

# Employee Welfare Policy

*'Name of the Company' does everything within its powers to improve the employees' life and make it more comfortable. We believe in rewarding the hard work that the employees do for us by giving them benefits apart from a better salary.*

## Purpose

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This policy explains the provisions regarding the organization's efforts to make the workspace a more comfortable place for the employees.

## Scope

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This policy applies to all the employees working under ['Name of the Company.'](#)

## Fundamentals of the Policy

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['Name of the Company'](#) guarantees that the standards and policies will be following the law.

The company shall ensure an ethical and just working environment for the employees.

The company MUST educate the employees about their rights at the time of joining the company.

The company assures the employee's safety from physical or mental abuse, humiliation, or harassment at the workplace.

Any employee/ employer using threats or undue influence on the other employees shall face disciplinary actions.

The employee shall not face discrimination based on religion, gender, caste, standard, ethnicity, marital status, pregnancy status, sexuality, or otherwise during the recruitment process of the employees or after bring hired into the organization.

In case of migrant workers, the employer must ensure that the workers are aware of the contract's legality by providing the agreement in the employee's native language.

The employees shall have a clean, safe, secure, and healthy working environment at all times.

The employees shall receive their payroll on time.

The company guarantees that all the employees will be above the age of 16.

The employees shall have all-time access to the water and lavatory facilities without any restrictions.

The company shall support the employees' growth opportunities and hold regular training and development sessions.

## Initiatives by the Company

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The company shall undertake the following measures:

### **Ethical Recruitment**

No discriminatory behaviors shall be practiced against the employees. Every applicant, irrespective of their caste, gender, religion, ethnicity, race, sexuality, or marital status, shall be treated equally.

### **Freedom of Speech and Grievance Management**

The employees shall feel free to voice their opinions and thoughts or report any unjust activity in the organization. It is the company's responsibility to look into these matters and come to a solution. The company shall protect the employees against retaliation in case of whistleblowing.

### **Access to Employee Records**

The employee shall have limited rights to the employee records. They shall be allowed to access their personal files to update the information or matters notified by the management thereof.

Access to the other employee files, however, shall NOT be accessible by any employee.

In case of breach of any of the provisions mentioned above, company is liable to take disciplinary actions against the employee.

If the company is at fault, it shall rectify the mistake and compensate the employee for the losses and suffering they had to undergo.

