



HR Policy Manual

Version 4.0

INDEX

| <u>CHAPTERS NO</u> | <u>SUBJECT</u> | <u>Page No.</u> |
|---------------------------|---|------------------------|
| 1 | <u>Conduct and Integrity</u> | 7 |
| 2 | <u>Appointment and Probation</u> | 10 |
| 3 | <u>Voluntary Separation of Employment</u> | 12 |
| 4 | <u>Termination of Employment by Employer</u> | 14 |
| 5 | <u>Working Hours and Weekly Off</u> | 16 |
| 6 | <u>Leave and Holidays</u> | 18 |
| 7 | <u>Work Attire Policy</u> | 23 |
| 8 | <u>Policy against Harassment & Intimation</u> | 25 |
| 9 | <u>Exit Process</u> | 35 |
| 10 | <u>Provident Fund & Gratuity Policy</u> | 39 |
| 11 | <u>Medical and Accident Insurance Policy</u> | 41 |
| 12 | <u>Expense Policy</u> | 44 |
| 13 | <u>Salary Advance Policy</u> | 50 |
| 14 | <u>Employee Referral Policy</u> | 52 |
| 15 | <u>Sabbatical Policy</u> | 56 |
| 16 | <u>Deviation / Exception to Policy</u> | 60 |
| 17 | <u>Revision of HR policy manual</u> | 61 |

Revisions under version 4.0:

1. Inclusion of Sabbatical Policy - Chapter 15
2. Updation in Chapter 17 – Revision of HR Policy

| Chapter No. | Title | Approved By |
|--------------------|---|------------------------|
| 1 | Chapter 1: Conduct and Integrity | Chairman |
| 2 | Chapter 2: Appointment and Probation | Chairman |
| 3 | Chapter 3: Voluntary Separation | Chairman |
| 4 | Chapter 4: Termination of Employment | Chairman |
| 5 | Chapter 5: Working Hours and Weekly Off | Chairman |
| 6 | Chapter 6: Leave and Holidays | Chairman |
| 7 | Chapter 7: Work Attire | Chairman |
| 8 | Chapter 8: Policy against Harassment | Chairman |
| 9 | Chapter 9: Exit Process | Chairman |
| 10 | Chapter 10: Provident Fund & Gratuity Policy | Chairman |
| 11 | Chapter 11: Medical and Accident Insurance Policy | Chairman |
| 12 | Chapter 12: Expense Policy | Chairman |
| 13 | Chapter 13: Salary Advance Policy | Remuneration Committee |
| 14 | Chapter 14: Employee Referral Policy | Remuneration Committee |
| 15 | Chapter 15: Sabbatical Policy | CEO – NSDC |
| 16 | Chapter 16: Deviation / Exception to Policy | Remuneration Committee |
| 17 | Chapter 17: Revision of HR Policy Manual | |

Gist of the HR Manual:

Chapter 1: Conduct and Integrity

- Summary of Work Rules - Serious Infractions
- Determining Appropriate Corrective Action – In case of Violations
- Fact Finding Investigation Procedure

Chapter 2: Appointment and Probation

- Reference Checking and Antecedents Verification
- Appointment Letters
- Probation and Confirmation

Chapter 3: Voluntary Separation of Employment

- Separation during Probation – 1 month notice
- Separation after Confirmation – as per grade defined in detail in the policy
- Separation on Retirement age: 60 Years

Chapter 4: Termination of Employment by Employer

- Termination due to Poor Performance – PIP equivalent to the notice period for the employee's grade with clear targets
- Termination for Just Cause – including (but not limited to) Theft, Dishonesty, Intoxication at work, Insubordination, Discriminatory conduct towards others, and Harassment.

Chapter 5: Working Hours and Weekly off

- Hours of work: 40 hours per week (excluding breaks)
- Flexi Time: need based with prior approval
- Official Days-off in the week: Saturday and Sunday

Chapter 6: Leave & Holidays

- Privilege Leaves – 18, Max. 13 can be carried over to the next year, un-utilized leave will lapse at the end of the year.
Maximum accumulation – 52 for up to 4 years and 90 leave more than 4 years, more than 90 PL will be encashed in the Jan month of the subsequent year or at the time of full and final settlement
- Casual Leaves – 12, No accumulation, No encashment, No carry forward.
- Holidays: 10 company holidays as per the holiday calendar.
- Maternity Leaves: 12 weeks for a permanent female employee who has worked at least for 180 days in the 12 months preceding the date of delivery. 06 week leaves in case of Adoption of less than 3 months baby.
- Paternity Leave: 5 days consecutive leave

Chapter 7: Work Attire Policy

- NSDC Smart Dress policy
- Friday Dressing Exception

Chapter 8: Policy against Sexual Harassment

Chapter 9: Exit Process

Chapter 10: Provident Fund and Gratuity Policy

- Provident Fund: 12% contribution each from employee and employer
An employee ceases to be a member of the EPF at the age of 58 years

- Gratuity Act: Payable upon cession of employment after rendering a continuous service of not less than 5 years, either on retirement or upon resignation.

Chapter 11: Medical and Accident Policy

- Pre-employment Medical Checkup
- Group Personal Accident Insurance
For grade I to III – Rs.10 Lakhs
For grade IV and above – Rs.20 Lakhs
- Medical coverage for all Permanent Employees, their Spouses, Kids up to the age of 25 years and dependent parents (subject to a maximum limit of 4 lives)
 - Individual cover of Rs.3.00 Lakhs each per employee and his/her dependents

Chapter 12: Expenses Policy

Covering the grade wise expense limits to be followed in the organization

- Travel outside Home location
- Additional Requirements in case of International Travel
- Accommodation expense limits
- Other hotel expense limits
- Dearness allowance limits
- Local travel expense limits
- Telephone expense limits
- LTA/Medical reimbursement limits
- Corporate credit card
 - Eligibility – All regular full time employees - grade IV and above incurring regular business related expenses within India
 - Card should be approved by the Functional Head based on the business need
 - Card will have a limit of Rs.150000/-
 - No personal expenses are allowed on the corporate credit card issued to the employee

Chapter 13: Salary Advance Policy

- All permanent employees who have served the company for more than six months are eligible for a maximum advance of 15% of Gross Annual Salary, and in some extraordinary circumstances, the limit may be raised to 25%
- Employee shall not be on Performance Improvement Plan (PIP) at the time of disbursement of advance salary
- Minimum deduction per month –12.5%
- An employee can take salary advance once in 2 fiscal years
- An employee cannot take further advance until the previous balance is fully paid

Chapter 14: Employee Referral Policy

- Employee Referral Bonus amount grade wise
Eligibility and Process to get the referral bonus

Chapter 15: Sabbatical Policy

- Sabbatical Policy Eligibility
- Sabbatical Policy Guidelines
- Sabbatical Policy – Application form

Chapter 16: Deviation / Exception to Policy

- Deviation / Exception to the policies can be authorized by the CEO
- In case of matters pertaining to the CEO, the exception/deviation must be approved by NSDC Remuneration Committee.

Chapter 17: Revision to HR Policy Manual

- Revisions to the HR Policies (Addition, Deletion or Updation) to the policies can be authorized by the CEO
- All revisions should be informed to Remuneration Committee by circulation or in next remuneration committee meeting
- Revised Policy Manual need to be circulated to all employees

Chapter 1

1. Conduct and Integrity

1.1 POLICY STATEMENT

It is the policy of NSDC that all employees must act with honesty and integrity in all their company dealings; comply with all laws that govern our business, maintain an ethical and professional work environment, and comply with all company policies. NSDC expects its employees to refrain from behavior that might be harmful to them, to coworkers, or is unacceptable to its customers or the general public. This responsibility extends to ensuring sincere respect for the rights and feelings of others. If an employee fails to meet these expectations, corrective action must be taken after following due steps of natural justice.

1.2 POLICY SCOPE

This policy is applicable to all employees of NSDC.

1.3 POLICY PROVISIONS

1.3.1 Summary of Work Rules - Serious Infractions

Types of behavior and conduct which NSDC considers serious include, but are not limited to:

- Falsifying employment or other records
- Violating any policy
- Creating or contributing to a hostile work environment
- Holding any kind of employment outside NSDC
- Soliciting or accepting gratuities from customers or clients
- Engaging in excessive, unnecessary, or unauthorized use of equipment or for any personal benefit or gain
- Violating customer/contract compliance and policies of business ethics

- Threatening, abusing, or any kind of violent conduct
- Violating the company's stance on drug and alcohol use and abuse.
- Using company resources to visit or download offensive/objectionable material from websites in the Cyber World
- Stealing property
- Failing to safeguard company funds or property
- Disregarding safety or security regulations
- Engaging in insubordination
- Failing to maintain confidentiality
- Violating secrecy of communication guidelines
- Failing to cooperate fully in company investigations or drug/alcohol tests
- Engaging in conduct which causes embarrassment to NSDC or potentially disparages its image
- Accepting favors/bribe/gifts in kind or cash to suit the business interests of the offering party (except as defined in point 1.3.4 : Acceptance of Gifts at NSDC)
- Gambling or fighting on company's property
- Harassment
- Sending destructive emails to external partners causing embarrassment to corporation.

1.3.2 Determining Appropriate Corrective Action

Corrective action for conduct is based on many factors and ranges from counseling to immediate termination.

Progressive corrective action steps are not applied by NSDC to conduct violations since it expects that further incidents will not be tolerated. If an employee is known or suspected to violate this policy, the departmental head and/or designated HR representative should be contacted for assistance. A formal disciplinary committee will be formed to decide the corrective action based on evidence and circumstances. e.g., the severity, aggravating or mitigating factors, the employee's prior record and past practice. The HR representative must concur with a decision to terminate.

1.3.3 Fact Finding Investigation

If a fact-finding investigation is required, an NSDC employee usually will continue working during the investigation.

However, the Functional Head holds the right to send the employee home during the investigation with concurrence from the Head of HR. The employee should be advised on the following:

- Whether he/she will be suspended with or without pay (Note: Functional Head and HR will work to determine if the suspension will be with or without pay).

- They will be contacted at the conclusion of the investigation.

1.3.4 Governance and Code of Conduct determining acceptance of Gifts at NSDC

The Code of conduct for NSDC lays down guidelines for general ethical behavior & professionalism expected of all the NSDC employees.

During the festival season, there are possibilities that our business acquaintances and vendors might meet employees to greet with gifts. These gifts are often given with an intention to get business favors from National Skill Development Corporation (NSDC) in one way or other.

We, at NSDC, usually do not encourage /accept any such gifts from any of our business acquaintances and vendors.

However, in case of unavoidable circumstances, if returning /not accepting such gifts would hurt the sentiments of the other person, one can accept these gifts only at the front office (which includes perishable items /non- perishable items) valued not more than Rs.1000/-.

- Such unavoidable, non-perishable gifts received must be deposited with the front office and must be handed over to the local HR & Admin for safe custody once it is properly documented.
- These gifts would be kept in safe custody of HR & Admin for the following purposes:
 - To be distributed to the staff appropriately
 - They can be used for the purpose of internal Reward and Recognition to NSDC employees and associates at the appropriate time and forums during the year
- All perishable gifts/items must be shared amongst NSDC employees at the cafeteria, through the respective HR/Admin teams

Any exception to the above code of conduct for accepting gifts from any of the business acquaintances and vendor needs prior permission of the CEO/CHRO or else it can warrant disciplinary action against the defaulter for violating NSDC's code of business conduct.

Above code of ethics are applicable to all regular NSDC employees, contractual employees, associates, trainees and Retainers.

1.4 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 2

2. Appointment and Probation

2.1 POLICY STATEMENT

It is the policy of NSDC to establish a uniform guideline for matters pertaining to appointment and probation of all employees.

2.2 POLICY SCOPE

This policy is applicable to all individuals employed in NSDC.

2.3 POLICY PROVISIONS

2.3.1 Reference Checking and Antecedents Verification

2.3.1.1 The Management of NSDC reserves the right to initiate credential check / antecedents verification on candidates who have been made an offer by NSDC before or after their joining.

2.3.1.2 The appointment letter issued to a candidate by NSDC will become null and void in the event of any loss of confidence arising out of questionable conduct by the candidate within a month of his/her joining at NSDC.

2.3.1.3 Falsification / suppression of information and adverse findings (as specified by the company) during antecedents verification will be viewed with utmost seriousness and NSDC reserves full right to make the Letter of appointment null and void.

2.3.2 Appointment Letters

NSDC authorizes only HR to release offer letters to the selected candidates.

All appointment letters have to be signed by CEO or an authorized signatory. Selection of a candidate will be based on concurrence of the initiating department, Human Resources, and the Chief Executive Officer. The Chief Executive Officer is the final decision making authority.

2.3.3 Probation and Confirmation:

All employees will be on probation for a period of six months from the date of joining NSDC.

The employee would be confirmed if the probationer's performance is meeting NSDC'S expected standards, and on successful completion of the half yearly performance review with a 'Vital' or 'Best Performer' rating.

The probationary period can be extended for a maximum period of six month if any probationer's performance is not meeting the expected standards as concurred by the immediate supervisor and Functional Head. Extension of Probation requires the written concurrence of the CEO and the Head of HR. The reasons for extension of the probation period have to be given in writing to the Head of HR by the Functional Head.

Employees on probation are bound by the same set of rules, regulations and norms in matters of conduct, business standards and responsibilities as the confirmed employees of NSDC.

Consultants (Contractors) who have successfully completed one year and has been converted (Absorbed) as an employee of NSDC would be deemed confirmed on the day of joining as employee, would be eligible for all the benefits of confirmed employee.

2.4 POLICY RESPONSIBILITY

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 3

3. Voluntary Separation of Employment

3.1 POLICY STATEMENT

It is the policy of NSDC to request written notice from the employees for termination of the contract of employment. The terms & conditions of notice period are stated in the contract of employment.

3.2 POLICY SCOPE

This policy is applicable to all employees of NSDC.

3.3 POLICY PROVISIONS

Employees who leave the employment of NSDC by their own choice are considered to have voluntarily terminated their employment contract.

3.3.1 Separation during Probation:

During the probationary period, or any extension thereof, employee's employment may be terminated by either party on one months' notice without assigning any reasons. The Company may at its discretion give one months' Basic salary in lieu of notice. No other compensation shall be payable by the Company.

3.3.2 Separation after confirmation:

In case an employee leaves the employment of NSDC after confirmation, notice period will be calculated as follows:

- Employees who are not in the managerial capacity and without team responsibility have to serve one month's notice period (Grade I-III).
- Employees who are in managerial capacity and have team responsibility have to serve two months' notice period (Grade IV-VII).
- Employees who are in the capacity of Director & above have to serve three months' notice period (Grade VIII & above).

Resignation acceptance at NSDC will happen at three levels:

- Immediate Supervisor
- Functional Head
- HR

By default, any shortfall in the notice period will result in a deduction of Basic Salary for the no. of days shortfall in the employee's Full & Final Settlement.

Notice period waive-off will involve the following process:

1. Initiation of request by the immediate supervisor
2. Recommendation by the Functional Head
3. Approval from HR

Arrangements must be made by HR to have an exit interview with the employee, conducted by someone else other than employee's supervisor. HR conducts this to critically assess and analyze the reasons for employee's departure and shall propose suggestions, if any, for improvement in future.

3.3.3 Separation on Retirement:

An employee is retired on attaining the age of 60 years.

3.4 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 4

4. Termination of Employment by Employer

4.1 POLICY STATEMENT

As a policy, NSDC will terminate any employee only as a last resort under the following two reasons.

4.2 POLICY SCOPE

This policy is applicable to all employees of NSDC.

4.3 POLICY PROVISIONS

Termination of Employment by Employer can be done in the following two cases:

4.3.1 Poor Performance

If an employee performs consistently below expectations in spite of clear feedback being given and recorded, then his/her employment from NSDC may be terminated. The employee will first be placed on a **Performance Improvement Plan** to improve upon the shortcomings in his/her performance. The duration of the Performance Improvement Plan will be equivalent to the notice period for the employee's Grade. There will be a clear target set for PIP and if the employee fails to meet the PIP target, termination may be initiated. Such a termination will require due notice period from NSDC to the employee. NSDC may, however, choose to pay the gross salary due in lieu of the notice period to the employee. This will involve a three step process:

1. Initiation of request by the immediate supervisor.
2. Recommendation by the Functional Head.
3. Approval from HR in concurrence with the CEO.

4.3.2 Termination for Just Cause

This occurs when an employee's conduct is in serious breach of company policy or the individual has acted in a way that significantly endangers fellow employees. When terminating for Just Cause, NSDC shall thoroughly document the employee's actions which led to termination.

The process for termination for Just Cause will involve:

1. Setting up an independent enquiry committee by the NSDC Remuneration Committee for determining the facts of the case.
2. Opportunity given to the employee in question to present his/her point of view.
3. Recommendation for termination or otherwise by the enquiry committee based on evidence/circumstances
4. Approval by the NSDC Remuneration Committee.

The approval by Remuneration Committee will immediately lead to the termination for Just Cause. The employee in question may be paid Gross Salary due at his Grade, in lieu of the notice period. Conduct justifying immediate termination includes but is not restricted to:

- Theft
- Dishonesty
- Use of intoxicants at work or being intoxicated at work
- Insubordination
- Discriminatory conduct towards others
- Harassment (Sexual and otherwise)

4.4 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 5

5. Working Hours and Weekly Off

5.1 POLICY STATEMENT

To advise all employees about NSDC working hours and days and to allow flexibility

5.2 POLICY SCOPE

This policy is applicable to all employees of NSDC.

5.3 POLICY PROVISIONS

While administering this policy, it must be borne in mind that a typical working day at NSDC would be at the discretion of the Functional Head and the needs of the respective Function. NSDC expects all the employees to adhere to the working hours applicable to respective departments & do the work allotted to them sincerely and honestly during office hours.

5.4 POLICY GUIDELINES

5.4.1 Hours of work

All employees must put in a minimum of 40 hours of work on a weekly basis (excluding the lunch breaks, etc.). The organization follows a flexi hour policy in the morning where an employee can come any time between 09:00 am to 10:00 am and after spending 8.5 hours at work, the employee can leave in the evening accordingly.

The organization observes the core working hours to be between 09:30 am to 6:00 pm and all official meetings shall be planned between the core working hours. However, depending upon the business need, one can call for an early morning or late evening meeting and all the concerned employees are required to attend the same.

The employees shall take a lunch break for about 30 minutes as per their requirement. Everyone is requested

to take their meals in the pantry area only.

5.4.2 Flexi Time:

Employees required to work on Flexi Time may do so at the discretion of the Functional Head and depending on the nature of the job. Such an employee and the Functional Head shall keep HR and Administration informed about the same. Though the normal working hours are between 9:30 am and 6:00 pm at NSDC, employees can choose to work from home or to work flexibly as per the requirement of the job ensuring the given job is finished within the SLAs.

In case any employee requires to work till late on weekdays (beyond 8 pm) or has to work on weekends, one must note the following:

- There has to be a business requirement for the same
- The employee will need to get a prior approval from his / her L1 Manager. (L1 Manager will need to keep L2 and Functional Head informed about the same.)
- If L1 has approved the stay back request, the L1 will need to inform the same to the Admin / Facilities team, by 5 pm on Mondays to Friday in case they need to work late the same day and by 2 pm on Friday, in case they need to work on the coming weekend.
- Also, as a practice, NSDC does not encourage its employees to stay back late consistently or end up sleeping in the office. Every employee of NSDC is expected to take all efforts to be most productive during regular business hours. Any exceptional requirement needs to be discussed by the Functional Head in advance.

5.4.3 Days off in the week

Saturday & Sunday are the official weekly holidays for the employees of NSDC. However, if business requirements need the employee to work on an official holiday, the employee should work on these days. There will be a compensatory off provided by NSDC in lieu of working on official holidays.

5.5 POLICY RESPONSIBILITY

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 6

6. Leave & Holidays

6.1 POLICY STATEMENT

As a policy, NSDC provide employees with time off from work for relaxation and for attending unforeseen exigencies.

6.2 POLICY SCOPE

This policy is applicable to all the employees of NSDC

6.3 POLICY GUIDELINES

- Casual Leave cannot be availed more than 3 days at a time.
- Sick Leave more than 3 days should be supported by a medical Certificate and Fitness Certificate to resume the duty, given by a registered Medical Practitioner / MBBS Doctor.
- All leave should necessarily have prior approval of the Reporting authority/ departmental Head.
- Any leave taken without prior approval (unplanned leave) or if leave taken is not regularized, post facto, it will be treated as Leave without Pay. Regularization of leave post facto is subject to approval by Line Managers and Functional Head. If leave is disapproved, it will be treated as Leave without Pay. Leaves taken without prior approval could also attract disciplinary action.
- Unplanned leaves are those leaves which are taken for emergencies, sickness, death in the family or any other critical situation where the employee is unable to submit his/her leave application. The employee must inform HR and the concerned head through email or messaging before 9.30 AM on that day for unplanned leave. The unplanned leave is limited to 1 leave in a month. In case there is no information, this leave will be considered as leave without pay on discretion of the immediate supervisor. Any non-adherence to this policy can invite disciplinary action.
- NSDC expects leaves to be planned well in advance (except during exigencies), such that it does not affect the day-to-day work. NSDC recommends all employees to plan their leaves at least one month in advance and share it with their respective L1 over email. L2, Functional Head and HR will need to be kept informed of approved leave plans. L2, and subsequently Functional Head, can

disapprove approved leave by L1, keeping in mind business / operational priorities. HR can disapprove any approved leave if deemed as inappropriate as per this policy.

- The entitlement for the number of leaves available to an employee will be prorated, rounded off to the nearest full day, based on the date the employee joins the organization during a calendar year. Any leave taken (unauthorized) over and above the currently accrued leaves, would be treated as Leave without Pay.
- Advance Leave – This will be permitted to NSDC employees in extraordinary circumstances at the discretion of the Functional Head and HR. Such leave shall be treated as “Advance Leave” and adjusted when leave is available in employees account. Line Managers and Functional Heads are expected to be extremely discrete and prudent in sanctioning of Advance Leave.
- Half-day (I/ II) leave can be taken on in case of Sick Leave and Casual Leave only and not in Privilege Leave.
- Casual / Sick Leaves cannot be accumulated but Privilege Leaves can be accumulated.
- Holidays intervening between leave will not be construed as leave.
- Leave shall commence from the sanctioned start date and shall end on the sanctioned end date.

6.3.1 Leave:

New employees joining NSDC will earn a total of one leave per month during his/her probation. Accrual of leave starts from the day the employee completes one month in the organization.

As per NSDC's Policy, all confirmed employees are entitled to 18 days of Privilege Leaves in a calendar year, which are deemed to be earned at the rate of 1.5 days of leave for each month.

This accumulation is allowed as under:

| Tenure at NSDC | Maximum Leaves that can be accumulated |
|-------------------|--|
| Up to 4 years | 52 days |
| More than 4 years | 90 days |

The unutilized leaves – over and above 90 days shall be encashed automatically in the month of January next year (subject to maximum 18 leaves in a given year). Remaining leaves can be encashed by the employee only at the time of separation from NSDC along with the full and final settlement. On receiving a request from separating employee, the respective line Functional Head, at his/her sole discretion after considering the interest of the company, can approve and allow the adjustment of the accumulated days of Privilege Leave against the same number of days of his / her notice period. The encashment will be calculated on basic salary only.

An employee has to take a mandatory leave of 5 days (PLs) in a calendar year, which shall be adequately planned in advance. Further an employee can avail a maximum of 36 days of PLs in a calendar year, post which a specific approval needs to be taken by the Functional Head and Head-HR.

NSDC allows a maximum of 13 privilege leaves in a calendar year to be accumulated and carried forward to the next calendar year. The remaining unused privilege leaves will get lapsed at the end of the calendar year.

Employees are also entitled to 12 days of Casual / Sick leave in a calendar year for sickness and personal circumstances. These are non encashable leaves and would lapse if not availed within the calendar year, and would not be carried forward into the next year.

During the probation period, an employee is allowed to take 01 leave per month (Casual/Sick) and the Privilege Leaves get accrued to be allowed redemption post confirmation.

The Contractual employees are entitled to 18 days of Casual / Sick leaves in a calendar year for sickness and personal circumstances. These are non encashable leaves and would lapse if not availed within the calendar year, and would not be carried forward into the next year. If an employee takes Sick leaves more than 3 days, the employee needs to submit Medical certificate to HR.

Those employees joining NSDC during the year shall be allotted days of leave on pro-rata basis.

a) Regularization of Leave:

All absence should be regularized immediately on joining duty, if not done earlier. In case such absence is not regularized within one week from the date of resuming the duty, the period of absence shall be treated as unauthorized absence from NSDC and will not be paid for.

Leave during Probationary period: - An employee is entitled to one leave in a month during probation.

b) Leave During Notice Period :

As a part of policy, NSDC doesn't allow leave of any kind to be taken during the notice period. If an employee remains absent during the notice period, the notice period may be extended by the same number of days.

As no leave is permissible during notice period, LTA cannot be claimed during the notice period.

c) Prefix & Suffix:

Employees can prefix or suffix any leave to weekly off/holidays. The leave balance will be reduced only for the number of days the employee should actually have worked during leave period.

Example: If an employee avails 20 calendar days of leave and there are three days of weekly off/holidays during this period, only 17 days are reduced from the leave balance of the employee.

d) Compensatory off:

As a part of policy, NSDC allows Compensatory off to be provided to the employee by the reporting manager in case one has worked on an official holiday (applicable to Grade 5 and below). The compensatory off generated as a result of working on an official holiday shall be availed within 60 days of such generation. Any un-availed compensatory off shall be written-off after 60 days of its generation.

6.3.2 Holidays:

All the employees of NSDC will be eligible for ten Holidays during every calendar year. HR shall announce such Holidays at the beginning of the year after considering necessary statutory requirements.

6.4 Maternity Leave

Any female employee who has worked for at least 180 days in the 12 months immediately preceding the date of her delivery is entitled to 12 weeks paid maternity leave as per Maternity Benefit Act, 1961.

NSDC expects a female employee's application for maternity leave to be made 4 weeks prior to the anticipated commencement of maternity leave, and must be supported by a certificate from a registered medical officer. The employee and her immediate superior shall agree upon the period of leave commencing not earlier than 6 weeks immediately preceding the day of confinement or later than that day, In case of miscarriage, the employee shall be entitled to leave for a period of 6 weeks. Any absence from work due to illness arising out of pregnancy/delivery up to a maximum of one month will be treated as paid leave.

At the expiry of the maternity leave period, if the company doctors or a registered medical officer medically certifies the employee as unfit for duty; her absence shall be treated as medical leave at the discretion of the line manager.

The employee may extend the maternity leave by taking No Pay leave for a maximum period of 3 months after obtaining approvals from the L1, L2 & HR, if there is any medical need. Suitable backup shall be identified by L1 before approving such request.

Maternity leave in case of Adoption:

In case of Adoption, 06 weeks of maternity leaves to be granted only, if the adopted child is 3 or less than 3 months old. A female employee's application for maternity leave to be made 4 weeks prior to the anticipated commencement of maternity leave by submitting the proof of adoption, which needs to be approved by L1 manager and HR. Maternity leave can be granted only up to second child in case of Adoption.

6.5 Paternity Leave

NSDC entitles a 5 days paid leave to male employees of NSDC, whose spouses are due for delivery. The leave period has to be consecutive and cannot be taken in parts. However, paternity leave cannot be carried forward.

6.7 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 7

7. Work Attire Policy

7.1 POLICY STATEMENT

It is the policy of NSDC to wear business attire and all employees must carry themselves in a dignified manner in the prescribed dress code while in the office and maintain the dignity of NSDC.

7.2 POLICY SCOPE

This policy is applicable to all employees of NSDC.

7.2.1 NSDC, Smart Dress Policy

In circumstances where employees are not required to wear business attire, NSDC recommends that employees adhere to the policy on "Dress Code" detailed below.

The smart dress policy expands the current business dress guidelines to include smart business casual attire. NSDC expects that employees will be sensitive to the great tradition of dignity and good taste of NSDC.

Smart dress policy provides employees with added flexibility in planning their work attire based on their day-to-day work requirements and general style preferences. Employees are expected to use their best and mature judgment to dress smartly, in a way that is appropriate at NSDC.

EXAMPLES of clothing those are appropriate to wear in the office:

| Women | Men |
|--|----------------------------------|
| Dresses, Skirts, Trousers | Suits, Jackets |
| Business Suits, Shirts with sleeves | Dress shirts with or without tie |
| Sari | Non-denim trousers |
| Cardigans, Sweaters, Polo Shirts | Polo shirts, Sweaters |
| Sleeveless tops that cover shoulders | Shoes with socks |
| Dress shoes, dress sandals with nylons | |

EXAMPLES of clothing those are inappropriate to wear in the office:

| Women | Men |
|--|--|
| Clothing that is faded, frayed or torn | Clothing that is faded, frayed or torn |
| Sweatpants, jogging and athletic pants | Sweatpants, jogging and athletic pants |
| Tank tops, midriff tops, crop tops | Muscle shirts, tank tops, un-tucked shirts of any type |
| Mid-length or short shorts | Shorts of any type |
| Tennis shoes, running shoes | Tennis shoes, running shoes |
| Capri pants (mid-calf), pedal pushers, Lycra pants or leggings | Shirts with slogans or logos |
| Halter style, strapless or shoulder less dresses/shirts | Knit shirts without collars |
| Excessively short skirts or dresses | Flip flops, casual sandals |
| Flip flops, casual sandals | Shoes without socks |
| Shoes without nylons or socks | Caps and hats |
| Caps and hats | Cargo/Five pocket pants/jeans of any color |
| Five pocket pants/jeans of any color | |

7.2.2 Friday Dressing Exception: Jeans / corduroy trousers and collared shirts / T-shirts are allowed with loafers / non-sports shoes with socks provided there are no external client meetings.

7.3 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter

8

8. Policy against Sexual Harassment & Intimidation

8.1 POLICY OBJECTIVE

Being a good corporate citizen National Skill Development Corporation (NSDC) places emphasis on fair employment practices and strives to ensure a conducive work environment for its employees. NSDC as an employer is concerned about any unfavorable acts by its employees, including sexual harassment at the workplace.

Harassment in any form disrupts lives, decreases productivity, and damages reputations and careers. It creates feelings of uneasiness, humiliation and discomfort and undermines the employment relationship. This policy aims at ensuring a free, fair harassment free work environment to employees by providing a redressal mechanism.

Any instance of Harassment will be treated by NSDC as misconduct and would be dealt with appropriately.

8.2 POLICY STATEMENT

To provide an environment where all individuals have the right to work in an environment free of any kind of sexual harassment. NSDC has zero tolerance for sexual harassment by anyone and is committed to:

- Protecting NSDC employees from any type of Harassment,
- Maintaining a business environment that is free from all types of discriminations.

8.3 POLICY SCOPE

In keeping with this commitment, harassment of any employee, group of employees or any person performing services for the company by anyone – including supervisor, manager, coworker, vendor, customer or visitor of the company – is strictly prohibited.

If any vendor, repair-person or others who are not an employee of NSDC, engages in unwelcome sexual words or conduct, please report this to a superior or HR representative so the appropriate preventive steps

can be taken.

For employees under NSDC's control, such behavior shall not be tolerated. Each employee, anyone working on behalf of NSDC, and anyone conducting NSDC's business off-site is responsible for maintaining a professional environment free from harassment.

Managers have the additional duty and responsibility of acting affirmatively to prevent sexual harassment.

The following chapter helps NSDC employees prevent sexual harassment by:

- Stating NSDC's policy prohibiting sexual harassment;
- Defining sexual harassment;
- Recognizing situations where such harassment may arise; and
- Providing recommendations for handling such harassment.

NSDC, as an equal opportunity employer, is signatory to the Government of India's guidelines against sexual harassment at the work place, and all employees/Consultants/retainers/trainees/Fixed term employees/ Contractual employees of NSDC fall under the jurisdiction of these guidelines. Any violation of these guidelines can result in criminal proceedings against the perpetrator of the misdemeanor, as per the document of guidelines.

This applies to all types of sexual harassment in the organization's premises; organization sponsored or work related activities outside organization premises and in any setting that relates to work relationships.

Sexual harassment includes unwelcome sexually determined behavior such as:

- a) Physical contact and advances; or
- b) A demand or request for sexual favors; or
- c) Sexually colored remarks; or
- d) Showing pornography; or
- e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Sexual harassment would also include - "quid pro quo," and hostile work environment.

Quid Pro Quo Sexual Harassment occurs when a superior or boss requests sexual favors from a subordinate in exchange for something work-related. If the higher up implies or states that the other employee has to go along with the requests or conduct if they are to get or keep their job, pay or other work benefits, this is sexual harassment.

Examples of “quid pro quo” sexual harassment include:

- An employee is promised a promotion, pay increase, or other job benefit if he or she agrees to a sexual request;
- An employee is demoted or loses a job benefit for refusing to agree to a sexual request;
- An employee is told that his or her job will improve if he or she accepts a manager’s sexual advances.

8.3.1 Hostile Work Environment

A hostile work environment occurs when unwelcome sexual words or conduct are so pervasive they unreasonably interfere with an employee’s work. Persistent unwelcome sexual conduct can also create an intimidating, hostile, humiliating or sexually offensive work environment. One severe instance of unwelcome conduct may create a hostile environment, but usually the unwelcome conduct is persistent and disruptive.

Conduct that could contribute to a hostile work environment includes:

- Unwelcome sexual advances;
- Patting, touching or brushing up against a person’s body;
- References to a person as a “darling,” “babe,” “honey,” etc.
- Staring at someone’s body parts;
- Blocking or cornering someone;
- Sexual jokes, sexually oriented ‘kidding’ or ‘teasing’ or comments that demean someone due to their sex;
- Asking about a person’s sexual activities, sexual fantasies or sexual preferences;
- Derogatory comments about a person’s sex or sexual orientation;
- Spreading gossip or rumors about someone’s sex life;
- Whistling or making cat calls at someone;
- Disparaging remarks to a person about his or her gender or body;
- Repeated requests for a date or romantic intimacy after the person has refused;
- Whistling, or making sexual gestures toward another person; or
- Displaying or transmitting sexually explicit pictures, e-mail or website materials.
- Sending compromising messages through mobile phones, SMS, voice mail or e-mails.
- Use of abusive language or ‘curse’ words

NSDC emphasizes that sexual harassment, like any other form of harassment, will not be tolerated. Sexual harassment is a form of gender discrimination, and it occurs in a variety of situations that share a common element: the inappropriate introduction of unwelcome sexual activities or comments into the work situation.

Sexual harassment can involve a series of incidents or it can be a one-off occurrence. Sexual harassment has nothing to do with mutual attraction and private, consenting friendships, whether sexual or otherwise.

8.3.2 Discrimination Policy

All staff should be treated with equal respect and dignity and should be provided with equal opportunity to develop themselves and their careers.

In accordance with the code of conduct and ethical work practices, discrimination in the workplace against any staff or job applicant based on the person's sex, race, religion, national origin or disability will not be tolerated under any circumstances.

In the event, that any sort of ethnic, racial, religious discrimination by any staff in connection with employment interferes with any individual's work or creates an intimidating, hostile or offensive work environment, the affected individual can lodge a complaint in accordance with this policy.

8.3.3 Retaliation Prohibited

NSDC will not tolerate retaliation against any person who complains about sexual harassment.

Workplace retaliation occurs when a supervisor or employee punishes another by reducing their pay, transferring them to a less favorable position, tries to fire them, gives them no work or excessive work, or gives them less favorable hours because they have filed or assisted in making a harassment complaint.

Employees who give information about a complaint or participate in harassment investigations are also protected from any workplace reprisals.

Any NSDC employee who tries to retaliate against another will be disciplined. Disciplinary action can range from a reprimand to termination from employment and dealt with by the Company at its discretion.

8.3.4 Preventing and Reporting Harassment

The intent of this policy is to lay down rules to ensure that there is no hostile environment at the workplace and that no employee has reasonable grounds to believe that she or he is disadvantaged in connection with his or her employment.

Employees are urged to treat others at NSDC with respect, dignity and in a businesslike manner. They should ensure that their colleagues understand they will not tolerate harassment of any kind in the workplace.

Don't Ignore Offensive Behavior

As a rule, ignoring offensive behavior is not an effective way of changing that behavior. Sometimes it may make sense to ignore an incident once or twice, especially if one thinks there has been a misunderstanding on the basis of different cultural expectations, for example. However, people at I3L are expected to conform to I3L rules irrespective of their cultural background. Ignoring offensive behavior is especially discouraged in circumstances where one cannot avoid contact with the person and still feels harassed.

Talk About It

If an employee believes that he or she has been harassed, the employee should tell a responsible, discreet colleague, superior, senior management member or a person from the Talent Management department. The facts and how the employee feels about them should be discussed.

When an employee witnesses an incident that is offensive or makes someone feel uncomfortable, he or she should express disapproval even if the conduct does not concern the employee.

Write About It

If an employee is witness to or is subjected to an act of sexual harassment one is urged to put in a written complaint to the head of the Complaints Committee described in the next section.

8.3.5 Complaints and Concerns

NSDC is committed to ensuring that it has appropriate policies and procedures in place to address any complaints or concerns from any employees, clients or third parties that it or its personnel have failed to comply with appropriate professional, ethical, regulatory or legal requirements or its own systems of quality control. Our Code of Conduct encourages Partners, vendors and staff to report and express their concerns and to do so in good faith, fairly, honestly and respectfully. It also confirms our commitment to protecting Partners, Vendors and employees against retaliation.

If one believes one is the victim of harassment, one is encouraged to and has a responsibility to seek help. Whether an employee experiences it or observes it, sexual harassment should be reported immediately to HR/Complaints Committee and complaints to be recorded in writing within a period of 3 months from the date of incident and in case of series of incidents, within a period of 3 months from the date of last incident. If appropriate, the last date of filing a complaint can be increased by the Presiding Officer/Member of the Complaints committee after recording the reasons of delay in writing.

The Complaints Committee - The Company hereby appoints the Complaints Committee to monitor and investigate all complaints pertaining to sexual harassment at the workplace. The company has nominated the following as the constitution of the Committee who shall hold office till otherwise decided by the Management:

| S.No. | Name | Email ID |
|-------|-------------------------|---------------------------------|
| 1 | Ms Vandana Bhatnagar | Vandana.bhatnagar@nsdcindia.org |
| 2 | Mr Prakash Sharma | Prakash.sharma@nsdcindia.org |
| 3 | Mr Mahesh Venkateswaran | Mahesh.vee@nsdcindia.org |
| 4 | Ms Rekha Menon | Rekha.menon@nsdcindia.org |
| 5 | Dr. Vineeta Shanker | vshanker@silf.in |

The Complaints Committee will hold a meeting with the complainant within 15 days of receipt of the complaint. For the purposes of the meeting a minimum of 3 members must be present to form the quorum.

The Committee will be responsible for conducting enquiries dealing with the situation appropriately. Any differences may be referred to the Head of HR.

The Members of the Complaints Committee will be appointed by the Management and will be communicated across the organization. The members will, unless otherwise mentioned, hold office till otherwise decided by the Management.

The Management will be forwarded, minutes of the meetings held including an annual report giving a full account of the activities of the Complaints Committee.

8.3.6 Investigation Process

Once a sexual harassment complaint has been filed, the Complaints Committee shall investigate the complaint. Under no circumstances will any individual named in the complaint be involved in conducting or supervising the investigation.

Harassment complaints will be investigated as quickly as possible. Investigations will include a private and confidential interview with:

- The person(s) filing the complaint;
- The person or persons alleged to have committed the harassment; and
- Any witnesses with relevant information.

Charges of harassment will be kept as confidential as possible. They will only be discussed with those who have a "need-to-know" about the charges.

All persons interviewed in the investigation will be asked to keep the matter confidential.

Investigations will be thoroughly documented. The Complaints Committee will investigate the facts and circumstances surrounding any incident and prepare a report. The report will include any recommendations for follow up action shall be submitted to the Management.

A summary of the results of the investigation shall also be shared with the victim and the respondent.

8.3.7 Disciplinary Action

Depending on the circumstances, disciplinary action imposed on an employee found to have committed harassment may include one or a combination of the following:

- An apology to the offended party;
- Counseling;
- A verbal or written warning;
- A transfer;
- Suspension;
- Termination from employment; and/or
- Any other form of appropriate corrective action

The victim of sexual harassment shall have the option to request the transfer of the perpetrator or his or her own transfer.

8.3.8 Action for false or malicious complaint or false evidence:

Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action in accordance with the provision of the Rule 9 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013*.

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section.

*The Act and The Rules are attached as a part of this document for ready reference.


Act_Sexual
Harassment of Wome


Rules_Prevention of
Sexual Harassment A

8.3.9 How to help prevent Sexual Harassment

On a daily basis an employee can help to prevent harassment by demonstrating behavior that

communicates respect for each person he or she supervises or comes into contact with. Employees should not engage in or tolerate unwelcome conduct that is offensive, degrading, or humiliating. They should eliminate behaviors that could have unwelcome or offensive interpretations.

A superior should:

- Maintain an open door for reportees.
- Periodically remind employees that harassment is in contravention of company policy.
- Keep his or her eyes open for inappropriate conduct or comments.
- Encourage employees to report any harassment concerns to him or her, or the Talent Management Department.
- Be responsive to employee complaints about harassment or other unwelcome and offensive conduct.
- Demand, demonstrate and promote professional behavior and respectful treatment of all employees.

8.3.10 Responding to Sexual Harassment Complaints

The way one responds to a complaint of sexual harassment goes a long way to determining if an offended employee feels supported or further victimized. Coming forward to discuss unwanted sexual attention or harassment is frequently an uncomfortable and dreaded prospect for an employee.

If someone expresses concern about unwelcome conduct, it must be responded to rapidly. The following steps will act as a guide for helping the employee through this process:

The person to whom a complaint is addressed should:

- Set aside a private place and sufficient time to listen to the employee. Reassure the employee the matter will be handled confidentially.
- Take all complaints seriously.
- Reassure the employee that NSDC does not tolerate retaliation against those who file complaints.
- Listen actively. Ask the employee to describe the unwelcome conduct. Encourage him or her to provide details on who, what, when, where, and how often the conduct occurred. Ask for the names of any witnesses. Ask for any written materials.
- Be neutral as he or she listens. Should not assume the complaining employee's story lacks merit. But, should also not assume the alleged harasser is guilty. Should not blame the employee for the conduct that occurred or ask what he or she did to encourage it.
- Take notes of the entire meeting. The person should simply take down the facts as they are recited to him or her and not write statements that interpret the facts or evaluate the seriousness of the conduct alleged. The notes should be dated.

- At the end of the meeting, ask the employee how he or she would like the matter resolved. Tell the employee what steps he or she plans to take to ensure the matter is quickly addressed. Let the employee know that the matter will be reported to the Complaints Committee/HR.
- After the meeting has ended, contact the Complaints Committee/HR promptly to report the matter. Turn over a copy of the notes and other relevant information so a full and fair investigation may be initiated. Keep a record of the report made to the Complaints Committee/HR.

8.3.11 Confidentiality

When an employee approaches another employee about a harassment concern, the employee should be advised that the matter should be kept confidential. It must be explained by the person he or she speaks to that "confidentiality" means that the employee should not discuss the matter with others inside or outside of NSDC.

It must be ensured that the person limits discussions of the complaint to those who need to know and does not speak with other employees about the matter

Requests to Keep Complaints **"Off the Record"** - If an employee asks that his or her complaint be kept "off the record," or asks the person he or she is complaining to, not to tell anyone, it must be explained that cannot be done. It should be explained that NSDC is obliged to inquire into harassment complaints and that one is responsible for reporting known or suspected complaints of harassment.

Awareness of the Policy

The contents of this policy will be made public to all employees as well as a special emphasis to educate all new employees on the policy will be included in the Induction Program by the HR Department.

8.4 POLICY RESPONSIBILITY

All employees are responsible for creating a work environment that is free from unlawful harassment of any kind at NSDC. Supervisors/Managers and Departmental Heads of NSDC have the additional responsibility under this policy.

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Annexure I

National Skill Development Corporation

To:
The Chairperson (Name: _____)
The Complaints Committee.

Sub: Complaint related to sexual harassment at workplace

From/On behalf of:

1. Name of the affected employee _____
 2. Designation: _____
 3. Employee No. _____ Phone No. _____
 4. Date & Time of occurrence of incident: _____
 5. Exact nature of incident/ occurrence: _____
- (Please enclose separate sheet, if required)

6. Name of the offender: _____
7. Designation: _____
8. Employee No. _____
9. Other details (in case of unknown offender/stranger etc.)
10. Name & signature of witness(es) (if any)

Date:

Signature of the Employee

Name: _____
Employee No. _____
Designation: _____
Contact Ph. No. _____

Chapter 9

9. Exit Process

9.1 POLICY STATEMENT

To formalize the exit process on an employee's resignation from the services of NSDC

9.2 POLICY SCOPE

This policy is applicable across all the offices of NSDC in India.

9.3 POLICY SAILENT FEATURES:

- In line with the appointment order, the employee is expected to serve notice period upon resignation from NSDC; however, in case of an employee requesting to be relieved early from his/her services, it would be at his/her reporting manager's discretion, recommendation by the Functional Head and subsequent approval from HR.
- If employee has privilege leaves remaining in his / her leave kitty, and wishes to offset it against his/her notice period, it will be at his/her reporting manager's discretion.
- If the employee avails leave during the notice period, it would be adjusted against his/her final settlement.
- If, during the service of employment with NSDC, the employee has availed excess leaves than what he/she is entitled to each quarter (refer to the leave policy), at the time of resignation (depending on which quarter he/she resigns) the excess leaves, if taken, will be adjusted against his/her final settlement.
- An employee resigning from his/her services at NSDC, is expected to complete all his/her tasks and is to ensure knowledge transfer to his/her team members with the LM/Functional Head being the

responsibility center in ensuring that the knowledge transfer is completed.

- The Full & Final settlement of the employee shall be done with the subsequent salary pay date and not on his/her last working day at NSDC, unless that happens to be the pay cheque date/day.
- If, during his/her association with NSDC, the employee has been conferred with benefits like Mobile phones, Laptops, Personal computer, Company leased apartment, Company leased car etc., he / she are required to deposit such benefits with the company, well within their last working day at NSDC.
- Any training bonds, personal loan/advances from company, mobile bills paid by the company etc. will be adjusted in the full & final settlement.

9.4 PROCEDURES OF RESIGNATION

In the event of an employee deciding to put in his/her resignation from the services of NSDC, he/she is required to send a formal email to his/her Line Manager (LM) and a copy to HR.

NSDC expects the employee to clearly inform his/her LM and HR about serving the notice period in full or if there any deviations from the policy.

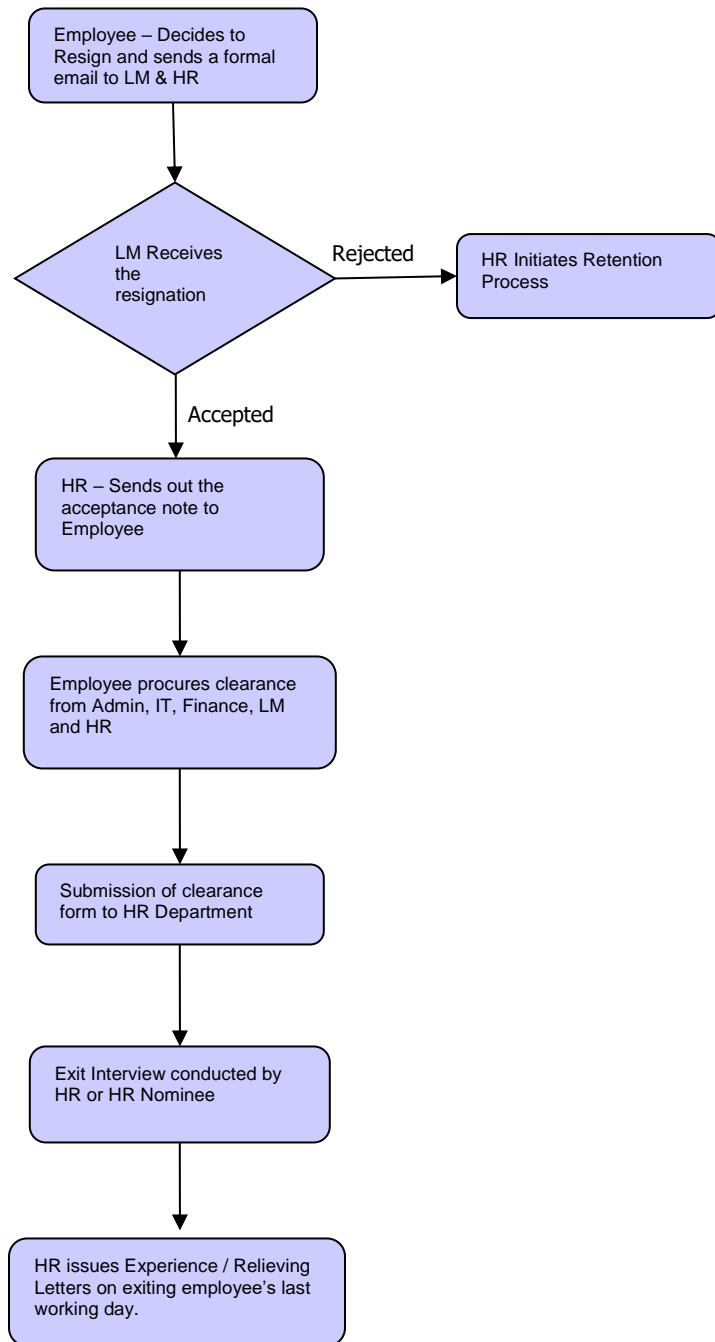
Upon employee resignation being accepted by the LM/Functional Head, an acceptance note on resignation via email/hard copy shall be communicated by HR.

On resignation being accepted, the employee is expected to collect a "No Due Form" from HR.

It is the employee's responsibility to get his/her clearance from various functions like Admin, IT, Finance, LM/Functional Head. Lastly, he/she needs to submit the clearance form to HR.

On the last working day of the employee at NSDC, he/she is required to undergo an Exit Interview. He/she is interviewed by HR and is also expected to fill an Exit interview form. HR issues experience/relieving letters to the employee.

Resignation - Process Workflow



9.5 POLICY EXCEPTIONS

NSDC expressly states that it will require the approval of the Head – Human Resources or a person authorized by him / her in case of any deviation in the policy.

9.6 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 10

10. Provident Fund & Gratuity Policy

10.1 POLICY STATEMENT

The Employee Provident Fund And Miscellaneous Provisions Act, 1952, has been enacted for compulsory contribution to the provident fund, family pension, employee deposit link insurance for the employee after his retirement or for his dependents in case of his early death. The objective is to accumulate certain sums of the benefit for the employee[s] or his dependents and for future provisions for them and their families and/ or nominees.

10.2 Eligibility: Every employee of NSDC, who is in receipt of Basic Salary below Rs.6500/-, shall be eligible for becoming a member of the fund.

10.3 PROVIDENT FUND

- (1) The Employee and Employer are required to each contribute 12% of the Sum of Basic Salary.
- (2) An employee ceases to be member of the Employees Family Pension Fund at the age of 58 years.

10.3.1 Benefit: The entire accumulation in the fund plus the applicable interest is available to the employee on retirement or on separation in the form of lump sum or pension or as per the rules of the EPF Act. EDL Insurance cover is also available to the employee as per the Act.

10.3.2 Transfer of PF: For getting your PF transferred from previous employer, please collect Form -13 from HR.

10.3.3 Nominations

Employee [s] shall declare in the prescribed form[s] a nominee or nominees confirming the right to receive the amount that may stand his/her credit in the fund, in the event of his/her death.

10.4 Gratuity

Gratuity means reward payable to an employee by an employer in lieu of continuous service. It becomes payable upon cessation of employment and after rendering a continuous service of not less than five years, either on retirement or upon resignation. However, in case of death or disablement, the Gratuity benefits will be applicable irrespective of the number of years of service completed by the employee.

10.4.1 The gratuity payable to employee can be totally forfeited:

- If service of such employee is terminated for his riotous or disorderly conduct or any other act of violence on his/her part at NSDC: or
- If service of such employee has been terminated for any act which constitute an offence involving moral turpitude provided that such offence is committed by him/her in the course of his/her employment with NSDC.

As per the prevailing provisions of the Gratuity Act, the Gratuity shall be payable on the basis of the following formula (subject to a maximum ceiling laid down under the Act)

$(15/26) \times (\text{Last Basic Salary* drawn}) \times (\text{number of completed years of service})$, where 6 months or more of service is considered as one year.

*Salary as defined in the Payment of Gratuity Act, 1972.

10.5 POLICY RESPONSIBILITIES

HR is responsible for revising this policy in accordance with the Employee Provident Fund and Miscellaneous Provisions Act, 1952, and Gratuity Act, 1972.

Chapter 11

11. Medical and Accident Insurance Policy

11.1 POLICY STATEMENT

NSDC believes its responsibility towards health services to be provided to the employees go beyond the statutory provisions.

The Company recognizes the need and importance of good occupational health and services. Health, Safety and Environment – HSE - has an extremely significant role in the overall operations of the Company.

NSDC endeavors to provide insurance cover to its employees to meet any medical or accidental exigencies.

11.2 POLICY SCOPE

Medical Services:

Medical Services provided by NSDC can be categorized under the two heads, viz:

- A. Pre-employment medical check-up
- B. While in employment

A. Pre-employment medical check-up:

All permanent employees joining NSDC have to undergo a pre-employment medical checkup in which the following pre-defined tests are conducted:

| S.No | Description |
|------|---|
| 1 | Complete Haemogram (Hb, TLC, DLC, ESR, Haematocrit, Peripheral Smear) |
| 2 | Blood Group (ABO, Rh) |
| 3 | Blood Sugar (Fasting) |
| 4 | Blood Urea |
| 5 | Serum Creatinine |
| 6 | HBSag |
| 7 | Urine Routine and Microscopy |
| 8 | VDRL |
| 9 | X-Ray Chest |
| 10 | ECG |
| 11 | Consultation Eye (GP) |

This shall be facilitated by the HR department at the hospitals with which the organization has corporate tie-ups.

B. While in employment:

The medical services provided to the permanent employees of NSDC:

- a) Group Personal Accident Insurance
- b) Medical Coverage for all permanent employees and their dependents.

1. Group Personal Accident Insurance

- c) All the employees and consultant of NSDC (excluding interns/ trainees) are covered in the Accident Insurance policy.
- d) Employees from grade I to III are covered for Rs.10,00,000/- (Rupees Ten Lakhs only)
- e) Employee from grade IV and above are covered for Rs.20,00,000/- (Rupees Twenty Lakhs only)

2. Medical Coverage for all permanent employees and their dependents:

All permanent employees of NSDC and their dependents, subject to a total number of 4 individuals (Self, Spouse/ 2 kids – up to the age of 25 years/ shall be covered under the Medical Policy.

As per the present slabs, everyone is covered for a Medical insurance cover of Rs.10,00,000/- family floater. In case the number of lives exceeds the above mentioned limit per employee, the amount spent on the additional lives shall be paid by the employee to NSDC.

11.3 PROCESS:

The application will be routed as follows:

Step 1: In case of any exigency – Medical or Accident Insurance, the employee has to send the intimation to the relevant stakeholder under copy to the HR and the reporting manager.

Step 2: HR will facilitate the process as under:

1. Under cashless treatment, the claim intimation needs to be sent to the Insurance Service Provider (ISP) directly by the employee through the TPA desk of the hospital. HR will facilitate the process with the ISP for smooth execution of the process.
2. If reimbursement needs to be made:
 - a. The claim intimation needs to be sent to the ISP within 48 hours of the hospitalization by NSDC employee and HR will help the employee submit the claim after discharge from the hospital.
 - b. The claim forms needs to be submitted within 15 days of the discharge from the hospital.
 - c. All the documents needs to be submitted in original while submitted the claim with ISP (The employee shall keep the photocopies of all the documents including the discharge slip, medical reports, films etc.)
 - d. The claim shall be settled within 30 days from the date of submitting the complete documents to the ISP.

11.4 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 12

12. Expense Policy

12.1 POLICY STATEMENT

It is the policy of NSDC to reimburse all the expenses incurred by the employees while on business travel. However, it is expected that all employees take utmost care to make sure that they spend only that amount and resources that the situation demands. The management of NSDC encourages employees to take all austerity measures to keep the travel costs at minimum necessary levels and to follow the NSDC principle of "Run Lean". NSDC expressly states that travel should not be construed as mode of deriving personal benefits and any employee violating this basic principle will be liable for disciplinary action.

12.2 POLICY SCOPE

This policy is applicable to all individuals employed in NSDC.

12.3 POLICY PROVISIONS

12.3.1 Travel Outside Home Location

Tickets: NSDC expects travel tickets to be booked in advance through the Administration Manager locally in India or by self and reimbursed from Finance using the expense claim form.

- 1 Grade IV-VII employees are eligible for economy class flights while Grade VIII & above are eligible for Business class flights. Any travel, including tickets, must be authorized by the Functional Head.
- 2 Tickets should be booked at least 7 days in advance as last minute tickets normally involve paying a premium. Every effort should normally be made to take advantage of discounts and saver tickets. Any changes in travel will require Functional Head's approval.
- 3 In case return tickets are required to travel back, they should be arranged through Administration in-charge

- 4 Local taxis can be arranged to pick and drop from airport through the Administration in- charge or self.
- 5 On completion of travel and return to home location, please download the Travel Expense Report from the Finance dept., and fill it and submit it to Finance and Accounts within 1 week of return to home location. Bills submitted by 7th of a month shall get reimbursed by 15th of the same month and bills submitted after 15th shall get reimbursed by 30th of the same month.
- 6 Any rescheduling/cancellation of tickets needs to be approved by the CFO and CEO with the cost clearly going to the respective department's cost center.

Additional requirements in case of International Travel:

Visa and Travel Insurance: will be organized by NSDC.

- 1 Upon completion of travel and within 7 working days thereafter, the employee should submit a statement in the approved format together with all supporting documents along with the duly filled form to Accounts Department.
- 2 To enable the Company to comply with statutory requirements, unutilized foreign currency should also be surrendered to Finance & Accounts immediately.
- 3 One can refer to International Travel Policy for detailed information and per day DA entitlements.

Accommodation: All hotel accommodation 'within India' must be booked through the administration Manager or self, and approved by the Functional Head & CEO of NSDC, prior to departure.

| Grade | Room Tariff Limit including taxes |
|--------------------|--|
| I– VII | Rs. 7000/- per night (For Metro)) except for Mumbai – Limit for Mumbai – 9000/- per night |
| I- VII | Rs 5500/- per night (For Non-Metro) |
| Grade VIII & above | Actual |

(Metro: Mumbai, Delhi, Chennai, Kolkata, Bangalore, Hyderabad, Ahmedabad, Pune, Surat)

Other hotel expenses

As a matter of policy, bar bills, private telephone calls, papers, magazines, videos, charges for mini-bars and any other entertainment costs in hotels must be settled by the individual directly and will not be reimbursed by NSDC. NSDC does not encourage its team members to partake in consumption of alcohol, cigarettes / tobacco products and other products that are injurious to the health of an employee, and therefore will not pay for such consumption.

Laundry can only be claimed on long stays i.e. minimum of five business days during a single trip.

Corresponding bills would need to be furnished.

Dearness Allowance (For Metro/Non - metro)

| Grade | Limits on Food & other expenses | |
|--------------------|--|---------------------------|
| | Metro | Non-Metro |
| I – VII | Rs 1200 per day | Rs 1000 per day |
| Grade VIII & above | Actual or Rs.1500 per day | Actual or Rs.1500 per day |

An employee can claim either one of the two: actual food bills & other expenses or the dearness allowance as per NSDC's limits as mentioned above

12.3.2 Travel Expenses

Local Conveyance/On-Tour

Any local commuting for official purpose can be claimed from NSDC as per the following:

- In case of rented cab or Auto-rickshaw and the prevailing govt rate to be taken into consideration (This includes commuting to and fro from the airport in case of a visit). The limits however are as follows:

| Grade | Rented Cab (Per day Limit) | |
|----------------|------------------------------------|------------------|
| | Metro | Non-Metro |
| I-VII | 2500/- | 2000/- |
| VIII and above | Actual | Actual |

- In case personal vehicle used for Official purpose, the following table will be applicable in case of reimbursements:

| Grade | Mode of conveyance | Reimbursement Rate |
|--------------|---------------------------|--|
| I-III | Two-wheeler | Rs.5/Km |
| IV & VII | Four wheeler | Rs.12/Km |
| VIII & above | Four wheeler | Basis Petrol bills submission on official use only |

The employee shall be cautious enough to make the choice of the mode of transportation basis the following parameters:

- Expected time for the travel including the meeting time

- Expected distance for the travel

Some examples:

1. For Airport pick-up or Drop, the employees shall call the paid cab services like Easy Cabs/ Meru Cabs etc. and get the same reimbursed while submitting the expense claim form (or if it is a planned visit, the employee can also apply for an advance money for the travel and other incidental expenses – subject to approval by the reporting manager and CFO/Head of Finance and Accounts)
2. If the travel distance is less than 10 kilometres and the total expected time including the meeting time is less than 3 hours, the employee can even take an auto rickshaw or a paid cab service depending upon the situation.

In the above cases the employee can also use their personal vehicle wherever possible.

12.3.3 Telephone Expenses

NSDC employees are entitled to the reimbursement of mobile phone connection charges as per their role and with Functional Head approval, ***only if it is being used for official purpose and not for personal use.***

All telephone expenses reimbursements are subject to submission of actual bills for the month. The reimbursement would cover local & international (Official marked on the bill). NSDC believes that usage of phone should be avoided and used only in the event Skype / Office IP phone / Office landline is not available.

Grade-wise entitlement for reimbursement will be as per the following specifications:-

| Grade | Monthly Reimbursement Limit |
|--------------|---|
| I-III | Rs.800/- |
| IV-VI | Rs.1800/- |
| VII | Rs.2300/- (including blackberry services, if any) |
| VIII & Above | Actual |

The responsibility of paying the phone bills lies with the employee. The employee can claim reimbursement for the prorated amount for official phone usage. NSDC will not make any direct payments to the phone company on behalf of the employee.

12.3.4 Late sittings & Working on holidays

This policy of NSDC is applicable to the following scenarios:

- 1- In case any employee works on any holiday including the scheduled weekly off.
- 2- Sits late beyond 9:30 pm on any working day (who has already completed the scheduled 9 hours of work on that same date)

Such an employee would be entitled for a local cab to residence as mentioned above and a meal reimbursement of up to a maximum cap of Rs 200/- per person for that day (Subject to production of food bills approved by supervisor).

All such claims must reach Finance within a week of incurring, else they would be rendered void.

There is no over time that will be paid in addition to the above claims.

Guidelines for Supervisors:

- NSDC expects all claims for holiday and late working to reach Finance within a week of incurring. This is important from a supervisory perspective, as it is difficult to remember such trivial matters for a long period and delayed approvals could actually be blind approvals.

NSDC expressly states that this would not be applicable in case an employee has opted for flexi working and the stay in office is more than 10 hrs on that particular day. For example: An employee opts for flexi working and stays till 9:30 PM in office, then the employee will not be entitled for local conveyance to residence and night meal allowance.

All expenses are to be claimed (please run a prior budget check) through a standard expenses form which will be required to be approved.

12.4 CORPORATE CREDIT CARD

Please refer to Corporate Credit Card Policy Ver 1.0

12.5 LTA/Medical Reimbursements

It is the policy of NSDC to reimburse Leave Travel Allowance and medical expenses. These reimbursements form a part of the CTC of the employee.

- Maximum limit of LTA/annum: Rs. 50000/- per annum
- Maximum limit of medical reimbursements/annum: Rs. 15000/- per annum

Year is defined as Financial Year.

Process for claiming LTA/Medical reimbursements

LTA can be claimed twice in a block of four years. The procedure for claiming LTA is as follows:

1. Privilege Leave needs to be approved for a minimum and continuous period of three days.
2. Only travel expenses will be reimbursed by NSDC. Accommodation and other related expenses are not covered.
3. Travel expenses to & fro for self, spouse, children and dependent parents are reimbursed by NSDC.
4. Reimbursement happens on presenting original travel tickets to Finance post travel.
5. Any unclaimed LTA will be paid out as taxable component at the end of the financial year.

NSDC expects medical reimbursements to be claimed annually. The scope & procedure for claiming Medical Reimbursements is as follows:

1. Medical reimbursement is paid on producing original bills to payroll processing vendor.
2. Medical reimbursement is paid on doctor's consultation, medicine bills and health check-ups etc.
3. Any unclaimed medical reimbursement amount will be treated as taxable component at the end of the financial year.

12.6 EXCEPTION HANDLING

NSDC expects authentication by the Functional Head and CFO, and requires approval from the CEO on a case to case basis if any expense exceeds the specified limits in the policy.

NSDC employee will have to take approval from the above mentioned stake holders in case of exceptional approval, and in no case, the finance department will take such approvals.

12.7 POLICY RESPONSIBILITY

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 13

13. Salary Advance Policy

13.1 POLICY STATEMENT

NSDC endeavors to provide financial assistance to an employee in case of an emergency.

13.2 POLICY SCOPE

NSDC expressly states that requests for salary payments in advance of any normal pay period may be granted only on an emergency basis and after an employee has exhausted all other options or available recourse. "Emergency" is defined for this purpose as an unforeseen event involving medical and life or safety situations beyond an employee's control.

13.2.1 ELIGIBILITY:

- a. One is eligible to apply for staff advance only if one has served in NSDC for more than SIX MONTHS continuously and is on confirmed rolls of the company.
- b. The employee should not be in a PIP (Performance Improvement Program) at the time of disbursement of advance salary.
- c. An NSDC employee can request for a maximum of 15% of the Gross Annual Salary as salary advance. In some extra-ordinary circumstances (will be examined on a case to case basis; as and when), the limit may be raised to 25%.
- d. The minimum deduction per month will be at least 12.5% of the advance taken.
- e. An NSDC employee can take the salary advance once in a period of two fiscal years. An employee having a balance of previous advance cannot take further advance until the previous balance is fully repaid.

13.3 PROCEDURE:

To request a salary advance, NSDC expects an employee to submit an application on a plain paper to her/his supervisor, indicating the nature of the emergency and the requested salary advance amount.

If the supervisor agrees that a salary advance is warranted, based on the definition of “emergency” above, he/she should get the salary advance application approved by the Functional Head and submit it to Finance and accounts for disbursement to the employee.

The salary advance amount will be transferred online into the company salary bank account of the employee (Finance & Accounts will try and get this done on an ASAP basis.)

13.4 PROCESS:

The application will be routed as follows:

Step 1: Write an application and handover for the approval of the reporting manager. The reporting manager will approve and forward the application to Functional Head for approval. If approval is received, the application will be forwarded to Finance & Accounts. (In case an employee has two or more reporting managers, then the approval from all reporting managers will be mandatory).

Step 2: Finance & Accounts shall verify (check if a Loan black out period is currently in force) and take necessary action, as mentioned above.

Before transferring the Advance Salary amount to the employee’s bank account, Finance & Accounts may ask the NSDC employee to deposit PDCs of the same amount to Finance & Accounts.

NOTE:

This policy will not be in force if there is prior notification of a loan black out period declared by Finance & Accounts.

13.5 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 14

14. Employee Referral Policy

14.1 POLICY STATEMENT

National Skill Development Corporation (NSDC) encourages employees to refer eligible candidates for employment with the organization. The Company will reward monetarily as referral bonus to the employees for referring the Candidate as per the guidelines of Employee Referral Program (ERP).

14.2 POLICY OBJECTIVE

To reward the employees of NSDC who helps to identify and attract suitable and competent talent in order to meet NSDC resource requirements.

The Employee Referral Bonus Amount shall be as under:

| S.No. | Designation | Grade | Referral Bonus |
|-------|---|-------|----------------|
| 1 | Assistant/Coordinator | 1-3 | 5000 |
| 2 | Project Coordinator/Consultant/ Analyst/Assistant Manager or equivalent | 4 | 10000 |
| 3 | Senior Consultant/Associate/Manager or equivalent | 5 | 17500 |
| 4 | Principal/Sr. Manager or equivalent | 6 | 30000 |

Note:

When the referred employee is hired and has successfully completed the probation period, the award will be paid to the referring employee in the subsequent payroll. Award amounts are as per the ERP guidelines included in the employee's pay check and are taxable (included in gross income).

14.3 POLICY PURPOSE

The purpose of the Employee Referral Program (ERP) is to take advantage of the number one source of new hires for NSDC: Referrals from current employees. Good employees know other good employees. We want to create a process that will encourage all of us to act as talent ambassadors for NSDC.

This program is designed to help source top talent, build diversity, find the right source for the right position in the minimum possible time, decrease cost per hire, and decrease turnover.

14.4 POLICY PROCESS

The referred candidate shall be hired provided all the terms of ERP are met. The bonus typically will be paid to the referring employee on the subsequent payroll, once the selected candidate successfully completes his probation period with the organization.

One should personally know the candidate they are referring – mass uploads of speculative resumes will not be accepted.

The employee shall have to apply the referral in the prescribed Employee Referral Form (Annexure I) to HR.

14.4.1 ELIGIBILITY:

All NSDC active and full time employees at the time of referral are eligible for the referral bonus, except the following:

- Executive Management (CEO, COO & CFO)
- Employees whose job functions include recruiting or Human Resources
- Supervisors and managers responsible for managing the position
- Employees on leave of any type
- All employees of HR Department and any other individuals with an impact on the hiring decision
- Referrals made by the hiring manager to whom the potential candidate would eventually report
- Referrals made by Internal Consultants

14.4.2 RESPONSIBILITY:

- HR Department: To Implement & execute the Policy
- Finance & Accounts Department (F&A) : To ensure payment to the referrer

14.4.3 NON- ELIGIBILITY:

- NSDC apprentices, part- time employees, vendors, contractors or consultants.

14.5 POLICY PROVISIONS

- A Referral must be hired as a regular full time employee or on a contractual assignment.
- The new employee must have a hire date within six months of the date the referral application was received, although not necessarily into the specific position for which he/she was recommended.

- The referring employee and the hired candidate must be in active employment with the company at the time of employee referral bonus payment. However, if the employee or the hired candidate is service the notice period, the referring employee shall not be eligible for any such payment. Referral bonuses are gross amounts and are subject to all applicable tax deductions. They will be paid in the next regular payroll after the date the bonus is due.

- All recommendations made by NSDC employees must come from their personal contacts/connections and not through any recruitment agency.
- No incentive will be paid for referred candidates hired through campus recruitment.
- If the potential candidate leaves within six months of joining the company the referrer would not be entitled to referral Bonus after six months.
- Employee may refer Potential Candidates who fit the specifications given in job descriptions for vacant positions. The HR Department will post these job descriptions from time to time.
- The Feedback /status of the Referrals will be updated within one week of receipt of the resume/processing of the profile. In case the resume is already available in the data bank, the referral process will be terminated & the referrer would be informed.
- Recruitment Team would advise the payroll & finance Department to process the referral bonus to the referrer on the successfully completion of probation period with NSDC by the candidate referred.

- Referral awards will not be paid:

- For departmental moves, or promotions
- To contract workers (independent, agency workers or NSDC temporary employees)
- For duplicate referrals; the first NSDC employee to refer a candidate into the NSDC Employee Referral Program will receive the award. An entry will also be considered "duplicate" if the candidate's resume or referral is already in our database through any hiring resource.
- If your referral has already been engaged in interviews by NSDC before.
- If the candidate has applied for the same job independently, has been referred by another source such as a recruitment agency, or has applied for another position within the Company within the past year.

14.6 POLICY EXCEPTIONS

Any exception to the above policy on Employee referral will be at the discretion of the CFO/COO/CEO only. The management solely reserves the right to withdraw/ amend /terminate the policy at any point of time.

14.7 POLICY RESPONSIBILITY

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Annexure 1

EMPLOYEE REFERRAL FORM

Employee Referral form to be filled and submitted to the HR Dept. along with the Resume, before or at the time of interview:

Name of the Applicant : _____
Position Applied For : _____
Applicant's Address : _____

_____ Pin: _____
Contact No : Land line: _____ Mobile: _____
Email ID : _____
Current Organization, if any : _____
Current Designation, if any : _____
Total Experience : _____

Employees Information

Referred By : _____
Designation of Employee : _____
Email ID : _____

FOR HR USE ONLY

Date of Referred Candidate Hire: _____

Department: _____ Position Title: _____

What fee amount is applicable: _____

Date Referral Fee due to Referring Employee: _____

Chapter

15

15. Sabbatical Leave Policy

15.1 POLICY STATEMENT

As a policy, NSDC provide employees with time off from work for relaxation and for attending unforeseen exigencies. The objective of Sabbatical policy is to give eligible employees an option to pursue their inner voice by doing an alternate life time calling or as to rejuvenate and/or rekindle them for rest of their career.

15.2 POLICY SCOPE

This policy is applicable to all the employees of NSDC who have completed at least 1 year of continuous service with the organization.

15.3 PERIOD OF SABBATICAL

The period of sabbatical would be for a period of 180 days. It can be extended up to a maximum of 2 years (761 days) on exceptional approval from CEO of the organization.

15.4 REMUNERATION AND NUMBER OF SABBATICALS

- The employee during sabbatical would not be entitled for any pay/salary.
- In the currency of scheme not more than 2 employees will be at sabbatical at any given point of time
- The employee would not be entitled for any other benefit (Medical etc.) nor he/she be entitled for any reimbursement of Mobile expenses, travel expenses etc. during period of sabbatical
- In the period of sabbatical the employee would not earn any PL.

15.5 POLICY GUIDELINES

- The employee concerned will have to apply through his reporting manager and department head and COO & CEO and submit the application to HR at least 2 months in advance in prescribed application form
- The application being accepted by Department head ipso facto doesn't create right in any employee till such time a communication is issued in writing by HR after due process of approval. The decision of HR in consultation with CEO regarding selection or non-selection for a sabbatical would be final. It is further clarified that no reason may be given on any application's acceptance or rejection
- Post returning from sabbatical; both employee and organization would reassess the opportunities and synergies for working together:
 - In case both parties post assessment wants to continue the engagement, the employee would be required to sign an undertaking to continue with the services for a period of 1 year.
 - In case both parties post assessment wants to discontinue the engagement, the employee would follow the exit process. The employment for such employees would be considered till the last working day before going for sabbatical.
- The employee can go on sabbatical and pursue a vocation of call like teaching, research, writing a book, training, working in an NGO etc. but no employee on sabbatical can take up any job in competing organization
- The employee on sabbatical will have to submit a progress report to reporting manager/Department Head and a review will be held as per mutually decided frequency on the sabbatical assignment and its impact on the employee
- During sabbatical period, the employee would not be eligible for any appraisal. Also, if an employee is due for appraisal and subsequently applies for sabbatical – the appraisal shall be effective only if the employee come back and joins the organization after sabbatical.
- The position that an employee has gone on sabbatical may be filled but the employee on return would be given a suitable employment alike to his/her capability, level and career. Efforts would be made to give the employee a position of his/her choice but no guarantee can be given of the same.

- The employee can avail Sabbatical Leaves only once during his/her employment with the organization
- Employees on Performance Improvement Plan (PIP) or on Probation can not avail Sabbatical leave
- Employee have to handover all the assets including, but not limited to, Laptop(s), Data card(s), Mobile phone(if any), ID Card etc., which shall be re-issued to the employee upon joining back the organization.
- In case it is observed that employee has suppressed material facts or has contravened the provisions of the sabbatical scheme the same will amount to breach of contract and employee may be exposed to disciplinary actions

15.6 The scheme as aforesaid is purely discretionary and is not part of the terms and conditions of employment of any employee and can be withdrawn or modified at any point of time without intimation and /or assigning any reason whatsoever.

15.7 Any exceptions to the above terms and conditions need approval from CEO of the organization except for CxO level positions. For matters pertaining to CxO level employees any exception has to be taken by Chairman NSDC.

Sabbatical Leave Policy – Application Form

Employee Information:

| | |
|----------------------------|--|
| Employee Code | |
| Name | |
| Department | |
| Grade | |
| Designation | |
| Location | |
| Years of Service (at NSDC) | |
| Application Date | |
| Sabbatical Start Date | |
| Sabbatical End Date | |

Purpose of Sabbatical:

| |
|--|
| |
|--|

☐ I acknowledge and confirm that I have read and agree to all the terms & Conditions in the sabbatical policy.

Applicant Signature

Exceptions (If any):

<<Mention any specific/exceptional terms and conditions basis the employee case>>

| | | |
|------------------------------|--------------------------|--------------|
| Approvals (For Official use) | | |
| | | |
| _____ Reporting Manager | _____ Department Head | |
| _____ HR | _____ COO | _____ CEO |

Chapter 16

16. Deviation / Exception to Policy

16.1 POLICY STATEMENT

Deviation/Exception to any of the above policies in this policy manual can be authorized by the CEO of NSDC.

In case of matters pertaining to CEO, the exception/deviation has to be approved by the Chairman of NSDC remuneration Committee.

16.2 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.

Chapter 17

17. Revision of HR Policy Manual

17.1 POLICY STATEMENT

The HR Policy Manual of NSDC may come up for periodic revisions. The revision, if any, will be in tandem with the changing business needs of NSDC. NSDC leadership team (CEO: Interim or permanent) hold the right to Approve any revisions (Additions/Deletion/Updation) of any HR policy.

The revised HR policy manual along with note on the changes made will be informed to the NSDC remuneration Committee in the next schedule remuneration committee meeting.

The revised HR Policy manual will also be shared with all employees of NSDC.

17.2 POLICY RESPONSIBILITIES

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.