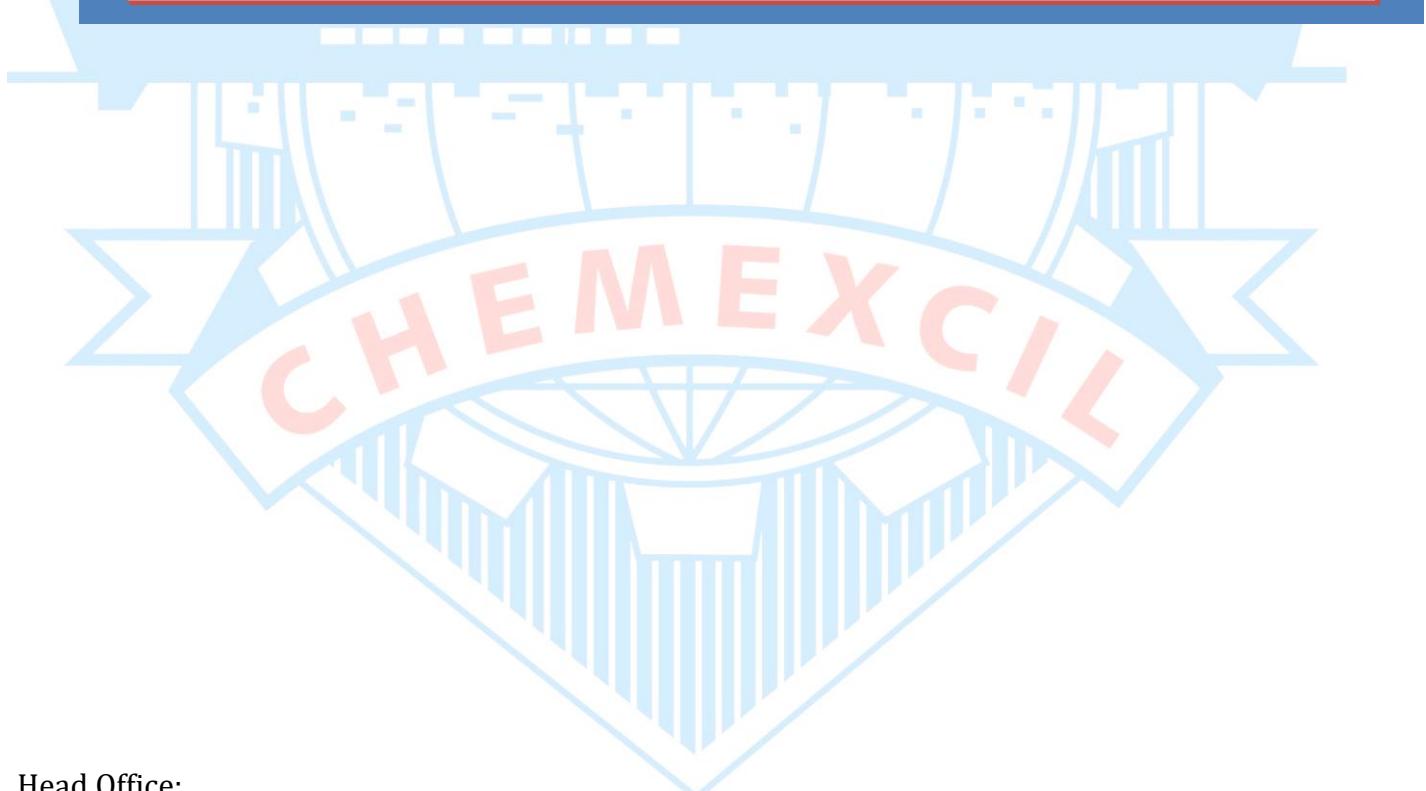




# HUMAN RESOURCE MANUAL



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## **WELCOME NOTE**

Dear Colleague,

It gives me immense pleasure to be in touch with you as a part of CHEMEXCIL family.

Although you have your own unique duties and responsibilities, you also play an important part in implementing the goals of your department and the Council.

We appreciate the talent, qualities, enthusiasm and energy levels that you bring. I am sure this will help us to become a force to reckon with in the market place. We assure you that excellence in the work place will result in a rewarding career for you.

The CHEMEXCIL Human Resources Manual provides an overview of important information related to your employment right from joining up to retirement from CHEMEXCIL. It mainly provides a detailed overview and serves as a useful guide. It is important for you to be familiar with the information in this handbook, so please read it carefully.

Our success is built by creative, productive and performing employees who are encouraged to make suggestions while thinking "out of box". Each one of your contributions is essential to fulfilling our mission towards our stakeholders. The primary goal of CHEMEXCIL and yours, as one of the employees, is to personify our Vision "To excel in Positioning Basic Chemicals, Cosmetics & Dyes exports from India as products of choice in the regional and global markets". We can achieve this through dedication, hard work, commitment and our consistent performance.

We look forward to work with you more closely and wish you a successful and rewarding career with CHEMEXCIL.

With Best Wishes

**Raghuvir Kini  
Director General**



## **PREFACE**

We have put together this Human Resources Manual which provides detailed information on a wide range of topics related to your employment with the Council. The provisions of this manual will apply to all employees on our rolls and it will help you understand the processes and policies that we will follow, give an overview of the facilities and benefits that are available to all employees and also provide a platform for continuous interaction between Management and staff.

As a staff member of CHEMEXCIL, your role in realization of the Council's corporate vision will be very significant and valuable. It is expected that you will bring into your work, the highest standards of performance along with a commitment to values, work ethics, professionalism, and skill enhancement.

### **Applicability:**

This HR policy is applicable and binding to all employees of CHEMEXCIL effective from 8<sup>th</sup> January, 2024 and supersedes all other service rules applicable to the employees of the Council. This HR policy has been proposed by the Director General and approved by the Chairman.

### **Modification, Addition or Deletion & Revision of Clauses:**

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

Any such request for change will be put up to the Director General by the Human Resources department. The Director General in turn will place before the Chairman/Vice-Chairman for approval. On receiving the approval, Director General will inform the Human Resources Department to make the necessary amendments / modification and the amendments will be communicated to all the employees through a Notice / Circular / Email. The same will be binding on all employees of CHEMEXCIL.

**We welcome you to the CHEMEXCIL FAMILY and wish you a long and exciting career with us.**





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## 1. COUNCIL PROFILE

The Basic Chemicals, Cosmetics & Dyes Export Promotional Council (known as CHEMEXCIL) is a Section 25 Company under the Companies Act 1956 (Now under Section 8 of Companies Act 2013) and registered as a no profit organization setup in accordance with the Foreign Trade Policy under the Foreign Trade (Development and Regulation) Act, 1992 notified by the Ministry of Commerce and Industry, Department of Commerce, Government of India, representing the exporting community of the Indian Chemicals Industry including Dyes, Dye Intermediates, Cosmetics, Toiletries, Essential Oils, Caster oil and Specialty Chemicals.

The export promotion strategies evolved since 1963, the year when CHEMEXCIL was incorporated, have fetched rich dividends, which are exhibited in the form of high growth rates. These export achievements represent the dedicated efforts of around 4000+ CHEMEXCIL members who are in the process of creating a niche for themselves in the highly competitive global markets.

The numerous local associations already in existence did not focus on issues of the trade at an international level. It is hence that the CHEMEXCIL was incorporated in early 1963. The CHEMEXCIL unites manufacturers, and exporters of chemical products all over India for a common interest. This shall shape and influence the industry's future and bring integration and opulence amongst its members, while protecting the interest of the customers at the same time.

India is being recognized as a good sourcing hub for chemical products. The entrepreneurial skill coupled with the technical expertise of Indian entrepreneurs and supports from CHEMEXCIL enable the Indian Chemical industry to en-cash opportunities available in the global trade.

### **VISION, MISSION, OBJECTIVES:**

#### **VISION:**

(To excel in Positioning Basic Chemicals, Cosmetics & Dyes exports from India as products of choice in the regional and global markets)

#### **MISSION:**

*To enable and assist the members of the basic chemicals, cosmetics & dyes exports promotion Council in enhancing exports of chemical products to realize the full potential in global markets through concerted efforts and deliver duties by virtue of being a nodal government agency.*

#### **OBJECTIVES:**

1. To be an interface with the Industry and the Government of India to formulate Export-oriented Policies and also to create a favorable environment to augment exports of the above items from India.
2. Participate in international exhibitions being held abroad and invites overseas delegations to India to promote our exports & establish long term strategic alliances
3. Sponsor trade delegation, study teams and sales teams to various markets abroad



4. Organize Workshops/Seminars on various trade and policy related issues
5. Provide consultancy and guidance services for chemical exporters
6. Assists its members in locating and pinpointing the source of their requirements. It also helps to affect a smooth trade deal between buyers and sellers to offer a total service package, completely free.
7. Acts as a forum for representation of the trade related issues & as a liaison between the exporting community and the policy planners
8. Deliver duties by the virtue of being a nodal agency appointed by the Ministry of Commerce & Industry for compliance of REACH legislation of the European Union.
9. Participate in the Grievance Committee Meetings organized by the DGFT from time to time and take up issues of the member-exporters connected with Customs, Central Excise, Port Authorities, etc. and try to resolve the same
10. Participate in the Review Meetings as well as Task Force Meetings being organized by the Ministry of Commerce & Industry from time to time to chalk out strategies for promotion of exports of the items coming under the purview of the Council with presentations covering suggestions/views being received from its members.
11. Prepare and submit to the Ministry of Commerce & Industry Annual Action Plan for promotion of exports of the items coming under its purview, covering Budget Proposals for participation in various international exhibitions/Buyer Seller Meets/being held abroad as well as in India for the benefit of its member-exporters.
12. Issue Recommendation letters addressed to various overseas Consulates/Embassies in India for issue of Visas for the member-exporters for attending Exhibitions/delegations as well as export/business promotion tours abroad.
13. Issue Non-preferential Certificates of Origin to its member-exporters for export of their items to various countries abroad on the condition that the said items are covered under our purview and are manufactured in India as authorized by the Ministry of Commerce & Industry
14. Organize Export Award Function to felicitate outstanding exporters on their excellent export performance
15. Become a 'one contact point' for sourcing information on any of the above products from India.

#### **Confidential Information**

By accepting employment with the CHEMEXCIL, all employees have accepted the condition not to disclose confidential or trade information to third parties. Even if an employee should decide to leave the Council, his/her obligation regarding confidentiality of Council information will be binding subsequent to termination of employment. This is reinforced through the general employment terms & conditions, which governs all Council staff.

Confidential information may be information in any form: e.g., written, electronic, oral, overheard or observed. Confidential Information includes (among other things) internal information, trade related and financial information, and plans concerning the Council, and private information about our members, suppliers and employees. Access to all information is granted on a "need to know basis". A "need to know" is defined as information that is required in order to do the job.





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

Information exclusively termed "Confidential" needs to be maintained at all times in Folders/Envelopes clearly marked "CONFIDENTIAL". The folder also needs to carry the name/designation of the person in whose custody it rests and who can access it (in case of conditional access). Extremely confidential Information like Personnel Files and Financial Details need to be maintained in locked cupboard/safe. The keys to be in the custody of the Director General or any competent authority. Disclosure of confidential information (willfully or otherwise) is a serious offence and strict disciplinary action will be initiated against employees found guilty.

Alternatively, this document would be uploaded on the Council's intranet, for everyone to read, with restrictions on downloading & printing.





## 2. COUNCIL HEIRARCHY

### ***Key aspects:***

There are 5 levels defined based on seniority



### **Grade Structure & Designation**

Sr. No.	Grade	Designation
1	<b>M1, M2</b>	Director General, Executive Director
2	<b>M3, M4, M5</b>	Sr. Director, Director, Jt. Director
3	<b>M6, M7, M8</b>	Regional Director, Deputy Director, Assistant Director
4	<b>M9, M10</b>	Senior Executive Officer, Junior Executive Officer
5	<b>M11, M12, M13</b>	Sr. Executive, Jr. Executive, Management Trainee,
6	<b>E1</b>	Front Office Receptionist
7	<b>E2</b>	Office Assistant