



A Promise For Power

# HUMAN RESOURCES POLICY MANUAL

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## Introduction

### Welcome to Human Resources Policy Manual

This manual is a one stop shop for all HR policies and administrative procedures for employees of Powerica. It is a guide to all matters related to policy and procedure at Powerica.

We encourage you to look through the section sommer pages in the HR Manual to familiarize yourself with its contents so that you are well-placed to utilize the HR Manual to assist you in your employment. Please feel free to get in touch with HR Department for any clarifications.

Welcome to the Powerica family and wish you great learning and success here.

Warm Regards,

Human Resources Department

## (I) RECRUITMENT AND SELECTION POLICY

### (I.1) Objective:

- ☐ To attract the best talent available in the industry
- ☐ To ensure that the recruitment process is fair and non-discriminatory
- ☐ To ensure that the process adheres to statutory requirements and best practices.

(I.2) ~~Applicability~~ : The policy covers recruitment process applicable to all levels in the company.

### (I.3) ~~TYPES OF EMPLOYMENT~~ :

#### ☐ **FULL TIME EMPLOYEES :**

Salaried employees working full time within the organization with the head office/ branches.

#### ☐ **FIXED TERM EMPLOYEES :**

A person with a contract of employment which is due to end when a specified date is reached, a specified event has happened or a specified task has been accomplished. Minimum to maximum period of service shall be subject to Management's decision.

#### ☐ **CONSULTANTS :**

A consultant is an experienced individual who is trained to analyze and advise in order to help clients make the best possible choices. A strategic consultant may not be on payrolls of the company but would provide his domain expertise on a full time basis.

## **I. ANNUAL MANPOWER PLANNING & BUDGETING**

- Manpower planning and budgeting enables the company to forecast the annual manpower requirement for the organization. It helps to estimate the annual manpower costs and ensures its alignment with the current business plans. This provides clarity to the HR department on the recruitment strategy for the year.

- At the end of each financial year and, based on the business plan for the following year and the derived manpower requirement, in regional offices, Branch Heads in consultation with functional Head of Departments (HODs) and in head office, HODs shall prepare their respective departmental manpower plan and budget. This will include an estimation of the manpower required for the department during the following year to achieve the goals defined.
- The Manpower Plan for each branch / department will include the following details:
  - Proposed organogram for the year indicating existing manpower with details of role and grades, anticipated new manpower to be recruited, if any during the year with details of role and grade and indicating if this is a new role or replacement position.
  - Justification for the new positions in the organization.
  - Time frame for the recruitment of these positions
  - Estimated manpower cost for the department considering existing manpower cost plus the cost of proposed positions based on the grade at which these positions need to be placed
- The branch heads / HODs will submit their detailed Manpower plan with the Organogram to the HR Team for further process and approvals.
- The Manpower Plans will be prepared and approved as a part of the Annual Budgeting process.
- Any deviations during the year, regardless of the position level, in terms of addition or deletion of positions, or change in the level of grade of the vacant positions in the approved Organogram shall require a proper justification to that effect and the approval of the relevant approving authority.
- The organograms for all the functions shall be updated on a quarterly basis by the branch HR/Concerned Team reflecting filled vacant positions in the approved organogram. The organograms shall be updated to incorporate changes as a result of separations, transfers that may have taken place in the department or between units.
- The positions created by transfer cannot be filled by a new appointment without the updated organogram prepared by the Functional Head and Branch Head and approved by the concerned approving authority.
- Recruitment for each department shall be strictly based on the approved Organogram for the respective department and appointment of the candidate shall be at the grade as specified in the approved organograms.
- Approvals stand withdrawn / cancelled at the end of each financial year.

## ***I. RECRUITMENT & SELECTION PROCESS***

### **MANPOWER REQUISITION PROCESS**

- To initiate the recruitment process for a vacancy, the HODs / Functional Head shall send the requisition for a vacant position to the HR with a detailed job profile and a copy of the Organogram indicating the position that needs to be filled mentioning the reporting. Recruitment process shall not be initiated unless the detailed job profile and above-mentioned organogram is received from the HOD / Functional Head.
- Sourcing of candidates from different resources shall commence immediately on receipt of the requisition. To the extent possible, first set of screened resumes shall be provided to the HOD / Functional Head within 7 working days after the receipt of the requisition.
- In Branches, positions other than Approved Manpower needs to obtain approval from the Management. Such approval requests should accompany with a detailed job profile and a copy of the Organogram indicating the position that needs to be filled mentioning the reporting

## **SOURCING OF CANDIDATES**

While sourcing candidates for the vacant positions, an effort shall be made to determine the most effective recruitment strategy.

- The various sources of recruitment can include:
  - **Job Portals**
  - **Placement Consultants**
  - **Job Posting on Careers Page of Website**
  - **Employee Referrals**
  - **Deputation**

## ***POLICY ON RE-HIRING***

- If an ex-employee applies for a vacancy in the company then he could be considered for the position on the sole discretion of Chairman.

## ***EMPLOYEE REFERRAL***

- All employees upto Assistant Vice President Level are encouraged to provide references for positions that are advertised on the Careers Page of the company website.
- It is applicable for recruitment to all positions in the Officer's Cadre
- HR function and employees at Vice President & above levels will be out of the purview of this policy for referring candidates and for the reward of Rs.5,000/-.

- The referrer should not be a part of interview panel or any decision-making process related to selection and hiring of referred candidate
- There is no bar on number of candidates referred by an employee.
- Referrals should not include candidates who have already attended interview with the company in the past six months.

### ***DEPUTATION***

- These guidelines are applicable to all employees of the Company.
- Deputation is defined as a short term (i.e. greater than 6 months and less than 3 years) deployment of an employee from Powerica, to another subsidiary company, to provide short-term manpower support required in the borrowing organization.
- It is entirely the Management's prerogative to send an employee to a subsidiary organization on deputation.
- Employee on deputation will continue to draw the salary, perks and benefits as per his/her parent organization i.e. Powerica. However, the salary will be paid by the subsidiary organization.
- Employee on deputation will be eligible for annual increment based on the increment policy of the Parent Company i.e. Powerica.

## **II. *SELECTION PROCESS***

- HR department shall conduct the first level screening and shortlist resumes obtained from various sources based on the job description filled by the reporting manager
- After checking the interest of the candidate, these resumes will be forwarded to the functional head for further screening
- The HR department will co-ordinate with the functional head for scheduling the interview and intimate the candidate on the same via mail or telephone
- HR department shall be responsible for making the arrangements for the interviews like ensuring availability of interview panel members, arranging for the venue of interview, communicating and coordinating interview timelines with the candidates, etc.
- Applicants who submit false information or who do not include material information about their employment history at any point during the recruitment process shall be disqualified from the interview process, and if hired, could subsequently be terminated

## INTERVIEW PANEL

- The HR department shall, in consultation with the Competent Authority, prepare the composition of the interview panel, ensure panel availability and plan the logistics.
- The interview panel must be familiarized with the job descriptions, selection criteria, and method of assessment prior to the interview
- The composition of the interview panels will be Concerned Immediate Senior, Department head, HR Head and final round will be taken by Management team.

## INTERVIEW PROCESS

- The HR department shall schedule the interview and provide the following to the panel for the interview process
  - Resume
  - Interview Assessment Form for panellist remarks on the candidates
  - Duly filled Personal Data Form
  - Details of the candidate's last drawn salary.

## SELECTION

- The panel members will document their recommendations on the interview assessment sheet which will include the following:
  - Summary of assessment against selection criteria for each short-listed candidate
  - Recommendation of the short-listed candidate, including salary, designation and employment status (probation period/ traineeship)
  - Each member of the panel shall then sign the document
- Should any panel member disagree with the recommendation on any aspect of the selection process, he/she may make a dissent note in the interview assessment form to be filed along with the final assessment data

## MAKING AN OFFER

- Compensation related negotiations shall be undertaken by the HR team in consultation with the Management and HR Head.
- For all positions, the offer will be made to the candidate only after prior approval from the Head Human Resources & Management.



- Any offer, where the designation being offered is different from that indicated on the approved vacancy, shall require prior approval of the Management.
- While finalising an offer and getting it approved for further process, it is necessary that the offer should be accompanied with the approved manpower requisition indicating the vacancy for which the offer is being made. This is applicable for all positions
- The offer letter will be sent to the candidate on email, seeking acceptance of the same in reply. The email reply from the candidate accepting the Offer should be printed and documented as a part of the candidate's recruitment file.

#### **GUIDELINES ON FITMENT OF THE SELECTED CANDIDATE**

- In order to ensure compensation parity and adherence to the company's pay scales, the HR department will consider the following for salary fitment of the newly selected candidate:
  - Length of relevant work experience
  - Existing level/designation
  - Educational background
  - Current compensation
- The compensation offered to the candidate in a particular grade should be within the range as prescribed by the company rules
- Any exceptions to the organization pay scales will require prior approval from the Management
- While negotiating salary and fitment of potential employees in salary bands, the following care must be taken:
  - Fitment of the selected candidate into the grade structure of the organisation shall be determined primarily by the criticality of the function, educational qualification and relevant experience.
  - Market and internal parity needs to be maintained while deciding the compensation package for the new joiner
- All Appointments made will be subject to the following two procedures
  - Reference Check
  - Medical Tests

#### ***REFERENCE CHECK***

- Reference check is an important step in recruitment and it should be seen as an opportunity to obtain, verify or validate aspects of a candidate's skills, integrity and work experience with previous employers.
- HR department will be responsible for conducting reference check for all the positions across levels and functions.
- Candidates short listed in the interview rounds shall be asked to provide two references for the purpose of doing reference checks.
- Of these, at least one reference should be professional reference of someone the candidate has worked with earlier. This could include a colleague and reporting manager.
- If the candidate is a student then he needs to provide a reference check only if he has prior work experience or can provide an academic reference
- The reference check shall be conducted by the HR department in a structured manner
- The written documentation of each of the reference checks must be maintained in the personal file of the employee
- The reference check needs to be done after making the offer to the candidate, but before the candidate's date of joining in the organization
- The following must be adhered to while conducting reference checks:
  - Ensure that the candidate gives references that knows him/her professionally/academically
  - Candidates will be required to provide the details of the references in the employment application form or from his personal Email-ID. In case of form should be duly signed by the candidate indicating their permission for doing the reference check.
  - The HR team has a standard format for conducting the reference check that needs to be forwarded to the reference. This can be followed up with a phone call to the reference person requesting him / her to fill the reference check format and send it back to the HR team
  - Professional reference check may be conducted for a candidate for a senior position based on Management requirement

## MEDICAL EXAMINATION

- All the candidates selected through the interview process shall undergo a medical examination to ascertain their medical fitness before taking on the employment. Offer to the candidate will be valid subject to the candidate being medically fit
- A decision for withdrawal of the offer of employment to the candidate on medical grounds shall be decided by the Management in consultation with the HR department

## REFUSAL TO THE OFFER

- If the candidate rejects the offer and subsequent negotiation is unsuccessful, the chairperson of the interview panel can recommend appointment of the next ranked or alternative / back up candidate
- Any decision for further negotiation with the candidate in relation to compensation package shall be taken by the Management.

## SHORT TENURE INTERNS/ CONSULTANTS/ TEMPORARY STAFF

- Company may appoint summer trainees from various institutes as per business requirements. These trainees will be paid a stipend and their tenure in the company will be ruled as per the guidelines of their respective institutes but will not exceed a period of 12 months.
- The Company may also take interns on a contract basis. These arrangements will at no stage constitute an agreement between the intern and the company for regular employment
- Company may engage experienced personnel as Retainer, Consultants for short period on temporary basis and for specified assignments
- The Company may contract work to consultants on a project basis as per the business need. This would be for a project that has to be completed within a fixed period of time. In such a case the consultants would be paid project fees based on the agreement in the contract. The remuneration will be agreed upon at the time of entering into the contract and is required to be accepted by the contract party, prior to commencement of work. These arrangements will at no stage constitute an agreement between the person on contract basis or the consultant and the company for regular employment
- The company may also appoint temporary staff to meet temporary increase in work or fill up vacancies caused by the absence of a particular permanent employee. These arrangements will at no stage constitute an agreement between the temporary staff and the company for regular employment. The terms and conditions of the letter of contract shall be approved by the Management.

### III. Joining & Induction Policy

#### (II.1) Purpose:

- This section detailed all joining formalities, including various documentation processes that need to be complete by the HR team for a new employee.
- The HR team will be responsible for completion of all the joining formalities as detailed in this policy on the day of a new employee joining.

(II.2) Applicability : This policy is applicable to all employees directly employed in Powerica Ltd.

#### (II.3) Procedure:

#### **ISSUE OF APPOINTMENT LETTER**

- A list of documents will be sent to selected candidates along with the offer letter. This will help the new joiner to be aware of the documents required to be carried on the date of joining.
- On the joining date, HR department shall arrange for a formal appointment letter/ contract letter to be signed and given to the new joiner.
- The new joiner shall sign the appointment letter/ contract letter and return the acknowledged copy to the HR department to be filed in the employee's personal files.
- It is important to note here; appointment letter shall be handed over to the employee on the date of joining only after completion of reference check for the employees.

#### **INFRASTRUCTURE / IT AND FACILITIES SET-UP**

- The HR department along with Administration & Information Technology department will ensure that all necessary infrastructure and set up is organized before the employee joins the company. The set up includes aspects like seating arrangement, computer system, e-mail ID, swipe card etc.
- On the day of joining, the HR Department shall ensure the following is completed:
  - Verification of each photocopied document against the original document

- Filing the documents/ forms in an appropriate new employee personal file

## LIST OF DOCUMENTS TO BE FILED IN EMPLOYEE FILE

- The following are the documents that need to take from the employee and filed as a part of the Employees' Personal File

- Copy of appointment letter duly acknowledged and accepted by the candidate
- Copy of the offer letter duly acknowledged and accepted by the candidate
- Relieving letter from previous employer
- Provident Fund form- new or transfer with nomination
- Gratuity nomination form
- Medical Insurance application form
- Code of Conduct: Confidentiality and Non-Disclosure form
- Accident Insurance Nomination Form
- Tax estimates/ Savings declaration Form
- Salary Account Opening Form (As per company designated bank)
- Copy of valid passport/ Birth certificate/ School leaving certificate
- Copy of Pan Card and Aadhar Card

## MAINTAINING PERSONAL FILES

- All the documents submitted by the new joinee on the day of joining need to be filed and put into the personal files created on the same day. The file needs to be regularly updated with any document/ letter pertaining to the related newly joined employee
- The personal files will typically include the documents and forms as have been mentioned above subject to prior verification by the HR department
- In addition to the above-mentioned documents and forms, the HR team must file all documents related to the employee that are given to the employee during his / her employment with the organization. These would include:
  - Interview assessment form
  - Reference check form
  - Salary fitment/ salary negotiation details
  - Confirmation letter/ Probation extension letter

- Any other document as applicable

### III POLICIES RELATED TO EMPLOYEE LIFE CYCLE

#### I) TIME & ATTENDANCE POLICY

1. To standardise and bring about a disciplined approach in adhering to working hours, work timings and attendance system at Powerica's corporate office, branch and factory locations.
2. To inform and advise all the employees on working hours and attendance guidelines to be followed at Powerica Ltd.
3. To initiate appropriate corrective action as may be necessary for consistent enforcement of the policy.

##### 1.1 Schedule Adherence

Employees are responsible for their attendance. Regular attendance and punctuality are essential for the smooth operation of the company. This policy is to establish uniform guidelines that will ensure a consistent and fair approach to time and attendance related problems. The timings and working hours have been laid down considering the industry pattern, work volume and corresponding manpower strength required to conduct any business day. It is important for employees to be at work as per the schedule so as not to impact business operations. Further, schedule adherence would encourage a disciplined culture. All employees are expected to fully meet attendance standards by adhering to work timelines and working their scheduled shift.

**Deviating from the Schedule Adherence without prior approval may result in progressive disciplinary action including salary deduction. Employees can mark their attendance through finger punching in Biometric machines.**

**Working Schedule (Weekday Standard):** All our offices will observe 8 hours work schedule. The work timings will follow a general day shift pattern from 9:30 a.m. to 5:30 p.m. as the standard. The Corporate Office and Branch Offices shall follow this with reasonable deviation in the work timings within the time stretch of 9:00 a.m. to 6:30 p.m. (as may be required for the location).

Locations	Work Timings	Working Hours
Corporate Office	09:30 a.m. to 6:30 p.m.	8:00 hours
Branch Offices	9:00 / 9:30 / 10:00/10.30 a.m. to 5:00 / 5:30 / 6:00/6.30 p.m. as may be fixed by the branch	8: 00 hours

- 1.1 Attendance Recording:** Attendance will be captured by bio-metric system or otherwise as may be appropriate. Employees are required to mark their attendance ("IN" and "OUT") by using biometric system installed in the premises. From the bio metric system, "FIRST IN" and "LAST OUT" in a day will be considered for the purpose of time and attendance records. Request for missing "FIRST IN" and

“LAST OUT” will not be acceptable more than **2 occasions** and half day salary will get deducted from 3<sup>rd</sup> occasion onwards.

**1.2 Late Arrival/Early Leaving :** If any employee needs to come late or leave early for any appropriate personal/domestic work reasons may be permitted for three (3) hours in a month, with the approval of concerned reporting Superior/Senior Manager/HOD. Beyond 3 hours, a single minute late on that particular day would be treated as half day leave. Employees may keep in mind that this provision has been extended by Management to enable employees to meet their urgent personal exigencies and should not be considered as MERE RIGHT. The excessive availing of “Late Arrival” and “Early Leaving” without appropriate reasons will be considered as abuse of the benefit and if a pattern develops, progressive discipline may be initiated.

**1.3 Lunch / Meal Break:** An employee can avail lunch break of **30 minutes**, within the time spread of 1 hour between 1:00 p.m. to 2:00 p.m. **Unnecessary loitering around should be avoided** and the employee should be back on work immediately on expiry of permitted time limit.

**1.4 “IN”-“OUT” Not Recorded:** For any technical or other reasons (“forgot to punch”), if an employee could not record his/her attendance (“IN” OR “OUT”) or (“IN” AND “OUT”), the same has to be regularised within 3 working days by intimating in writing **only to the respective HOD** and HR department.

**If an employee fails to do so, single punch (“IN” OR “OUT”), will be recorded as half day absence and no punch (“IN” AND “OUT”), will be considered as full day absence.**

**1.5 Half Day Attendance:** Any work session less than 4 hours would be considered as absence. To consider half day attendance, an employee should complete a work session of minimum 4 hours.

## 2. Absences, Scheduled Leaves, Reporting obligation

**2.1 Unscheduled Absence:** Intimation of absence with less than 24 hours notice will be considered as Unscheduled Absence. An unscheduled absence would include a **Full Day Absence/ Late Arrival / Early Leaving. The reason which warrants an unscheduled absence should be justified** and may be on account of sickness, bereavement, or any other emergency.

**2.2 No Call – No Show:** An incident of “No Call - No Show” occurs when an employee fails to report to work on scheduled time and fails to notify the concerned Superior / Senior manager / HOD within 1 hour of the start of scheduled shift time about his/her intention to be absent. **The occurrence of “No Call - No Show” for three (3) consecutive days will be considered as abandonment of services of**



**the company by the employee.** Necessary disciplinary procedure will be initiated in this regard. Repetitive incidences that become a pattern (but non-consecutive incidents) will result in progressive disciplinary action.

**2.3 Unauthorised Absence:** An absence shall be considered “Unauthorised” whenever the employee’s Superior / Senior manager / HOD has not been properly notified or prior approval has not been taken. An unauthorised absence can also occur when the Superior disallow or reject the request for absence. Excusing an unauthorised absence shall be the responsibility of the concerned Superior / Senior Manager / HOD.

While doing so, the Superior should take an appropriate decision considering the explanation and past attendance record of the employee. If the reasoning is not satisfactory, the Superior may refer the matter to HR department for appropriate disciplinary action.

**2.4 Failure to Remain on Duty:** This refers to uninformed exit from the workplace or outdoor site or exceeds break period beyond permitted time limit without authorisation. This will be treated in the same manner as unauthorised absences.

**2.5 Employees on Official Outdoor Duty:** When an employee is on outdoor duty, he/she is expected to inform and take approval from the respective Superior / Senior Manager / HOD for being on outdoor duty. Further, Front Desk Executive should be informed with regard to the same. The attendance will be captured by any appropriate method and should be subject to approval of the concerned superior for record and payroll purpose.

**2.6 Leave Requests: Regular (Planned) Leaves should be availed after obtaining necessary approval from respective HOD.** In order to be considered a scheduled leave, application / request for leave should be submitted a minimum of 15 days in advance. In the event of an unforeseeable need for leave, an exception request can be made less than seven days but more than 24 hours prior to the scheduled time.

**2.7 Reporting Requirements:** Policy presupposes that all leaves should be scheduled in advance. In case of **unscheduled absence (including full day absence, late arrival, early leaving)** the employee must notify his/her Superior / Senior Manager / HOD at least 1 hour prior to the scheduled reporting / leaving time. Further, Front Desk Executive should be informed so as to avoid any miscommunication at the workplace about absence of any employee. Any emergency long leaves should be immediately informed to the HOD.

**2.8 Progressive Discipline:** All employees are expected to adhere to the above policy guidelines. Whenever progressive discipline is called for due to excessive pattern of deviation from perfect attendance situation, the below disciplinary procedure will be followed.

No. Of Occurrences	Progressive Disciplinary Action	Process Owner
1 <sup>st</sup>	Reminder	Immediate Superior / HOD
2 <sup>nd</sup>	Documented Verbal Warning	HR / HOD

<b>3<sup>rd</sup></b>	<b>First Written Warning</b>	<b>HR / HOD</b>
<b>4<sup>th</sup></b>	<b>Final Written Warning</b>	<b>HR / HOD</b>
<b>5<sup>th</sup></b>	<b>Termination Procedure</b>	<b>HR / HOD</b>

**2.9 Exception Approval:** For sufficient business reasons, any deviation to these policy guidelines is warranted, the same should be approved by the HOD and the Top Management. Making any exception without approval as mentioned above would be considered as unauthorised deviation from the policy and will be dealt with accordingly.

## **II) PROBATION**

- The probation period as applicable to employees across levels shall be of six (6) months:
- If the performance and/or conduct is not satisfactory, the Company may either terminate the service or extend his period of probation. This period may be extended for a further period of 3 months or more at the discretion of the Management.
- During the probation period can be terminated by Powerica without giving any notice/reason or pay in lieu thereof, by either side

## **III) REIMBURSEMENT OF EXPENSES POLICY**

### **Objective**

- To set standardised guidelines for reimbursement of expenses which might arise as a result of performing duties and discharging responsibilities on official business for the company.
- To clearly identify reimbursable versus non-reimbursable expenditures and assist employees in procedure for reporting expenses.
- To bring in efficient control for managing reimbursement of expenses and its documentation.

### **Scope**

This policy will be applicable to all employees of the company (Excluding DBU) as per the eligibility attached to specified grades.

### **1. Reimbursement Expenses Defined**

Any amount expended by the employee on behalf of the company for performing duties and discharging responsibilities on official business for the company. Predominantly, the purpose of the policy is to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of its business. Actual or fixed reasonable expenses as the case may be, will be reimbursed subject to the limits set forth in these guidelines.

By and large, the reimbursable versus non-reimbursable expenditures within the purview of this policy are categorised as below. Below list not being an exhaustive list, may include some expenses which can be considered as “reasonable expenses” under the scope of this policy.

### 1.1 Reimbursable Expenses

1. Incidental Transportation Expenses (Within City)
2. Travelling Expenses (Outside City)
3. Daily Allowance
4. Conveyance Expenses
5. Accommodation / Lodging expenses
6. Relocation Expenses
7. Vehicle Policy
8. Mobile Expenses
9. Business Client Entertainment Expenses

### 1.2 Non-Reimbursable Expenses

1. Any expense item of personal nature
2. Any expense incurred on something for which an alternate is already provided
3. Tax on personal income

**3.1 Incidental Transportation Expenses (Within City):** This refers to the expenses incurred by an employee to meet the conveyance (Local Travel) expenditure in performance of official duties. As per business requirements of the company, employee may have to usually travel within the city or province limits (approximately covering an area of 80 kilometres) using public transport system available. The attached Incidental expenses while making the local conveyance such as food expenses (reasonable limits) may be clubbed while claiming the conveyance expenses.

Disbursement Type	Disbursement Basis	Expense Items
Reimbursement	Actual Expenditure	Local Bus / Train Fare, Taxi / Auto Rickshaw fare

**3.1 Travelling Expenses (Outside City):** This refers to the costs of traveling for the purpose of conducting business- related activities. This would include only the expenses incurred by an employee for traveling away from home specifically for business purposes, such as for a conference or meeting or any other reasons attached to Powerica business operations. Further, other supplementary travel costs such taxi fare, cost of other local transport mode may be covered under this expense head. No other expenses of personal nature (those of extravagant in nature) is considered and will be deducted, from reimbursement claims. Travelling expenses will usually be admissible by the shortest route. The claims may be submitted based on the below eligibility matrix.

Disbursement Type	Disbursement Basis	Expense Items
Reimbursement	Actual Expenses	Train / Bus Fare / Air Fare
Category	Grades	Expenses Allowed
Workers	W1, W2, W3, W4, W5	Sleeper Class Train Fare / Non A/C Bus fare

Staff	S1, S2, S3	Sleeper Class Train Fare / Non A/C Bus fare
Executive	E1, E2	3 <sup>rd</sup> A/C Train Fare
Mid Managerial	E3, E4	2 <sup>nd</sup> A/C Train Fare
Senior Managerial	E5, E6, E7, E8, E9, E10	Economy Class Air fare

- 3.2 Daily Allowance (Project, Service, and O&M Dept):** This is a fixed allowance given to employees to meet the ordinary daily food and out-of-pocket expenses on account of absence from his normal place of duty. This would be applicable only when the employee is absent from the normal place of work and travels more than a distance of 80 kilometres for official duties. **Employees working in the above departments who are deputed on long distance work sites (more than 80 Kms.) shall be eligible to claim Daily Allowance.**

Disbursement Type	Disbursement Basis	Expense Items
Reimbursement	Fixed Allowance	Food Expenses and other daily out-of-pocket expenses
Category	Grades	Amount (Rs.)
Workers	W1, W2, W3, W4, W5	400
Staff	S1, S2, S3	500
Executive	E1, E2	600
Mid Managerial	E3, E4	700
Senior Managerial	E5, E6, E7, E8, E9, E10	1000

- 3.3 Conveyance Expenses :** This refers to the expenses incurred by an employee to meet expenditure on commuting between place of residence and place of duty. This will be applicable to only those employees who have not provided with any other alternative benefit or arrangement under this policy. For claiming purpose, only one primary mode of transport will be considered. The nearest station to the place of residence and the nearest station to place of duty shall be considered for determining the amount of reimbursement. Other supplementary mode of transport used for travelling the distance between residence and office will not be covered. Any amount exceeding the non-taxable limit will be subjected to income tax deduction.

Disbursement Type	Disbursement Basis	Expense Items(Monthly)
Reimbursement	Actual Expenses	Local Train / Bus Fare
Category	Grades	Amount (Rs.)
Staff	S1, S2, S3,	800
Executive	E1, E2, E3	1000
Mid Managerial	E4, E5, E6	2000

- 3.4 Hotel Accommodation / Lodging Expenses :** When an employee travels for any business reason and the expenditure is incurred on stay at hotel / lodging house, the same can be claimed under this head. The cost of hotel stay including the meals (American Plan) is preferred and should be opted

for instead of European Plan (No meals plan). Other expenses for services availed during hotel stay or associated with hotel stay which may be reasonably required can be claimed under this head. Any expense of personal nature (those of extravagant in nature) will not be allowed for claiming reimbursement.

Disbursement Type	Disbursement Basis	Expense Items	
Reimbursement	Actual or Fixed Expenses whichever is lower	Hotel Accommodation / Lodging house stay	
Category	Grades	Cost of Stay Allowed (Per day)*	
		Metro	Non-Metro
Workers	W1, W2, W3, W4, W5	750	600
Staff	S1, S2, S3	1000	800
Executive	E1, E2	1500	1200
Mid Managerial	E3, E4,	2500	2200
Senior Managerial	E5, E6, E7	3500	3000
	E8, E9	5000	4000
	E10	7000	5000

\* Amount shown above are excluding the taxes.

- Till Mid Managerial level Accommodation will be on sharing basis.

**3.5 Relocation Expenses :** For meeting any exigencies of work or manpower requirement at any location of Powerica business operations, employees may be transferred to desirable location as and when needed. The cost incurred for transfer or movement from location to another may be claimed under this head. The cost may include expenses incurred for travel to the transferred location, cargo/carrier charges (for moving goods), any other incidental expenses attached to re-establishing such as transit accommodation (temporary) at new location may be considered for reimbursement claim. Such transit accommodation shall be available only for a period of 15 days. No other expenses for maintaining the routine personal expenses such as child education, expenses incurred on domestic services or goods etc. will be available for reimbursement claim.

Disbursement Type	Disbursement Basis	Expense Items
Reimbursement	Actual Expenditure	Transportation Charges, Travelling Expenses / Transit or Temporary Accommodation for 15 days

**3.6 Mobile Expenses :** This expense reimbursement intends to facilitate official communication for employees to carry out their functional responsibilities effectively. This allowance is prefixed for the employees. There are company issued mobile service (SIM Cards) on which CUG plan is applicable. The amount admissible amount shall be added to the respective employee's salary. Functional need as confirmed by the Head of the Department subject to Management approval will only be considered

**3.7 Business Client Entertainment Expenses:** Any expenditure incurred on food or ordinary entertainment of Business Associate / Client / Customer which may be reasonably required to conduct the Powerica's business shall be covered under this Expense head. For reimbursement of such expenses, the same shall be identified as "reasonable" to the satisfaction approving authority

Disbursement Type	Disbursement Basis	Expense Items
Reimbursement	Actual Expenditure	Food (Lunch, Dinner) / Ordinary entertainment expenses

### 3.7 Vehicle Policy :

This policy will be applicable to those employees to whom Management may deemed fit to issue Company owned vehicles and such employees will use allotted vehicles to support their mobility in carrying out their business functions effectively.

Other policy : Company will maintain cars, insurance etc, and provide fuel (Coupons of a fixed petrol pump), calculate the distance from home to office, determine total kms, determine total working days, provide driver, issue fuel coupons, pay the bills. This will include breakdown, accidents and any other situations. Whichever car is available with company will be given, mileage to be checked for issue of fuel coupons.

### 3.8 a) Vehicle Value Eligibility (Four Wheeler)

Grades	Designations	Functional Criteria	Vehicle Choice (Base price)*
E4	Manager	Functional Need Basis	6 lacs
E5	Senior Manager	Functional Need Basis	
E6	Assistant General Manager / Deputy General Manager	Functional Need Basis	8 lacs

E7	General Manager / Senior General Manager	All Functions	10 lacs
E8	Assistant Vice President	All Functions	12 Lacs
E9	Vice President	All Functions	14 lacs
E10	Senior Vice President	All Functions	14 lacs

**b) Vehicle Maintenance:** - This expense reimbursement is provided to eligible employees who have been allotted company owned vehicle for business purpose. Expense incurred on standard and periodical maintenance of vehicles would come under this head. **Unusual and extravagant expenses incurred for add-ons to vehicle will not be considered for reimbursement.**

Disbursement Type	Disbursement Basis	Expense items
Reimbursement	Actual Expenditure	Periodical vehicle servicing & maintainence charges, repair & consumable parts, replacement charges, Breakdown maintainence charges

**3.9 Fuel Allowance :** Depending upon functional role and vehicle usage, fuel expenses (Petrol / Diesel/ CNG) are allowed at actuals (or) fixed reimbursements under this head. The employee cannot claim more than the ceiling limit of the reimbursement or as approved by the Management from time to time.

a. Where Company Vehicle (Four-Wheeler) is allotted

Functions	Reimbursable Amount (Maximum)	Disbursement Basis
Sales & Marketing	15,000	Fixed or Actual Reimbursement whichever is lower
Non- Marketing Officials	10,000	Fixed or Actual Reimbursement whichever is lower

b. Marketing & Non- Marketing officials who are using their own vehicles for business purpose would be eligible for **car reimbursement allowance of Rs.7,500/- per month** towards fuel, maintainence etc.

## Reimbursement limit for Employees working in Factories: -

### Criteria of Vehicle Policy

- Employee may use allotted Company vehicle for 5 years and post this period, it can be transferred to the respective employee's name at the agreeable price.
- Employee will bear the cost towards fuel/spares/maintenance/service/damage etc. However, the Management will provide fixed monthly car allowance as well as the Insurance premium and Toll Pass/fee. The monthly car allowance should not be more than Rs.10,000/- and will be decided by the Management from time to time.

### 3.10 Vehicle Value Eligibility (Two Wheeler)

Grades	Designations	Function	Vehicle Value (Max Cost)*
For all	For all	Functional Need Basis	Rs.60000/-

\* This value includes on-road price of the new vehicle and resale/buyback value of the old vehicle.

### 3.11 Where Company vehicle is allotted (OR) using own vehicle (Two-Wheeler)

Grades	Designations	Functional Criteria	Claim Amount (In Rs.)	Claim Basis
All	Any Position	All Functions	Actual Fuel expenses or fixed amount Rs.2000/- whichever is lower	Official Travel Only

### 3.12 Vehicle Purchase Administration :

**Purchase Administration:** The designated official would arrange for purchase of vehicles. Procurement of any vehicle shall be coordinated and done through designated official only. For Locations, the purchases can be done through their respective location based authorised dealers in coordination with designated official from Corporate office.

**Cost of the Vehicle:** The cost of purchase of the vehicle would as per the above matrix including the value of old vehicle, available for replacement. The total cost of purchase shall vary as per the province and would include the Base Price of the vehicle, Tax, Insurance, Accessory Costs.

**Choice of the Vehicle:** The choice of the vehicle under each cost category will be pre-decided by the Fleet Manager/designated officer as per best value for money vehicles available from time to time.



Further, diesel vehicles are recommended for purchase. Any request for choice of vehicle apart from the pre-decided options, may be considered only after cost-value analysis of the vehicle provided the cost of the vehicle does not exceed the above eligibility matrix shown in 3.8 above.

**Vehicle Registration and Insurance:** The purchase and registration procedures shall be carried out in coordination with Fleet Manager/designated official. The employee in consultation with concerned department at corporate office shall be required to ensure that the vehicle is adequately insured at all times in compliance with the applicable regulations and to furnish / retain a copy thereof by the employee at the time of vehicle allotment and throughout the period of usage.

**3.13 Vehicle Allotment Procedure :-** There will be designated officer responsible for fleet management of the company. The vehicle allotment will follow the below process and have the respective process owners.

Requestor	HOD Approval	Policy Check	Approval Authority	Vehicle Document Maintenance
Eligible Employee	Respective HOD	Corporate HR Department	Management Owners	Fleet Manager/Designated Officer

**Purchase Request:** The request for vehicle will come from HOD after referring to the vehicle policy and should be sent, only if eligible for further process. The request form should be duly filled in all respects and forwarded to HR Department for processing.

**Policy Adherence Check:** The HR Department will check the eligibility criteria as per the policy and forward the request to the Approval Authority. After due approval, the said will processed to designated officer for further procurement. Along with the above request, the employee will also attach a quotation for the vehicle chosen within the specified limits for the grade herein above.

**Purchase and Allotment:** Subject to sanction from approval authority, the designated officer would initiate the purchase of vehicle by processing necessary papers and arrange to make the vehicle allotment to the employee concerned. The relevant original papers as required to be maintained by the Corporate Accounts Dept. And copies will be handed over accordingly to respective employees.

### 3.14 Employee Responsibilities towards company's Car

**Employee Responsibility:** It will be the responsibility of the employee concerned, who has been allotted a company vehicle, to maintain it in a proper manner. Employees are expected to take all reasonable care to keep the vehicle in good condition. Further, this would help to avoid unnecessary major expenditure on vehicle maintenance.

**Other Expenses:** Other expenses such as Fuel expenses, Driver's Salary, will be made as decided by Management from time to time.

**Replacement of Vehicle ( Two-Wheeler):** An employee is eligible to request for replacement of vehicle on attaining 5 years from the date of purchase of vehicle The eligible vehicle value (the total cost the new vehicle) as per item no 3.10 above, would include the depreciate value / buyback value of the old vehicle.

**Management Discretion:** The sanction of vehicle as decided by the company for any employee shall be at the sole discretion of the company. Vehicle allotment is a benefit extended to the eligible employees based on grades and considering the business requirements and is not a matter of right. **The management reserves absolute right to add, modify, and withdraw this policy and associated rules as it may deem fit.**

**3.15 Car Insurance & Reimbursement Process:-** Company has obtained Insurance for Company owned cars. Hence, **in case of accident, an employee has to intimate to the Insurance Surveyor and claim the reimbursement of expenses if any.** Company will not reimburse the expenses which are coming under the purview of Car Insurance policy.

**3.16 Chauffeur Allowance :** This would be a fixed allowance provided to meet expenses of salary/allowance to be paid to a driver. This is available only when the company vehicle is allotted to an employee and the employees has engaged a driver. Further, this allowance is available to employees above certain grades only as mentioned below. The amount of allowance is fixed every year by the management.

Grades	Designations	Functional Criteria	Claim Amount (In Rs.)	Claim Basis
E8 and above	Assistant Vice President and above	All Functions	As fixed by the management from time to time	Fixed Reimbursement

#### 4. Expenses that will not be reimbursed -

4.1 Expenses of Personal Nature: Any expenditure incurred by an employee which is identified as clearly of personal nature will not be treated as reimbursable expense. To clarify, expenses intended and incurred purely on personal interest for self or any family members of the employee or third parties which the company has no authorised association will not be admissible for reimbursement. The list below includes expenses of personal nature but limited to- Not payable

4.1.1 Personal Entertainment Expenses (Movies, Games, Club memberships, Dining expenses, Personal Vacation / Travel, Purchase of Gifts etc.)

4.1.2 Expenses of similar nature (as above) on family members or personal associates.

4.1.3 Expenses on home services such as laundry, electricity bill, maid servant salary or services of similar nature.

4.1.4 Personal Credit card expenses and interest charges.

4.1.5 Expenses of any other nature where there exists a personal obligation to pay.

4.2 Alternate Expenses claim : Any expense incurred by an employee on something for which an alternate is already provided shall not be admissible as reimbursable item of expense. (e.g. An employee cannot claim travel expenses incurred by public transport for commuting distance between home and office where petrol reimbursement is already provided).

4.3 Tax on personal income: Tax liability on personal income will not be considered for reimbursement.

## 5. Reimbursement Procedures

5.1 Process Owners: The reimbursement claim procedure will follow the below process and have the respective process owners.

Business Units	Claim Requestor	HOD Approval	Claim Eligibility Check	Claim Approval	Claim Disbursement
Head Office	Eligible Employee	Respective HOD	Corporate HR	Management Owners	F&A Executive / Manager
Branches	Eligible Employee	HOD / Branch Head			

5.2 Claim Documents: An employee who is entitled for reimbursement of any expenses as per his/her grade, shall make a claim request to HOD. Any submission without appropriate documentation may not be admissible unless otherwise specifically admitted by approving authority of the company for sufficient reasons. The following documents shall accompany a claim request.

Company Official Claim Form duly filled outlining ->

1. Nature of expenses
2. Purposes of Expenses
3. Company & Persons Involved
4. Date on which the expense has incurred

Supporting Documents ->

5. Original Bills
6. Travel Tickets / Boarding passes
7. Credit Card Receipts
8. Detailed Merchant Receipts

- 5.3 Time Limit : Any claim shall be submitted within a period of **30 days** from the date of incurring expenses. Any submission beyond the above time limit, **will not be reimbursed** unless an exceptional circumstance has arisen which is approved by the Management as sufficient to alleviate this deadline.
- 5.4 Authorisation of Expense Claims : It is the responsibility of each employee and process owners to ensure that their claim is in accordance with this policy and that the correct procedures have been followed.
- 5.5 Management Discretion : The management reserves absolute right to add, modify, and withdraw these guidelines either in part or entirely as it may deem fit.

## IV) LEAVE & HOLIDAYS POLICY

### Objective

4. To ensure the timely reporting and accurate recording of absence.
5. To provide a framework for the granting and administration of leave.
6. To manage absences in line with operational requirements.

### Coverage

1. This policy will be applicable to all permanent employees at all grades except who are in the directorship or form a part of Board of Directors of the company.
2. This policy would be applicable for Corporate Office and all other Branch Offices except where any other rules exist by way of statute or specific agreement.

### 1.2 Weekly Offs

#### 1.1.1 All Saturdays and Sundays of the month

### 1.3 Leave Type

- 1.2.1 Privilege Leave
- 1.2.2 Compensatory Off
- 1.2.3 Maternity Leave
- 1.2.4 Paternity Leave
- 1.2.5 Leave Without Pay

## 2. Leave Applicability Matrix

Type Of Leave	No. Of Days	Applicable Employee Category
Privilege Leave	21	All
Compensatory Off	As Applicable	All
Maternity Leave	As Applicable	Female
Paternity Leave	5	Male

- The leave cycle would be the calendar year starting from the first (1<sup>st</sup>) day of January till the last (31<sup>st</sup>) day of December.
- The applicability, consumption, accumulation and credit of leaves may vary and would be as per the below set out guidelines.

### 3. Leaves and Governing Rules

#### 3.1. Privilege Leave (Earned Leave)

- 3.1.1. All permanent employees are entitled for 21 days of Privilege Leave annually.
- 3.1.2. Employees will be entitled for 1.75 days of leave for each completed month of service from his / her date of joining. The Privilege Leave can be earned from the date of joining but the employee can avail of Privilege Leave benefit only after the confirmation of his / her services by the company. Subject to above clause, the employee are entitled to use the Privileged Leave as they earn it.
- 3.1.3. When an employee joins (midway) during the calendar year, he / she is entitled to Privilege Leave on a pro-rata basis calculated for every completed month of service. To earn the Privilege Leave for the month of joining, he / she must have joined on or before 15<sup>th</sup> of that month. Further, in case of an employee leaving the organisation, he / she must have been left after 15<sup>th</sup> of that month to earn the Privilege Leave for that month.
- 3.1.4. If any Privilege Leaves are taken as prefix and suffix (both) to Weekly Offs / Holidays, then these intervening Weekly Offs / Holidays would be considered as leaves. Further, if any Privilege Leaves are taken either as prefix or suffix, then the above rule will not apply.
- 3.1.5. Privilege Leaves can be accumulated to the extent of **63 days (maximum limit)** only. Any leaves in excess of aforesaid maximum limit would cease to exist for utilisation or encashment.
- 3.1.6. Privilege Leaves may be adjusted against shortfall of notice period while processing the full and final settlement of any employee. At the time of resignation / retirement / termination, the balance Privilege Leaves (subject to clause above 3.1.5) will be available for encashment at the rate of basic wage/salary only.

#### 3.2. Compensatory Off

- 3.2.1. Compensatory Off would be applicable when any employee is required / has been asked to work on any holiday / weekly off due to exigencies of work which has to be approved by the concerned superior / HOD.
- 3.2.2. Employees can utilise Compensatory Off, on any working day subsequent to the day on which the employee has actually worked on a holiday / weekly off. Further, Compensatory Off has to be utilised within a period of three months from the date on which the employee has actually worked on a holiday / weekly off after which the same would cease to exist for usage.

### **3.3.**

- 3.3.1. Only 3 Compensatory Offs can be clubbed together for consecutive use at any single occasion.
- 3.3.2. Compensatory Offs can be used in conjunction with Privilege Leave.

### **3.4. Maternity Leave**

- 3.4.1. Maternity leave shall be administered as per the provisions of relevant act (Maternity Benefits Act, 1961) applicable.
- 3.4.2. A women employee who has worked for a period not less than 80 days in the 12 months immediately preceding the date of her expected delivery will be entitled for Maternity benefit.
- 3.4.3. The maximum period for which any women shall be entitled to maternity benefit shall be 26 weeks, that is to say, eight weeks up to and including the day of her delivery and eighteen weeks immediately following that day.
- 3.4.4. In case of miscarriage or medical termination of pregnancy, an employee is entitled to six weeks of paid maternity leave.
- 3.4.5. Female Employee may be granted additional 15 days leave on production of such proof as may be prescribed, in case of complications arising out of pregnancy, delivery, premature birth, miscarriage, medical termination or a tubectomy operation.

### **3.5. Paternity Leave**

- 3.5.1. Male employees are entitled for 5 days of Paternity Leave at the time of his child's birth or adoption of a child.
- 3.5.2. This benefit shall be allowed on two occasions of child's birth / adoption only. Where the pregnancy is terminated other than by the birth of a living child and the employee has not commenced paternity leave, his entitlement to such leave ceases to exist.
- 3.5.3. Paternity Leave have to be availed of within a period of one month composing of the days preceding and succeeding the expected / actual date of delivery of the child or the expected / actual date of adoption of a child.
- 3.5.4. Paternity leaves can be taken in conjunction with other types of leaves provided the total period of absence does not exceed 8 days.

### **3.6. Leave Without Pay**

- 3.6.1. Leave without pay can be extended only on the absolute discretion of the concerned HOD / Management.
- 3.6.2. When an employee does not have any unused leave remaining to his / her credit and the situation warrants the employee to take further leave, the leaves may be granted by the concerned HOD /

Management as loss of pay or which may be adjusted against the future leave or as a special case depending on management discretion.

- 3.6.3. In case of **‘overstay’** of Leave without pay and the employee did not re-join / resume within 7 days from the expiry of approved leave, **he / she shall be deemed to have been abandoned the services of the company.**

## 4. Other General Rules

- 4.1. Leave Application:** Policy presupposes that all leaves should be scheduled in advance. Employee who wish proceed for planned leave, should obtain prior approval from the concerned Superior / HOD well in advance. In order to be considered as a planned leave, the application for leave should be submitted a minimum of 15 days in advance. In the event of an unforeseeable need for leave, an exception request can be made less than seven days but more than 24 hours prior to the day of leave.
- 4.2. Cancellation of Leave:** A leave which has not been duly approved, is deemed to have been cancelled / rejected by the approval authority. The approving authority may cancel an approved leave on account of sufficient business / work related reasons. The employee may cancel his / her leave by intimating the concerned Superior / HOD and HR Dept. via email. If an employee proceeds to avail of the cancelled leave, it shall be considered **“Unauthorised”** absence and dealt with accordingly.
- 4.3. Overstay of Leave:** In case any employee needs to extend his / her leave for any sufficient reasons, he / she will have to obtain approval for the same from the concerned Superior / HOD. This approval has to be sought before the expiry of initial leave period via phone or email. Any overstay of leaves without approval will be treated as **“Unauthorised”** absence and dealt with accordingly.
- 4.4. Reporting requirements:** Subject to required approval from the concerned Superior / HOD, the employee has to intimate HR Dept. / Front Desk before proceeding for leave.
- 4.5. Conjoin of policy:** Leave Policy has close linkage with **“Time and Attendance”** policy in many respects. Accordingly, this policy has to be read in line with the aforesaid policy with regard to specific clauses on unscheduled absence, unauthorised absence, No call – No Show and other allied matters.
- 4.6. Exception Requests:** For sufficient business reasons, any deviation to these policy guidelines is warranted, the same should be approved by the HOD and the Top Management. Making any exception without approval as mentioned above would be considered as unauthorised deviation from the policy and will be dealt with accordingly.
- 4.7. Work Continuity :** To ensure the constant productivity at workplace, we have put across following guidelines for the employees as well as the Reporting Manager to follow before applying and approving leaves respectively :
- a) To ensure smooth work and reporting ; One representative per function per role needs to be present at all the time.
  - b) Please ensure complete handover and takeover of job responsibility while on leave.



- 4.8. Management Discretion :** Except leaves governed by statutory provisions, the extended leaves are not a matter of right. **The management reserves absolute right to add, modify, and withdraw any types of leaves and associated rules as it may deem fit.**

## **V) EMPLOYEE BENEFITS**

### **1. Medical Benefits and Insurance**

#### **Medical Benefits**

- All employees, their spouses and a maximum of 2 dependent children are covered under the Group Mediclaim Insurance Policy (GMI). The employee is also covered under Personal Accident Policy (PA). The 50% amount of insurance premiums under the said policies is borne by the Company as a staff welfare measure.
- Every month, endorsement will be done to GMI & PA policies for addition of new employees and deletion of the resigned employees. A prescribed form, furnishing the said information is to be filled in by the employee and be submitted to HRD Department.
- With respect to GMI policy, once the person is discharged from the hospital, the claim form (which will be available with HRD Department) should be filled up by the concerned employee and be submitted to insurance company along with original bills / discharge card and other details as sought in the claim form, within 10 days from the date on which the person is discharged.
- The amount/s of claim/s settled by insurance Company will get credited in concerned employee's bank account and information detailing the amount of claim, disallowance of item/s, if any and name/s of POWERICA employees to whom the claim pertains is sent to the concerned employee and HRD Dept.
- Employees will be informed if facility of 'cashless admission' is available under GMI policy of a particular year.

### **2. Deputation of officials for attending conferences, seminars and training programmes in India**

- The staff members / other officials are deputed for attending conferences, seminars and training programmes in India and course fees, registration fees, travelling expenses and lodging and boarding expenses, etc. are reimbursed as per the eligibility norms and as decided by the.

### **3. Bonus/Ex-gratia: -**

- Company will make Bonus payment to eligible employees in accordance with the provisions of Payment of Bonus Act.

- Company may make Ex-gratia payment to other employees at the discretion of the Management.
- Ex-gratia may be paid to employees who have fulfilled the following conditions: -
  - Employees who have completed 1 year of service as on 30<sup>th</sup> September will be paid one month's gross salary for the month of September along with salary for the month of October.
  - Employees who have completed less than 1 year of service as on 30<sup>th</sup> September will be paid one month's gross salary on pro-rata basis along with salary for the month of October.

#### IV. Performance Management Policy

- Every year Powerica will conduct Performance Appraisals (PAs) under which the eligible employees assess themselves based on the Key Result Areas assigned to them while submitting the PA forms to their appraiser (Senior Manager and above) / HOD. After discussions with individual employee, appraisers assign ratings based on overall performance of the employee. Such assessment is reviewed by respective HOD before submission of the same to HR Dept. HR Dept. compiles the same across departments. The Management then shall review the same to identify anomalies, if any, against the background information of each employee.
- With a view to recognize the contribution of employees towards the growth of the company, the Management may at its sole discretion decide after considering performance of the company whether to pay or not to pay the increment. If it is decided to grant increment, the distribution of the same will be based on the ratings obtained by the employees in their annual performance appraisal.

#### OBJECTIVE

- The Company is committed to foster an open and transparent environment in which personal growth is linked to merit and potential of its employees.
- This policy aims to:
  - Set out the eligibility criteria for promotion
  - Define the evaluation criteria that will be considered for promotion.
  - Describe the process that eligible employees and the organization are required to follow

#### APPLICABILITY

- This policy will be implemented in line with the approved manpower plan for the year.
- This policy is applicable to all confirmed employees at Powerica.

#### Important Note :

- Last minute exceptions will not be considered.
- Incomplete appraisal forms will not be considered.
- Please write NA (Not Applicable) on the parameters not applicable in the current scenario and overall weightage to be calculated based on the applicable parameters.

#### Below Standard Performance

Where an employee's performance is assessed as below standard, or “poor”, following action will be initiated :

1. the employee will be counseled for underperformance
2. the employee will be provided appropriate training
3. If the above fails, employee will be asked to leave with or without prior notice.

#### Record Keeping & Confidentiality

1. Confidentiality about the performance ratings will be maintained at all the times by all relevant parties. Information from completed performance ratings will only be provided to the employee
2. A copy of the performance rating and letter of appraisal is to be provided to the employee, Human Resources in the required circumstances.
3. The training needs will be culled out separately and provided to the HR Department for designing the training calendar.

#### Monitoring, audit and compliance checks

1. The Head, Human Resources will monitor and evaluate the implementation of performance appraisal policy and procedure.
2. Monitoring will entail undertaking regular audits and compliance checks against the requirements of this policy and procedure and through analysis of information on the process feedback sheet.

#### Dispute Resolution

Should any employee believe they are disadvantage or discriminated against by the incorrect application of the procedures, they may raise a dispute in accordance with Human Resources Department. No negotiations on the rating and increment amount will be considered.

#### Coaching

Coaching employees for improved performance is an integral part of performance management at Powerica. It is the responsibility of the Human Resources department to ensure all department heads and supervisors acting as appraisers are coached for performing an objective analysis of work.

All other deviations / exceptions will require approval from the Senior Management – Powerica.  
Management reserves the right to modify or terminate this policy without prior notice.

## PROMOTION TRACKS

- With a view to effectively differentiate and recognize performance the company provides 2 separate tracks for promotion as follows:
  - Normal Track: the regular promotion track that follows the defined rules related to tenure in current role. Other eligibility criteria will still apply
  - Fast Track: For high potential employee there can be a separate fast track for promotion. Eligibility criteria for such employees is different from the normal track.
- The eligibility criteria and the assessment process for both the tracks are detailed below:

## ELIGIBILITY CRITERIA AND ASSESSMENT PROCESS OF NORMAL TRACK

- Subject to availability of vacancies, all promotions from one rank to another following the Normal Promotion Track shall be on the basis of the criteria given below:

Parameter	Senior Manager & Below	Asst. Vice President & Above
<b>Tenure</b> (Minimum no. of years in the current level / grade)	3 Years	4 years
<b>Performance Appraisal Ratings</b> (Ratings received through Annual Performance Appraisal process)	Excellent or Good in current year Excellent /Good in previous 2 years	

## ELIGIBILITY CRITERIA AND ASSESSMENT PROCESS FOR FAST TRACK PROMOTION

- In the case of meritorious and high potential employees whose retention in the company is considered critical, the promotion process can be fast tracked subject to approval from the CMD/JMD.
- Eligibility criteria and the Assessment Process for such Promotion shall be as follows:

Criteria	Applicable to All grades upto Vice President Grade
<b>Tenure</b> (Minimum no. of years in the current level / grade)	2 years in the current grade
<b>Performance Appraisal Ratings</b> (Ratings received through Annual Performance Appraisal process)	EA for current as well as previous 1 year
<b>Other Evaluation Mechanism</b> (Assessment Process to determine readiness for higher role)	Recommendation from HOD

### NOTE:

- In terms of vacancies in specialized areas, knowledge and length of experience in that particular field will be important criteria for evaluation.
- Tenure to be considered for promotion will also include service during probation period at work.

## OTHER GUIDELINES RELATED TO THE PROMOTION/INCREMENT POLICY

### Disqualifying Factors

- An employee may be disqualified from being a part of the increment process or deemed to be not eligible in the situations as given below:
  - If an Employee not found to be sufficiently capable of shouldering higher responsibilities on Medical / Health grounds.
  - Employee is due to Retire within less than two years including the month of Review.
  - Employee found using political influence or recommendations from third parties.
  - Employee having any pending disciplinary action/ criminal cases against him / her.

### Vacancies

- Based on the requirement of additional staff, as approved by the CMD/JMD shall determine every year the number of vacancies to be filled in on each occasion by promotion from one rank to the next higher rank.

- However, the CMD/JMD, at their discretion, may promote lesser number of employees than the declared number of vacancies.

### **Salary Increment**

- On promotion, employees will be eligible for an increment of minimum 15% on Gross Salary.
- Any other benefits, e.g. Car, as applicable to the grade to which an employee is promoted will be over and above the applicable increment

### **General Guidelines**

- Managers will make Increment recommendations for their team members during the annual appraisal cycle.
- An employee cannot move two Grades from the current Grade in one promotion (ie no double promotion).
- In case at the time of recruitment a commitment has been made to an employee for promotion on confirmation or earlier than the stipulated tenure rule, the same needs to be documented as a note in the personnel record of the employee or issued as a letter to the employee.



## V. SUCCESSION PLANNING

### (V.2.1) Purpose:

- ☐ To identify suitable employees to replace key positions
- ☐ Manage the risk associated with unplanned departures in key positions
- ☐ Prevent loss of knowledge and relationships that reside with key employees

(V.2.2) Applicability : This policy is applicable to all employees of Powerica who are permanent employees and have completed at least three appraisal cycles with consistency in rating.

### (V.2.3) Guidelines:

- ☐ Link the succession plan closely with human resources programs such as performance management and competency development.
- ☐ Incorporate both internal information and information gained from external environmental scans.
- ☐ Incorporate a practical and tangible approach to identify the potential talent gaps and secure the necessary talent.
- ☐ Include a focus not only on identifying potential candidates but also on developing these individuals for leadership positions.
- ☐ Include a list of potential external candidates, in addition to internal candidates.
- ☐ Have a process and underlying philosophy that is understood by all employees, with the details of the plan remaining confidential.
- ☐ Be developed to allow for information-sharing and involvement of appropriate people. For example, the Management, Human Resources should be aware of the full plan, the VPs should be aware of and participate in the identification of potential successors for VP levels positions.

### Procedure :

- ☐ The basis of the succession planning will be based on the current and future business goals. The requirement of key positions will be determined by the

growth rate and development of internal processes.

- ☐ The following processes will be implemented for the said key positions and their successor identification and development.
- ☐ Talent Assessment
- ☐ Documenting the core competencies and skills for positions will increase the understanding of the potential candidates (either internal or external).
- ☐ The competency and skills profile can be used as a basis for career path profiling and as a guideline for individuals contemplating a leadership role to acquire the competencies and skills needed to achieve their career goals.
- ☐ To identify current/future competency and skill needs by highlighting the positions that are key to its core operations and reviewing the market talent

#### Identifying Successors:

- ☐ This step involves identifying two or three potential successors who have the ability to fill the 'At Risk' positions identified in the previous phase.
- ☐ Documenting the core competencies and skills of each employee within the critical workforce segments will help the organization better understand the resources available and their level of readiness.
- ☐ The competency assessments will serve as key input into this step of the process.
- ☐ Identify two or three individuals as potential candidates for each 'At Risk' position. Potential sources of input include expression of career goals within employee's performance plans, recommendations from managers and individual competency assessments.
- ☐ Conduct a GAP analysis between the position's competency and skill requirements and the employee's actual competencies and skills.
- ☐ Assess and document their readiness to move into other positions

#### Developmental Programme:

- ☐ Once the potential candidates have been identified, a competency gap analysis is conducted to identify the skills and abilities that need to be acquired before being ready for consideration for a new position.

- ☐ The developmental program focuses on formalizing a training and development plan for the individual to build their skills in the areas where gaps have been identified.
- ☐ Use the output from the gap analysis in the previous phase to identify the developmental requirements of each potential successor.
- ☐ Ensure that these developmental requirements are linked with the performance plan which includes specific objectives around competency development and other training requirements.
- ☐ Summarize the development plans for the identified individuals for inclusion within the succession plan.
- ☐ Mentoring : Mentoring is when a role model, or mentor, offers support to another person. A mentor has knowledge and experience in an area and shares it with the person being mentored. For example, an experienced teacher might mentor a student teacher or beginning teacher.

#### Mentoring Procedure:

- ☐ Mentors for new members of staff will be appointed from a pool of experienced staff by the Head - HR who will monitor the process to ensure its integrity.
- ☐ New members of staff will be introduced at induction to the role of the mentor and the nature of the mentoring process in relation to the role of the line manager.
- ☐ The mentor will be responsible for creating a facilitative relationship and the mentee will be responsible for availing themselves of the opportunities offered.

#### Mentors will be chosen on the basis of:

- ☐ Commitment to the mentoring process
- ☐ Appropriate personal characteristics and interpersonal skills
- ☐ Experience and/or knowledge of the mentee's job
- ☐ Knowledge of the mentee's department/school, its staff, procedures and expectations
- ☐ An understanding of the context to mentoring ie., induction received, new role responsibilities, or learning programme undertaken by the mentee

#### Training for mentors will include:

- ☐ Clarification of the mentor role
- ☐ Guidance on the skills and attributes of effective mentoring
- ☐ An opportunity to share experiences with other mentors

#### V.2.5 Selection of successors for key positions:

The selection of successors will be based on the results obtained from the above training and development programmes. The selection will be done after a series of tests to ascertain the competence level. The selection of successors will be done by the Human Resources department jointly with the mentor.

V.2.6 Actions & plans for successors: The successors will be assessed at periodic intervals for the performance on the job and help with training.

V.2.7 Coaching and counseling: All prospective candidates selected to be successors will undergo counseling to ensure that objective of all training is clear and they are ready to take higher responsibility.

## VI. SEXUAL HARASSMENT POLICY

### 1. Objective

To create a work environment where safety and dignity of women Employees is ensured and they are protected from Sexual Harassment as envisaged by Supreme Court of India Guidelines on Sexual Harassment, August 1997, “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013” However, it is also intended to provide protection against sexual harassment of any employee at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

### 2. Scope:

The Policy intends to ensure that no Employee is subjected to sexual harassment and it is applicable to all Employees of Powerica Ltd. and its fraternity. “Employee” as referred to in this Policy covers all employees of Powerica, whether permanent or temporary, probationary or part-time or working as a consultant or on a voluntary basis or engaged through a contractor or agent, including employees at Powerica’s Regional Offices/Centres.

Where Sexual Harassment occurs against any Employee as a result of an act by a third party or outsider while on official duty, Powerica will take all necessary and reasonable steps as per the applicable rules and regulations, to initiate action at the workplace of the third party or outsider. This Policy shall be applicable to any allegation of Sexual Harassment at Powerica premises including any place visited by an Employee arising out of or during the course of employment and/or transportation provided by POWERICA (“Workplace”).

### 3. Definitions:

- a) “Act” means “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and any amendment thereto.
- b) “Aggrieved employee” means any Employee of POWERICA or any employee who alleges to have been subjected to any act of Sexual Harassment at the Workplace.
- c) “Internal Complaints Committee” means a committee by that name, constituted by the Board of POWERICA as per the provisions of the Act.
- d) “Respondent” means the person against whom the allegation of Sexual Harassment has been made by the Aggrieved employee.
- e) “Sexual harassment” means and includes:-

1. "... such unwelcome behaviour of an employee towards another employee (whether directly or by implication) as:
  - Ø Physical contact and advances;
  - Ø a demand or request for sexual favours;
  - Ø sexually coloured remarks;
  - Ø showing pornography;
  - Ø any other unwelcome physical, verbal or non-verbal conduct of sexual nature."
2. Implied or explicit promise of preferential treatment to an employee in his/her employment; or
3. Implied or explicit threat of detrimental treatment to an employee in his/her employment; or
4. Implied or explicit threat to an employee about his/her present or future employment status; or
5. Interference with his/her work or creating an intimidating or offensive or hostile work environment for him/her; or
6. Humiliating treatment likely to affect his/her health or safety.

### 3. Internal Complaints Committee:

The Internal Complaints Committee shall comprise of:

- a) A Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the Employees;
- b) Not less than 2 (two) members from amongst Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge; and
- c) One member from amongst non-governmental organization or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

The Internal Complaints Committee will operate on the following guidelines:-

- a) the person against whom the allegation of Sexual Harassment has been made by the Aggrieved employee Complaints Committee shall meet as and when any instance of violation of the policy is referred to the committee and in any case at least once in a year.
- b) Internal Complaints Committee shall prepare the annual report and submit the report pertaining to number of cases filed and their disposal under the act to the Board.
- c) The Presiding Officer and the members of the Internal Complaints Committee will hold the position upto three years from the date of their nomination.

### 4. Functioning of Committee:

#### A. Lodging a Complaint:

- a) The Aggrieved employee makes a complaint directly to the Presiding Officer of the Internal Complaints Committee. The Presiding Officer should be able to try & solve the grievance informally before escalating the matter to the formal Committee within a period of three months from the date of incident.
- b) Where an Aggrieved employee is unable to make a complaint on account of his/her physical incapacity, a complaint may be filed by (a) his/her relative or friend, or (b) his/her co-worker, (c) an officer of the National or State Commission for Women, or (d) any person who has knowledge of the incident, with the written consent of the Aggrieved employee.
- c) Where an Aggrieved employee is unable to make a complaint on account of his/her mental incapacity, a complaint may be filed by (a) his/her relative or friend, or (b) a special educator, or (c) a qualified psychiatrist or psychologist, (d) the guardian, or (e) any person who has knowledge of the incident jointly with any of the persons mentioned in (i) to (iv) of this paragraph.
- d) Where an Aggrieved employee, for any other reason, is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the Aggrieved employee.
- e) The Internal Complaints Committee may, for the reasons to be recorded in writing, extend the time limit, if it is satisfied that there were unavoidable circumstances which prevented the Aggrieved employee from filing a complaint within the said period. Such complaint shall contain all the material and relevant details concerning the alleged Sexual Harassment including the name of the contravener. The information disclosed by such complainant should be treated as confidential information by the members of the Internal Committee.
- f) If a Woman would like to initiate action under the Indian Penal Code, 1860 (“IPC”), she may inform the POWERICA management of the same, and the management will provide necessary assistance to the Aggrieved Woman to file the complaint in relation to the offence under the IPC.

#### B. Conciliation:

The Internal Complaints Committee may, before initiating an inquiry, at the request of the complainant take steps to settle the matter between him/her and the Respondent through conciliation. However, no monetary settlement shall be made the basis of the conciliation. Where a settlement has been arrived at as mentioned above, the Internal Complaints Committee shall record the settlement so arrived at and forward the same to the management of POWERICA to take action as specified in the recommendation and shall provide copies of the settlement to the complainant and the Respondent.

#### C. Inquiry into Complaint:

The Internal Complaints Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable. Such an inquiry (with due conciliation as appropriate) shall be completed within a period of three months. Confidentiality of the complaint procedure will be maintained.

The Internal Complaints Committee shall proceed to make an inquiry into the complaint in accordance with the

principles of natural justice and further during the course of inquiry provide an opportunity of being heard to the complainant and the Respondent and the relevant witnesses provided by the complainant and the Respondent.

**D. Inquiry Report:**

On the completion of such inquiry, the internal committee shall provide the report of its findings to the Management within a period of 10 days from the date of completion of enquiry and such report be made available to the concerned parties. The Management shall act upon the recommendation within 60 days of its receipt.

In the event that the Internal Complaints Committee arrives at the conclusion that there is no case for Sexual Harassment, then the complaint may be dropped by the Internal Complaints Committee, and it shall notify the management of Powerica of the same.

**5. Penalties to Respondent:**

If the sexual harassment complaint is proved prima-facie right to the Internal Complaints Committee based on the material and/or witness verified by them, then the Committee will recommend to the Management punishment to the Respondent in terms of:

- Warning in writing
- Immediate suspension from the services
- Immediate termination
- May immediately refer the case based on the gravity and merits of the case to the local police/judiciary

**6. Punishment for false complaints:**

Where the Internal Complaints Committee arrives at a conclusion during or after the inquiry that the allegation against the Respondent is either malicious or false, appropriate punitive action may be taken by the Management as per service rules applicable on recommendations of the committee.

**7. Confidentiality**

Notwithstanding anything contained in the Right to Information Act, 2005, contents of the complaint, the identity and addresses of the Aggrieved employee, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Complaints Committee and the action taken by Powerica shall not be published, communicated or made known to the public, press and proceedings media in any manner.

**8. The Management Assurance: -**

- a) Express prohibition of sexual harassment will be notified and circulated.
- b) Prohibition of sexual harassment is included in the Service and Conduct rules of the company.
- c) As far as possible, care is taken to see that lady colleagues if sitting very late i.e. beyond 9.30 p.m. for official work, are escorted home or some arrangements are made for them to reach home safely.
- d) Complainants or witnesses will not be victimised or discriminated against while dealing with complaints.

# for more details, please refer to the Act and the Rules issued thereunder.



*\*The Management reserves the right to modify / change/ withdraw any part or whole of the Policy contents without assigning any reason with or without notice at any time at their sole discretion.*

## VII. EXIT Policy

### **Retirement**

- An Employee retires on completion of 58 years of age.
- The last working day of the month in which he completes the age of 58 years, is deemed the day of retirement.

### **Resignation, Suspension and Termination**

- An employee is required to fulfil the required notice period in case of resignation as defined below :
  1. During probation, the service can be terminated by an employee or Powerica, at any time, by giving fifteen day's notice.
  2. An employee after being confirmed in service may resign from the employment by giving a notice of One month to the company.
- No employee shall accept or undertake a commercial employment with Powerica's Competitors or its subsidiaries within a year of his resignation except with the previous approval in writing of the Management.
- The employee can set off his leaves earned and not availed of by him against the shortfall in notice period.
- In deserving cases, the MD at sole discretion may consider the request of an employee to pay salary in lieu of notice period or may waive the period of notice.
- The resignation of an employee shall not be effective unless it is accepted by respective HOD.
- A notice given by an employee in such case, shall be deemed to be proper, provided he/she remains on duty, without availing leave. In case of absence during notice period, it would be treated / counted as short fall in the notice period, unless waived by the HOD.
- After completion of successful notice period, an employee has to submit the clearance form (duly filled and signed by the concerned authorities) to HRD Dept. for full and final settlement. Relieving letter will be issued on the last working day (after close of office hours), after complying with the aforesaid formalities.
- An employee will be entitled to receive all other benefits that are a part of the CTC at a proportionate rate for the period worked during the year upto the last day of working. These benefits will accrued Leave encashment and others.

- In case, the employee discontinues attending office during notice period and quits, no experience certificate or relieving letter would be issued to him / her. In such an event, the management reserves the right to withhold and forfeit all monetary benefits that the employee may be entitled to except the statutory dues such as provident fund and gratuity.
- The Gratuity would be computed @ 15 days' of basic salary for each completed year of service. The other provisions of the Payment of Gratuity Act, 1972 like length of minimum continuous service, method of calculation of Gratuity, ceiling amount of maximum Gratuity, etc. would be applicable.
- If any employee becomes eligible to receive gratuity more than what is stated in Gratuity Act, then such employee may be paid gratuity more than what is stated under Payment of Gratuity Act as an Exgratia, after deduction of applicable taxes.

#### Suspension :

- An employee may be placed under suspension by the CA;
  - Where a disciplinary proceeding against him is contemplated or is pending or where a case against him in respect of any criminal / civil offence is under investigation, inquiry or trial. OR
  - If any regulatory authority alleges that he is possessed of disproportionate assets or that he has committed an act of criminal misconduct or imposes penalty on him or takes any action against him.
  - If any provision of Service Rules has been breached by him.
- Disciplinary proceedings may be initiated against an employee for breach of Service and Conduct rules including but not limited to the following grounds:
  - Theft or inappropriate removal or possession of property
  - Working under influence of alcohol or illegal drugs
  - Possession, distribution, sale, transfer or use of dangerous or unauthorised materials or alcohol or illegal drugs at work place or while on duty
  - Fighting or threatening violence in the work place.
  - Insubordination or other disrespectful conduct.
  - Excessive absenteeism or any absence without notice.
  - Unauthorised disclosure of secrets or other confidential information.
  - Unsatisfactory performance or conduct.
- An employee will be deemed to have been placed under suspension by the CA –

- With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours
- With effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment.
- An order of suspension made or deemed to have been made may at any time be modified or revoked by the CA.
- During such suspension, the employee shall receive subsistence allowance equal to fifty percent of his gross salary for the first twelve months of suspension and seventy five percent of his gross salary for the period of suspension beyond six months. Provided that the enhanced rate of subsistence will be admissible only if the enquiry is not delayed for reasons attributable to the concerned employee or any of his representative.
- The CA will constitute an inquiry committee of employees who are in a grade higher than such employee or may decide to itself hold the inquiry.
- The inquiry committee shall communicate in writing to the employee the charges on the basis of allegations against the employee, who shall be required to submit a written statement of his defense, within such time as may be prescribed by the inquiry committee.
- On receipt of the written statement of the employee, an inquiry may be held by the inquiry committee wherein the committee shall ask the employee to appear in person before the committee. On the date fixed by the inquiry committee, the employee shall appear in person.
- If the employee does not submit the written statement of his defense or fails to appear in person before the committee, the employee shall be deemed to be guilty of the charges made against him.
- On the basis of the written statement of defense submitted by the employee, the plea made by the employee during personal hearing and the available evidence, if the inquiry committee finds that the employee may be guilty of charges, it will issue a Show Cause Notice to the employee giving him an opportunity to clear the charges.
- On conclusion of the inquiry, the inquiry committee shall prepare a report with its recommendation and submit the same to the CA.
- The CA shall record in writing his decision and may impose all or any of the following penalties OR may exonerate the employee concerned
  - Penalties :-
    - Censure

- Withholding of promotion / increments
- Recovery from pay of the whole or part of any pecuniary loss caused with interest.
- Reduction to a lower scale of pay/ demotion to lower designation
- Termination from service
- Suspension of Employees arrested for debt or on criminal charge
  - An employee who is arrested for debt or on a criminal charge or is detained in pursuance of any process of law may, if so directed by the competent authority, be considered as being or having been under suspension from the date of his arrest or, as the case may be, of his detention, upto such date or during such other period as the competent authority may direct. In respect of the period in regard to which he is so treated, he shall be allowed the payment admissible to an employee under suspension.
  - Any payment made to an employee under as above, shall be subject to adjustment of his pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as a period of duty or leave; provided that full pay and allowances will be admissible only if the employee —is treated as on duty during such period and is acquitted of all blame or satisfies the competent authority, in the case of his release from detention being set aside by a competent court, that he had not been guilty of improper conduct in his detention.
  - An employee shall be liable to termination or to any of the other penalties if he is committed to prison for debt or is convicted for an offence which, in the opinion of the CA, either involves gross moral turpitude or has a bearing on any of the affairs of the Powerica or on the discharge by the employee of his / her duties with the Powerica; the opinion in this respect of the CA shall be conclusive and binding on the employee. Such termination or other penalty may be imposed as from the date of his committal to prison or conviction
- Termination :
  - The service of an employee will be terminated without notice, on his/her being certified by a competent Doctor, to whom his case is referred to by Powerica, to be permanently incapacitated or found unfit for further continuation of service in Powerica.

- The service of the employee will be terminated without notice, where he is found to be negligent in discharging his/her duties, involved in activities detrimental to the interest of Powerica or any unlawful activity.
- The service of the employee will be terminated without notice, if he is found to be involved in breach of any service rule.
- The balance of leave to the credit of such an employee at the time of termination will be treated as lapsed.

## VIII. REHIRING Policy:

### Objective

- To set control guidelines and follow a disciplined approach while rehiring a former employee into the organisation.

### Scope, Eligibility Criteria for Rehiring

Statement This policy would enable a disciplined rehiring process by setting appropriate control measures while considering any ex-employee for re-employment at Powerica. Further, in appropriate fitment cases, to consider re-employment of a former employee to bring talent back into the workplace that knows the business, the culture, the team and the environment.

#### 1.1 Re-Hiring guidelines

Presumably, an employee leaving the organisation voluntarily for sufficient reasons, is a well thought out decision by the exiting employee. Accordingly, re-hiring of an employee is not ideally recommended. The rehiring of an ex-employee may be considered only if the organisation has an immediate vacancy and management wants to bring any skilled and talented employee back into the organisation. Further, to consider for re-employment, the employee must have left the organisation on a good note and standing. An employee who has been left the organisation involuntarily shall not be eligible for rehire.

**1.1.1 Eligible:** Staff who leave the organization in good standing, have good performance record and were a fit to the culture and expectations of the organization can be considered as eligible for rehire.

**1.1.2 Not Recommended for Rehire:** Staff who has resigned / been terminated for reasons other than serious conduct or behaviour violations may be considered as eligible to seek employment after having demonstrated acceptable work performance during the period of separation. Employees who demonstrated any of the behavioural aspects like poor performance, job abandonment, resignation without serving notice and complying to organization's policies, frequent absenteeism shall not be considered for rehire.

**1.1.3 Not Eligible for Rehire:** Staff Resigned / terminated for serious conduct or behaviour violations are not eligible for rehire in any type of employment. Employees who have resigned or been asked to leave the organization due to inappropriate behaviour, resorted to unfair or unethical practices, providing false and incorrect information, gross negligence in duties resulting business loss, theft, misuse of company's property or information, breach of confidentiality, are strictly not eligible for rehiring.

### 2.Rehiring Other Rules

**2.1. Cool-off Period:** An employee (whether eligible or not) who has been exited from the company shall not be considered for re-employment within a period of 1 year from the date of exit.

**2.2. Remuneration / Position on Rehire:** The remuneration offered to an employee who has been considered for re-employment shall not exceed the last drawn remuneration and position at Powerica unless there is considerable enhancement in the skill and performance level demonstrated which will be evaluated at the time of rehiring process. The impact on the internal employees shall be considered before deciding on the reemployment any ex-employee

**2.3. Evaluation on Rehire:** The employee who is being considered for re-employment, will be subject to re-evaluation on his/her candidature, demonstrated performance during gap period, and reference check of his / her credentials during the previous employment. On evaluation and verification, if anything found which is in conflict with the rehiring policy, the ex-employee shall not be considered for employment. Further, rehiring decision will be concluded by a committee of senior management personnel from cross functions.

**2.4. Constructive Use of the Policy:** The policy guidelines are framed for constructive use where there is mutually gratifying association between the re-hired employee and the organisation. No exceptions should be encouraged and consideration should only be made on merit basis considering all the policy guidelines.

**2.5. General Procedure:** Any former employee seeking re-employment at Powerica within the guidelines of this policy, has to go through complete HR process for evaluation and verification regarding the eligibility for rehire. HR Department will forward its evaluation remarks to the management to decide the rehiring of the ex-employee appropriately.

## IX. Grievance Handling Policy:

### Workplace Violence Prevention:

Powerica is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Powerica has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, provincial, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Powerica will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Powerica may suspend employees, either with or without pay, pending investigation.



Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Powerica encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the [HUMAN RESOURCES DEPARTMENT OR OTHER] before the situation escalates into potential violence. Powerica shall assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

However, Powerica will also follow Progressive discipline which means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Powerica own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Powerica is based on mutual consent and both the employee and Powerica have the right to terminate employment at will, with or without cause or advance notice, Powerica may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Powerica recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Powerica.

## X. Code of Conduct/Ethics & Discipline Policy

This Code shall apply to all employees and is intended to focus on areas of ethical values in corporate governance and provide guidance to Powerica employees to help them recognize and deal with ethical issues, provide mechanism to report unethical or objectionable conduct, and help foster a culture of transparency, honesty and accountability which will lead to improvement in professional and ethical standards in the functioning of Company. The Code is based on the following fundamental principles:

- Fairness and transparency in dealing with matters relating to Powerica.
- Compliance with all laws/rules/regulations laid down by regulatory agencies /Powerica
- Exercising due diligence in the performance of duties.
- Avoidance of conflict of interest

This Code of Conduct / Ethics applies to all employees :

### **1. Conflict of Interest**

An employee shall avoid any conflict of interest with the Company in any transaction during the course of business. Any situation that involves, or may reasonably be expected to involve, a conflict of interest with the Company, shall be disclosed promptly to the Management. A “conflict of interest” can occur when:

- An employee’s personal interest is adverse to or may appear to be adverse to the interests of the Company as a whole.
- An employee or his relative as defined by the Companies Act, 2013, receives improper personal benefits as a result of the employee’s position in the Company.

### **2. Relationship of Company with third-parties :**

- An employee shall not receive any personal benefit from a third party, which is seeking to do business or to retain business with the Company. An employee shall keep away from any Company /Board decision involving another firm or company with which an employee is affiliated.

### **3. Personal use of Company assets :**

An employee shall not use Company assets, labour or information for personal use unless it is part of a compensation or expense reimbursement facility available to him/ her.

### **4. Confidentiality**

An employee shall maintain the confidentiality of information entrusted to them by the Company. An employee shall not disclose such information to any third party, except when the Company authorizes disclosure or when such disclosure is needed under any legal requirements. The term “confidential information” includes, but is not limited to, non-public information that might be of use to competitors of the Company, or harmful to the Company or its customers if disclosed.

### **5. Compliance with laws, rules and regulations ; fair dealing**

An employee shall comply and oversee compliance by employees with all applicable laws. An employee’s responsibility includes helping to create and maintain a culture of high ethical standards and commitment to compliances. An employee must deal fairly, and must oversee fair dealing by employees with the Company's customers, suppliers and competitors.

### **6. Financial reporting & records**

An employee shall ensure that :

- Accounts of the Company's business affairs are prepared and maintained fairly, accurately and in accordance with the accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of the country in which the Company conducts its business affairs.
- Internal accounting and audit procedures fairly and accurately reflect all of the Company's business transactions and disposition of assets.
- All required information is accessible to Company Auditors and other authorized parties and government agencies.
- There are no willful omissions of any Company transactions from the books and records, no advance income recognition, and no hidden bank account and funds.

## **7. Integrity of data furnished**

Every employee shall ensure, at all times, the integrity of data or information furnished by him to the company / Board of Directors / Regulatory or Statutory authority.

## **8. Encouraging reporting of any illegal or unethical behavior**

Every employee should:

- promote ethical behavior and take steps to ensure that he encourages employees to talk to superiors and other appropriate personnel when in doubt about the best course of action in a particular situation.
- encourage employees to report violations of laws, rules, regulations or the company's Code of Conduct to appropriate personnel;

## **9. Integrity and Efficiency and Conduct**

- The reputation of Powerica among its clients and the public in general depends on the integrity and efficiency of its staff. Powerica expects its employees to always act with personal and professional integrity.
- Every employee shall serve Powerica honestly and faithfully and shall use his utmost endeavors to promote the interests of the Powerica and shall show utmost courtesy and attention in all transactions and dealings with business partners, public, beneficial owners, investors, government, regulatory authorities and all other stakeholders
- Every employee shall at all times : -
  - maintain absolute integrity, good conduct and discipline ;
  - maintain devotion and diligence to duty ; and
  - do nothing which is unbecoming of an employee / a public servant.
- No employee shall in his official dealings with the business partners, public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.
- No employee, shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement.
- Every employee shall take all possible steps to ensure the integrity and devotion to duty of all persons for the time being under his control and authority.

- Internal procedural instructions are detailed in operating and other manuals. The procedures are reviewed periodically and circulars are issued for any update. Every employee is expected to understand the systems and procedures thoroughly, as it helps him become competent and discharge his duties efficiently. It is also essential for every employee to have an appreciation of overall functions of Powerica, as it enables him to become an effective member of the team. Any laxity in the execution and implementation of systems can cause loss and damage the image of Powerica. Hence all transactions, be it routine or exceptional, should be handled accurately and authentically.
- It should be endeavor of all employees to be seen both individually and collectively that Powerica is a responsible and responsive organization

#### **10. Liability to abide by the Service Rules**

- Every employee shall conform to and abide by these Service Rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed
- Non-compliance with the above guidelines will be considered as breach of SCR. Breach of SCR and any other instructions could lead to severance of contract of service. The management will be the sole judge to decide on such cases.

#### **11. Obligation to Maintain Secrecy**

- Every employee shall maintain the strictest secrecy regarding the affairs of Powerica and shall not, directly or indirectly, divulge any information of a confidential nature or relating to the working of Powerica to a member of the public, unless compelled to do so by judicial or other authority. Employees should preserve in particular the confidentiality of information about the business, technology and financial and HR related information at all times. Every employee shall protect the interests of Powerica and all its users and ensure that the data is protected from unauthorised access, manipulation and destruction.
- No employee shall make use of any information emanating from Powerica or otherwise which has come to his knowledge in the discharge of his official duties for his personal benefit or for the benefit of his friends or relatives or any third person.

- Employees are strictly prohibited from sharing compensation information with any third party including employees of Powerica and its group companies.
- A declaration of secrecy and fidelity would be submitted by staff members at the time of joining Powerica services.

## **12. Restriction on Seeking Outside Employment and doing private business**

- During service with the company, no employee shall accept, solicit, or seek any outside employment or office whether stipendiary or honorary, without the prior sanction of the Management.
- No employee shall undertake part-time work for a private or public body or a private person, or accept any fee therefor, without the sanction of the Management who shall grant the sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities.
- However, an employee may hold a position or office in the Co-operative Housing Society where he resides or owns a house.
- No employee shall, except in the discharge of his / her official duty in Powerica, promote or manage any company, organisation, co-operative society, etc. unless specific permission from the Management is obtained

## **13. Seeking to influence**

- No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his services in the Powerica.

## **14. Acceptance of gifts**

- An employee shall not solicit or accept any gift or permit any member of his family or any person acting in his behalf to accept any gift from any person with whom the employee is likely to have official dealings either directly or indirectly or from any subordinate employee. Trivial gifts like small packets of sweets, diaries, calendars on the occasion of Diwali and New Year may, however, be exempted.
- The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a

near relative or a personal friend having no official dealings with the employee or with the Powerica.

- A casual meal, lift or other social hospitality shall not be deemed to be a gift.
- An employee shall avoid acceptance of lavish or frequent hospitality from any individual or concern having official dealings with the employee or with the Powerica.

### **15. Misuse of official position**

No employee, shall ;

- Ever encourage outside agencies to call on him at his residence/temporary headquarters while on tour for discussion on official matters.
- Use office facilities like letter heads for writing to the companies or intermediaries or any other entity with an express intent to seek favour for themselves or to their family members, friends or associates.
- Ever involve in any type of activities/favours and physical facilities so as to place himself in an embarrassing position in the discharge of his duties with integrity and fairness.
- Use his official position for any personal favour for himself or his family members or his relatives or friends

### **16. Demonstration**

- No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the Powerica, sovereignty and integrity of India, the security of the State, public order, decency or morality, or which involves contempt of court, defamation or incitement of an offence.

### **17. Joining of Associations/ raising of subscriptions**

- No employee shall become or continue to be a member or office bearer of any association / union of employees of Powerica.



- No employee shall resort to, or in any way abet, any form of strike or violent, unseemly or indecent demonstration in connection with any matter pertaining to his or any other employee's conditions of service.
- No employee shall join, or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the Powerica, or public order or morality.
- No employee shall, except with the previous sanction of the competent authority, ask for or accept a contribution to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any objective whatsoever.

**18. Notice Received from Regulatory / Government Authorities: -**

- Every employee shall promptly inform Powerica if he receives any show cause notice or summons or notice calling for information from any regulatory body or Court or any such other authority which questions the role and conduct of an employee in the matter under investigation.

**19. Vindication of Acts and character of employee**

- No employee shall, except with the previous sanction of the competent authority have recourse to any Court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- But, an employee may vindicate his private character or any act done by him in private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the competent authority regarding such action.

**20. Appeal, Representation or Petition**

- No employee shall address any appeal, representation or petition to any outside authority or person in respect of a matter pertaining to the employee's service in the Powerica. Addressing such appeals, representations or petitions shall be deemed a

breach of discipline.

## **21. Criticism of Powerica**

- No employee shall, in any radio broadcast, telecast through any electronic media or any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any policy or action of the Powerica unless such views are expressed by him in his official capacity or in the due performance of the duties assigned to him

## **22. Consumption of Intoxicating Drinks and Drugs**

An employee shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be posted for the time being. It is also the duty of the employee to see that he takes due care that the performance of his duty is not affected in any way by the influence of any intoxicating drink or drug. He should also ensure that he does not appear in public place in a state of intoxication and does not use any intoxicating drink or drug in excess.

## **23. Employees in debt**

- An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency.
- An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Management.
- An employee shall be deemed to be in debt if his total liabilities exclusive of those which are fully secured exceed his pay for twelve months. Such employee shall inform the Management regarding his indebtedness and shall furnish periodic information as may be required by Management.
- An employee who makes a false statement or who fails to submit the specified information or appears unable to liquidate his debts within a reasonable time or applies for the protection of an insolvency court shall be liable to disciplinary action.

## **24. Attendance, Dress, etc.**

- All employees should report for work punctually. They are expected to be at the assigned place of work during working hours and should not leave the premises without prior permission of the official(s) under whom they are working.
  - Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.
  - If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.
- All employees are expected to dress formally befitting the image of Powerica. The employees are enjoined to maintain neatness and orderliness of their desks and place of work.
- Employees should not use the telephone for personal purpose except in emergencies to ensure that all the lines are free for official calls.
- Employees should not encourage their friends to visit at Powerica office on personal visits. Such personal visitors may be met at the reception, as far as possible the entry inside the office be allowed selectively.
- Loitering around during working hours should be avoided.

## **25. Return of Property**

Employees are responsible for all Powerica property, materials, or written information issued to them or in their possession or control. Employees must return all Powerica's property immediately upon request or upon termination of employment. Where permitted by applicable laws, Powerica may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Powerica may also take all action deemed appropriate to recover or protect its property

## **26. Suggestion Program**

As employees of Powerica, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings

ideas. All employees are eligible to participate in the suggestion program.

- A suggestion is an idea that will benefit Powerica by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Powerica a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.
- All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.
- Submit suggestions to your Supervisor and, after review, they will be forwarded to the Management. As soon as possible, you will be notified of the adoption or rejection of your suggestion.
- Special recognition may be given to employees who submit a suggestion that is implemented.

## **27. General**

Every employee shall :

- endeavour to analyze and administer issues with professional competence, fairness, impartiality, efficiency and effectiveness;
- submit the necessary disclosures/statement of holdings/dealings in securities/declarations /information as prescribed by the CA within stipulated time period.
- maintain the highest standards of personal integrity, truthfulness, honesty and fortitude in discharge of his duties in order to inspire public confidence and shall not engage in acts discreditable to his responsibilities;
- perform his duties in an independent and objective manner and avoid activities that may impair, or may appear to impair, his independence or objectivity or official duties;
- perform his duties with a positive attitude and constructively support open communication, creativity, dedication, and compassion;

- not engage in any act involving moral turpitude, dishonesty, fraud, deceit, or misrepresentation or any other act prejudicial to the administration of the company.

28. **Compliance standards**

An employee shall communicate any suspected violations of this Code promptly to the CA.

Note:

Any policy rolled out after this manual will supersede this manual's policy.

**IF YOU HAVE ANY COMMENTS OR SUGGESTIONS REGARDING THE CONTENT OF THE HR POLICY MANUAL, PLEASE DIRECT THEM TO HUMAN RESOURCES DEPARTMENT.**

**WISHING YOU A LONG AND REWARDING CAREER AT POWERICA!**