



# **HCM POLICY MANUAL**

## PREFACE

The Human Capital Management [HCM] Policy Manual is designed to provide a clear statement of the Company's Human Capital Philosophy.

The policies contained in this manual are in line with the purpose and guiding principles of the company. The manual underpins and brings together all the organization's various codes of practice relating to specific aspects of Human Capital, which are listed in Index

HCM is a dynamic function, which needs to adopt to the changing business needs of the organization. Thus this manual provides the basic guidelines to channelize the HCM initiatives in the organization and may not provide exhaustive solutions to problems, which keep emerging at regular times in the organization.

Aim of the HCM policy manual is:

- To encourage continuity and consistency in the administration and application of Human Capital Policies
- To provide a direction and clarity in the day to day administration of Human Capital Application
- To provide a standard reference to employee in understanding their roles and carrying out their responsibilities.

The HCM Policy Manual is designed to be the primary reference document for communicating and interpreting the Human Capital policies and procedures applicable to all employees at Rucha Group.

The company reserves the right to add to, to delete from, to change or otherwise revise policies contained in this manual with or without the prior notice to the team members whenever the company determines such action is required.

This manual is published and maintained as a guide for all team members in order that Human Capital matters can be handled timely and equitably.

The manual supersedes all official statements / rules / policies which have been issued till date.

Questions regarding the applicability of any of the policies in this manual to the employee should be directed to the Corporate HCM.

*Note: In case of any incident wherein deviation is required or necessary, approval needs to be seek from CPO [Head HCM] who will in turn gets "deviation approval" validated from ED & CEO / MD.*

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## ORGANISATIONAL HIERARCHY & STRUCTURE

### OBJECTIVE

With our strategic objectives in mind, we have created a hierarchy which enable us to develop leadership across the levels while keeping appropriate checks and balances.

With the aim of uninterrupted operations and delegation of work and responsibility, while motivating employee to work toward clear progression path we have set up following hierarchy structure:

### SCOPE

Employees will be placed into following categories/subcategories with reference to nature of work, their experience, qualification and performance.

**Function Head (Level 1):** Professionally qualified and relevant experienced personnel heading business functions will be appointed / placed in grades M5 - M7

**Operations Head / Plant Head (Level 2):** Professionally qualified and relevant experienced personnel heading business areas / plant operations will be appointed / placed in grades M3 & M4 suitably.

**Managerial Cadre (Level 3):** All professionally qualified and relevant experienced personnel heading departments will be appointed / placed in managerial posts in Grades M1 & M2 suitably.

**Executive Cadre (Level 4):** Professionally qualified and relevant experienced personnel heading Sections will be appointed / placed in executive posts in Grades E1 & E2 suitably.

**Administrative / Support Staff (Level 5):** Trainee, Administrative Assistants, Support functional staff, Data Entry operators, Junior Staff, Supervisory Staff will be appointed / placed in Grades S1, S2 & S3.

LEVEL	DESIGNATIONS	GRADE
1	PRESIDENT	M7
	SR VICE PRESIDENT	M6
	VICE PRESIDENT	M5
2	GENERAL MANAGER	M4
	DY GENERAL MANAGER	M3
3	SR MANAGER	M2
	MANAGER	M1
4	ASST MANAGER / MGMT TRAINEE	E2
	SR ENGINEER / SR OFFICER	E1
5	ENGINEER / OFFICER / GTE / MGMT TRAINEE	S3
	SUPERVISOR / DTE	S2
	ASSISTANT / TRAINEE	S1

### STANDARD OPERATING PROCEDURES

1. Prime responsibility of Organization Structure lies with HCM department who needs to review and upgrade [if necessary] the Organization Structure with the consent of Functional Heads, Group Head and Plant Head
2. Further it is responsibility of FH, GH, and PH to review and upgrade an Organization Structure for respective Function / Group / Plant at initial stage.
3. Organization Structure will be review twice in a year i.e. in the month of April & October by HCM and other stakeholders to ensure applicability of the same.
4. Any call for changes in Organization Structure are required to get combine approval from HCM, ED and MD & must be recorded by Head HCM.
5. It is mandatory for the Function Head / Group Head / Plant Head to ensure their respective Organization Chart along with of job responsibilities of each position mentioned in the structure

ORGANIZATION STRUCTURE	
Functions	Department / Sections
<b>Technology and R &amp; D</b>	Product Development Process Development Capability Development Market Research
<b>Business Development</b>	Customer Relationship Business Development RFQ Review Costing
<b>Engineering Development</b>	Program Management Process Engineering Production Engineering Handover & Support Tooling Cell
<b>Commercial</b>	Sourcing Capital Goods Cost & Control
<b>Operations</b> Group I [ Plant I, III & VI ] Group II [ Plant II & VII ] Group III [ Plant IX & X ]	Production Quality Assurance PPC, Stores & Logistics Maintenance
<b>Finance &amp; Accounts</b>	Controls & Compliance Accounts & Internal Audit Taxation & Reconciliations IT Administration
<b>HCM</b>	RACE & Organization Development HR & ER Compliance & Administration

## MANPOWER PLANNING POLICY

### OBJECTIVE

- To ensure a right number of people with right skills at right place at right time to implement organizational strategies in order to achieve organizational objectives.
- Ensuring Human Capital needs are fulfilled 100% all the time.

### STANDARD OPERATING PROCEDURES

Manpower planning enables us to project our short term & long term needs so that we can adjust our manpower requirements to meet changing priorities.

1. Manpower plan of each business area / unit is frozen at the beginning of the financial year keeping in perspective, the business plan for the year i.e. in the 1<sup>st</sup> week of April.
2. Take an assessment of the company's current Human Resources (Current Manpower) before 15th March of Previous year.
3. Forecast demand and supply of Human Resources within the organization and in the external labour market.
4. Planning the actions needed to deal with anticipated shortages or excesses.
5. Determine workforce requirements - How many people need to be working, in what jobs to implement organizational strategies and attain organizational objectives.
6. Forecasting workforce needs based on organizational objectives involves consideration of alternative ways of organizing jobs (Job design, organizational design or staffing jobs).
7. For meeting workforce needs internal movements should be explored first like Promotion / Transfer / Job Rotation / Career Planning / Training etc. Along with external options like Recruiting / External selection / Executive exchange.
8. For Internal Supply Forecasting make information ready on Organizational features (e.g., staffing capabilities), Productivity - rates of productivity, productivity changes, Rates of promotion, demotion, transfer and turnover.
9. Manpower requirements will be reviewed on a quarterly basis i.e. on 30<sup>th</sup> of June, Sept, Dec & March.
10. HCM in consultation with FH, GH & PH needs to prepare the manpower planning sheet [REPL/HCM/2018-19/VER1.0/F28] in prescribed format, which needs to get approved from CEO & ED in the 1<sup>st</sup> week of April every year.

## RECRUITMENT & SELECTION POLICY

### OBJECTIVE

To identify and recruit employees with the knowledge, skills and aptitude required for the identified positions.

### STANDARD OPERATING PROCEDURES

Based on the manpower requirement & employee turnover data, we shall plan recruitment as combination of fresh pass outs and also experienced persons. Before recruitment of any new candidate preference will be given to fill up the position through intra-department, inter-department, inter-unit transfer and through performance appraisal process.

1. Responsibility of recruitment, transfer and maintenance of employee personal files up to level 3 (Up to M1 grade – Manager) lies with plant HCM if employee is assigned to specific plant else corporate HCM will take care of this. For level 1 & 2 i.e. DGM & above position recruitment, transfer and maintenance of personal files is the responsibility of Corporate HCM.
2. Whenever there is any requirement of operator & staff up to level 3 employees, respective department head is to fill in the Manpower Requisition Form (MRF) [REPL/HCM/2018-19/VER1.0/F24] & plant HCM to get manpower requisition approved from Plant Head and Operation Head. Plant HCM to plan and execute recruitment according to the approved requirement.
3. On receipt of the MRF, the corporate HCM has to check if the job description and specification is in line with existing employee working in similar function and department. If suitable candidate is identified within plant or group then plant HCM has to initiate the transfer / deputation of the suitable employee with the approval of concerned Plant Head and Operation Head / Function Head.
4. If suitable candidate(s) is unavailable within the group then the vacancy is to be filled by advertising, employee's referrals, and walk in interviews, campus recruitment, job portals, and social media or through placement consultants.
5. HCM will ensure the joining of said employee within 45 days from the requirement approved by Plant Head & Function Head.
6. Resumes will be downloaded from job sites (We have opted annual membership with Naukri.Com) or called from in house references / data bank or placement consultants and sent to respective dept. head / plant head for scrutinize.
7. Short listed candidates should be called for an interview. Plant HCM head & Department head shall conduct the first round of interview, and then the shortlisted candidate should be interviewed by plant head if required. The shortlisted candidate will be called for a final interview and salary fixation.
8. Once salary (CTC), designation, joining date, reporting authority, working place & job description is agreed by the candidate then corporate HCM has to opt approval of ED & on approval issue offer letter to selected candidate.
9. On the date of joining all the original certificates of educational qualification & work experience certificates shall be verified.
10. The appointment letter is to be issued to the candidates within 2 days of joining the company and counter signed by new joined employee for having accepted the terms and conditions of the employment.



11. Personal file of new employee is prepared and all the related documents are filed in the same. Following documents are to be maintained in employee's personal file:
  - a. Manpower Requisition Form [REPL/HCM/2018-19/VER1.0/F24]
  - b. Resume
  - c. Employment Application Form [REPL/HCM/2018-19/VER1.0/F02]
  - d. Interview Assessment Form [REPL/HCM/2018-19/VER1.0/F03]
  - e. Photocopies of testimonials
  - f. Joining Report. [REPL/HCM/2018-19/VER1.0/F06]
  - g. Offer Letter
  - h. Appointment Letter
  - i. Positional Job Description
  - j. KRAs
  - k. Previous experience letter
  - l. 6 month Bank Statements
  - m. Salary Breakup
  - n. Induction Form
  - o. Joining Checklist [REPL/HCM/2018-19/VER1.0/F04]
  - p. Passport size photo
12. In case of a contract worker, recruitment will be done through licensed & authorized contractors only. In the event of appointment of a casual worker no letter of appointment is to be provided by company.
13. REPL is growing organization so to sustain this growth we believe in striking balance in our talent pool. Therefore, as a policy we should plan recruitment of fresh qualified people at certain defined induction levels only. Except for few critical / specialized positions, as a policy, we should be vigilant about need of recruitment of experienced persons. Advantages of this policy are:
  - a. Fresh qualified persons can be groomed / trained to match with the organizational culture and requirements.
  - b. Except for initial one to two years, such induction helps in keeping the salary & wage bill under control.
  - c. Existing employees feel motivated – don't have the threat of senior positions being grabbed by outsiders.
  - d. Creativity in the organization increases with regular infusion of young blood in the organization.
  - e. Average age of employees in the organization remains less / under control.

#### **ENGAGING RECRUITMENT AGENCY:**

1. Multiple Channel Recruitment Strategy: Internal Movements, Internal Job Postings, Referrals, Engagement of external Agencies, usage of Social Media, Job Portals etc. to adhere to 45 days TAT criteria Subject to condition of new hire notice period.
2. Irrespective of all the above-suggested recruitment channel preferences shall be given to Internal Movements, Internal Job Postings & Referrals for cost effectiveness.
3. Recruitment In charge needs to call minimum three quotes and document comparative study of the service providers in prescribed format.
4. Appointment of new recruitment agency is based on - Agency Background, Track record of the firm, Turnaround time for hiring solutions, Payment Criteria, Replacement assistance in case of less than 6 months service tenure, service scope limits etc.
5. These criteria referred as standard for new recruitment agency agreement.
6. All the invited quotes will be comparatively studied & finalized the best service provider based on the criteria mentioned above.
7. Approving Hierarchy: This engagement of new recruitment agency procedure needs to be followed by recruitment in-charge (Officer) which will be verified by reporting Manager & finalized by Function Head.

Deviation approvals: In case of limited scope of this clause & very situations, cases will be administered through deviation approval procedure of same approving authorities.



## REFERRAL:

1. HCM will issue internal communication for specified positions wherein employees can refer the suitable candidates for the recruitment.
2. Subsequently through selection process if the referred candidate join the company and complete his / her probation period with the company then referee will be eligible for getting the one time referrals amount.
3. Up to Sr Engineer position this amount will be Rs.5000/- and for Asst Manager and above position referrals amount will be Rs.10000/-
4. HCM Staff and Sr Manager & above staff will not be eligible for this referral amount.

## TRAINEE PROGRAM:

As an organization is perpetual entity, we always try to strike balance between experienced talent and grooming emerging leaders. We have following flagship initiatives to cater to our talent requirement,

### A. Rucha Management Program [L4/E2]

- RMP has set for grooming talent through accelerated high exposure multidimensional path directly under MD/ED/FH.
- This program is especially for talent with 0-1 year experience recruited from premier institutes for period of one year.
- Function wise assignments/projects will be given to management trainee recruited under this program.
- Quarterly review of management trainee will be conducted by management team.
- Under RMP management trainee will be taken on probation after completion of one-year training program and will be assigned to specific role and function based on individual preference and business needs.

### B. Graduate/Management Trainees [L5/S3]

- This program is design to groom talent to fulfil organization's future needs by taking fresh graduates with 0-1 year experience from reputed technical or non-technical institutions.
- A Graduate Trainee will undergo one year trainee period at specific plant or function and will be reviewed under RUCHA's performance management system.
- On completion of one year trainee period he will be assigned to a department on probation.

### C. General Trainee [L5/S1]

- A candidate with 0-1 year experience joined as Trainee for period of one year.
- Recruitment under this category is generally with an aim of fulfilling specific requirement with specific responsibility.
- Performance assessment will be done in the last month of training, if the performance of the trainee employee is found satisfactory the PH/GH/FH can grant him probation.
- However, if the performance is not found satisfactory, training may be extended or he can be relieved after completion of training period.

### D. Trainee [EPP/ Apprentice/ IPT/ NEEM]

RUCHA believes in contributing towards various initiatives of skill development and recruit trainee under,

- **Employee Promotion Program:** A scheme to provide on- job training for job seekers for acquisition and up gradation of skill and experience.
- **Apprentice Program:** An apprenticeship is a system of training a new generation of practitioners of a trade or profession with on-the-job training.
- **In-Plant Trainee Program:** A program to engage students pursuing education program to present them opportunity to get industry exposure. Also it allows organization to tap upcoming talent pool.
- **Nationality Employability Enhancement Mission:** Objective is to develop a competent workforce, who might have technical or non-technical background.

**PROBATION:**

1. The minimum period of Probation is 6 months.
2. Performance assessment will be done in the last month of probation, if the performance of the employee is found satisfactory the Plant Head / Function Head can grant him confirmation.
3. However, if the performance is not found satisfactory, probation may be extended as per the discretion of the Plant Head / Function Head / Management for maximum of upto 6 Months.
4. Probation assessment interviews should be arranged 15 days in advance before end of probation period.
5. All formalities related to probation like filling up Probation Assessment Form from department head one month before by plant HCM.
6. COO or ED will conduct final probation assessment interview before releasing confirmation letter.

**CONFIRMATION:**

After successful completion of probation period of 6 months, as per the performance of employee his services shall be confirmed in writing by issuing him confirmation letter.



## EMPLOYMENT TERMS & CONDITIONS POLICY

### OBJECTIVE

To provide clear and transparent terms and conditions of employment which are in accordance with all legal requirements.

### STANDARD OPERATING PROCEDURES

This policy is applicable for all the employees who are classified under the following heads:

#### TYPE OF EMPLOYMENT

##### a) Permanent Employee

Is one who is employed at a permanent post and includes any person who has satisfactorily completed the prescribed period of probation in the same or higher or equivalent category in the factory, and has been confirmed in writing.

##### b) Probationer

1. Is one who is provisionally employed to fill a permanent vacancy and who has not completed the period of probation of 6 months or such extended period.
2. In the case of an experienced person recruited for the specified position then he/she will be taken on probation.
3. The Probationer will be paid as per terms & conditions of his appointment and standard full time employee rules and regulations will be applicable on and above this policy.
4. Confirmation of services of a probationer shall be in writing and in absence of such written order the employee shall be deemed to continue on probation.
5. Performance assessment will be done in the last month of probation, if the performance of the employee is found satisfactory the Plant Head / Function Head can grant him confirmation.
6. If the performance or conduct is not found satisfactory, probation period will be extended at discretion of the Plant Head / Function Head / Management for maximum of upto 6 Months.
7. The management may terminate employment contract on or before completion of standard or extended probation period if work or conduct of probationer during the period of probation is not satisfactory.
8. Probationer is not entitle to avail Paid Leave during Probation Period.

##### c) Trainee

1. Is one who is engaged essentially in acquiring the skill sets required for the job assigned to him/her, provided that the period of such learning shall not exceed to one year.
2. He/she shall have no right to employment in the factory after the completion of the training period unless & until probation letter is given to him/her after assessment of his performance during the training period.
3. The trainee(s) will be put through on the job training for a period of six months to one year. During this period they would be evaluated for their progress every quarterly by the department head and at the end of the training they will be assessed based on their technical & administrative abilities.

4. The training period could be extended for another 12 months or terminated based on the performance of the individual. No further training beyond one year will be provided.
5. On successful completion of the training, based on company requirement the trainees will be graded in an appropriate category and taken on probation for a period of 6 months and will be referred to as a probationer.

#### **d) Temporary Employee**

Is one who is engaged for work which is temporary in nature, or likely to be finished within a limited period.

#### **e) Casual / Contractual Employee**

Is one who is employed through contractor on a daily basis or piece rate basis for work, which is essentially occasional or casual in nature and who is working on contractors roll.

### **WORKING HOURS**

The factory works six days a week on an 8 hours shift, which excludes lunch break for thirty minutes. The weekly off will be according to day observed at the plants where employee has assign for the work.

#### **Shift Timing**

1. Factory operates in three shifts as per the requirement. The employee shall be liable to be transferred from one shift to another.
2. Employees are expected to report for duty 10 minutes before the shift starting time.
3. Every employee shall be present at the place of his work in his or her respective departments at the start of the shift time. There will be a siren (Alarm) ring at the start / end of each shift and break time.
4. The shift timings are tentative in nature as individual plants can adopt different timing suitable for them as per customer they are catering to or any other operational constraint.
5. Individual plants can adopt different timing suitable for them as per customer they are catering to or on account of any other operational constraint. Indicative shift timings are given below:

<b>Shift</b>	<b>Start shift</b>	<b>Meal Time</b>	<b>End shift</b>
I Shift	07.00 A.M	11.00 – 11.30 A.M	03.30 P.M
General	09.00 A.M	01.00 – 01.30 P.M	05.30 P.M
II Shift	03.30 P.M	07.00 – 07.30 P.M	12.00 Night
III Shift	12.00 Night	-	07.00 A.M

#### **Attendance**

Every employee shall "PUNCH IN" and "PUNCH OUT" his attendance through the bio-metric attendance recording machine at the time of entering and leaving the company premises.

First 2 late comings in a month up to 10 minutes each can be considered for attendance regularization with the approval of DH / PH / FH. If this late coming is more than 10 minutes then salary will be deducted for the actual late coming.

From 3rd late mark even for a minute, it will be considered as half day absentee without pay.

Employees regularly coming late over and above prescribed limit is liable for disciplinary action. Any employee who after punching his card is found absent from his place of work at any time during the working hours without permission shall be liable for disciplinary action and full day salary/wages shall be deducted.

Any employee missed to punch IN/OUT, then, he has to submit in the prescribed 'Not Punching Form' to HR on same or next day which is verified by Security Guard as well as DH/PH/FH.

## **ON-BOARDING, INDUCTION & ORIENTATION POLICY**

### **OBJECTIVE**

To assure accurate & smooth on-boarding of new joiner and to orient and align them to the products, process and procedures in the organization & induct the new joined employees with the work environment of Organization. Help them clarify any doubts about the working & job profile. Induction is a systematic and formal procedure for integrating a new Employee in to the Organization. It aims at giving all the relevant information to the new employee and making him adjust comfortably in the new environment of the Organization.

### **ON BOARDING PROCEDURE**

1. Recruitment team has sole responsibility of getting new recruit enrolled into organization and has to carry out required formalities.
2. First and foremost is to collate all the documents required which are mentioned in policy and verify those with originals for its authenticity.
3. Preparation of employee personal file along with those documents should happen at the day of joining.
4. Necessary step should be taken to create master entry by filling standard format with required information and employee code should be assigned on the day of joining.
5. Welcome mail with attached induction schedule should be circulated across organization and respective security personnel should be informed about new joiner.
6. Issues of Uniform, ID card, Email ID, Sim Card & IT system if applicable should be co-ordinated by recruitment team.
7. Recruitment team has responsibility to comply with requirement set by organization. It is compulsory to verify mentioned documents at the time of joining employment.

#### **A. General Documents:**

- i. Acceptance of Offer letter
- ii. Verification of Name
- iii. Application Form & Resume
- iv. Non-Disclosure Agreement
- v. Medical Test Report with Blood Group
- vi. Background Verification
- vii. Psychometric test result for Sr. Manager and above level.
- viii. Aptitude test results if taken

#### **B. Proof of Age:**

Every employee at the time of his employment is required to declare his age in the application form. All those already in employment shall declare their age, if they have not so declared at the time of their employment. Employee for this purpose shall provide any of the following documents for proof of age:

- i. Birth certificate
- ii. School leaving certificate or transfer certificate
- iii. Aadhar Card or Pan Card
- iv. Certificate issued by the registrar of births or any other local authority

#### **C. Proof of address:**

All employees shall provide proof of permanent and temporary address before joining and all written correspondence wherein there is need to be addressed to the employee's residence shall be sent to the last address provided by the employee. When employee is shifting or relocating his residence, he shall provide the new address in writing one week prior to his shifting or relocating. Employee for this purpose shall provide any of the following documents for proof of address:

- i. Passport / Driving license
- ii. Voters ID card
- iii. Aadhar Card [mandatory document]

#### **D. Proof of Education:**

It is mandatory to present all certificate related to educational background mentioned in your job applications. Existing employee should inform respective location HR it, any upgrade or changes in your education qualification happened during course of your service. Employee for this purpose shall provide any of the following documents for proof of Education:

- i. SSC/HSC certificate or school mark sheet
- ii. Graduation/Post Graduation mark sheet and certificate
- iii. Any other certification from professional courses

#### **E. Proof of Employment:**

Whenever a person has been offered a position with work experience requirement, documents supporting claim of previous work experience must be furnished and should be carefully examined for authenticity and validity by Recruitment team even before extending a job offer to such person. Following documents must be collected to substantiate claim of previous employment.

- i. Experience letter / Relieving Letter from previous employer
- ii. Last 3 month Salary Slip from previous employer
- iii. Last 6 month bank statement

### **INDUCTION AND ORIENTATION PROCEDURES**

1. The new employee will be briefed about the history of the company, Vision, Mission, Products, Customers, Achievements and Organization Structure by HCM.
2. HCM informs all concerned through e-mail regarding the name & other details of the employee coming for induction.
3. Three days schedule for the induction is prepared by HCM immediately after the completion of joining formalities on joining day only.
4. The Inductee shall undergo the Induction in accordance with the Induction Schedule given to him.
5. The Inductee is required to prepare a brief report on his Induction and submit it to the HCM on completion of the Induction Process.
6. The induction program starts with formal introduction in HCM dept and orientation to company policy, procedure, Code of Conduct etc. Induction Program includes the Factory visit & interaction with concerned HOD's.
7. Induction concludes with the filling of induction feedback form along with induction report.
8. The induction analysis report is then prepared by HCM in which analysis of findings is done based on the questionnaires and suggestions from inductees.

#### **Documents To Be Maintained**

1. Induction Schedule
2. Employee Handbook
3. Code of Conduct & Undertaking
4. HCM Manual / Policies Book
5. Induction report of inductees
6. Feedback of the induction program



## **LATERAL MOVEMENT POLICY**

### **Objective**

The purpose of this policy is to provide employees the opportunity to apply for open positions that may enhance career growth opportunities, before offers of employment are extended to external applicants. It is also the objective of the company to assign each employee to a position that effectively utilizes the employee's skills consistent with the overall company requirements.

### **Standard Operating Procedure**

Employees may apply for a transfer opportunity provided they meet the following eligibility requirements:

1. Minimum 1 year continuous service in present position.
2. Approval of the reporting manager.
3. Job performance at a satisfactory level and not the subject of a formal disciplinary action.
4. Meet the minimum experience, skill, and education qualifications for the open position.

### **General Principles**

1. Employees interested in applying for an open position can contact HCM Head or the hiring manager for registering his / her interest to open position.
2. A formal Internal Position Application form must be submitted by employee to HCM within 7 days of notification.
3. Before submitting the Application form, employees must discuss with their manager about their intention of applying for an internal position.
4. Managers shall not retaliate against an employee who requests consideration for a transfer instead convey their apprehensions if any to HCM.
5. A formal Interview will be conducted for the applicant suitable for position and if successful transfer should ideally happen in a month's time.
6. Factors such as the urgency to fill the position, status of the employee's present workload, and difficulty in filling the employee's present position are to be considered in determining a transfer date.
7. The Company will typically not post positions to be filled within a department, or by employees whose position is being eliminated (due to reorganization or reduction in headcount), or based on other special circumstances.
8. Employee's Performance Management Form must be submitted by reliving manger within 2 weeks of the transfer date. The hiring manager will receive a copy of the Performance Management Form, and consider that input in determining the employee's salary increase during the next scheduled salary review.
9. Typically, the employee's salary will not change due to a transfer, unless the position is considered a promotional transfer, in which case a promotional salary increase will be considered during the next scheduled salary review based on performance review.



## **TRANSFER POLICY**

### **Objective**

The purpose of this policy is to provide guidelines for movement of manpower to the location where exigency needs has arisen. It intended to create awareness among employees about their responsibility and right in case of transfer.

### **Standard Operating Procedure**

1. Transfer here means, deputation of company staff across different Plants / facility and/or geographical location on Permanent or continuous basis for a period of more than 6 Months.
2. Company has full right to transfer its employees and company's need supersedes employee's preference.
3. Decision regarding transfer of employee is in sole discretion of company's management.
4. HCM will ensure notifying employee about the company's intention of transfer 15 days in advance and employee will have 7 days window to register any concern regards to this transfer.
5. HCM in consultation with PH/FH will finalize the transfer process and set relieving date from current location and reporting to new assigned location.

### **In case of Transfer across geographical location / different city:**

1. Employee who has accepted the transfer request is entitle to have 2 days relocation leave.
2. Employee intended to transfer is entitle for reimbursement of maximum up to Rs.25000/- towards relocation expense which includes Packers & Movers Charges & Traveling Expenses for family to whom employee permanently shifting to new location. Reimbursement will be credited on submission of actual bill from registered agencies.
3. Management at its discretion will advocate about quantum and eligibility of transferring employee for City Compensatory Allowance in addition to employee's current CTC.

## PERFORMANCE MANAGEMENT POLICY

### OBJECTIVE

1. Appraisal is a tool to define the and monitor performance level of employees through formal review at least quarterly. Eventually it is the sum total of employee's performance, which decides the performance of the organization.
2. For organization employee is an investment and as ROI is an inherent part of investments. The employee is expected to contribute to shared goals and achieve individual targets. Through appraisal, we set individual targets (KRAs – PQCD/MITFB i.e Productivity, Quality, Cost, Delivery, Safety, Moral, Improvement, Team Work, Functional and Business Targets Targets) and finally evaluate individual performance against these mutually agreed criteria.
3. From employee point of view, it is important that clear targets/goals are decided so that they can make action plans, if needed demand resources. Whereas money is considered to be the biggest motivator, but this alone cannot infuse enthusiasm in employee to give his/her best. Clear target and regular feedback on performance can keep employee charged.
4. With structured appraisal system we can ensure timely and fair increments of the employees working in the company based on their performance.
5. Acknowledge the individuals performance and reward accordingly to boost their morale and motivate them.
6. Identify training needs of the employees.

### STANDARD OPERATING PROCEDURES

1. In the beginning of the financial year i.e. before 1<sup>st</sup> April, the Performance Appraisal Forms are sent to all departments of all plants for filling up KRA Targets for current year & KRA achievements of last year by respective employees (Appraisee), with remarks of Dept. Head (Appraiser) & Functional Head (Reviewing officer).
2. At the end of every quarter the employees will be evaluated on their performance (Last week of the quarter - Apr-Jun, Jul-Sept, Oct-Dec and Jan-Mar). These results will be reviewed by the senior management and will provide a base for planning the growth and development of the employees.
3. On receipt of the appraisal forms, the employee will fill in the Personal Details and list down the Key Result Areas.
4. The Appraiser will assess the above-mentioned KRAs and based on his own observations put the remarks in writing & rate the employee. In case the employee disagrees with the rating given by the appraiser, then the appraiser will give a rationale up to his satisfaction level.
5. During the appraisal process appraiser should provide feedback to the appraisee in a positive manner about his current level of performance, strengths, career planning, and job rotations and areas required improvement in order to facilitate the overall development of the employee.
6. During the appraisal process appraiser has to identify the training and development needs of the employees.
7. The Reviewing Authority shall then decide the future course of action in terms of Increments, Promotion, Transfer, Training etc.
8. For final rating (gradation) consider given weightage for work performance assessment (KRA) & personal assessment. Management gives lot of importance to the regular attendance and punctuality hence due weightage is given for attendance also.
9. The duly filled & signed appraisal forms are then called to corporate HCM and their compilation is to be done.

10. After compilation, the plant wise / function wise summary sheet to be put up to MCM (Management Committee Members) for approval.
11. MCM will decide on the increments / awards / promotions based on the summary data.
12. Employees who have shown exceptional performances will be awarded by special increments & promotions.
13. After the approval by MCM, increment letters are to be prepared accordingly and sent to the respective plants for distribution to the concerned employees.

The whole appraisal system is based on a very comprehensive and exhaustive understanding of the role and contributions by the Appraisee. The Appraiser has to be forthright, frank, unbiased, impartial and unguided by solo incidents during the review period. There has to be true understanding between the Appraiser and the Appraisee on their respective roles.

## **PROMOTIONS**

Promotion is way of reward & recognition of an employee's good performance and contribution for the company & and his ability to shoulder his / her responsibilities. It also helps organization to fill higher level vacancies through internal resources. Through promotions, employee gets a feedback that his contribution to organization is not going unnoticed. Promotion leads to better / higher designation, which satisfies his / her growth needs.

Promotion must always accompany higher responsibility. Thus following factors would be considered:

- a. Vacancy exists for such position
- b. Ability to administer & manage the process and people
- c. Potential / Capability to take higher responsibility
- d. Performance in the existing level.

Considering the trends, it is admirable to promote employee after every three years having very good or excellent performance. If extra ordinary performance is shown, may be considered as per the requirement of the organization.

Since performance is one of the key factor for determining eligibility of employees for consideration for promotion it is important to link performance with promotion.

Merely earning the requisite grades & completion of requisite years after last promotion does not entitle employee for automatic promotion. HCM will prepare list of such cases, who have been recommended for promotion. These cases will be put up before the MCM & MD for approval.

Promotions will be considered only during April, when appraisal process is completed. No case will be reviewed during the year.

In case of promotion, promotion letter will be issued, which will be signed by concerned authority and this letter shall be issued in person by the Function Head.

## **TRAINING AND DEVELOPMENT POLICY**

### **OBJECTIVE**

1. To evaluate and improve the employees knowledge, skills and attitude and to facilitate their overall development.
2. Through Training process helping employees to enhance their competence in a planned and systematic manner.
3. Through Training Process the skills of the employees are to be continuously updated in tune with the requirements.
4. Through Training fill the gap between the present level of performance and the expected level of performance.
5. To encourage employees to recognize, develop and use their skills and abilities.

### **STANDARD OPERATING PROCEDURES**

1. Training has to be need based, Business focused, well planned, well administered and well evaluated.
2. The activity of identification of training needs shall be done once in a year for training to be provided during April to March. The need identification shall be done through:
  - Annual Performance Appraisal (Individual Needs)
  - Directives from Functional Heads / SBU Heads (Business / Organizational Needs)
3. Individual Training Needs evolved from Performance Appraisal shall be classified into two Categories
  - Technical / Functional Training: All Job /Work related training
  - Behavioural Training: All training needs related to employees behaviour & attitude
4. Business Needs Training: All Organizational Training Requirements mainly based on the new trends shall come under Business Needs Training.
5. Training needs evolved shall be compiled and prioritized. Prioritization of needs shall be done keeping into consideration two principles:
  - a. Organizational Needs (Critical Areas)
  - b. Majority of areas commonly identified by more number of people.
6. For identified training needs prepare and get approval of the budget in the month of April every year.
7. Based on the topic & subject wise summary 'Monthly Training Calendar' is to be prepared and it shall be circulated to all Dept. Heads & Above in the 1st week of the quarter.
8. Training programmes are to be scheduled as per the training calendar. (Finalization of Training Date -Venue -Contents-Schedule-coordination is to be done by HCM).
9. HCM should ensure all the training needs identified for the employee should be completed in the same financial year and Training Calendar should be followed strictly.
10. Training programs can be organized in-house and for specialized training employees can be sent to external venues.

11. Nominations from HOD's / Plant Head's to be confirmed. It is the responsibility of the concerned dept. to ensure that the subordinates undergo the specified Training. Once it is decided to nominate any employee for a training program, it will be the responsibility of the HOD to relieve him for such program.
12. Administrative arrangements are to be done as per the requirement of training program.
13. At the training program, Attendance sheet and feedback forms are to be distributed amongst participants.
14. After the Training program, collect filled attendance sheet & feedback form.
15. Training effectiveness evaluation is to be done after compilation of feedback forms.
16. The details of program are then entered in Training History card of employee.
17. The training may be conducted either by in-house faculty or through external faculty / consultant.
18. All employees who undergo training will be evaluated after their training to check the training effectiveness. An interview to review the trainee and training results will be conducted. Based on the results any corrective actions to be taken for improvement will be implemented.
19. The requirement of training is periodically discussed during the management review meetings.
20. During the period of one year it is envisaged that each employee undergoes at least 6 man-days Training.
21. The Library with proper amenities with Technical / Commercial / Management / Personal Development books & periodicals should be maintained. Employees can take home the books for reading with proper registration. Budgeted amount will be spent every year for updating the library with latest books with prior approval.

## EMPLOYEE WELFARE POLICY

### OBJECTIVE

To ensure the employees well-being, over and above the statutory mandates.

### STANDARD OPERATING PROCEDURES

Following employee welfare measures are to be initiated by HCM dept:

#### 1) Salary Advance / Loans:

- a) Salary advances are provided for the purpose of exigencies that the employee faces.
- b) These advances are provided for permanent employees who have worked for 1 year or more.
- c) The salary, in part or in full, for the month will only be given as advance maximum up to Rs.10000 to staff member.
- d) The employee will have to apply through Advance Form, 8 days in advance.
- e) Employee can avail this only once in a year.
- f) These advances are interest free.
- g) Maximum 10 staff members can avail this benefit in a month. In case of more than 10 staff members applied for salary advance the cases will be referred to MDO for approval after recommendations of Function Head.
- h) Repayment of such advances / loans will be in 4 equal instalments and will be deducted from the Salary from subsequent month in which advance paid.

#### 2) Festival Advance

For company roll workers we provide festival advance as per signed wage agreement, at the time of Diwali on their request application & recover the same from 4 equal instalments from their salary / wages.

#### 3) Annual Get-together with Cultural Program

Plant HCM should organize the get together of the Plant for all Company Roll Employees once in a year preferably after Diwali and should be completed before end of December.

The complete expenses of the get-together will be borne by the Company, subject to a maximum of Rs.450 per person.

#### 4) Marriage Gift

There shall be a Company gift on self-marriage of the Company Roll Employee of any level (includes probationers & staff trainees) who gets married. Gift shall be worth Rs. 1500/- the employee shall be gifted a gift on behalf of the management on the occasion of marriage. The Plant HCM of such employee who is getting married shall ensure that the gift is presented to him / her.

#### 5) Birthday Wish

For inculcating the sense of belongingness we wish every employee on their birthday. On the occasion of employee's birthday, Greeting card is given to respective employee by Plant HCM and Group Head & they will personally wish to the concerned employee.

#### 6) Counselling

- a) Employees can contact plant HCM to seek counselling and advice for their personal or professional problems.
- b) Plant HCM will also counsel the employees with problems like absenteeism, low efficiency cases, addiction etc.
- c) Counselling will take place before or after shift timings inside the factory premises.



## **7) Anti-Tobacco Campaign**

To provide a safe and healthful work environment, smoking / tobacco, gutka chewing is prohibited throughout the work place and company premises. This policy applies equally to all employees, associated members, customers, clients, and visitors.

## **8) Health Care**

All employees are to undergo medical check-up by the authorized medical officer prior to joining and after joining Health check-up by the authorized medical officer will be conducted annually in the month of December every year.

The water provided for the employees for drinking is treated with reverse osmosis (RO) at all the plants.

There are First Aid Boxes, in the security office and prominent places in the plant. The first aid kit is provided with all necessities for attending to any minor injuries, cuts and bruises occurring to the employees at the workplace.

Trained first Aid Personnel are available at all the plants to attend the first aid cases.

## **9) Blood Donation Camp**

Every year in the first week of January we conduct 'Blood Donation Camp' at all the plants and encourage all our employees & associates for blood donation. All necessary arrangements to be done by Plant HCM and camp to be organized under the guidance & supervision of trained doctors and authorized agencies (Hospitals).

## **10) Dassera Celebrations**

Every year we celebrate 'Dassera' / 'Khandenavami' with great zeal & enthusiasm as a part of our culture to offer our gratitude towards 'Shastra / Avjar'.

We offer Sweet to all the employees on this occasion. Central committee decides the Sweet Items to be distributed to all employees of all the units. The responsibility to purchase the sweet boxes rests with the committee.

Each Plant HCM should submit the No. of boxes required at least 15 days in advance from the date of the distribution.

## **11) Uniforms**

- a) Staff at all level will be provided 4 Half Sleeved T Shirt every year. Initial issue will be made within 1 weeks' time of joining.
- b) Subsequent issues will be made generally during the month of May of each succeeding year uniformly to all eligible staff.
- c) It is mandatory to all the employees that they should attend their duties in company uniform, any deviation will attract disciplinary action as per misconduct policy.
- d) If new employee joining in first half of the year then four [4] uniform t-shirt's should be issued and if joining date falls in second half of the year then two [2] uniform t-shirt's should be issued.
- e) Any additional uniform request will be charged based on prevailing prices of a single t-shirt.



## **EMPLOYEE ENGAGEMENT & RECOGNITION POLICY**

### **OBJECTIVE**

Highly engage and motivated employee plays crucial part in transforming organizations strategic intention into reality. To maintain and consistently improve employee's engagement and motivation towards individual work we have deployed some measures to acknowledge employees direct and indirect involvement in improvement projects, creativity & innovativeness.

### **SCOPE**

While designing these initiatives we are careful about its applicability throughout organization to avoid recognition of only any specific group of employee or people at certain position.

It is responsibility of location HR to deploy initiative at respective position and monitor its even dispersion through all levels.

Furthermore, it very important to solidify the outcome of such initiative by getting feedback through periodic survey to establish effectiveness and necessary course correction.

### **EMPLOYEE ENGAGEMENT**

Following are initiative we are running for employee's motivation and empowerment,

1. CEO Meet: To appreciate employees, Share Important message or decisions by management and provide platform to the employees to raise any concern monthly CEO meet needs to be conducted.
2. Magic Saturday: Every 3<sup>rd</sup> Saturday of month to enhance team culture and develop sense of belongingness. Along with that provide means for stress buster and relaxations
3. Behavioural Training: To build conducive environment to build good culture, working environment and interpersonal relationship.
4. Monthly HR Darbar: Quick Redressal of grievance / Employee Concerns.
5. Family visit: Monthly 10 employee's family will visit respective plant to build trust, faith. Company Brand Image.
6. Get well soon visit: Building bond between employees and organization and creating sense of belongingness.
7. Birthday Celebration: Employee Motivation and Sense of Belongingness.
8. Festive Celebration: Employee Motivation and Sense of Belongingness.
9. HR Calling [Mi HR Boltoy]: Calling family members of our employee to Winning Trust of Family Members and their feedback.
10. HR at Home [HR Aaplya Dari]: Visit employee's home once a year for better Relations and Trust Building, creating deeper connect.
11. RUCHA Health Club: On Weekly off day morning excursions for team building and health.
12. HR Grooming Session: Monthly session for grooming and updating knowledge of HR team.

## EMPLOYEE RECOGNITION

### 1. Implemented Suggestion Awards

Monthly Suggestions Award: Top 3 Team members who have implemented maximum no of suggestions per month from each plant will be felicitated with a gift worth Rs.300/- each & certificate during monthly CEO address. For eligibility of this award minimum 5 suggestions should be implemented by the team member in that month only and it should be certified by department head & plant head on Department's Implemented Suggestions Register.

### 2. Kaizen Awards

- a) Monthly Kaizen Award: Top 5 Team members who have implemented maximum no of Kaizens per month from each plant will be felicitated with a gift worth Rs.300/- each & certificate during monthly CEO address. For eligibility of this award minimum 5 kaizens should be implemented by the team member in that month only and it should be certified by department head & plant head on Kaizen Idea Sheet.
- b) Annual Kaizen Award: Top 3 Team members at group level who have implemented maximum no of Kaizens in the calendar year will be felicitated with a gift worth Rs.3000/- each & certificate during annual get together. For eligibility of this award minimum 3 kaizens should be implemented by the team member in every month, minimum 50 kaizens in total in that year and all the kaizens should be certified by department head & plant head on Kaizen Idea Sheet.

### 3. Quality Circle Awards

- a) Plant Level Internal QC Competition: Every year we arrange internal Quality Circle Competition at plant level. Runner & Winner teams will be felicitated with gift worth Rs.200/- and certificate to each member.
- b) Send winning teams for participating in outside QC competitions organized by QCFI, ACMA, CII, BAVA etc.
- c) Group Level Internal QC Competition: Every year we arrange QC Competition at group level for Plant level winner & runner teams. The winner team will be felicitated with REPL QC Trophy, gift worth Rs.200/- & certificate to each member.

### 4. Advance 5S Award

To recognize the collective efforts of team members for implementing & maintaining advance 5S in their department / Section / Zone we appreciate the team members with offering them rolling Banner of 'Best 5S Implemented Zone' during the monthly CEO meet.

### 5. Meritorious Students Awards

Every year we felicitate REPL team member's children for their best academic performance. For eligibility of these awards students should secure minimum 80% mark.

We felicitate top 3 students from each standard (1<sup>st</sup> to 12<sup>th</sup> standard) with a gift worth Rs.300/-, memento & certificate to each student and we felicitate students with special awards for the top ranker of 10<sup>th</sup>, 12<sup>th</sup> & highest marks in Sanskrit in 10<sup>th</sup> Std.

### 6. Long Service Awards:

- a) Long service award is an excellent platform for recognizing the loyalty & contribution of our team members over the years. Company recognizes team members who have put in long years of service in the Organisation. Every year at the end of the financial year HCM department will finalize the list of people who are eligible for long service awards and arrange to give the awards during annual get together.

- b) Cash Award, Memento and a certificate mentioning the number of years of service completed in the company will be presented to team members.
- c) Eligibility for Long service Award is minimum 15 years continuous service with Rucha Group:
  - On completion of 15 years of service .....Rs. 15000/- & Memento
  - On completion of 20 years of service .....Rs.20000/- & Memento
  - On completion of 25 years of service .....Rs.25000/- & Memento
- d) Publish family photo & award receiving photo on company portal / notice board.



## LEAVE POLICY

### OBJECTIVE

To define the Company's policy on leave entitlement and availment for all the employees. To enable employees to take rest / recover in case of illness. To enable employees to take leave in case of emergency / personal reasons. To communicate to the employees the types of leave available for them.

### STANDARD OPERATING PROCEDURES

1. Leave can be availed with prior sanction, except in emergency cases. In case of sanctioning the leave without prior intimation, decision of leave sanctioning authority will be final.
2. All Paid holidays / Weekly off days occurring during the period of leave shall be counted as a part of leave. However, all holidays occurring either end of the leave period shall not be counted as a part of leave.
3. Any type of leave cannot be pre-fixed or suffixed to each other or C'off.
4. Leave sanctioning authority will be Department / Function head or a senior person to whom an employee is reporting for his functions / activities.
5. Leave will not be granted before it becomes due. However, in exceptional Circumstances, if an employee wants leave and no leave is due to him, it may be sanctioned leave up to two days and in such cases decision of leave sanctioning authority will be final.
6. Extraordinary Leave or Leave Without pay will only be granted for exceptional reasons at the discretion of the management when no other leave of any kind is due. Director/MD will sanction extraordinary Leave. Going on leave Without Pay without the prior sanction, other than in exceptional cases, is indiscipline.
7. In case a employee has to overstay of the sanctioned leave, he should get permission to that effect before the sanctioned leave is over.
8. An employee remaining absent beyond the period of leave originally granted or subsequently extended, shall be liable to lose his lien on his appointment unless he returns within eight days of the expiry of the sanctioned leave and explain to the satisfaction of the authority granted his inability to resume his duty immediately on the expiry of his leave.
9. No employee may claim any leave as a matter of right nor he can be absent from his duties without permission even if such leave has accrued. However, any kind of leave shall be granted at the convenience of management and nothing will limit the free discretion of management to refuse, revoke or curtail leave as exigencies of the company's work may require subject, however, to statutory provisions relating to leave for the time being in force.
10. Leave form should be immediately forwarded to HCM for further action / attendance record.
11. If anybody could not attend the office due to unavoidable circumstances (like Bandh, Riots etc.), such leave will be treated as Casual Leave. If there is no Casual Leave balance to employee credit, the same will be adjusted against the Earned Leave.

### CASUAL LEAVE + SICK LEAVE

1. The total casual leave + sick leave admissible during a calendar year will be 21 days.
2. Casual + Sick Leave becomes due on 1<sup>st</sup> January of current calendar year or any other date during the current calendar year, i.e. the actual date of joining in case the joining takes place after 1<sup>st</sup> January of the current calendar year.

3. In case of broken year of service, leave shall be admissible on proportionate basis on number of days of service in the current calendar year.
4. Unavailed leave if any will be credited in next year balance and will be treated as EL.
5. The CL + SL are not en-cashable.
6. Leave can be allowed as a unit of half-day. A half-day leave could be availed for first or second half of the shift.
7. For a period up to four hours shall be treated as half-day while a period of more than four hours shall be reckoned as full day.
8. Except for emergency reasons, Casual leave shall be limited to 2 days at a time.
9. Sick leave application has to be supported by a Medical Certificate from Registered Medical Practitioner, if it is for more than three days leave, and where practicable the Management may require the employee to be examined by Certified Medical Practitioner.
10. Trainees and Probationers are entitled for leave during their training / probation period and extension thereof. Leave shall be admissible on proportionate basis on number of days of service in the current calendar year.
11. Casual leave could be availed with prior sanction. However, in case of Sick Leave, if an employee falls ill suddenly, he should keep his immediate supervisor or Personnel Department informed as early as possible over telephone or through a person followed by an application.
12. If any employee leaves the company during the year, Sick leave and Casual leave availed by that employee must be proportion to number of days worked in that year.

### **EARNED LEAVE**

1. Balance CL+SL of last calendar year will converted as EL for the current calendar year.
2. The maximum EL that may be granted to a employee at any time shall not exceed 10 days.
3. EL can't be availed more than 3 times in a calendar year.
4. The EL admissible shall be exclusive of all holidays occurring either end of the period of leave, however the EL shall be inclusive of all holidays intervening the period of leave.
5. An employee, who is leaving the organization is entitled to encashment of the balance EL and will paid on Basic + DA.
6. Application of EL for less than 2 days will be made in 3 days in advance, application of EL for more than 2 days and less than 5 days will be made at least 7 days in advance and application of EL for 5 or more days will be made at least 15 days in advance.
7. If an employee falls ill and he does not have any balance of sick leave, he can avail the balance Earned Leave lying to his credit

### **LEAVE ENCASHMENT**

1. Leaves can be accumulated by employee up to maximum 90 Leave. Further balance will be automatically encashed on current Basic+DA salary in the month of January
2. Employee can apply to take leave encashment benefits on current Basic+DA by maintaining minimum 30 leaves as balance.

## COMPENSATORY OFF

Compensatory off will be eligible only up to Sr. Engineer/Sr. Officer grade i. e. E1 level. Compensatory off is applicable to only those eligible staff who works full day on their weekly off or on Paid Holidays or works in 2 consecutive shifts.

1. If any employee called on duty on Weekly off or Paid Holiday will entitle for compensatory off subject to that he has to come on duty as per shift timing and must to work till end of shift timings, no late coming or early going will be permissible on such days.
2. All FH/PH/DH should be informed about extra working on weekly off or on Paid Holidays to HCM at least three days before as per prescribed format. (Along with the list of employees).
3. HOD has to submit form to HCM with approval of Plant Head to create compensatory off of such employees for above stated reasons within same day or next day, otherwise it will laps.
4. Such credited compensatory off should be use within 30 days of its creation and maximum 2 compensatory off will be allowed to avail at a time. Maximum 4 Compensatory Off can be accumulated.
5. Reporting Manager, FH & PH should give approved C-off form in advance to HR
6. Compensatory off will not be allowed in combination of (comp off + Weekly off + Leave) and (Comp off + Leave). But, Compensatory off can avail in combination of (Comp off + Weekly off / PH).

## SHORT LEAVE

Short leave will be applicable to Asst. Manager and above grade employees.

1. Short leave will be allowed only twice in a month for late coming or early going for 2 hours only subject to prior approval from DH / PH / FH.
2. If employee came late or went early for more than 2 hrs, then, half-day leave will be consider. If short leave is approved, then leave / salary will not be deducted



## EMPLOYEE COMPENSATION AND BENEFIT POLICY

### OBJECTIVE

To provide uniform, stable and reasonably competitive compensation structure for all employees.

### STANDARD OPERATING PROCEDURES

To rationalize the compensation policy, positions are classified into levels & grades as per the Organizational Hierarchy Policy. Salary components are as follows:

#### Basic + Da:

The basic scale would be as per the terms of employment and revisions from time to time.

#### House Rent Allowance

L1 to L3 level will be paid House Rent Allowance at 40% of Basic + DA Salary

L4 & L5 level will be paid House Rent Allowance at 35% of Basic + DA Salary

#### Conveyance Allowance

Staff at all level will be paid Conveyance Allowance at Rs 1800/-.

#### Health Maintenance Allowance

L1 to L3 level will be paid Health Maintenance Allowance at 15% of Basic + DA Salary

L4 & L5 level will be paid Health Maintenance Allowance at 10% of Basic + DA Salary

#### Professional Development Allowance

L1 to L3 level will be paid Professional Development Allowance at 15% of Basic + DA Salary

L4 & L5 level will be paid Professional Development Allowance at 10% of Basic + DA Salary

#### Washing Allowance

L1 to L2 level will be paid Washing Allowance at Rs 2500/-

L3 level will be paid Washing Allowance at Rs 2000/-

L4 level will be paid Washing Allowance at Rs 1500/-

L5 level will be paid Washing Allowance at Rs 1000/-

#### Petrol Reimbursement Allowance

L1 level will be paid Petrol Reimbursement Allowance at Rs 12000/-

L2 level will be paid Petrol Reimbursement Allowance at Rs 8000/-

L3 level will be paid Petrol Reimbursement Allowance at Rs 4000/-

#### Car Maintenance Allowance

L1 level will be paid Car Maintenance Allowance at Rs 5000/-

L2 level will be paid Car Maintenance Allowance at Rs 4000/-

L3 level will be paid Car Maintenance Allowance at Rs 2000/-

#### Meal Allowance

L1 level will be paid Meal Allowance at Rs 5000/-

L2 level will be paid Meal Allowance at Rs 4000/-

L3 level will be paid Meal Allowance at Rs 2000/-

#### Telephone Bill Allowance

L1 level will be paid Telephone Bill Allowance at Rs 2000/-

L2 level will be paid Telephone Bill Allowance at Rs 1000/-

L3 level will be paid Telephone Bill Allowance at Rs 500/-

#### Medical Bill Reimbursement

Staff at Asst Manager & above level (E3 & above grade) will be paid Rs.1250/- per month as a part of their salary.



### **Leave Travel Allowance**

L1 level will be paid Leave Travel Allowance at Rs 8000/-

L2 level will be paid Leave Travel Allowance at Rs 4000/-

L3 level will be paid Leave Travel Allowance at Rs 2000/-

### **Variable Pay**

1. At the beginning of the financial year we intend to set individual's targets (KRAs – PQCD SMIBF Targets). There will be 20 KRAs for every teammate and each KRA will carry weightage of 5 marks.
2. Every month the teammates will be evaluated on their performance against these set targets. Teammate's performance would be assessed based on his/her achievement of objectives and as per the criteria provided on KRA Sheet.
3. These results will be reviewed by his department head and senior management and will provide a base for variable pay, salary increment, planning the growth and development of the teammates.
4. Basic objective of the monthly performance assessment process is to ensure that our teammates perform their work up to the level of expectations consistently with the pre-determined objectives.
5. 'Variable pay' is a part of teammates CTC and criteria for Variable Payment is as follows:
  - a) Applicable to Sr Engineers / Sr Officers and above grade staff members and drawing CTC more than Rs.30,000/- per month.
  - b) Payable on Quarterly Basis after quarterly assessment based on the performance rating only
  - c) Payable for Rating A - 100%, B - 50%, C - NIL
  - d) Rating Criteria:
    - KRAs Score more than 75 – 'A' rating
    - KRAs Score 60 to 74 – 'B' rating
    - KRAs Score less than 60 – 'C' rating
  - e) Variable Pay will be paid for Payable days only (Based on attendance)
6. Employee who receives lesser than full amount of variable pay due to lower performance rating in one quarter is eligible for payment of the difference in subsequent quarters on submission of KRA with improved rating.
7. Maximum period for which employee is eligible for presenting improvised KRA is till end of current financial year i.e. March end.
8. Newly joined employee, is eligible for payment of 100% variable pay during probation period (First Six Months) irrespective of performance score but will have to regularly maintain and submit the KRA's

### **Miscellaneous Allowance**

Staff at all level will be paid Miscellaneous Allowance to match / compensate the decided gross Salary / CTC.

### **Provident Fund**

All employees will be covered as per the Employees Provident Funds and Miscellaneous Provision Act of 1952. 12% of the earned basic will be deducted from employee's gross salary and 13.15% of the earned basic will be contributed by company and remitted to each employees PF & Pension account before 15<sup>th</sup> of every month.

### **Employee State Insurance / Group Personal Accident Insurance**

Employees drawing gross salary up to Rs.21000 per month will be covered under the Employees State Insurance Act of 1948. There will be a deduction of 1.75% from the employees gross salary including all allowances and 4.75% will be contributed by company & remitted before 21<sup>st</sup> of every month.

Group Personal Accident policy is applicable for all the employees, who are out of ESIC coverage to provide monetary benefit in case of accident of the employees.

Object is to get the medical benefit for the employee those who are exempted from ESIC Scheme.

- a) We have taken Group Personal Accident Policy from New India Assurance Company.
- b) This is a purely Personal Accident Policy.
- c) In case of accident took place in company it should be reported to Plant HCM through Dept. Head immediately. In case of it took place outside the company premises it should be informed within 24 Hrs. to enable the HCM Dept. to inform the same to Insurance Company.
- d) Under this policy the insured person is entitled to get weekly compensation of Rs.4000/- and medical expenditure up to 20% of Weekly Compensation.
- e) In case of Death the maximum compensation is Rs.4 Lacs.
- f) It is also mandatory to submit all the medical bills, prescriptions, x-ray, pathological lab Report & other reports along with doctor's bill & Hospital Bill for getting the P.A. Benefit.
- g) Accident within the premises or outside the premises also covered.

### **Mediclaime Insurance**

It is advisable for all employee to avail Mediclaime insurance especially who are not covered under ESIC. Company has standing arrangement with insurance provider, details of which can be sought from HR for enrolment. Cost of the same to be born by employee.

### **Bonus**

Staff at all level will be paid Bonus at 8.33% of Basic Salary up to Rs.21000 as maximum ceiling limit.

### **Gratuity**

Gratuity will be paid in accordance with Payment of Gratuity Act, 1972. For the purpose of gratuity, fraction of a year's service shall be computed proportionately. For the purposes of calculation the commencement date will be Employee's date of joining. An Employee who has been in continuous dedicated and satisfactory service for not less than 5 years shall be eligible for the payment for a gratuity at the time of leaving the services.

Gratuity will be calculated at the rate of 15 days Basic + DA for every completed year of service.

### **Income Tax Deduction**

- 1. The Income Tax Deduction would be as per the Income Tax Rules.
- 2. At the beginning of the financial year, all employees are required to submit their investment details for that particular year. This is to enable the Accounts Dept. to calculate the amount of ITDS.
- 3. In case no details are submitted all payments shall be construed as income.
- 4. Proof of Investments has to be given as per the declaration before the close of the financial year.

### **Professional Tax Deduction**

Professional tax will be deducted and remitted before 15<sup>th</sup> of every month as per the taxation schedules based on gross salaries, applicable in different locations, where the employees are employed.

### **Paydays**

All Employees shall be paid monthly on a scheduled payday, which is on the last day of the month and attendance cut off will be 25<sup>th</sup> day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, Employees shall receive pay on the next day of operation. The Company pays Employees by way of a direct credit into the Employee's bank accounts with Saraswat Bank. The salary is credited into respective Employee's accounts after deduction of Tax, instalments towards advances and other mandatory contributions.

## TRAVEL POLICY

### OBJECTIVE

To establish standards for business expenses incurred by an employee during performing his duty to meet business objectives outside his base location.

### SCOPE

#### 1. GENERAL NORMS

- a) Travelling is an unavoidable part of the business but as travel has inherent risk employee should always look for electronic communication alternative like Video Conference.
- b) Company shall bear all the Travel Expenses in case of traveling required for company's purpose.
- c) All travel shall be undertaken after prior written approval from the concerned Department / Function Head.
- d) Employee has to take their outstation tour well planned, to ensure that he will return to his head quarter within the specified time as approved on OD slip.
- e) For this, the employee shall submit the outdoor duty slip in HCM department preferably at least 2 days in advance.
- f) Company normally purchases the tickets through the appointed travel agencies. However, if the Employee purchases his Tickets, to claim a photocopy of the ticket & Boarding Pass in case of air travel needs to be attached with the expense reimbursement form.
- g) In case of cancellation of planned trip due to official reasons employee has responsibility to cancel the travel/stay booking or inform related party for the same.
- h) If booking is done by employee, then he/she can claim reimbursement for the charges arises from cancellation due to official reason.
- i) If the cancellation is on account of personal reason then the employee has to bear the cancellation charges and same will be recovered from salary if booking are done by company.
- j) Wherever required a brief report should be submitted to Dept. / Function Head on the activities done while employee was on outdoor duty.
- k) Expenses on Alcohol/Tobacco will not be reimbursed.
- l) Entertainment Expenses incurred for entertaining customers / clients / acquaintances for official purpose would be reimbursed on approval from the concerned Head / Reporting authority.
- m) In case the employee used credit card to settle his/her bills during travel, the company shall make payments against the actual bills only with the Travel Expenses Form.
- n) The prescribed higher limits are set according to the maximum expense needed during the tour. However if the actual expense goes below the prescribed expense limits; then the employees must select the minimum possible expense option.
- o) Expenses incurred (irrespective of payment mode) should be filled in the travel expenses form within a 48 hrs of arrival or before the commencement of the next visit or whichever earlier.
- p) Any deviation from company norms has to be highlighted in expenses details submitted.
- q) All reimbursements are to be supported with proper bills, vouchers, receipts etc. wherever required.
- r) Bills must be self-signed by the employee and authorized by DH/ PH/ FH.
- s) The prescribed limits are 'allowed maximum expenses' and employee will get reimburse at actual or the prescribed limits whichever is lower.
- t) Producing fake bills, receipts etc. are an act of serious misconduct. If any employee is found guilty of involvement in such mischievous act, he will be liable to termination of employment.
- u) Safety is of prime importance for any travel & it is responsibility of employee to travel safe.
- v) In case of personal driving / driver driven on road, late night travels to be completely avoided. In any case starting by road should be avoided after 7.00 pm.
- w) After returning from OD, the employee has to report on duty to their HQ/work place within 4 hours.

## 2. DOMESTIC TRAVEL NORMS

- a) Within the City Mode of Transport:

Level	Mode of Transport
L5 & L6	Shared Auto / City Bus (Auto in special circumstances)
L3 & L4	Auto
L1 & L2	Taxi

- b) Travel with-in local area or city for any business concern using own vehicle will be reimbursed as per rates given in [Annexure, Point 1].
- c) Local Travel by four-wheeler will be reimburse only for L1, L2 & L3 grade while L4 & L5 will only be eligible for two-wheeler travel reimbursements.
- d) For every increase & decrease of Rs. 2.50 in fuel price, per km reimbursement for two-wheeler will increase & decrease by 10 paise. While for four-wheeler, it will be 30 paise.
- e) The above rates will be reviewed on Half-yearly basis (i.e. every year on 1<sup>st</sup> April & 1<sup>st</sup> Oct).
- f) Inter City Mode of Transport

Level	Mode of Transport
L5 – L6	II Class Train / Bus
L3 – L4	II Class Train / Sleeper Coach Bus
L1 – L2	Flight / III AC Train / AC Car

- g) In case 3 or more employees are travelling together then travel by Taxi is allowed on approval of Function Head if it is economical.
- h) Air travel shall be provided to Manager and above grade employees In case of exigency which will be decided by the FH & HCM.
- i) Air travel is to save on time and not a luxury so decision for Air travel should be based on Company's Convenience, Travel Time and Total Cost of Travel.
- j) Approved travel plan involving air travel should preferably be submitted 7 days in advance to MDO and air ticket booking should be done through MDO only.

## 3. INTERNATIONAL TRAVEL NORMS

- a) Employees are required to hold a valid passport and renew their passport on time at their own expense.
- b) All employees travelling overseas to travel by economy class by lowest cost route and airline, subject to convenience, security and safety considerations.
- c) VISA, Booking of Air tickets, accommodation and overseas travel insurance shall be arrange by Company.
- d) Travel Plan & booking of travel must be made adequately in advance to ensure optimal utilization of discounts offered by Airlines and Hotels.
- e) Most economical mode of transportation should be used for travel to and from Airport based on convenience, safety and cost, preference should be given for public transport and availing costlier options should be justify in expense report.
- f) Employees are expected to use train, buses & local public taxis for travel within city of visit.
- g) Private or hotel taxis are not permitted due to the extremely high charges levied by hotels and private car hire agencies.
- h) All the expenses at overseas and on travel shall be paid / reimbursed on actual basis as per the bills only.
- i) Any expenses done in foreign currency, bill is must to settle and reconcile the foreign currency.
- j) Company shall provide the foreign currency to the traveller prior to one day of departure.
- k) For computing number of days of international travel, the actual stay in foreign country would be considered from arrival time at the first destination airport to departure time from the last destination airport.
- l) On return from business trip, forex advance & expenses incurred should be settled within 3 days of return.
- m) Employees undertaking overseas travel must carry country specific local prepaid mobile card or economic mobile post-paid card which will be arranged by HCM.
- n) Employee extending business visit for personal reasons will bear all expenses viz visa, tax, boarding, lodging & local travel.
- o) The employee will not be given advance until he clears the earlier advance claim.

- p) On failure in furnishing expense details against travel advance within 3 days of arrival, same will get recover from employee's salary.
- q) Foreign travel advance (Figures in US \$) / Per Day [Ref- ANNEXURE -Point 2] The request for travel advance should be made at least 3 days prior to travel.
- r) Foreign travel advance includes lodging, boarding & local conveyance during travel except airport transfer at home country.
- s) Foreign travel advance are maximum allowable limits or at actual whichever is lower.

#### 4. LODGING AND BOARDING NORMS

- a) Except in cases where company has a guest house, the lodging limit will be based on City Classification as under:

GRADE	CITIES
A	Mumbai, Delhi NCR, Bangalore, Calcutta, Chennai
B	Hyderabad, Ahmedabad, Pune & other state capitals
C	All other cities not listed above

- b) Lodging amount limit as mentioned below or actual, whichever is lower [Ref- ANNEXURE Point 3a]
- c) All amounts for lodging are inclusive of service charges, GST, any other Taxes, laundry etc.
- d) If employee stays in company provided guest house then no lodging bills will be allowed.
- e) When two or more employees are accompanied with each other, at that time employees must try to share room on twin basis (one room shared by two employees); if possible.
- f) Boarding Allowance inclusive of breakfast, lunch & dinner including food during travel period.
- g) Bills need not be submitted for claiming boarding allowance.
- h) Boarding allowance applicable for all Cities while on outstation duty [Ref- ANNEXURE Point 3b]
- i) Boarding expenses allowance for local travel. [Ref ANNEXURE Point 3c]
- j) For computation of travel days out door duty hours slab for reimbursement of boarding allowance is as below:
  - a. Zero Hour – 4 Hours : Zero reimbursement
  - b. 4 Hours to 12 Hours : Will be considered as Half Day
  - c. More than 12 Hours : Will be considered as Full Day

\*\*\*\*\*



## ANNEXURES

### 1. Local Travel Reimbursement:

- a) Fuel Base Rates will be reviewed on half-yearly basis i.e. on 1<sup>st</sup> April & 1<sup>st</sup> Oct. The same will be considered for Fuel consumption calculations.
- b) Per Km Rates valid till 31<sup>st</sup> March 2019.

Type	Petrol
2Wh	2.90INR
4Wh	7.50INR

### 2. International Travel Advance: (Figures in US \$) / Per Day (except for any exceptional expense requirement requested)

Class	Countries	L1 & L2	L3 & L4	L5 & L6
'A'	Europe, U.K., USA, Canada, South Africa, Singapore, Japan, China & Middle East	250	200	150
'B'	All other countries, SAARC, etc.	200	150	100

### 3. Lodging and Boarding Allowance:

- a) **Lodging allowance:** (Figures in INR) / Per Day

Level	A Cities	B Cities	C Cities
L5 – L6	1500	1000	800
L3 – L4	2000	1500	1000
L1 – L2	3500	2500	2000

- b) **Boarding allowance:** (Figures in INR) / Per Day

Emp. Level	Food Allowance
L5 – L6	400
L3 – L4	500
L1 – L2	800

- c) **Local Travel Boarding allowance:** Rs.300/- if employee is on outdoor duty for more than 8 hrs. & away from his working place more than 50 KM.

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## SECURITY POLICY

### OBJECTIVE

To protect and safeguard all employees, materials and processes within the factory premises.

### STANDARD OPERATING PROCEDURES

Given below are the procedures to be followed by all employees to ensure security. All queries at variance with this policy are to be addressed to the factory HCM head. And his / her decision is final.

#### Use of Identity (ID) Cards

All employees are provided with an identity card (ID) which, contain employee particulars. This ID card is given for:

1. Identification of the employee
2. Entry and exit from the factory
3. Attendance recording

The employee shall carry his ID card on him / herself visibly, at all times when inside the factory and present it while entering or leaving the factory or on demand by the security guard, supervisor or the HCM department.

The ID cards shall be the property of the factory and should be surrendered to the HCM department on cessation of employment.

In no case should the employee produce or surrender his ID card to anybody or authority outside the factory. If any employee is found doing so he / she would be liable for disciplinary action.

Loss or damage of the ID card should be notified to the HCM department immediately and a requisition for a duplicate card will have to be applied for in the Duplicate ID Card Issue Form.

If the employee loses or damages his / her ID card for then the ID card will be replaced by the management at the cost of Rs. 100/-.

No employee shall be in possession of another employee's ID card within the factory premises.

#### Manner of Entry and Exit

Given below are the procedures for entry and exit from the factory premises.

#### Movement of Employees

Entrance and exit from the premises shall be through prescribed gates only and every employee shall show his / her ID card to the security on duty while passing through such gates.

The gates may be closed during working hours at the discretion of the management and employees must not leave the premises during the working hours without prior written permission from the appropriate authority.

An employee who is not on duty shall not remain on the premises without permission from the manager or his / her authorized official.

In case if any employee required to stay back for overtime work it should be informed to the security & Plant HCM well in advance by the concern department and In case if any employee required to work on weekly off day, it should be informed to the security & Plant HCM 1 day advance by the concern department.



## **Movement of Visitors**

Security officer should be very polite and respectful with all the visitors and they should not misbehave with the visitors.

Visitors entering into the factory must be first verified via the intercom to check if the person they wish to meet is available and where they are, then the visitor has to register at the security office and obtain a visitors pass.

While leaving, the Visitor should return the visitors pass duly signed by the person visited before leaving the factory premises.

Visitors are liable to be checked by security personnel while entering and leaving the factory premises.

All the visitors should be met in the discussion hall only. Nobody should be sent or brought to the office block directly. This should be controlled by the receptionist / office boy after informing the concerned staff.

The visitors are not to be allowed on the shop floor without the permission of the Plant HCM / concerned Dept. Head. Nobody should be stand near the security office or gate.

## **Movement of Materials**

Material being brought into the factory premises should be disclosed at the security and a security check in entry to be obtained on the document before carrying it into the factory premises.

Suspicious materials that come into the factory will be stopped at the main gate and thoroughly investigated before being sent into the factory.

Material being taken out of the factory should be accompanied by a required document signed by the appropriate authority. The same is to be produced before the security on leaving the factory premises.

All the materials will be sent out to dispatch in-charge. He will ensure all the valid documents.

No materials should be moved without any proper documents. In all transactions if the items are sent in bins / trolleys / pallets the qty of bins / trolleys / pallets should be notified in the invoice.

Loading / Unloading of vehicle should be done only one at a time and there should be no crowding at the material loading point.

Each transaction has to be done with appropriate documents. All such documents should be signed by the authorized signatories. No other persons should sign such regulated documents. The list of Authorized signatories and the specimen signature of the concerned are available at the security office for reference.

All the transactions must be entered in separate registers (Inward & Outward). The recipient, qty. and document no., date and time of transaction must be entered in the register.

Such register will be checked by Stores / PPC / Purchase / Accounts or Audit In charge at any point of time for its correctness.

All such transactions must be completed before the stipulated time frame.

## **In-warding the goods:**

Any vehicle from outside should report to security before 6.00 pm every day. Such vehicles can be unloaded as per FIFO system till the last vehicle. The vehicles reporting after 6.00 pm should not be entertained on that day.

### **Out-warding goods:**

All vehicles going out must leave before 6.00 pm every day. In case of emergency (if required to send after 6.00 pm) the goods may out ward after getting the permission from SBU Head. Only dispatches can be continued for the customers where in supplies are take place on DOL basis.

Disposal of scrap has to be done in the same way. The weighing of Empty vehicle and with scrap load has to be done in the presence of Security guard only.

During collection of the scrap from the scrap yard, a responsible person from QA / PPC / Production department and security guard must be present to ensure no other material is taken other than the scrap. In all transactions the security must ensure the Qty sent / coming in and the documents entry in the register.

In order to keep control over the materials movement Stores will be operated at a particular time in a day. All Material requirements to be planned in advance and taken from the stores. No material will be issued beyond the specified timings. In case of emergency it may be moved with the permission from Plant Head / Group Head.

During night shifts if it needed to take material it should only be permitted by Group Head and a security guard should be present along with the Production supervisor and ensure the Qty. and entry in the register.

Employees found taking out any material(s) belonging to the factory without a valid documents are liable for disciplinary action up to termination of the employment.

### **Movement of Personal Vehicles**

All employees bringing their vehicles and visitor's vehicles that come into the factory premises will be asked to park in specified parking area only.

### **Search of Employee(s)**

As deemed necessary; all employees entering or leaving the factory at any time are liable to be searched whilst within the premises by a person authorized to do so.

### **To Ensure Secrecy**

No employee shall take any paper, book, photographs, instruments, apparatus, documents or any other property of the factory or of the premises nor shall be in any way pass, or cause to be passed or disclose or cause to be disclosed any information or matter concerning the operations of the factory to any unauthorized person, company or corporation without the written permission of the Functional Head / Group Head.

### **General rules**

When any employee come inside the factory, security must ensure they don't possess any banned item such as unauthorized cell phone, tobacco, gutka etc.

All permanent employees are provided with uniform, shoes, and identity card. Security should ensure that the employees are wearing the same.

If anyone found violating the rules they can be retained at the security office until the concerned department head permits him.

### **General safety of office and equipment**

All the departments and office rooms will be locked and sealed by the security in the presence of that departmental staff. Similarly the security guard should open any room only with the presence of the staff of that department. All the keys will be available with the security only. There will be an authorized person in each department to operate the key beyond the working hours.

## **MISCONDUCT AND DISCIPLINARY ACTION POLICY**

### **OBJECTIVE**

We recognize the value of our people. Part of this strategy is the fair treatment to all our employees. This requires a minimum standard of conduct and performance be agreed, set and communicated with all employees. If employees do not meet this standard, appropriate corrective action, such as training, counselling should be undertaken.

Where employee has deliberately breached a Company policy or procedure, or engaged in misconduct, disciplinary procedures should be initiated.

Employees should be treated fairly and the proper procedures should be followed.

Employees must be made aware of their responsibilities, counselled and given the opportunity to reach the standards expected of them and the chance to defend themselves before action is taken.

### **STANDARD OPERATING PROCEDURES**

Following activities may subject to disciplinary action, up to and including termination of employment.

1. The possession, sale or use of knives, explosives, firearms, or other dangerous weapons on company property.
2. Fighting, threatening or attempting bodily injury to another.
3. Consuming, possessing, selling or distributing alcoholic liquors or illegal drugs or narcotics on company property.
4. Falsification of company records, including employment application, tax records, time cards and/or production work records.
5. Insubordination, including but not limited to, refusal to do assigned work.
6. Inability or refusal to work in harmony or cooperation with fellow employees so as to cause friction, conflict or lowering of group morale, including deliberate spreading of false rumours adversely affecting the operation of the company.
7. Deliberate or wilful destruction of company tools, machines, products, supplies, or other company property.
8. Sleeping while on duty.
9. Leaving department or assigned work place without permission and/or the use of working time for non-working purposes.
10. Disclosing confidential company information or removing customer property from company premises, without prior company authorization.
11. Gambling of any kind on company time or premises.
12. Unauthorized use of company property, equipment or materials.
13. Habitual or gross negligence or incompetence in the performance of assigned duties or unnecessary waste of company materials.
14. Mistakes / negligence in data entry work like GRN preparation, Sale Invoice, 57F4, Gate Pass, Production/Quality Records and any work related records etc.
15. Engaging in or contributing to violent behaviour, or threatening others with violence.
16. Theft, fraud or dishonesty in connection with the factory's business or property.
17. Habitual absence or leave without permission or overstaying of sanctioned leave without sufficient cause.
18. Late attendance on more than three occasions within a month.
19. Leaving the workplace earlier than the appointed time.
20. Unauthorized absenteeism from workplace.
21. Engaging in other employment while still in the service without prior written permission of the management.
22. Not wearing uniform on duty inside company premises.
23. Violating the RUCHA Code of Code.

An employee involved in any kind of misconduct will be warned verbally by the immediate supervisor against repeated occurrences. In spite of the stern warning, if the employee repeats the misconduct the matter will be brought to the notice of the Plant HCM.

HCM in turn will investigate the matter and issue written warnings with regard to the misconduct. Based on the magnitude of the misconduct and the previous records of the employee the HCM would at its discretion give the employee a chance to apologies in writing to the management for his / her misconduct.

In case of a chronic misconduct or the refusal of the employee to furnish an apology letter, a show cause notice is to be issued to the employee in consultation with the group Head.

Depending upon the gravity of the misconduct disciplinary proceedings would be initiated against the employee.

It is the responsibility of each Dept. Head /Function Head to maintain highest standard of working discipline in the workplace.

Depending on the gravity and nature of misconduct the following procedure will be adopted by the HCM Dept. in ascending order.

#### **Verbal Warning /Counselling**

Dept. Head and Plant HCM is to narrate the drawback/mistake /lapse/weakness very clearly to the employee, giving him a time period to improve and provide feedback to the employee on completion of period.

#### **Warning Letter**

If the employee does not improve after verbal warning / caution then a warning letter should be issued to him.

#### **Show Case Notice**

Depending on the nature and gravity of the misconduct, this may be issued by HCM giving 48 hours to respond in writing.

#### **Charge Sheet**

A detailed letter with narration of specifics, reply to be submitted within 24 hours to be issued in presence of 2 employees of the plant, if refused to be sent by the registered post on the same day at local & permanent address.

#### **Charge Sheet cum Suspension order/Cum Enquiry Notice**

If the misconduct is very serious, and it requires further investigation, an employee should be suspended while an investigation takes place. The individual must be informed, in writing, of the details of the allegation and advised he/she is under investigation. The employee must sign this notice as being received and understood.

This letter should invite the employee to present his/her version of events to the investigating officer and inform he/she may be accompanied by a representative. The only purpose of the representative's visit is to observe – they are not participants. All the disciplinary actions should be recorded on the employee's personnel file.

#### **Termination**

In scenario where even after resorting to above mentioned channel, an employee doesn't show any sign of remorse or improvement or repetitive incidence of misconduct occur, company will terminate service of the employee.

## **EMPLOYEE GRIEVANCE HANDLING POLICY**

### **OBJECTIVE**

To provide platform & procedure for addressing employee personal grievances or grievances arising due to employment conditions.

### **STANDARD OPERATING PROCEDURES**

1. Any employee having any complaint / grievance should immediately contact his supervisor / immediate superior for its redressal.
2. It is the responsibility of the superior / immediate superior to listen to his complaint / grievance and redress the same within 12 hours of the grievance.
3. If he is not able to redress his grievance and he wants to discuss the problem with his boss he may do so but whether it is possible to redress his grievance or not it must be communicated to the complainant accordingly within 24 Hrs.
4. Employees not satisfied from the reply of the superior can submit his complaint in writing to the Departmental Head through his superior.
5. The superior should forward his complaint with his comments to the Departmental Head for decision and the departmental head should redress the complaint within 5 days from its receipt. If he so desires he may call the concerned complainant as well as his superior and communicate his decision. If he is not possible for him to take a decision, he may discuss the matter with Plant Head.
6. The complainant if not satisfied with the decision of the departmental head, he may approach the Plant Head within 10 days.
7. The Plant Head will make all possible efforts to redress the grievance of the applicant and if he so desires, he may discuss the complaint with the Corporate HCM.
8. Any action being taken to redress the complaint or if there is any delay in redressing the grievance, the employee must be communicated through his immediate boss.
9. Employees not satisfied with his complaint may raise the issue to Corporate HCM.

#### **Grievance arising due to personal reasons**

Grievances arising out of inter personal conflicts at the work place; the affected employee could approach HCM and represent his grievance. HCM would investigate the matter and necessary action would be initiated.

In case of a personal grievance, due to circumstances outside the factory, the employee could approach the HCM directly and request for assistance, advice or counselling.

#### **Grievance arising due to employment conditions**

The employee will have to give a written complaint to the immediate supervisor, who will provide counselling / assistance to the employee(s) to solve the grievance. In the event that the grievance is not resolved by the supervisor then, the written complaint will be forwarded and referred to the Plant Head who in consultation with the Plant HCM will resolve the issue.

In the event of a false accusation the employee claiming to be a victim will be liable for disciplinary action. All such grievances will be documented by the Plant HCM.



## **DISCRIMINATION & HARASSMENT POLICY**

### **SCOPE**

RUCHA is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. RUCHA will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

This policy applies to all members of Rucha Group, and includes, but is not limited to employees, associates, customers, vendors, contractors, consultants, visitors and third parties.

### **OBJECTIVE**

1. To avoid unfair treatment to any person or group on the basis of any prejudice.
2. To ensure that there is no discrimination & harassment at any time in our group.
3. To ensure that employee understand the expectations and obligations in relation to any form of discrimination & harassment in employment.
4. Protect employee from getting victimised for making such a complaint.

### **A. DISCRIMINATION AND HARASSMENT**

Rucha Group does not discriminate or permit discrimination by any Employee against any individual on the basis of race, colour, religion, belief, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, health, citizenship, trade union activity, political affiliation, veteran status, or genetic information in matters of employment or services or in the activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment.

Examples of conduct or behaviour which constitute Discrimination and Harassment include, but are not limited to:

- Refusing to hire or promote someone because of the person's status.
- Demoting or terminating someone because of the person's status.
- Jokes or epithets about a person's status.
- Teasing or practical jokes directed at a person based on his or her status.
- Displaying or circulating written materials or pictures that degrade a person or group.
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in specific group.

### **STANDARD OPERATING PROCEDURES**

1. If a complaint of discrimination, harassment, or sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the company, consistent with company procedure.
2. All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled discreetly, with facts made available only to those who need to know to investigate and resolve the matter.
3. All members of the organization are responsible for creating a working, learning and living environment that is free of discrimination and harassment, including sexual harassment.
4. If a member of the organization believes that he or she has been subjected to conduct by a vendor, contractor or third party that violates these policies, the member should contact Plant HCM, Corporate HCM and Plant Head. HCM will respond as appropriate, given the nature of its relationship to the vendor, contractor or third party.
5. An employee who has engaged in unlawful discrimination, vilification or victimization may be held individually liable for their actions or subject to legal action.
6. Employee should be aware that if they raise concerns about unlawful discrimination or vilification, his superior has an obligation to take appropriate action. If Employee asks that no action be taken,



senior person is still required to consider the nature and seriousness of the alleged conduct in determining whether action is taken.

7. Unlawful discrimination or vilification may constitute suspected official misconduct and may need to be reported in accordance with organization requirements for reporting official misconduct.
8. Employees are legally obliged to ensure that they do not unlawfully discriminate against fellow employees, supervisors, managers, clients, visitors or any other person with whom they come into contact through work.
9. Plant HCM take reasonable steps to promote this policy and educate employees about appropriate and acceptable workplace behaviour, treat all allegations of discrimination seriously and sensitively, take appropriate action to address allegations of unlawful discrimination.

## **B. SEXUAL HARASSMENT**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

RUCHA recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

All sexual harassment is prohibited whether it takes place within premises or outside, including at social events, business trips, training sessions or conferences.

Anyone, including employees, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

### **Physical Conduct**

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- Physical violence, including sexual assault.
- Physical contact, e.g. touching, pinching.
- The use of job-related threats or rewards to solicit sexual favours.

### **Verbal Conduct**

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes.
- Sexual advances.
- Repeated and unwanted social invitations for dates or physical intimacy.
- Insults based on the sex of the worker.
- Condescending or paternalistic remarks.
- Sending sexually explicit messages (by phone or by email).

### **Non-Verbal Conduct**

- Display of sexually explicit or suggestive material.
- Sexually-suggestive gestures.
- Whistling
- Leering

## STANDARD OPERATING PROCEDURES UNDER POSH

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 RUCHA adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act.

The procedure complies with the basic principles of natural justice and fair treatment and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

Details of Vishakha Committee at respective location along with contact details of member, needs to be displayed at accessible and visible location preferably at entrance.

### 1. Formation of Internal Complaint Committee:

- 1.1. Internal Committee shall consist of the following members to be nominated by company for period of maximum three years.
- 1.2. A Presiding Officer, who shall be a women employed at a senior level at company.
- 1.3. Not less than two members from amongst employees preferably committed to cause of women or has experience in social work or have legal knowledge.
- 1.4. One member from non-governmental organization or associations committed to cause of women or personal familiar with issues relating to sexual harassment.

### 2. Handling Complaint

2.1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding.

2.2. Provided further that the ICC for the reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

#### 2.3. When a committee member receives a complaint of sexual harassment, he/she will:

- 2.3.1. Immediately record the dates, times and facts of the incident(s).
- 2.3.2. Ascertain the views of the victim.
- 2.3.3. Ensure that the victim understands the company's procedures for dealing with the complaint.
- 2.3.4. Discuss and agree the next steps on the understanding that choosing to resolve the matter.
- 2.3.5. Keep a confidential record of all discussions.
- 2.3.6. Respect the choice of the victim.
- 2.3.7. Ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework.
- 2.3.8. Ensure the safety and protection of the aggrieved woman if and when required.
- 2.3.9. Notified committee members including presiding officer at the earliest and not later than 3 days.

#### 2.4. The person carrying out the investigation will:

- 2.4.1. Interview the victim and the alleged harasser separately.
- 2.4.2. Interview other relevant third parties separately.
- 2.4.3. Decide whether or not the incident(s) of sexual harassment took place.
- 2.4.4. Produce a report detailing the investigations, findings and any recommendations.
- 2.4.5. If the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim.
- 2.4.6. Follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome.
- 2.4.7. If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace.

- 2.4.8. Keep a record of all actions taken.
- 2.4.9. Ensure that the all records concerning the matter are kept confidential.
- 2.4.10. Ensure that the process is done as quickly as possible and in any event within [...] days of the complaint being made.

## 2.5. The Committee

- 2.5.1. Shall provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
- 2.5.2. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
- 2.5.3. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.
- 2.5.4. The Committee shall provide the copies of the settlement to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
- 2.5.5. As an interim measure, ICC may recommend,
  - The transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
  - Grant leave to the aggrieved woman up to a period of three months or,
  - Restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
  - Grant an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal such other relief to the aggrieved woman as the case may require.
- 2.5.6. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)
- 2.5.7. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.
- 2.5.8. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
- 2.5.9. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
- 2.5.10. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
- 2.5.11. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:
  - verbal or written warning
  - adverse performance evaluation
  - reduction in wages
  - transfer
  - demotion
  - suspension
  - dismissal

2.5.12. If the allegation(s) is/are proved against the respondent, the Committee may direct the Institute to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts:

- The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
- The loss of career opportunity due to the incident of sexual harassment.
- Medical expenses incurred by the victim for physical or psychiatric treatment.
- The income and financial status of the respondent.
- Feasibility of such payment in lump sum or in instalments.

2.6. The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.

2.7. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.

2.8. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.

2.9. **Malicious Allegation:**

When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute to take action against such falsification.

## **POLICY ON PROHIBITING CHILD LABOUR & PREVENTING FORCED LABOUR**

### **OBJECTIVE**

This policy is based on the Company's commitment to find practical, meaningful and culturally appropriate responses to support the elimination of such labour practices.

### **STANDARD OPERATING PROCEDURES**

1. Employment or use of child labour either in our premises or in our contractors, Suppliers is totally prohibited.
2. We prohibit the use of forced or compulsory labour at all our plants. No employee is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.
3. The term "child" refers to any employed person under the age of 14, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. We support the use of legitimate workplace apprenticeship, internship and other similar programs that comply with all laws and regulations applicable to such programs.
4. This policy is publicly available throughout the Company and clearly communicated to all employees in a manner in which it can be understood through induction programs, policy manuals and displays.
5. The responsibility for the implementation of the policy rests with the Plant HCM and the security staff who do not permit underage persons to enter the factory as workers.
6. Employment contracts and other records documenting all relevant details of the employees, including age, are maintained at all plants.
7. Sample checks of the records are undertaken annually by Corporate HCM.
8. If document for verification of birth date is not available, the employee's age must be established using other appropriate and reliable methods.
9. Ensure full compliance with local requirements relating to young workers.
10. Conduct specific young worker risk assessments to identify any hazardous work or conditions.
11. Ensure young workers are not engaged in night work, hazardous work or physically demanding work.
12. Supplier responsibilities: Suppliers factories must have effective systems in place to check the ages of all recruited employees and must hold copies of official documentation for every worker that verifies their date of birth. If any violation is found then immediately notice is to be issued to the suppliers to stop employing from child & further if the violation is observed to persist and business relation is to be stopped immediately from such suppliers.



## ALCOHOL & DRUG POLICY

### OBJECTIVE

Alcohol is a widely used drug, and is sometimes consumed at levels of risk associated with harm to individuals, communities and populations. Excessive consumption of alcohol or other drugs is linked to a wide variety of health and social problems, including accidents, injuries and violence in the short-term and liver disease, brain damage and social isolation in the long-term. Objective of this policy is to:

1. Provide a clear documented guide on alcohol and drug-related issues, including enforcement of breaches of policy and any potential disciplinary action.
2. Provide clear guidance on the specific risks of alcohol and other drugs to the safety of the workplace.
3. Define the role of employees, supervisors and managers in dealing with work-related alcohol and drug issues.

### STANDARD OPERATING PROCEDURES

1. Employees are expected to behave responsibly at all times and to safeguard their own health & safety and that of those around them. It is the responsibility of individuals to ensure that their performance at work is not affected by alcohol consumption or substance misuse.
2. It is in the interests of organization, its partners and employees that any employee suffering from alcohol dependence or substance misuse is encouraged to seek specialist help as soon as possible and every effort will be made to assist them to do so.
3. Employees working with machinery or driving in the course of their work must not consume alcohol during the working day, or shift, and should ensure that their performance is not impaired by alcohol consumed prior to starting work.
4. Plant HCM Create and promote a healthy, safe and productive work environment. Create a safer, healthier and more productive workforce. Prevent and reduce alcohol and drug-related incidents in the workplace, contributing to a safer working environment and a healthier workforce.
5. Increase awareness of alcohol consumption guidelines, Increase awareness of the harm associated with illicit drug use, Increase awareness of the harm associated with the misuse of other substances (such as prescribed medications, over-the-counter medications and inhalants)
6. Provide information on counselling, treatment and rehabilitation services to those affected by alcohol and drug use.
7. Plant HCM has to ensure Alcohol and other drugs shall not be consumed on the organization's premises, in work vehicles, or at any time as paid employees of the organization, or as a representative of the organization.
8. Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, senior or DH must be notified. This is especially important when workplace safety is at risk, such as when driving, working at heights or operating heavy machinery.
9. No alcohol or other drugs are to be consumed at any time prior to commencing work or on break times, if this may impair the employee's ability to perform their required duties.
10. Plant HCM has a responsibility to identify and act on all workplace factors that may influence an employee using alcohol or drugs as a support, and implement a hazard management process to eliminate or control these risks.
11. Plant HCM will provide information and training about the effects of alcohol and drug use on personal & workplace health and safety.
12. All employees and other persons representing Rucha Group are expected to comply with the requirements of this policy.
13. Plant HCM & Security Staff are responsible for ensuring visitors comply with this policy.
14. This policy forms part of the conditions under which contractors agree to work in Rucha Group.
15. Any individual who is adversely affected by alcohol or drugs will not be allowed to work until he is fit to do so.
16. Violations of the standards of conduct will be dealt with on a case-by-case basis following the policies and procedures applicable to, as appropriate. Action may include, among other things, reprimand, warning, suspension, or termination. Referral to an appropriate assistance or rehabilitation program also may be appropriate. Referral for prosecution / legal action will occur for serious violations.



## WHISTLE BLOWER POLICY

### SCOPE

This Policy is for the Employees as defined hereinafter. The Policy has been drawn up so that Employees can be confident about raising a concern about illegal acts, violations of code of conduct and unethical act committed by any company official.

### OBJECTIVE

1. Company believes in the conduct of the affairs of its constituents in a fair and transparent manner by adopting highest standards of professionalism and ethical behaviour.
2. We are committed for developing a culture where it is safe for all employees to raise concerns about any poor or unacceptable practice and any event of misconduct.
3. The purpose of this policy is to provide a framework to promote responsible and secure whistle blowing. It protects employees wishing to raise a concern about serious irregularities within the Company.
4. The policy neither releases employees from their duty of confidentiality in the course of their work, nor is it a route for taking up a grievance about a personal situation.

### Definitions

1. "Employee" means every employee of the Company or its subsidiaries at all locations.
2. "Disclosure" means a concern raised by a written communication made in good faith that discloses or demonstrates information that may evidence unethical or improper activity.
3. "Subject" means a person against or in relation to whom a Protected Disclosure is made or evidence gathered during the course of an investigation.
4. "Whistle Blower" is someone who makes a Disclosure under this Policy.
5. "Whistle Blower Committee" means an officer or Committee of persons who is nominated / appointed to conduct detailed investigation.

### General Principal

To ensure that this Policy is adhered to, and to assure that the concern will be acted upon seriously, the Company will:

1. Ensure that the Whistle Blower and/or the person processing the Disclosure is not victimized for doing so.
2. Treat victimization as a serious matter including initiating disciplinary action on such person/(s).
3. Ensure complete confidentiality.
4. Not attempt to conceal evidence of the Disclosure.
5. Take disciplinary action, if any one destroys or conceals evidence of the Disclosure made / to be made.
6. Provide an opportunity of being heard to the persons involved especially to the subject.

## Coverage of Policy

The Policy covers malpractices and events which have taken place / suspected to take place involving:

- a) Abuse of authority.
- b) Breach of contract.
- c) Negligence causing substantial and specific danger to public health and safety.
- d) Manipulation of company data/records.
- e) Financial irregularities, including fraud, or suspected fraud.
- f) Criminal offence.
- g) Perforation of confidential / propriety information.
- h) Deliberate violation of law / regulation.
- i) Wastage / misappropriation of company funds / assets.
- j) Breach of employee Code of Conduct or Rules or any behaviour against Company's Value System
- k) Any other unethical, biased, favoured, imprudent event.
- l) Any damage to the environment or risk to the health or safety of people.
- m) Any violation of laws and regulations including those which pertain to deviation from accepted standards of accounting and internal control.

*[Policy should not be used in place of the Company grievance procedures or be a route for raising malicious or unfounded allegations against colleagues.]*

## Raising Concern:

1. Employees has to make disclosure preferably in written letter signed by whistle Blower with Employee ID, Designation, Department, Plant and Location Concerns expressed anonymously WILL NOT BE investigated.
2. Disclosure should be factual and not speculative or in nature of conclusion and should contain as much specific information as possible to allow proper assessment of concern
3. All disclosure has to be address to:  
  
*MD Office, Rucha Engineers Pvt. Ltd.,  
L-23, Waluj MIDC, Aurangabad-431136  
mdoffice@ruchagroup.com.*
4. Whistle-blower is legally bound to raise the concern through channel provided under this policy. Any kind of disclosure in any format of public platform are prohibited and attracts legal action.
5. Whistle-blower should not act on their in conducting any investigative activities nor do they have right to participate in any investigative activities by committee unless request.

## Standard Operating Procedure

1. The quorum for the Whistle Blower Committee shall be consist of all L1 and L2 members and shall be chair by Managing Director/Executive Director with MD office personal as a Secretary of the Committee.
2. MDO has to convene "Whistle Blower Committee" within 2 working days from receipt of disclosure in consultation with MD/ED,
3. Based on nature and subject of disclosure MD/ED has sole responsibility to finalize structure of committee and participant from the quorum
4. Other Plant Heads, or Department Heads may be invited to the meetings of the Whistle Blower Committee if required.
5. If initial enquiries by the "Whistle Blower Committee" indicate that the concern has no basis, or it is not a matter to be investigation pursued under this Policy, it may be dismissed at this stage and the decision is documented.

6. In case whistle blower has disclosure to be made against either MD and/or ED and/or MDO he can do so by directly approaching other quorum members and in this case quorum member has legally obligated to convey issue to concerned government person/department.

### **Reporting**

1. The Whistle Blower Committee shall make a detailed written record of the Disclosure. The record will include:
  - a) Facts of the matter whether the same Disclosure was raised previously by anyone, and if so, the outcome thereof
  - b) Whether any Disclosure was raised previously against the same subject
  - c) The financial / otherwise loss which has been incurred / would have been incurred by the Company.
  - d) Findings of Whistle Blower Committee
  - e) The recommendations of the Whistle Blower Committee on disciplinary/other action/(s).
2. The Whistle Blower Committee shall finalize and submit the investigation report to the MD Office within 15 days of receipt of such disclosures.
3. A quarterly report with number of complaints received under the policy shall be compile by MDO personal and their outcome shall be reviewed by MD/ED

### **Disqualifications**

1. While it will be ensured that genuine Whistle Blowers are accorded complete protection from any kind of unfair treatment as herein set out, any abuse of this protection will warrant disciplinary action.
2. Protection under this Policy would not mean protection from disciplinary action arising out of false or bogus allegations made by a Whistle Blower knowing it to be false or bogus or with a mala fide intention.
3. Whistle Blowers, who make any Disclosures, which have been subsequently found to be mala fide, frivolous or malicious, shall be liable to be prosecuted under Company's Disciplinary Actions.

### **Protection**

1. The identity of the Whistle Blower shall be kept confidential to maximum extent possible.
2. No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a Disclosure under this policy.
3. The Company, as a policy, condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against a Whistle Blower.
4. Complete protection will, therefore, be given to Whistle Blower against any unfair practice like retaliation, threat or intimidation of termination / suspension of service, disciplinary action, transfer, demotion, refusal of promotion, discrimination, any type of harassment, biased behaviour or the like including any direct or indirect use of authority to obstruct the Whistle Blower's right to continue to perform his duties / functions including making further Disclosure.
5. Any other Employee assisting in the said investigation or furnishing evidence shall also be protected to the same extent as the Whistle Blower.

### **Secrecy/Confidentiality**

The Whistle Blower, the Subject and everyone involved in the process shall:

1. Maintain complete confidentiality / secrecy of the matter.
2. Not discuss the matter in any informal/social gatherings/ meetings.

3. Discuss only to the extent or with the persons required for the purpose of completing the process and investigations.
4. Not keep the papers unattended anywhere at any time.
5. Keep the electronic mails/files under password.
6. If no one is found complying with the above, he/ she shall be held liable for such disciplinary action as is considered fit.



## **CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY**

### **SCOPE**

Along with sustained economic performance, environmental and social stewardship is also key factor for holistic business growth. Policy is intended to focus company's effort to make difference among local community and direct necessary collaboration.

### **OBJECTIVE**

1. We are part of the society and it is our duty and responsibility to give back to the society at large for its direct & indirect, tangible & intangible, known & unknown contribution in our business.
2. It intended to drive companies efforts that go beyond what may be required by regulators or environmental protection groups.
3. Also it is about setting culture of thinking beyond incurred short-term costs that do not provide an immediate financial benefit to the company, but instead promote positive social and environmental change.
4. With obligation to adhere applicable CSR laws we are majorly concern about following causes:
  - a) Community development
  - b) Education and skill development
  - c) Environmental sustainability including water and sanitation, green energy, afforestation
  - d) Humanitarian response

### **STANDARD OPERATING PROCEDURES**

1. All the activities under preview of this policy shall be govern by CSR Committee which will be chair by MD/ED.
2. Corporate HR along with respective plant HR are key contributor in CSR committee. They are obligated to scan and advice chairman about possible contribution opportunities under define area of concerns.
3. CSR committee is empower to work only under define area of concern and allow for attachments with NGO or any other groups having strict compliance to legal and statutory obligations.
4. CSR committee should be vigilant about any concern because is completely legal and permitted under current framework laid out by government and should not contradict or undermine organization's area of interest.
5. CSR committee has sole responsibility of statutory obligation and allocated budget, to various action area at start of year and should compile quarterly report capturing expenditure and effectiveness of the same.
6. CSR committee has to establish governing mechanism for all CSR initiatives in quantifiable matrix like No of lives touched/impacted/covered.
7. Involvement of other employees through monetary or non-monetary contribution should be encouraged and should be planned well in advance to keep its effect on company's operation at minimum level.
8. Initiative requiring monetary contribution from employees should be clearly communicated and always has to be voluntary.
9. Any deviation in area of concern define under objective is under sole discretion of MD.

## **ANTI BRIBERY & ANTI CORRUPTION POLICY**

### **OBJECTIVE**

Adherence to good Corporate Governance and managing its affairs in a fair, honest, ethical, transparent and legal manner is an integral part of the philosophy of Rucha Group. In furtherance to its philosophy, the Company formulates this Anti Bribery Policy to ensure that no employee of the Company indulges in and associates with any act of bribery, extortion or corruption with any person for or on behalf of the Company.

### **SCOPE**

1. This policy apply to all employees of the Company, representatives, agents, partners, or anyone else doing business in the name of or with the Company, including the suppliers, contractors, subcontractors & service providers.
2. The Company has a zero tolerance approach to acts of bribery and corruption, by employees or anyone acting on behalf of the Company. Any breach of this policy will be regarded as a serious matter by the Company of which is likely to result in disciplinary action.
3. This Policy reflects the business practices and principles of behaviour that support this commitment to zero tolerance approach to acts of Bribery and corruption.

### **General Principles**

1. Bribery is committed when an inducement or reward is provided, in order to gain any commercial, contractual, regulatory or personal advantage for the Company or another party.
2. No bribes of any sort shall be paid or accepted from customers, suppliers, politicians, government / public official, public advisors or representatives, private person or Company for or on behalf of the Company for or in respect of any business or official matters or transactions of the Company.

### **Business Meals/Gifts/Entertainment**

Following conditions must be satisfied when offering business meals or gifts

1. Business meals or gifts offered to party mentions above should be within the range of normal social courtesies and sanctioned by the management
2. There must be no circumstances that could give rise to any misunderstanding that such meal or gift is being offered with the intention of gaining any improper business advantage
3. Offering a meal or a gift should not violate the Anti-bribery Laws of the country in which other party works
4. The expense of the meal and/or gift should be accurately and properly recorded and reported to HCM
5. This policy does not prohibit the practices of providing any customary gifts in a particular market, provided such gifts are appropriate and of reasonable nature in comparison to the general market practice and are properly recorded
6. The Company Staff should not offer and/or provide any monetary or other benefits to parties mentioned directly or indirectly (i.e. through a third party).
7. Furthermore, if there is a possibility that any business entertainment could give rise to a misunderstanding that the Company has conducted the business entertainment with the intention of gaining an improper business advantage (irrespective of its genuine intention), the Company Staff should not offer the business entertainment in such situation.
8. Offering any cash including, but not limited to, bills/notes, Cheque, every kind of cash voucher, stock certificates and securities are prohibited
9. Any business Meal/Gift/Entertainment expense won't be get reimbursed, if not properly Pre-approved, recorded and reported.
10. If it is difficult to judge whether the planned Business Entertainment is permissible from a purview of this Policy, such cases may be referred to the Head HCM, who will decide whether this is been permitted or not under this policy.
11. Reporting incidents of Bribery and Corruption: If any member of the Company Staff discovers any intentional or accidental violation of this Policy, such member of the Company Staff should report such discovery to Head HCM / MDO.



## **LABOUR CONTRACTOR ENGAGEMENT POLICY**

### **OBJECTIVE**

To define procedure for identifying and engaging contract labour through authorize and legal channel.

### **STANDARD OPERATING PROCEDURES**

Based on monthly requirement & turnover data of labours, HCM department shall plan on boarding new service provider for contract labour. Before recruiting any such contract labour and service provider all the stakeholder should comply the herewith procedures.

1. Plant HR along with Plant Head shall have accurate periodic labour requirement.
2. Based on this plan or deviations in adequate supply of labour and/or deviation from legal/Health/Safety compliance by existing service provider, they can explore possibility on engaging new service provider.
3. Plant HR has primary responsibility for resolving concern with exiting service provider and on event of unsatisfactory resolution should scout for new service provider for sourcing contract labour.
4. Plant HR and Plant Head has sole responsibility of establishing scope for new service provider.
5. Plant HR shall employ all possible channels like referral by other plant HR or HR from other Organization or Online Sources to scout for new contract labour service provider.
6. Comparative study of at least three service providers has to document in prescribed format, which will be base for further approval mechanism.
7. All request for on boarding New Service Provider has to route through Prescribed Service provider comparison sheet.
8. Along with Internal Requirement and Scope of Service, Service provider comparison sheet has to capture Reputation, Legal, Health, Safety, and Financial & Commercial elements related to concern service provider. Following are mandatory requirement need to check for contract labour supplier
  - a. Labour licence
  - b. PF registration
  - c. ESIC registration
  - d. LWF registration
  - e. PAN, GST registration
  - f. Bank Account Detail
  - g. Professional Tax Registration
  - h. Feedback from other customer
9. After primary combine approval by Plant HR & Plant Head, case has to forward to HCM Manager along with Service provider comparison sheet, consist of comparative Study, their remarks and Preferences.
10. Once Manpower Manger is, satisfy with certain service provider he has to forward his recommendations along with necessary documents to HCM Head to finalize the service provider for contract labour.
11. It is mandatory to execute agreement with service provider in prescribed format and ensure its yearly renewal
12. Once the finalization of service provider has done by HCM Head, Service Provider has to comply Standard Procedure of registering new vendor set by Finance Department and Plant HR to ensure releasing Purchase Order before starting labour supply.

## **HCM - ADMINISTRATION**

### **1. COMPANY FACILITIES:**

Organization is keen on extending various facilities like dinning place, company guest house, car, bus etc. at locations where it required to depute its employee on frequent basis. It is expected that facilities must be used responsibly.

#### **Clean & Hygienic Dinning Place**

- a) Plant HCM should ensure that the dining rooms are maintained neat & clean and in hygienic conditions all the time.
- b) Wash Basins & drinking water arrangement should be done properly to suffice the requirement of number of employees taking meals at a time in the lunch room.
- c) Dining rooms should be used by employees in specified timings only. Meal break will be for a period of 30 minutes in a shift and if required two different timings can be observed for same shift to accommodate all the employees in dining room.
- d) The employees are refrained from using the canteen facilities other than the break timings.

#### **Guest House:**

- a) The company has maintained well-furnished guesthouse in most of regional locations based on business needs and people deputed on temporary basis at any given location.
- b) It can be utilised with prior permission of PH/FH subject to availability of accommodation facility.
- c) The regional HR department is entrusted with the responsibility of maintenance of the guesthouse.
- d) In the event of employee visiting officially, the concerned department head should submit a requisition slip to the respective location HCM in advance via mail.
- e) Employees on outstation duty are eligible for 'Daily Allowance'.
- f) The employees who are staying in Guest House are also responsible for the cleanliness, electricity, and water conservation.
- g) Based on the availability of rooms the HCM department will allocate rooms. If the rooms are preoccupied the same should be intimated immediately.
- h) The Guest movement register (In & Out dates with time), should be maintained properly & every person visiting Guest House should enter his details in it.
- i) Employees permanently in the region shall not be allowed to stay in the guesthouse unless special permission is obtained from the corporate HCM.
- j) The HCM department and auditors are authorized to inspect any guesthouse at any time. The checklists for such inspection are as follows:
  - Overall cleanliness and good house keeping
  - Guest movement register & Report Register
  - Safe keeping of guesthouse
- k) In case of any deviations, it should be highlighted in the inspection/suggestion book & reported to respective PH, OH, and HCM & MDO.
- l) Irregularities in Guest House discipline & incidences of undue advantage won't be entertained in company provided arrangement of accommodation facility.
- m) If necessary, HCM may take Disciplinary actions wherever necessary.
- n) It is the responsibility of the regional HR department to identify and finalise the guesthouse in consultation with regional head.
- o) The terms of agreement, period of agreement, rent payable per month, advance etc. , and are to be intimated to corporate HR department for approval.
- p) The same process is to be followed for change in guesthouse also.
- q) Regional head (PH / OH) will be completely responsible for up keeping & proper utilisation of Company Guest House.
- r) Any fault in electrical accessories, taps, furniture, building etc. is to be immediately reported to the HCM department.

**Car:**

- a) The Company vehicle will be provided for Manager & above category employees coming from other Rucha location and if required other guests visiting the plant.
- b) For pick up, drop and official usage during their visit to the respective location subject to the availability of the vehicle.
- c) Location HR Will be care taker for Car including Periodic Maintenance etc.
- d) Car Parking must be in company premises only.
- e) Location HR must ensure use of car must be for official work only.
- f) Any usage will be through HR & authorised by Plant Head / Operations Head only.
- g) Daily Cleaning and routine maintenance will be done by driver.
- h) Driver should be appointed on Contract Roll who should bear valid licence, insurance and proficient in driving.
- i) Separate log book should be maintained at Main Gate by security with KM reading for each trip and who used the car & what was the purpose, IN-OUT time etc.
- j) No material transportation by Car.

**Bus:**

- a) We have bus facility at based location for employee working for general shift. Applicable charges will be deducted from employee's salary.
- b) Based on necessity of transport at respective location, HR can propose to contracting bus for transportation.

**2. HOUSEKEEPING, GARDENING & HORTICULTURE ACTIVITIES**

- a) Respective location HR is sole responsible for all type up-keeping of premises.
- b) Location HR has responsibility to identify and deploy contractor to carry our cleaning and other up keeping task at respective location.
- c) Regular checks should be carried out to ensure clean washroom, premises, lunch area etc.
- d) Monthly Audit to be conducted by Plant HR in prescribed format and Results/Findings needs to be reported to corporate HR.

**3. GUEST MANAGEMENT**

- a) All arrangement like stay, food & transport need to be co-ordinated by location HR.
- b) While making such arrangement preferences should be given to vendors already registered with our organization.
- c) In case of exceptions where any such services needs to avail from not registered provider, prior approval from corporate HCM is required.

## **SYSTEM AND LEGAL COMPLIANCE**

### **A. SYSTEM COMPLIANCE**

RUCHA's top priority has always been, to be at forefront on adopting and complying with Automotive Industry Standard Practices and Management Systems.

#### **Quality Management System IATF 16949:2016I**

Our all manufacturing plants are certified and fully comply with the requirements set under IATF 16949 standard. By adoption of IATF standard we aimed at the development of a quality management system that provides for continual improvement, emphasizing defect prevention and the reduction of variation and waste in supply chain.

#### **Environmental Management System ISO 14001:2015I**

We have adopted and certified for ISO 14001. Our objective of adopting EMS is aiding organization to minimize impact of its operation on the environment and comply with applicable laws, regulations, and other environmentally oriented requirements.

#### **Occupational Health and Safety Management OHSAS 18001:2007I**

Being OHSAS 18001:2007 certified organization, requirements set under this standard dictate's organizations efforts towards effective Occupational Health & Safety Management system and help organization to achieve better occupational health & safety performance and economic objectives.

#### **Information Security Management System ISO/ IEC 27001: 2013I**

ISMS is a systematic approach to managing sensitive company information so that it remains secure. It includes people, processes and IT systems and provide a framework of policies and procedures that includes all legal, physical and technical controls by applying a risk management process.

#### **Total Productive Maintenance [TPM]**

It is a system of maintaining and improving the integrity of production and quality systems through the machines, equipment, processes, and employees that add business value to an organization. We are in advance stage of TPM with all eight pillars [KK, JH, PM, QM, SHE, OTPM, E&T and DM] of TPM implemented throughout organization.

#### **Sustainability Reporting & Audit**

### **B. SAFETY, HEALTH AND ENVIRONMENT**

At core of effective conducive work culture lies how we maintain healthy and safe work environment. Not just organization has a statutory and moral obligation toward safe & healthy internal as well as external environment but it's also duty of HR to ensure strict adherence to this efforts.

#### **Workplace Safety**

The utmost priority of organization as well as employees must be safe working practices. HR should vigilant about any unsafe situations at work and take necessary action. Do familiarized yourselves and deploy Emergency and Safety procedures like,

- Safety Do's and Don'ts: Use of gangway for Walking, Use of PPEs, Don't venturing into Prohibited Area, Don't operate machine without knowledge etc.
- Emergency Exit, Emergency Assembly Point, Fire Fighting Equipment and Techniques, Emergency Sirens, Emergency Response Team and Emergency Contact etc.
- Emergency Preparedness Plan, First Aid box location and Trained First Aid Team Member.
- Requirements under OHSAS 18001.

To encourage and create awareness among every employees about safe and healthful work environment we celebrate National Safety Day on 4<sup>th</sup> March

### **Occupational Health**

While organization decisively support many initiatives like health check-up camp, yoga camp etc. it is the enthusiastic participation from employees helps sustaining healthy environment.

- Being vigilant about un-ergonomic, accident prone and health hazard conditions.
- Participating and Following rules set out through OHSAS 18001 standards and TPM activity.

### **Environment**

Addressing environmental concerns is the need of the hour and organization have incorporated it in their operational processes and employees are expected to contribute not only through periodic audits & continuous improvement initiatives but also by being vigilant about impact due to Emission to air, Discharge & Contamination, Noise pollution, Use of raw materials and natural resources, Waste management etc. Strict compliance to EMS 14001 is expected.

### **Safety Day & Environment Day Celebrations**

March & World Environment Day on 5<sup>th</sup> June every year. Programs like Tree Plantation, Poems, Slogan and Posters Competition are conducted for spreading the awareness among the employees towards Safety and Environment.

## **C. LEGAL COMPLIANCE**

Our commitment towards sustainable business dictates our efforts towards practices complying legal, safety & environmental requirements through necessary adherence to applicable law and regulations. All the compliances are tracked through Compliance Tracking sheet which needs to be updated periodically and present it to top management. Some of the laws and regulation required are,

### **1. Factory Act 1948 & respective state rules**

- Valid Factory licence & its renewal every year.
- Compliance related to working condition, hours, compensation and benefits.
- Compliance related to health, safety and welfare.
- Applicable returns.
- Building and Machinery layout as and when required.
- Stability Certificate.

### **2. Contract Labour Act 1970**

- Valid employer's registration and licences of contractor.
- Other requirements such as providing basic facilities.
- Compliance to wages and leave requirement.

### **3. Payment of Wages Act 1936**

- Compliance related to payment of wages like payment of wages on or before 10<sup>th</sup> day of last day of wage period.
- Compliance to necessary deduction in the wages.

### **4. Minimum Wage Act 1948**

- Maintenance of all register and records specified under this act.
- Ensure payment of minimum wages are made according to law.
- Circulation of wage slip and OT slip.

### **5. Employee Provident Funds and Miscellaneous Provision Act 1952**

- PF code allotment letter.
- Compliance under EPF, Pension, EDLI schemes.
- Maintain PF/UAN, KYC documents and Nominee Declaration Form of all employees.
- PF contribution are made on or before 15<sup>th</sup> day of every month along with necessary return.

### **6. Employee State Insurance Act 1948**

- ESIC code / sub code letter.
- ESIC compliance for all applicable employees must followed at the time of joining.
- ESIC contribution to be made on or before 15<sup>th</sup> day of the month.

### **7. Payment of Bonus Act 1965**

- Payment of bonus made as per provision under this act.
- Payment should be made before 30<sup>th</sup> November every year
- All necessary records should be maintain and returns needs to be submitted.



### **8. Payment of Gratuity Act 1972**

- Ensure right amount of gratuity is calculated as per rule and paid to eligible employee.
- All gratuity claims need to be settle within 30 days from date of separation.
- Compliance regarding Registration and Nomination Form needs to ensure at the time of joining.

### **9. Employee Compensation Act 1923**

- Ensure compensation is paid to employee sustaining injury out of or during course of employment.
- Calculation of compensation as per provisions under act.

### **10. Labour Welfare Fund Act**

- Payment of Labour Welfare Fund to be made every six month i.e before 15<sup>st</sup> Jan and 15<sup>st</sup> July or in accordance with respective state law.
- Necessary records of contribution should be maintained.

### **11. Maternity Benefit Act 1961**

- Ensure maternity benefits are provided to eligible women employee..
- No women employee should dismissal or discharge from service during the period of her pregnancy
- Maintain record related to payment and benefits extended under provisions of this act.

### **12. Child Labour [Prohibition and Regulation] Act 1986**

- No child labour [below age of 14yrs of age] is allowed to work in establishment.
- Display of board is mandatory and refer Prevention Child Labour Policy for detail compliance and adherence

### **13. Sexual Harassment of Women at Workplace Act 2013**

- Ensure training and awareness are imparted to all employees.
- Formation of Internal Compliant Committee [VISHAKHA Committee].
- Annual returns must be submitted to appropriate authority under the act.
- Please refer Discrimination and Harassment Policy for detail compliance and procedure



## SEPARATION POLICY

### OBJECTIVE

To provide unbiased and equitable treatment to all employees who are leaving organization and providing them with necessary requirement for a smooth separation.

### STANDARD OPERATING PROCEDURES

Given below are the procedures to be followed by all employees while separating from the organization.

#### Resignation

1. An employee wishing to resign should forward a notice of resignation in writing through his Department Head & Group Head to Plant HCM in advance as per the terms of appointment. [Intimation of Resignation through email is not valid and not accepted]
2. The company is not obliged to accept the resignation from the date proposed by the employee.
3. HCM dept. will consider the Group Head approved relieving date and advise the employee for other actions pertaining to relieving.
4. All the records / data / assignment details should be handed over to the authorized person by the concern employee & confirm the same to Plant HCM & Group Head through charge handover Sheet.
5. Failure to give the required period of notice may render the employee liable to forfeit the pay equivalent to the period of notice, as mentioned in the appointment letter.
6. Once employee submits the no dues certificate signed by all the respective departments on last working day, HCM will issue him Experience Certificate.
7. Prepare full & final statement & forward to Accounts for payment on last working day only.
8. PF & Gratuity payment will be processed on last working day only and ensure that concern employee should get these dues in stipulated time.

#### Retirement

Any employee shall be retired from the service of the factory on completion of the age of fifty eight (58) years in estimated accordance with the English Calendar.

Retiring employee will be formally intimated by Plant HCM through the intimation letter 3 months prior to employee retirement date.

Any extension of services will be intimated to concern employee in writing with details of terms & conditions of employment.

#### Termination

1. The services of an employee may be terminated for any reason where issue of compliance is concerned and mutuality of interest has ceased to exist.
2. The services of any employee may be terminated without giving notice, by paying the salary of the notice period, if any as specified in the appointment letter.

3. All the decisions of termination will be communicated to the employee concerned in writing.
4. Any issues / actions / relating to and of the employee, indicative of loss of confidence, misrepresentation of facts, false claims, wrong information, gross insubordination, moral turpitude, wrong information, severe misconduct, financial irregularity, severe performance issue, criminal offence against him will attract Termination from the Services forthwith.

### **Abandonment / Forsaking**

1. Where employee has been absent from duty without permission for a Period of eight consecutive days or more, he will be deemed to have abandoned employment, and will cease to be an employee at that time.
2. The respective department head must notify HCM Dept. as soon as possible after becoming aware of an employee being absent from work without having first notified the immediate superior.
3. HCM will endeavour to locate the employee in order to provide an opportunity to show cause why employment should not be terminated.
4. If contact cannot be made within a period of three working days, or if the employee does not respond within three working days of a written or telephone request, HCM will terminate that individual's employment.
5. Any appeal against an order of abandonment of employment will be heard and disposed off by the Function Heads / HCM Head.

### **Full and Final Settlement**

1. The Full & Final Settlement of an employee will be made only after recovering the Company's property and dues.
2. It is mandatory to attach approved Assets Return form to Full & Final form without which settlement should not be processed. It is responsibility of concern HR to ensure strict adherence to asset recovery process.
3. In case there is neither dues nor any recovery of company's property, final settlement will be done within 7 days from the date of relieving and within 24 hours from the date of Termination.
4. The Plant HCM will prepare the Full and Final Settlement and copy will be given to Accounts dept. for payment.
5. Payment will be made only by A/C Payee Cheque OR deposited in bank (Salary Account of the employee) and not by Cash.
6. In case, the employee is not available to collect his Full & Final Settlement, the Cheque may be sent to his permanent address by the courier / registered A/D with a copy in the records or handed over to the person authorized by him to collect on his behalf in writing or deposited in his salary bank account.
7. Any Payments to the leaving employee will be stopped once he submits the resignation. His all payments will be settled along with the full and final settlement only.
8. The Basic + DA pay of the employee will be considered for the purpose of calculating the notice pay from either side.

### **Exit Interviews**

The HCM is to conduct an exit interview with the separating employee to ascertain feedback on the factory's operations and its management.

Exit Interview is a very effective HCM tool to elicit reasons for employee turnover and to understand the prevailing organizational climate so as to take corrective action if required. The outgoing employee

shall be interviewed by the Plant HCM before three four days of his release from the organization with the help of structured questionnaire.

Employees will be provided questionnaire and they are supposed to fill it up and give it back to HCM Dept. before they leave the organization. This is essential requirement for issuing the relieving letter to the Employee.

The data coming out of the Exit Interview will be analysed by the HCM at regular intervals to identify the patterns. A summary of the analysis will be presented before the management and an appropriate action plan shall be drawn to further improve the organizational climate and minimize the employee turnover.

Objectives of Exit Interview are:

1. To obtain reasons of Employee Turnover.
2. To obtain a feedback about the prevailing organizational climate, policies etc.
3. To obtain information about the level of remuneration and status offered outside.
4. To obtain feedback about the existing interpersonal relationship in the organization.

**Documents Maintained for Separation**

1. Resignation Letter
2. No Dues Certificate
3. Charge Handover Sheet
4. Exit Interview Form
5. Service Certificate
6. Full and Final Settlement Sheet
7. Asset Return Form

## ANNEXURE: FORMS & FORMAT

SR. NO.	FORM/FORMAT NO	DESCRIPTION
01	REPL/HCM/2018-19/VER1.0/F01	INTERVIEW CALL LETTER
02	REPL/HCM/2018-19/VER1.0/F02	APPLICATION FORM
03	REPL/HCM/2018-19/VER1.0/F03	INTERVIEW ASSESSMENT FORM
04	REPL/HCM/2018-19/VER1.0/F04	NEW JOINING CHECKLIST
05	REPL/HCM/2018-19/VER1.0/F05	MASTER DATA CREATION
06	REPL/HCM/2018-19/VER1.0/F06	JOINING REPORT
07	REPL/HCM/2018-19/VER1.0/F07	SERVICE BOND
08	REPL/HCM/2018-19/VER1.0/F08	IT FACILITY REQUIREMENT
09	REPL/HCM/2018-19/VER1.0/F09	NEW JOINEE INTRODUCTION LETTER
10	REPL/HCM/2018-19/VER1.0/F10	PROBATION ASSESSMENT FORM
11	REPL/HCM/2018-19/VER1.0/F11	EXIT INTERVIEW FORM
12	REPL/HCM/2018-19/VER1.0/F12	CHARGE HANDOVER FORM
13	REPL/HCM/2018-19/VER1.0/F13	INTERNSHIP ASSESSMENT FORM
14	REPL/HCM/2018-19/VER1.0/F14	MAIL ID REQUEST FORM
15	REPL/HCM/2018-19/VER1.0/F15	CONFIRMATION LETTER
16	REPL/HCM/2018-19/VER1.0/F16	EXTENSION LETTER
17	REPL/HCM/2018-19/VER1.0/F17	NO DUES CERTIFICATE
18	REPL/HCM/2018-19/VER1.0/F18	CTC STRUCTURE
19	REPL/HCM/2018-19/VER1.0/F19	SALARY OFFER DRAFT
20	REPL/HCM/2018-19/VER1.0/F20	SERVICE CERTIFICATE
21	REPL/HCM/2018-19/VER1.0/F21	TRAINING NEED IDENTIFICATION
22	REPL/HCM/2018-19/VER1.0/F22	TRAINING EFFECTIVENESS FORM
23	REPL/HCM/2018-19/VER1.0/F23	TRAINING PARTICIPANT FORM
24	REPL/HCM/2018-19/VER1.0/F24	MANPOWER REQUISITION FORM
25	REPL/HCM/2018-19/VER1.0/F25	SHORT LEAVE
26	REPL/HCM/2018-19/VER1.0/F26	IN-PLANT TRAINEE UNDERTAKING

27	REPL/HCM/2018-19/VER1.0/F27	HCM DARBAR
28	REPL/HCM/2018-19/VER1.0/F28	MANPOWER PLANNING
29	REPL/HCM/2018-19/VER1.0/F29	LOCAL CONVEYANCE
30	REPL/HCM/2018-19/VER1.0/F30	TOUR EXPENDITURE CLAIM
31	REPL/HCM/2018-19/VER1.0/F31	FORM 11 REVISED
32	REPL/HCM/2018-19/VER1.0/F32	FORM D BONUS
33	REPL/HCM/2018-19/VER1.0/F33	CONTRACT LABOR ANNUAL RETURN
34	REPL/HCM/2018-19/VER1.0/F34	ANNUAL REPORT & RETURN POSH
35	REPL/HCM/2018-19/VER1.0/F35	GRATUITY NOMINATION
36	REPL/HCM/2018-19/VER1.0/F36	ASSET RETURN FORM



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