Member” means a member of the ICC.

(g) "Presiding officer" means the presiding officer of the ICC and shall be a woman employed at a senior level at the workplace amongst the employees.

(h) "Respondent" means a person against whom a complaint of alleging sexual harassment has been made under this policy.

(i) "Parties" means collectively the complainant and the respondent.

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

A. Any unwelcome sexually determined behaviour or pattern of conduct that would cause discomfort and/or humiliate a person at whom the behaviour or conduct was directed namely-

(i) Physical contact and advances;

(ii) Demand or request for sexual favours;

iii) Making sexually coloured remarks or remarks of sexual nature about a person's clothing or Body;

(iii) showing pornography;

(iv) Any other unwelcome physical, visual, verbal or non-verbal conduct of sexual nature including but not limited to cat-call, wolf/finger whistle, vulgar/indecent jokes, letters, phone calls, text messages, e-mails, gestures etc.

Sexual harassment can involve a series of incidents or it can be a one-off occurrence.

B. The following circumstances, among other circumstances, if it occurs or is present in relation to Connected with any act or behaviour of sexual harassment may amount to sexual harassment:-

- Implied or explicit promise of preferential treatment in employment; or

- Implied or explicit threat of detrimental treatment in employment; or

- Implied or explicit threat about the present or future employment status; or

- Interference with work or creating an intimidating or offensive or hostile work environment for the person; or

- Humiliating treatment affecting any person's health or safety.

(k) "Workplace" means establishments, enterprises, institutions, offices, branches, premises, locations or units established, owned, controlled by the Company or places visited by the employees out of or during the course of employment including accommodation, transportation provided by the employer for undertaking such journey.

4.0 Guidelines

4.1 Internal Complaints Committee:

Pursuant to the relevant provisions of the Act, an Internal Complaints Committee (ICC) will be constituted to prevent sexual harassment and to receive and effectively deal with complaints pertaining to the same.

4.2 Mechanism of dealing with the Complaint of Sexual Harassment

4.2.1 Lodging of complaint

(1) Any aggrieved woman may make in writing, a complaint of sexual harassment to the Employer, Presiding Officer-ICC, Any Member including External member of ICC, within a period as specified in the Act, from the date of incident.

(2) The complainant should clearly mention name and available details of both the aggrieved person and the respondent. Anonymous or pseudonymous complaints will not be investigated.

(3) Where the aggrieved woman is unable to make the complaint on account of her/his physical or mental incapacity or death or otherwise, his/her representative, as more fully described under Rule 6 of the said Rules, may make a complaint.

(4) The Complaint so received will officially be forwarded to the Presiding Officer of ICC.

- (5) The complainant shall submit six copies of the complaint duly signed & accompanied by available supporting documents and relevant details concerning the alleged act of sexual harassment(s) including names and address of witnesses, if any which the complainant believes to be true and accurate.

4.3 Redressal Process:

4.3.1 Inquiry into the Complaint;

- (1) The ICC will conduct a meeting within 3 days of receipt of the complaint to examine whether the complaint is falling under the purview of the POSH Act. If so, the complaint will be entertained by the ICC.
- (2) The ICC within 7 (seven) working days of receiving the complaint shall forward one copy thereof to the respondent for obtaining a response.
- (3) The respondent within 10 (ten) working days of receiving the complaint shall file reply to the complaint along with list of supporting documents, names and addresses of witnesses.
- (4) The ICC shall consider the reply from the respondent and initiate an inquiry. The complainant or the respondent to the complaint shall not be allowed to bring any legal practitioner to represent them at any stage of the proceedings before the ICC. ICC shall hear both the complainant and the respondent on date(s) intimated to them in advance and the enquiry will be conducted in accordance with the principles of natural justice.
- (5) In the event of failure to attend personal hearing before ICC by the complainant or the respondent on three consecutive dates (intimated in advance), the ICC shall terminate the inquiry proceedings or give an ex-parte decision. However, the ICC shall serve a notice in writing to the party(s), 15 (fifteen) days in advance, before such termination or the ex-parte order.
- (6) The inquiry process shall be completed maximum within the period of 90 (ninety) days.
- (7) The ICC within 10 (ten) days from the date of completion of inquiry shall provide a report of its findings with recommendation to take action for sexual harassment as a misconduct in accordance with the provisions of the Service Rules as applicable to the Respondent, to the Employer and copies of such report shall also be forthwith made available to the complainant and respondent.
- (8) Where the complainant wish to file any complaint against the respondent the ICC will help the Complainant to initiate action in accordance with law with the appropriate authority, and to give advice and guidance regarding the same.

4.3.2 Interim relief

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to:

- Transfer the aggrieved woman or the respondent to any other workplace; or
- Grant leave to the aggrieved woman of maximum 3 months, in addition to the leave he/she would be otherwise entitled; or
- Grant such other relief to the aggrieved woman as may found to be appropriate; or
- Restraint the respondent from reporting on the work performance of the complainant.

Once the recommendation of interim relief are implemented, the Employer shall inform the committee regarding the same.

4.3.3 Prohibition on disclosure of information

This policy and the law prohibits any person including ICC Members from publishing, communicating or making known to the public, press and media in any manner, contents of the complaint, the identity and addresses of the aggrieved person, respondent and witnesses, any information relating to conciliation and inquiry proceedings, or recommendations of the ICC during the proceedings under the provisions of the Act. Any violation thereto shall also be subject to applicable disciplinary action as outlined in rules. Further Company Director shall impose monetary punishment as per provisions of the Act and Rules.

4.3.4 Protection to Complainant

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue and/or produces any forged or misleading document) will be subject to applicable disciplinary action.

4.3.5 Appeal

Any person aggrieved by the recommendation of ICC may prefer an appeal under the relevant provisions of the Act and Rules.

5. Annual Return:

The Internal Complaints Committee shall in each calendar year prepare an annual report with the following details and shall submit the same to the employer and the District Officer.

- Number of complaints of sexual harassment received during the year.
- Number of complaints disposed off during the year.
- Number of cases pending for more than 90 days.
- Number of workshops or awareness program against sexual harassment carried out.
- Nature of action taken by the employer.

6. Miscellaneous:


- Company may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so as long as it complies with the Act. Any such alterations or amendment or rescinding will be intimated to the employees.
- Nothing contained in this rules shall operate in derogation of any law for the time being in force or to the prejudice of any right of any employee under Rules or Law.
- This policy comes into force with immediate effect.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Standard Operating Procedure (SOP) and Guidelines for Office Library		

Purpose

To provide guidelines for the management and use of the office library, ensuring an organized, accessible, and beneficial resource for employees' professional and personal development.

Scope

This SOP applies to all employees who wish to access, borrow, or manage resources from the office library.

1. Library Access and Hours of Operation

- The library is accessible during office hours: **10:00 AM – 05:00 PM**.
- Only employees with valid ID cards are permitted to use the library resources.

2. Library Usage Guidelines

- The library is intended for **quiet study, research, and reading**. Please maintain silence.
- **Food and drinks** are not permitted in the library to preserve the resources.
- Employees are encouraged to suggest new books or resources they believe would benefit the library collection.

3. Borrowing and Returning Materials

- **Borrowing Limit:** Employees may borrow up to **2 books or resources** at a time.
- **Borrowing Period:** The standard borrowing period is **2 weeks**. Extensions of up to one additional week are available upon request.
- **Return Process:** Books must be returned to the designated library return desk and marked as "returned" by the librarian.

5. Overdue and Lost/Damaged Materials

- **Overdue Materials:** A reminder email will be sent if the borrowed material is not returned on time. After 7 days of overdue status, borrowing privileges may be temporarily suspended.
- **Lost or Damaged Items:** Employees are responsible for replacing lost or severely damaged books or materials, or compensating the library at the item's replacement cost.

6. Conduct in the Library

- Employees are expected to **treat library resources with care** and respect the space.
- **Disruptive behavior**, including loud conversations, phone use, or any inappropriate activity, may lead to restricted library access.

7. Librarian and Support

- For any issues or support needed, employees can contact the library team via email at **hrops.gn@bhagwatiproducsltd.com**

Employee Responsibility


All employees are expected to adhere to these guidelines, treating library materials with respect and cooperating in maintaining an organized and efficient library.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Attendance Management Rules		

1. Purpose: To establish a streamlined and standardized management system ensuring error-free and transparent employee attendance management.

2. Scope: Applicable to all employees of BPL Factory.

3. Responsibilities:

3.1 HR Department:

- Formulate, revise, implement, supervise, review, and handle inquiries related to the attendance system.
- Explain the rules to every employee.

3.2 Department Attendance Coordinators:

- Manage employee attendance accurately.
- Coordinate with HR for any grievances.

3.3 Managers/HODs:

- Verify and ensure the accuracy of attendance records submitted to HR.

3.4 IT, Utility, and Security Teams:

- Provide necessary support for attendance system management.

3.5 Employees:

- Adhere to attendance procedures and punch in/out on time as per their shift. Failure to punch will result in no salary.

4. Content:

4.1 Registration and Masking Procedure:

4.1.1 Joining Team:

- Complete registration formalities to generate Employee ID and biometric data on the attendance system.
- Share data with the payroll team on the joining day.

4.1.2 Payroll Team:

- Create duty rosters in the Savior system to reflect employee data.
- Upload employee master reports in the Savior system.

4.1.3 Payroll and IT Teams:

- Complete server masking to enable employees to punch on attendance machines within two days of joining.

4.2 Employee Attendance Management Procedure: 4.2.1 Punching:

- Employees must punch in/out using the attendance machine according to their shift. Report any issues to the Attendance Coordinator.

4.2.2 Weekly Attendance:

- Payroll team imports weekly attendance to HRMS and shares a consolidated report with Department Attendance Coordinators.

4.2.3 Verification:

- Department Attendance Coordinators verify attendance and share feedback with the Payroll team within two working days.

4.2.4 Daily Attendance (Post 25th):

- Payroll team shares daily attendance sheets. Coordinators provide feedback by 10:30 AM the next working day.

4.2.5 Corrections:

- Payroll team updates valid corrections and continues the daily attendance process until the end of the month.

4.2.6 Leave and Adjustments:

- Employees have to apply leaves in advance in HRMS system. Adjustment will be done by Attendance team based on approval from Reporting manager / HOD.

4.2.7 Final Corrections:

- Final correction sheets must be shared by the 1st of the forthcoming month. No corrections accepted after this date.

4.2.8 Final Attendance:

- Update final attendance in HRMS by the 1st working day of the forthcoming month for salary processing.

4.2.9 Abbreviations in Attendance Machine:

- Absent (A), Present (P), Present on Sunday (POW), Punched one time (MIS), Half-day (HLF), Week Off (WO).

4.2.10 Abbreviations in Attendance Sheet:

- Includes additional codes like Out Duty (OD), Factory Holiday (HO), Compensatory Off (COff), Sick Leave (SL), etc.

4.3 General Guidelines:

4.3.1 Late Arrival/Early Departure:

- Not allowed as per shift timings. Violations result in penalties.

4.3.2 Penalties for Late Arrival/Early Departure:

- Up to 1 hour: Progressive GWP deductions.
- More than 1 hour: Half-day salary deduction.

4.3.3 Punishments:

- 1st to 4th time: 5 GWP deduction each.
- 5th and 6th time: Warning Letter.
- 7th time: Exit/Separation from services.

4.3.4 Leave Adjustments:

- Prior approval required via the leave Application Module on HRMS.

4.3.5 Technical Issues:

- IT department to resolve any punch timing issues.

4.5 Biometric Attendance Process for Forgotten Cards:

4.5.1 Visitor Card:

- Inform security and collect a visitor card with approval.

4.5.2 Gate Pass:

- Show signed gate pass to Security Guard for biometric punching.

4.5.3 Security Team:

- Allow biometric punching after verification.

5. Mis-punch Cases:

5.1 Approval:

- Two mis-punches per month can be approved by HOD.

5.2 Penalties for Additional Mis-punches:

- More than two mis-punches result in a half-day salary deduction.

5.3 Approval Process:

- Raise office request for mis-punch approval by HOD.

5.4 Authentication:

- HR can authenticate mis-punch cases. Repeated faults lead to penalties and potential termination.

Note:


- Savior Attendance punch machines are installed. HR will consider only biometric attendance.
- HR department holds the right to modify procedures or resolve conflicts regarding the attendance system.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Leave Management Policy		

1. Objective

This policy provides information on various types of leave and guidelines for availing them, enabling employees to maintain a healthy work-life balance.

2. Scope

This policy applies to all employees.

3. Responsibilities & Authorities

3.1 Department Responsibilities

3.1.1 Department coordinators must keep records of employee attendance and submit leave applications via HRMS.

3.1.2 In emergencies, department coordinators can raise leave applications on behalf of employees at least one day prior to the leave.

3.1.3 Department coordinators must cross-verify leave details before sending them to HR.

3.1.4 Department coordinators must ensure employees follow the proper leave procedure on time; otherwise, the leave will not be considered.

3.2 HR Responsibilities

3.2.1 Check, monitor, and analyze leave details shared by employees or department coordinators.

3.2.2 Ensure leave balance details are accurately updated on HRMS.

3.2.3 Ensure leaves are timely updated in employees' leave accounts.

3.2.4 Clearly explain permitted/eligible leaves to employees and department coordinators.

3.2.5 Resolve leave-related grievances promptly.

3.3 Employees' Responsibilities

3.3.1 Follow the appropriate medium and approval procedure for availing leave.

3.3.2 Submit leave applications via the HRMS module at least one day in advance.

3.3.3 Reassign each leave application to the department coordinator and keep them in the loop during the approval process.

4.1 General Guidelines

- Leave must be pre-approved; otherwise, it will be considered absent.
- Department managers and HODs can sanction leave for B & Above level employees. For A Level employees, leave exceeding 3 days requires approval from the Department Manager/HOD on HRMS.
- Leave requests for more than 5 consecutive days must be submitted at least 15 days in advance.
- Employees joining after the 15th of any month will have their leave balance start from the following month.
- There is no provision for short leave.

Out Duty (OD) is granted for official/company work outside the company, following the same submission and approval procedure as leave applications.

4.2 Team Building

- Employees are allowed 4 instances of early departure/late arrival (up to 2 hours) per year for team building.
- Department coordinators must inform HR in advance and obtain HOD approval.
- Employees must punch out at the time of exit for team building.

5. Types of Leave

5.1 Casual Leave (CL)

- **Entitlement:** Maximum of 5 days per calendar year.
- **Eligibility:** All employees.
- **Calculation:** Credited at the start of the calendar year or date of joining on a pro-rata basis.
- **Conditions:**
 - CL can be combined with all types of leave.
 - Half-Casual Leave (HCL) can be availed for half-days.
 - Unused CLs lapse at the end of the calendar year.

5.2 Sick Leave (SL)

- **Entitlement:** Maximum of 7 days per calendar year.
- **Eligibility:** All employees (except those covered under Govt. ESIC scheme).
- **Calculation:** Credited at the start of the calendar year or date of joining on a pro-rata basis.
- **Conditions:**
 - SL can be combined with all types of leave.
 - Half-Sick Leave (HSL) can be availed for half-days.
 - For more than two consecutive SLs, a medical certificate is required.
 - Unused SLs lapse at the end of the calendar year.

5.3 Earned Leave (EL)

- **Entitlement:** 1 EL for every 20 working days.
- **Eligibility:** All employees after 240 working days of service.
- **Non-Eligibility:** Apprentices, Trainees, and ASOs.
- **Calculation:** Credited at the start of the calendar year based on the previous year's working days.
- **Conditions:**
 - EL can be combined with all types of leave.
 - Half-Earned Leave (HEL) can be availed for half-days.
 - ELs can be availed anytime during the year.
 - Unused ELs are encashed at the time of Full & Final settlement.

5.4 Compensatory Off (C/O)

- **Entitlement:** Based on total overstayed hours approved by the department Manager/HOD.
- **Eligibility:** Employees with grades C1-2 and above.
- **Calculation:** Overstay hours are accumulated monthly and compensated accordingly.
- **Conditions:**
 - C/O can be combined with all types of leave.
 - Half-Compensatory Off (HCO) can be availed for half-days.
 - C/O must be sanctioned in advance by the reporting authority.

5.5 Leave Without Pay (LWP)

- **Eligibility:** At the discretion of management.
- **Conditions:**
 - LWP is granted when leave balance is zero or exceeds the pro-rata limit.
 - Intermittent holidays/weekly offs are considered LWP, except for National Holidays.
 - LWP affects Diwali incentives and increments.

5.6 Maternity Leave (ML)

- **Entitlement:** Maximum of 26 weeks.
- **Eligibility:** Female employees who have worked for at least 80 days in the 12 months preceding the expected delivery date.
- **Conditions:**
 - Leave application must be submitted at least two weeks in advance with a medical certificate.
 - Intermittent holidays/weekly offs are considered ML.
 - In case of miscarriage, up to 12 weeks of leave is granted.

6. Other Holidays and Special Cases

6.1 Factory Holidays (HO)

- 13 holidays (Festival + National holidays) as prescribed by certified standing orders.

6.2 Half Day (HLF)

- Minimum of 4 hours of work as per assigned shift.

6.3 Out Duty (OD)

- Granted based on the nature of work.

6.4 Other Paid Holidays (PH)

- Based on management's decision.

7. Additional Notes

- Employees receive a maximum of 12 paid leaves (CL + SL) per calendar year.
- Leave balance for new employees joining in December is calculated on a pro-rata basis.

4.2 Punishment

All employees must obtain timely and prior approval for their leave(s) as per the process mentioned above. Failure to do so will result in the leave being considered unauthorized absence (leave without intimation or beyond the sanctioned leave period).

- Employees must follow the proper authorization process; otherwise, the leave application will be considered unauthorized absence.
- In emergencies, a screenshot of written approval (via Text message, etc.) from the respective department Manager/HOD must be attached to the leave application. Without this, the leave will be considered unauthorized absence.
- If an employee is unauthorizedly absent more than 3 times in a year, they will receive a warning letter from the HR department for each subsequent unauthorized absence.
- Continuous unauthorized absence will be treated as misconduct and may result in strict disciplinary action, including termination.
- If an employee is unauthorizedly absent for 7 consecutive days, they will be deemed to have voluntarily abandoned their job and lost their appointment lien as per the company's certified standing orders.
- Management will take appropriate disciplinary action against habitual latecomers.

Leave Type, Duration, Description, Frequency, and Action/Punishment

Leave Type	Duration	Description	Frequency in a Calendar Year	Action/Punishment in case of violation
Unauthorized Leave/Absent	1 day but less than 10 consecutive days	Any leave without prior intimation or absent	More than 3 times	Warning Letter

Leave Type	Duration	Description	Frequency in a Calendar Year	Action/Punishment in case of violation
Planned Leave	Up to 5 days	Any leave (EL / LWP / CL/ C/O) needs approval at least one day before	2 times	Deduction of GWP, Warning Letter
Planned Leave	More than 5 days	Any leave (EL / LWP/ ML / C/O) needs approval at least 15 days before	1 time	Warning Letter

4.3 Procedure for Applying Leave on HRMS

1. **Time for Leave:** Mention the date and time, e.g., for 2 days leave - 15th & 16th Feb (in day shift), then 2023-02-15 09:00 to 2023-02-16 17:50 (for Normal Shift).
2. **Reason and Work Arrangement:** Mention the reason for leave and work arrangement for absence or working outside (OD).
3. **Leave Category:**
 - A Level employees: Not eligible for SL; select CL, EL (after 240 working days), Others (for LWP or uncertain leave balance).
 - B and C1-1 Level employees: Eligible for CL & SL (pro-rata basis), EL (after 240 working days), Others (for LWP or uncertain leave balance).
 - C1-2 & Above: Eligible for CL & SL (pro-rata basis), Leave in Lieu (Comp-off), EL (after 240 working days), Others (for LWP or uncertain leave balance).
4. **Leave Details:** Mention the number of days, e.g., 2 days leave - 15th & 16th Feb. Remark if applying for different dates, e.g., 9th, 15th, 24th Feb.
5. **Medical Certificate:** Attach if applying for more than 2 SLs.

4.4 FAQs

Questions	Replies
When will HR give "WO" (Weekly OFF) as per working days of the previous week?	To avail of Weekly off, the employee must complete at least 50% of working days in the prior week.
What are the conditions if the last working day falls on a holiday?	HR cannot put "WO", "PH" (Paid holiday)/ "HO" (National holiday/another holiday) on the last working day of leaving/left employees.
What happens if the factory declares holidays during sanctioned leave?	HR will treat leave days as per the sanctioned leaves only.
What if employees don't check HRMS for leave balance before mentioning leave type?	HR can change the leave type according to the leave balance. If the employee cannot submit a leave application, HR will not mark paid leave according to the remaining balance.

Questions	Replies
When is Sunday/Weekly Off considered leave or absent?	If an employee is on leave/absent/LWP for more than 50% of the week, the Sunday/weekly off of the preceding week is marked as leave. However, in the case of EL, Sunday is not marked as leave.
If an employee is on leave for Saturday and Monday, will Sunday be considered as leave?	No, it will not be marked as leave.
If two half leaves are availed in a month, what will be the attendance award?	Rs.1000 attendance award will be given as both half leaves sum up to 1-day leave.
Why are leaves and salaries deducted for operators even if there is EL left?	Some leaves are kept for special circumstances, maintained by HR on a pro-rata basis.
How should Out Duty (OD) be mentioned by department coordinators in the Attendance sheet?	Mention in the correction sheet with the abbreviation OD and the link of the leave application through which OD is applied.
If an employee attends the office for only two hours, will that be considered as half-day?	No, it will be marked as absent. For half-day, the employee should be present for at least four hours.
What is the difference between present on a company's declared holiday (POH) and Paid Holiday (PH)?	"POH" is used by the payroll team during National and Festival Holidays. "PH" is used when any department or company announces a holiday for particular working days.
What about Inventory offs?	According to the PMC plan, concerned department employees can have off due to inventory. Approval process: PMC(writer) --> HR Head Approval --> Factory Head Approval.
Can half-day be replaced by CL/ EL/SL or C/O?	Yes.

Notes


1. The HR department holds the right to modify the Leave policy or make decisions in case of conflicts regarding clarification/interpretation.
2. In case of conflict between this policy and any other Department Policy, this policy shall prevail.
3. All leaves are subject to the approval of respective HODs.
4. HR will share Leave Balance Data with HODs on the 10th of every month. Department coordinators will track leaves and share correction sheets with HR Payroll, denoting leaves as CL, SL, EL, HLV - as per policy and balance data. If no leave balance, mark "LV".
5. Department coordinators will share the HLV abbreviation for half-day approved leave in the attendance sheet. The payroll team will update the half-day leave abbreviation according to the leave balance.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
GWP Reward Policy		

1. Purpose

This policy aims to encourage all staff levels to tackle challenging tasks, pursue continuous improvement, innovate constantly, and achieve outstanding results. It also promotes a healthy work environment.

2. Scope

This policy applies to all employees.

3. Responsibilities

3.1 Each department is responsible for regulating internal rewards and implementing them.

3.2 The HR department coordinates and plans all rewards policies, reviews rewards applications, and can reject those exceeding policy limits.

3.3 The Audit department manages risk for rewards expenditure and supervises the implementation of responsibilities in the rewarding process.

4. Content

4.1 GWP Rewards & Punishments

4.1.1 Monthly GWP rewards and scores vary by grade. GWP scores are deducted for infractions or poor performance. The GWP reward is calculated based on the final GWP score. If deductions exceed the score, the excess amount is deducted from the salary.

- Example 1: If a B grade employee's GWP score is deducted by 10 in July (28 paid days), the GWP reward is calculated as: $(60-10)/60 * 1500 / 31 * 28 = 1129$
- Example 2: If a B grade employee's GWP score is deducted by 100 in July (28 paid days), the GWP reward is: $(60-100)/60 * 1500 * 28 / 31 = -903$ Rupees (deducted from salary)
- Example 3: If a B grade employee has no infractions, the GWP score is 60, and the reward is 1500 Rupees.

4.1.2 GWP score and reward packages:

- Grade A: 40 GWP Score, 1000 Rupees
- Grade B: 60 GWP Score, 1500 Rupees
- Grade C and above: 80 GWP Score, 2000 Rupees

4.1.3 Department-specific GWP management regulations must be reviewed by HR.

4.1.4 The minimum GWP score for an employee is 0; no negative scores.

4.1.5 Inactive employees receive GWP only if they have 15 or more paid days.

4.1.6 Active and inactive employees receive half GWP if they work less than 50% of the month.

4.2 Other Department Rewards

Employees who achieve superior results, make extra efforts, and contribute outstandingly are rewarded. Rewards align with companies core values and encourage continuous effort and achievement.

4.2.1 Reward Types Rewards are given as recognition notifications or bonuses, with a focus on reputation incentives and secondary bonus incentives.

4.2.2 Reward Regulation

- Rewards ≤ Rs. 10,000 must be approved by the Department HOD/Manager or an authorized person.
- Rewards > Rs. 10,000 must be approved by the Factory Head.

4.2.3 Reward Management Rules for A-level and B & above level employees:

- General Performance Reward for B & Above: Includes department-level projects. Nominations should not exceed 15% of staff or the top 3 employees, whichever is higher. For example, in a department of 40 staff, 6 employees can be rewarded. If the staff count is 10, the top 3 can be rewarded. Individual rewards can range from 0-4000 Rs.
- Performance Reward for A-Level: As per the published document.
- Annual Function: Factory ranking reward.
- Inventory Reward: Quarterly inventory.
- Quality Reward: Testing/detect issues related reward rules.
- Training Reward: HR training team procedure V-2, TC-Instructor Certification Program Ver 2.
- Factory Kaizen Reward: Monthly Kaizen rewards.
- HPT Reward: HPT BUG reward.
- Mentorship Reward: Mentorship regulation & reward program with tutoring form guidelines.
- India Factory Training Program: Monthly training program.
- Factory Level Project: Factory project.

For A-level employees, the per capita reward budget is Rs. 200 per month. For example, with 300 A-grade employees, the total department reward budget is $300 \times 200 = 60,000$ Rupees. Monthly budgets cannot be carried forward.

4.2.4 The specific reward amount is based on the department's internal policy within the reward limit. HR conducts daily supervision of reward cases.

5. GWP and Department Rewards Submission Process

5.1 GWP and department rewards are nominated by team leaders and compiled by department coordinators monthly. The datasheet is reviewed and approved by the respective HOD/Manager.

5.2 GWP rewards are collected in template attachment-1, and department rewards in template attachment-2.


5.3 Special department rewards must be applied for by the HOD/Manager, reviewed by HR HOD, and approved by the Factory Head.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Good Work Incentive (GWI) Policy		

1. Purpose

To ensure that employees receive consistent and accurate compensation for the extra time they dedicate to their job duties.

2. Scope

This policy applies to all employees.

3. Definitions

3.1 Good Work Incentive (GWI): Incentive given for extra working hours within and outside the factory for official work.

3.2 Excessive Extra Working Hours: Extra hours worked beyond the permissible limits as prescribed or amended by the Government.

3.3 Exempted Employees: Employees with grades C1-2 and above are exempt from this policy for extra working hours but are eligible for compensatory off (C-off) as per the Leave Policy.

4. Responsibilities & Authority

4.1 Department Responsibilities:

- **4.1.1** Department coordinators must raise GWI requests at least one day prior via the BPM module, or on the same day in case of urgency via internal communication.
- **4.1.2** Submit the weekly GWI sheet to the HR Department by 12 noon on the 1st day of the forthcoming week.
- **4.1.3** Control excessive extra working hours by clearly conveying the guidelines of this policy within the department and maintaining an internal control mechanism.

4.2 HR Responsibilities:

- **4.2.1** Compensate employees accurately, timely, and fairly based on actual and permitted extra working hours.
- **4.2.2** Supervise, monitor, and control the GWI policy across all departments.
- **4.2.3** Ensure the policy is properly published and conveyed to employees via transparent internal channels.

4.3 PMC Responsibilities:

- Raise requests timely as per the production plan.

5. Content

5.1 General Guidelines:

5.1.1 Validity and Eligibility:

- Weekly GWI requests must be raised by department coordinators only. Requests from other individuals will not be considered valid.
- Daily GWI requests must be raised by department coordinators or department representatives with prior approval from their Department HOD/Manager. It is mandatory to inform department coordinators if other representatives raise daily GWI requests.
- In case of urgency, employees must take permission via V-Chat from their Department HOD/Manager and ask the Department Coordinator to raise a request the next working day. Valid proof of permission and the reason for the late request must be attached by the end of the next working day.
- In case of mis-punch, employees will not be eligible for a full-day present but will get permitted extra working hours as per their allotted shift.

5.1.2 Permissible Limits for Extra Working Hours:

- GWI will be paid only for permissible limits as prescribed and amended by the Government. Excessive extra working hours will not be compensated. Approval from HOD/Manager is required for extra work beyond permissible limits.

Period	Permissible Duration	Remarks
Daily	Not more than 2 hours	Not applicable for specific shift employees (e.g., 4 days working and 2 days shift off)
Weekly	Not more than 12 hours	-
Quarterly	Not more than 100 hours	-

Note: This duration is subject to change as per amendments in laws, rules, and regulations.

5.2 Process:

5.2.1 Submission Procedure:

- Department coordinators/representatives will raise GWI requests following this procedure:
 - Teams / email → attendance group
- Production employees performing duties as per the factory's production plan will get GWI as per requests raised by the PMC department and respective department coordinators via the BPM module.
- Department coordinators will cross-verify the number of employees staying for extra hours as per PMC's request and raise detailed requests in the BPM application.
- HR payroll representatives will receive and record the requests for future reference and cross-verify with the savior record.
- At the end of the week, department coordinators will compile extra working hours sheets and share them with the HR department via the BPM module in a standardized format (refer to Form-1) by 12:00 PM on the 1st day of the forthcoming week.
- GWI will be transferred along with the monthly salary directly to the employee's bank account.

5.2.2 Flow Chart:

5.3 GWI Calculations:

Particulars	For A & T Level	For B & up to C1-1 Level
During Normal Days (Weekday, Weekend, Sunday, or any other factory holiday except National Holidays)	(Minimum Wages/208) * 2 * Extra Working Hours	170 INR/hour
During National Holidays (26 January, 15 August, 02 October)	{(Minimum Wages/208) * 2 * Extra Working Hours} * 2 times	340 INR/hour

Punching Extra Hours from Shift End Time Consideration Rules:

Extra Hours from Shift End Time	Consideration
0 to 59 minutes	Zero
1 hr 1 minute to 1 hr 29 minutes	1 hr
1 hr 31 minutes to 1 hr 59 minutes	1 hr 30 minutes

Note:

- If an employee works on a non-working day (e.g., week off, holidays), 50 minutes should be excluded from total overtime for a break. This applies only to those staying after 1 AM/PM (first half of shift).
- Employees can claim overtime for out-duty until working at a vendor visit. They cannot claim overtime until they reach home.
- For out-duty overtime claims, employees must raise a request on BPM → Overtime Module for approval.
- On holidays/week-offs, employees can claim overtime according to their work. On normal working days, overtime is calculated after 5:50 PM only.

6. Punishment


Management will take disciplinary action against employees who habitually share incorrect details. The payroll team will audit overtime shared by departments. If an employee is found at fault, the payroll team has the right to deduct 5 GWP from the respective employee and department coordinator for sharing incorrect overtime details.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Good Performance Reward Guidelines		

1. Purpose

To motivate employees who perform well individually or as part of a team and contribute to the department's overall goals. This initiative aims to foster a high-performance culture among individuals and work teams.

2. Scope of Application

This policy applies to all employees in the HR department.

3. Objectives

- **a)** Recognize employees' exceptional and value-added contributions under various constraints.
- **b)** Establish high performance standards and promote a team-oriented work culture.
- **c)** Recognize employees in a timely manner to boost productivity and quality of work.

4. Criteria

The following criteria should be considered for determining rewards:

- **a) Additional Project:** Employees who successfully complete additional projects will be rewarded based on the project's difficulty and duration. Note: This criterion does not apply to project-based roles, only to additional projects.
- **b) Team Collaboration:** Employees contributing to the work of other HR teams will receive an appropriate reward based on their contribution.
- **c) Improvement:** Employees who improve the overall functioning of HR or the quality of work will be rewarded. Note: If an employee has already received a Kaizen reward, this criterion will not apply.

Note:

1. Completing normal work on time effectively is part of job responsibilities and will not be rewarded.
2. Avoid overlapping rewards. If another department has already rewarded an HR employee for a cross-department project, the HR department should not give an additional reward.
3. Monthly rewards should not exceed the budget.

5. Reward System


- **a)** Rewards will be given at the end of each month, only upon the completion of tasks/projects. Ongoing tasks/projects will not be rewarded.
- **b)** The reward amount will be based on the criticality and importance of the accomplished project, as decided by the Manager and HOD.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Rules for Upgrading/Downgrading A Level Employee Grades for Position Allowance		

1. Purpose

To standardize the internal process for upgrading or downgrading A level employee grades for position allowance.

2. Scope

Applicable to the Production Department of the India Factory.

3. Responsibilities

Role	Responsibility
Area Incharge	Share the names of A level employees selected for promotion or demotion.
Dept HOD	Final authority to approve or reject promotion or demotion requests by the Area Incharge.
MIS	Maintain records and coordinate with HR/TC.
TC (Assessment Team)	Prepare job cards and coordinate with HR for verification.
HR	Review data shared by TC and Production.

4. Rules for Upgrading/Downgrading A Level Employees

- **4.1** All In-charges must inform the MIS person through office request with HOD approval for any promotion/demotion as per company rules.
- **4.2** Demotion requests must include the signature of the concerned person to avoid miscommunication.
- **4.3** Position allowances for "A" grade employees will be adjusted monthly based on promotions or demotions but cannot exceed the respective scope as per HR policy.
- **4.4** Employees can be demoted to any level as per punishment rules, but promotions cannot skip levels (e.g., A2-1 can be demoted to A1-1, but A1-1 cannot be promoted directly to A2-1).
- **4.5** For A1-2 level grade promotion, the operator must have a minimum of 3 months of working experience on any station and final HOD approval.
- **4.6** For A2 level grade promotion, the employee must complete a 6-month training program and receive final HOD approval.
- **4.7** Area Incharge must share the updated list before the 15th of every month with MIS; later changes will not be considered in the same month.

- **4.8** MIS team must share the list of A level employees through office request to TC for assessment; only those who pass the assessment will be eligible for grade promotion.
- **4.9** Position allowance count should not exceed the standard count, including the buffer.
- **4.10** Follow the Engineering updated guidelines for online key stations and update documents accordingly.
- **4.11** For Key Operator/QC Operator/Technician/Auditor, A1-2 employee count will be decided with some adjustment percentage for position allowance.

Area	Designation	Category	Standard/Line	Extra % of Actual Used on Line
Online	Key Operator/QC Operator	(Engineering Document)	As per Engg. Guideline	10%
Offline	Key Operator/Material Feeder	1.74	10%	
	Incoming Material/FG/Equipment/NG Material Return (In/Out)	1	10%	
	Rejudgement	0.5	10%	
	Disassembly	1.2	10%	
	MIS Attendance + MIS Efficiency	0.33	0%	
	Auditor (minimum level)	/	0%	
	Trainer (minimum level)	/	0%	
	Repair Technician (A1-2)/Sr. Technician (A2-1)	0.33/0.45	10%	
	Prod. Maintenance Technician (A1-2)/Sr. Technician (A2-1)	0.33/0.45	10%	
	First entry of appearance NG devices (QC Operator)	0.7	10%	
	R&D QC Check (QC Operator)	0.7	10%	

- **4.12** A2 grade standards for both online and offline:

Dept.	Fixed	Variable
PD1	28	6.4
PD2	14	6.4

- **4.13** During grade/designation changes, position allowance will not exceed Max(PA) - Prod column shown below.

Grade	Designation	Min (PA) - Prod	Max(PA)-Prod	Max(PA) - HR
A1-1	H.M Operator	0.2	0.2	0.3
A1-2	Key Operator	0.6	0.9	1.5
A1-2	QC Operator	1.1	1.4	2.3
A1-2	Technician	1.3	1.6	3
A2-1	Assistant Executive 1	2.1	2.6	3.5
A2-1	Monitor	2.1	2.6	4.5
A2-1	Sr. Technician	2.1	2.6	4.5
A2-2	Assistant Executive 2	3.3	3.8	5
A2-2	Assistant Engineer	4	4.5	6

Remark: Grade/designation change position allowance has a minimum (PA) level. Rules 4.14 and 4.15 apply once the minimum level is exceeded.

- **4.14** For A1-1/A1-2 grade promotion, a maximum of 0.3 points can be added to the existing position allowance.
- **4.15** For A2-1/A2-2 grade promotion, a maximum of 0.5 points can be added to the existing position allowance.
- **4.16** No maximum time limit for employees to change their grade; it depends on operator work results on key stages.
- **4.17** MIS team will conduct internal audits to ensure all points are strictly followed.
- **4.18** Each month, the Promotion and Demotion list of A level employees will be shared on teams.

Note:

1. If the line decreases, the concerned A level grade must be maintained as per the standard, and extra personnel must be downgraded after maintaining the buffer standard.
2. If the line decreases before the 10th of the month, the respective A level employee will be downgraded in the same month; otherwise, in the next month.
3. After downgrading, the new position allowance will be the Max(PA) - Prod given in point 4.13.
4. If the line increases, the previously downgraded A level employee can be given the Max(PA) - Prod position allowance.
5. During any grade change, the reason must be mentioned when sending data for HOD/Manager approval.

5. Punishment


From the date of release, any violation of this regulation will result in a penalty of 2-10 points from GWP.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Skill Level and Salary Level Assessment Requirements for SMT Department		

1. Purpose

To standardize salary levels for each position, ensuring fairness and rationality, stimulating employee enthusiasm, and improving the overall skills of SMT employees to enhance efficiency and quality.

2. Scope of Application

Applicable to A1 and A2 levels of the SMT Department.

3. Responsibilities

Role	Responsibility
IM Training Assistant	Organize certification and maintain the SMT certification library.
Area Management Person	Submit applications and complete certification for A level employees as required.
PD Supervisors/ME Engineers/TE Engineers/Managers	Participate in certification and corresponding defense meetings.

4. Qualification

- **4.1** Position allowances can be adjusted after the probation period every quarter (January, April, July, October) based on skill level and performance.
- **4.2** Assess personnel composition of each skill grade:

Skill Level	Personnel
Level 1	Key Operator/Monitor, Technician/Technician's Leader, Training Manager/Assistant
Level 2	Monitor/Supervisor, Technician/Senior Technician/Engineer, Training Manager/Assistant
Level 3	Monitor/Supervisor, Senior Technician/Engineer, Training Assistant

- **4.3** Conditions for assessed personnel:

Skill Level	Conditions
Level 1	No mass quality incident, absenteeism, truancy, or major violation in the past three months.
Level 2 & 3	No mass quality incident, absenteeism, truancy, or major violation in the past six months.

Skill Level	Conditions
All Levels	Able to write work breakdown tables and proficient in new methods (e.g., four-stage one-to-one teaching) to train new employees. Work breakdown tables must be approved by the recruitment & training team.

- When the department focuses on a project (e.g., TWI), corresponding ability assessments are required before Level 3 skill assessment.

5. Skill Level Certification Process and Regulation

- Composed of three parts: Practical assessment (30%), Theory assessment (30%), Supervisors' overall assessment (40%).

Group	Skill Level	Judges
PD	Level 1	Line Leader, PCT Auditor
	Level 2	PCT Auditors, Technician, Supervisors
	Level 3	ME & TE Engineers, Supervisors
ME	Level 1	Engineers
	Level 2	Engineers in Charge
TE	Level 1	Engineers
	Level 2	Engineers in Charge


- 5.2 Certification Process:**
- Certification will be held on a quarterly cycle. IM training will update progress monthly.
- The final quarterly certification result published by the IM training team (approved by HOD) will be the standard.
- IM training team is responsible for maintaining the skill level library for all SMT A level employees.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Overtime Compensation Policy		

1. Purpose

To ensure that employees receive consistent and accurate compensation for the extra time they dedicate to their job duties.

2. Scope

This policy applies to all employees at A, B, and C1-1 levels working 12-hour shifts.

3. Responsibilities & Authority

3.1 Department Responsibilities:

- **3.1.1** Department coordinators will track and record employees whose working hours exceed 208 hours in a particular month.
- **3.1.2** Submit the monthly GWI sheet to the HR Department by the 1st of the forthcoming month before 12 noon.

3.2 HR Responsibilities:

- **3.2.1** Compensate employees accurately based on actual and permitted extra working hours.

4. General Guidelines

4.1 Validity and Eligibility:

- **4.1.1** For 12-hour shifts, working hours on Weekly Offs, National Holidays (26 January, 15 August, 02 October), and any other factory holidays will be counted as Overtime but not included in the 208 hours.

Shifts	Permissible Overtime	Period
12 Hours Shift	Overtime will be counted after completion of 208 working hours as per allotted shift	Monthly

Note: This duration is subject to change as per amendments in laws, rules, and regulations.


Remark: Except for 4.1.1, all rules will be the same as per the published GWI Policy.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Employee State Insurance Corporation (ESIC) Benefit		

1. Purpose:

In order to take benefits from employee State Insurance Corporation (ESIC)

2. Eligibility:

All employees of India Factory whose Gross salary is less than 21k.

3. Responsibilities:

The employee is responsible to take benefits from ESIC.

3.1 HR is the responsible person to Process employees' Salaries from ESIC.

3.2 Department Coordinator is the responsible person to guide employees about ESIC.

4. Require Documents for ESIC(TIC) Temporary Identity Card:

4.1 Activated Mobile number should be linked with ESIC

4.2 Aadhaar, bank account number with IFSC, MICR & address should be updated.

4.3 Family photograph whose name is on his ESIC Card.

Benefits of ESIC Mention Below:

Medical Benefit:

Full medical care is provided to an Insured person and his family members from the day he enters insurable employment. There is no ceiling on expenditure on the treatment of an Insured Person or his family member Usually caters to the needs of an employee, their spouses, and family. It allows abstention from work on medical grounds.

Sickness Benefit:

An individual shall be given this benefit only when his sickness is certified by a medical practitioner or any other skilled person who would be specified by the corporation. This benefit is available not before three days of illness. Additionally, the employee must have served at least 78 days at work. In this, the insured person will eligible to receive 70 percent of his salary in the given time period. during the periods of certified sickness for a maximum of 91 days in a year.

Enhanced Sickness Benefit:

For diseases pertaining to serious medical ailments like T.B, the employees are eligible for the extended benefits. However, the employee must have served the company for at least 156 days in 4 consecutive work periods. SB is extendable up to two years in the case of 34 malignant and long-term diseases at an enhanced rate of 80 percent of wages.

Disablement Benefit:

This benefit is segregated into two types- Permanent Disablement and Temporary Disablement. In the Permanent Disablement, if the employee's injury makes him incapable of all work, he was capable of performing at the time of the accident, he or she is provided at the rate of 90% of the wage in the form of monthly payment depending upon the extent of loss of earning capacity as certified by a Medical Board

On the other hand, the Temporary Disablement is one in which an employee sustains a temporary accident or injury which has occurred for three days or more. The injured person is paid at a rate of ninety percent of the total salary.

Dependent's Benefit:

DB paid at the rate of 90% of wage in the form of monthly payment to the dependents of a deceased Insured person in cases where death occurs due to employment injury or occupational hazards. This benefit caters to the needs of the dependents of an employee. In this, the said dependent is given the benefit if the insured person dies because of an employment injury. Under the dependent category, children under 25 years of age, a widowed mother, a widow, and minor unmarried daughters, dependent children taking education, a dependent father & Others also can be considered.

Maternity Benefit

A woman employee is entitled to this benefit in case of miscarriage, premature death of a child, or illness arising due to pregnancy. It is payable for Twenty-Six (26) weeks, which is extendable by a further one month on medical advice at the rate of full wage subject to contribution for 70 days in the preceding Two Contribution Periods.

Funeral Benefit/Death Benefit

After the death of an insured person, the eldest surviving member of the family is provided with an amount of 15,000 rupees for carrying out the funeral proceedings. As per the rules, ESIC provides an ambulance facility within 48 hours from death. The claim for this benefit has to be initiated within three months of the death of the insured person.

Other Benefits of ESIC:

In addition, the scheme also provides some other need-based benefits to insured workers.

- 1. Vocational Rehabilitation:** *To permanently disabled Insured Person for undergoing VR Training at VRS.*
- 2. Physical Rehabilitation:** *In case of physical disablement due to employment injury.*
- 3. Old Age Medical Care:** *For Insured Person retiring on attaining the age of superannuation or under VRS/ERS and person having to leave service due to permanent disability insured person & spouse on payment of Rs. 120/- per annum.*

Rajiv Gandhi Shramik Kalyan Yojana:

This scheme of Unemployment allowance was introduced w.e.f. 01-04-2005. An Insured Person who becomes unemployed after being insured for three or more years, due to the closure of factory/establishment, retrenchment, or permanent invalidity is entitled to:-

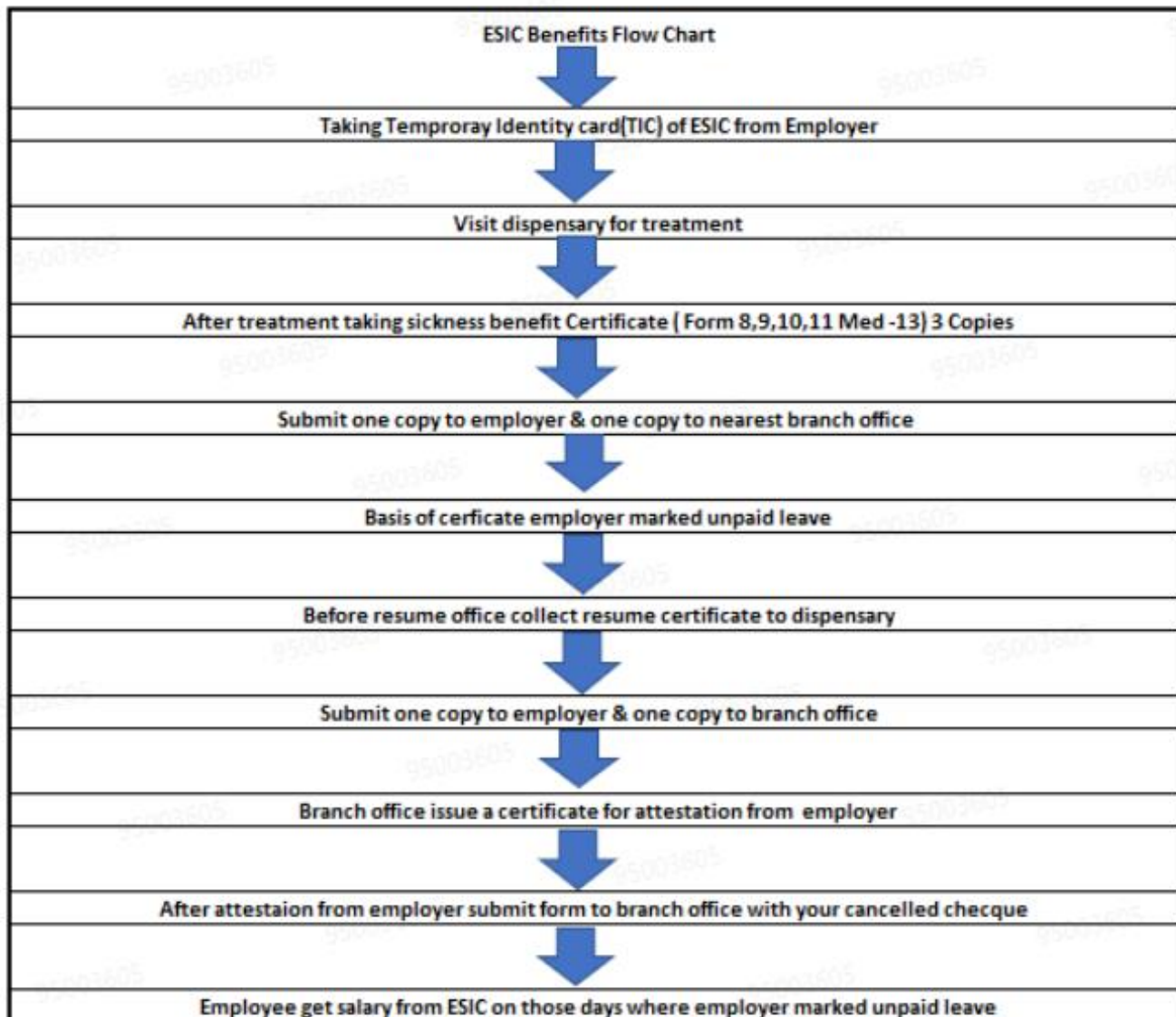
- 1. Unemployment Allowance equal to 50% of wage for a maximum period of up to Two Years.*
- 2. Medical care for self and family from ESI Hospitals/Dispensaries during the period IP receives unemployment allowance.*
- 3. Vocational Training provided for upgrading skills - Expenditure on fee/traveling allowance borne by ESIC.*

Atal Beemit Vyatki Kalyan Yojana (ABVKY) :

This scheme is a welfare measure for employees covered under Section 2(9) of the ESI Act, 1948, in the form of relief payment up to 90 days, once in a lifetime. The Scheme was introduced w.e.f. 01-07-2018 on a pilot basis for a period of

two years initially. The scheme has now been extended for another one year i.e. from 1st July 2020 to 30th June 2021. It has also been decided to enhance the rate of unemployment relief under the scheme to 50% of wages from the earlier rate of 25% along with relaxation in eligibility conditions, provided the Insured Person should have been in insurable employment for a minimum period of two years immediately before her/his unemployment and should have contributed for not less than 78 days in the contribution period immediately preceding to unemployment and minimum 78 days in one of the remaining three contribution periods in two years prior to unemployment. In a significant relaxation, relief shall become due for payment after 30 days from the date of unemployment, and the claim can be submitted directly to the designated ESIC Branch Office by the worker. The enhanced benefit and relaxed conditions are applicable during the period 24th March 2020 to 31st December 2020. Claims to get the relief can be made online at the website www.esic.in along with submission of the physical claim with an affidavit, photocopy of the Aadhaar Card, and Bank Account details to the designated ESIC Branch Office by post or in person.

Flow chart to take benefits from ESIC:




Note: Any New Changes in ESIC will update accordingly.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
<u>Gratuity & Ex - Gratia Rules</u>		

1. Purpose: To establish guidelines for managing company gratuity and ex-gratia pay practices for the employees.

2. Scope: To all level employees.

3. Definitions:

3.1 Gratuity is the monetary amount which is payable to the employee of an organization under the Payment of Gratuity Act 1972. This is mainly paid to the employee as a token of appreciation for his/her continued services towards the company for not less than five years.

3.2 Employee means both on roll and contractual workman

4. Eligible Employees to avail this benefit after resignation, retirement or Death:

4.1 In case of resignation and retirement /superannuation

4.1.1 Gratuity is payable to employee within 30 days if an Employee completes 5 years or 4 years + 240 working days in 5th year with single employer. There should not be any service gap in this period or change in employer. Employer can be either -- or any Manpower Contractor.

4.1.2 However, in case if any employee is transferred from the rolls of one manpower contractor to other or from rolls of one manpower contractor to -- roll without a service gap of single day. -- as a gesture and a token of appreciation for continued service of the employee and as part of its welfare package will pay a one time "**ex-gratia**" amount to its employees post resignation. This amount will be calculated on same formulae as prescribed for gratuity and as mentioned below.

For ease of understanding few examples are mentioned below:-

Suppose if Mr. X is an Employee and Y and Z are manpower contractor organizations, then

Example 1:- If X is transferred from rolls of Y to rolls of Z (OR) he is transferred from rolls of either Y or Z to -- roll, then his Service tenure will be considered from date of joining with his joining on rolls of Manpower Contractor "Y" as that was his first date of joining) and amount will be paid as ex-gratia for employees as welfare from -- as mentioned above in 4.1.2.

Example 2- Mr. X joined on rolls of Contractor Y and then left due to any reason, and later he joins rolls of contractor Z or -- rolls. Then, Mr. X will not be eligible for "ex-gratia" as it is not continued service and there is a service gap.

4.2 In case of death or Permanent disablement

Gratuity will be paid as per actual service tenure till death date in his/her nominee's account within 30 days from

the date of death. Meaning that in case of death or permanent disability, this threshold of 5 years is not applicable and gratuity will be paid to the nominee of the employee even if he/she has not completed 5 years of service with an organization either through contr or directly, whichever is the case. Gratuity will be paid to nominee as per available records/nomination forms filled by employee at the time of joining.

5. Gratuity Calculation

Gratuity Formula= (Last drawn Basic + VDA)*15/26 * No. of years of service

For example, if an employee has been working for a company for 10 years and the last drawn basic+VDA salary is INR 20000, then the gratuity amount will be:

Gratuity Amount = $20000/26 \times 15 \times 10$ = INR 1,15,385

*** Post completion of 5 years of service, to calculate the number of years for computing gratuity or ex gratia (whichever the case may be), anything above 6 months is rounded off to the next number and anything below 6 months will be rounded off to the previous number. For example, if you have worked at an organization for 8 years and 7 months, then the number of years will be calculated as 9 years whereas if an employee has worked for a company for 8 years and 4 months, then it will be considered as 8 years only.**

6. Forfeiture of Gratuity

Notwithstanding the foregoing

6.1 the gratuity or ex-gratia (whichever the case may be) of an employee whose services have been terminated for any act, wilful omission or negligence causing any damage or loss to, or destruction of, property belonging to the employer shall be forfeited to the extent of the damage or loss so caused.

6.2 the gratuity or ex-gratia (whichever the case may be) payable to an employee may be wholly or partially forfeited:-

(a) if the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or


(b) if the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Employment Termination/Separation Policy for On-Roll Employees		

1. Purpose: To provide direction to departments and employees when a decision is made by either party (employee or company) to end the employment relationship.

2. Scope: This policy applies to all on-roll employees.

3. Terms & Definitions:

3.1 Termination of Employment: Discontinuation of the employment relationship due to the action of either party (employee or employer).

3.2 Voluntary Termination: Occurs when an employee submits a written notice of resignation or is absent from work for a specified number of days without information.

3.3 Involuntary Termination: Company-initiated termination of employment with or without cause.

3.4 Probationary Employee: An employee in a probationary period, either in their initial appointment or a subsequent position.

3.5 Notice Period: The number of days' notice required for termination of employment based on the probation period status.

3.6 Employee: Includes A level and above (on-roll employees only).

4. Responsibilities:

4.1 Employee Responsibilities:

- Provide appropriate written notice of resignation as specified.
- Serve the notice period or part of it as per the discretion of the department Manager/HOD.
- Seek information from HR about benefits or deductions due at separation, such as accrued severance or leave encashment.

4.2 Department Coordinator Responsibilities:

- Raise the request for dismissal or autoleft on the same day and reassign it to HR.
- Inform HR about misconduct in case of involuntary termination. HR will inspect the case and, if the employee is found guilty, terminate their services.

4.3 Department Manager Responsibilities:

- Discuss the appropriate course of action with HR and notify employees of their termination and the reason (in case of involuntary termination).
- Decide on the notice period to be served by the employee.

4.4 Human Resource Department Responsibilities:

- Support departments in assessing termination of employment with or without cause.
- Provide written documentation to employees related to termination and maintain copies in the employee's personal file.
- Inform employees about accrued benefits due at termination, such as leave encashment and severance.
- Review and revise this policy as appropriate and provide policy interpretations and advice.
- Decide on paying the salary in lieu of the notice period served.
- Block dismissed or autoleft employees in Savior and share data with IT and security for main gate block and blacklist.

Note: Special cases, such as employees removed during non-peak season, will be exempted from blacklisting.

5. Procedure:

5.1 Voluntary Terminations:

- **Resignation:** Employee must submit an official written resignation to the immediate supervisor via the resignation application module on BPM. Notice period: 3 days if probation is not completed, 30 days if probation is completed.
- **Unauthorized Absence:** If an employee remains absent for 7 consecutive days without notice, the department will inform HR on the 7th day. HR will contact the employee and, if no satisfactory explanation is provided within 7 days, terminate their services.
- **Expiration or Completion of Contract:** Termination occurs automatically when the contract period expires.

5.2 Involuntary Terminations:

- **Integrity Issue:** Immediate termination without prior notice for acts such as fraud, embezzlement, or other illegal actions against the company's Code of Integrity Conduct.
- **Misconduct:** Includes willful insubordination, theft, fraud, habitual absence, drunkenness, disclosing confidential information, gambling, breach of company policies, and sexual harassment. Immediate termination without prior notice for proven misconduct.
- **Non-Performance/Under-Performance:**
 - **Probationary Employee:** Termination or probation extension if no positive growth or attitude is shown during the probation period.
 - **Permanent Employee:** Termination for consistently poor performance despite warnings.

Additional Points for Non-Performance/Under-Performance:

1. **B-Level Employees:** Performance evaluation will be reviewed every quarter. Based on the results, if employees fall under poor performance (D), appropriate actions will be taken.\
2. **C-Level Employees:** Performance evaluation will be reviewed half-yearly. Based on the results, if employees fall under poor performance (D), appropriate actions will be taken.

HOD Recommendations Based on Quarterly Review Matrix:

Quarterly Review Matrix			
Month-1	Month-2	Month-3	Quarterly Recommendation
C-Need improvement Issue PIP letter	C-Need improvement Issue PIP letter	C-Need improvement Issue PIP letter	Can be ATL
C-Need improvement Issue PIP letter	C-Need improvement Issue PIP letter	D-Poor Performance Issue Warning Letter	Can be ATL
C-Need improvement Issue PIP letter	D-Poor Performance Issue Warning Letter	D-Poor Performance Issue Warning Letter	Can be ATL
D-Poor Performance Issue Warning Letter	D-Poor Performance Issue Warning Letter	D-Poor Performance Issue Warning Letter	Can be ATL

PIP = Performance improvement Plan

ATL = Ask to Leave


Note: HR Department has the final rights of interpretation/clarifications in case of conflict with any provision of this policy.

DOCUMENT AUTHORIZATION

	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

REVISION HISTORY:

Rev. No.	Date	Change Description	Approved by	Signature
		Initial Release		

 Bhagwati Products Ltd.	Human Resource	Document No: Revision No.: Page No: Effective Date: Document Type: Master
Punishment Guidelines for Employee Misconduct		

Purpose:

To ensure a safe, productive, and ethical work environment, these guidelines outline the penalties for misconduct based on the severity of the incident. These measures promote accountability and maintain workplace integrity.

General Process:

1. **Investigation:** Each case will be thoroughly investigated.
2. **Severity Evaluation:** Punishment will be based on the severity of the misconduct.
3. **Management Decision:** Final decisions rest with Management, and in sexual harassment cases, the ICC committee will provide input.

Punishment Levels:

1. **Warning:** Verbal or written notice.
2. **Fine/Deduction:** Monetary penalties like GWP / incentive reductions.
3. **Suspension:** Temporary exclusion from duty.
4. **Termination:** Employment termination for serious violations.

Situations and Guidelines:

Please refer annexure-1

Sno	Situations	GWP	Warning Letter	Demotion	Termination	Legal Action	Remarks
1	Accepting cash, shopping cards, gifts, valuable securities, tips, loans or cash equivalent gifts from suppliers or vendors.				P		
2	Borrowing money from suppliers, vendors, or contractors.				P		
3	Asking or accepting bribes or kickbacks through relatives or third parties.				P		
4	Participating in any gambling activities organized by or involving suppliers.				P		
5	Disclosing quotation information or tenders of suppliers, vendors, or contractors outside parties.				P		
6	Allowing your relatives to do business or keep a trade relationship with the company or its suppliers unless it has been approved by Factory General Manager.			P	P		One or more punishments can be given based on the severity of the case and a decision would

							be taken by Management.
7	Taking advantage of your position to appoint nepotism (Kinship) and recommending/Forcing unqualified candidates to work in the company or in the vendor company also.			P	P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
8	Speaking, discussing, or disclosing any information regarding BPL to the media or issue any public statement on behalf of BPL unless you are specifically authorized to do so.				P	P	One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
9	Unethically pressurizing or torturing (abuse, harassment, threat, and bullying) the fellow colleague or subordinate.	P	P	P	P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
10	Indulging in physical and/or Verbal violence against another in the office.	P	P		P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
11	Misbehaving with the security personnel, not cooperate with the security rules and regulations.	P	P		P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
12	Hiding any work-related important facts/information from your Reporting Manager & Make excuses to hide your mistake.	P	P		P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
13	Initiating, acknowledging & spreading rumors whether inside company premises or social media platforms.	P	P		P	P	One or more punishments can be given based on the severity of the case and a decision would be taken by Management.

14	Violating the financial management system to issue invoices and submit accounts privately and cheat the company.				P	P	One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
15	Apply fake reimbursement of various kinds of expenses and quantities, such as false business travel expenses, falsely issuing invoices, personal expenses, and falsely reporting overtime hours.				P		
16	False witness against any employee.				P		
17	Breach the work-related compliance.	P	P	P	P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
18	Raise/report a fake concern under retaliation against anyone.				P		
19	Attempt to obstruct the collection of information, data, testimony, or records by authorized investigators or officials.				P		
20	Create any circumstances which may be harmful to other's health & safety.				P		
21	Ignore if you find any unsafe/hazardous conditions.				P		
22	Drink alcohol in office or before coming office.				P		
23	Smoking anywhere in the company premises except designated smoking zone.				P		
24	Carry Knife/Weapons in a factory.				P		
25	Violating the COVID guidelines and rules mentioned in published "Doc. No.: GSWJGL-2020121400010" in the company file.	P			P		
26	Carry any sort of Kindling material in the factory.				P		
27	Process violation/bypass.	P	P		P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
28	Stealing company/workshop property.				P	P	One or more punishments can be given based on the severity of the case and a decision would

							be taken by Management.
29	Violating the quality rules while working.	P	P	P	P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
30	Open/hide device.				P		
31	Sleep during working hours in the workshop.				P		
32	Violating the security management system of the workshop.	P	P		P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
33	Violating the 6S & safety rules and regulations in the workshop.	P	P		P		One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
34	Misbehaving with a female colleague or Sexual Harassment at the Workplace extends to suppliers, their employees, and management also. (If proved).				P	P	Suggestions would be taken from the ICC committee and the decision would be taken by Management
35	Long absenteeism (without any information provided to reporting head).	P	P		P		
36	Late Arrival or early departure in the factory.	P	P		P		
37	Joining the training session late or leaves training early.	P					
38	Absent in training without any prior information.	P					
39	Using mobile phones during the training session.	P					
40	Participants who will not perform/submit the "Post-training assignment" within the specified time -leads	P					

41	Violating External Road Safety Management like wrong side driving, unauthorized space to park, etc.	P	P				
42	Violating PARKING MANAGEMENT PROCESS	P	P		P		
43	Violating Information security management rules	P	P		P	P	
44	Disclose confidential information of new model such as external model names (such as V***/Y***), appearance, key configuration, the main selling point, cost/price, advertisement strategies.				P	P	
45	Take & Leak a picture of new models or products during trail-production.				P	P	
46	Use "Bhagwati Products Ltd" identify on social networks, forums, and other personal or public platforms (including but not limited to Twitter, blog, Facebook, Forum, and other platforms) or leave comments and statements related to the brand				P	P	
47	Use USB, TF card or SD cards, mobile hard disk, MP3, digital cameras, and other storage tools and bring company confidential information out of the office area.				P	P	
48	Use other people's computers, users are not allowed to share their user name, password, BPM passwords, and other information with anyone else	P	P				
49	Salary/Grade/Diwali Incentive Discussion with other employees				P		
50	Violating Public Area Environment & Employee's Social Behaviour Management	P	P				
51	Violating CODE OF INTEGRITY		P	P	P	P	

51	Any married employee of BPL have affair/ sexual relationship with any employee of BPL - Termination				P	One or more punishments can be given based on the severity of the case and a decision would be taken by Management.
51	If any employee or employees find doing any sexual activity like kiss, sexual fantasy or masturbation in company premises - Termination				P	One or more punishments can be given based on the severity of the case and a decision would be taken by Management.

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