

Company Code of Conduct Policy

For the growth of an individual or an organization basic values and code of conduct is mandatory. Hence at Vamani Overseas, we have structured the workplace considering the following:

- **Add meaning to their work**

Every employee has different needs and aspirations. We aspire not just to cover the basics, but also try to reach higher levels most people need in their lives, both at work and at home.

In an internal study done on working hours, behavior and safety- we identified three core values:

- **Meaning:** Every job has a meaning, is important, and necessary for work. The sweeper, thread cutter, tailor, supervisor, designer. If we have nobody to do work in any of these areas, we would have problems.
- **Dignity:** Dignity comes with how an employee is treated at work. Abusive behavior of whatever form can drastically change health, productivity, and collaboration in a company.
- **Self-Determination:** Self-determination describes any individual's freedom based on certain parameters to choose what, when, and how a task is done. Having a sense of control in turn brings satisfaction.

- **Give our employees more control over what they produce**

We trust, giving employees the ability to make their own decisions and see the benefits will greatly increase not only their ability to do their job well, but they will also be able to see their progress and growth.

Having meaningful conversations around the challenges faced and aspirations of our employees helps us to better understand what each of our employees aspire to do.

Giving employees some freedom, based on certain parameters, to determine how to successfully complete a task gives them the ability and motivation to ensure the task is done in the best way possible.

- **Treat employees with dignity, regardless of role**

Our experience leads us through the hard work, skill and innovations our employees really put in. We believe they make a real difference for the company when they are treated with respect, given room to be creative, and have open dialogues and conversations.

Main features of our company's code of conduct are:-

- Employees are hired on the basis of their qualification, experience and work knowledge.
- Every new employee is assigned with an identity card.
- Company timing is 09:00 AM to 17:30 PM.
- Salary is distributed on the 7th of every month.
- Every employee is appraised annually on the basis of his/her work efficiency and performance and accordingly gets increment and promotion.
- E.S.I and E.P.F is deducted of the eligible employees as per the legal norms and law.
- Suggestion box is provided within the company premise to entertain the suggestion/complains of the employees.
- For employees, various committees are constituted e.g. Works committees, Health & Safety Committee, Grievance redressal committee and I.C C (Internal Complain committee)
- Normally, there is no overtime in the company until it is mandatory and if overtime is occur, company pays for overtime to the employees which is double of their wages.
- Every employee is free to visit HR department at particular working hour's every day, if he/she has any query or for any other issue. If he/she has any complaint, then an immediate solution is provided to him/her.
- Company's CEO, GM(HR), AGM , safety officer and welfare officer's mobile no are displayed on the notice board for every employee, in case if they have any problem and they are not getting attention from concern department.
- Attendance award , any worker who achieves 100% attendance in a month receives INR 500, in addition to her/ his salary.

Key training concepts as a part to maintain Code of conduct of the company.

- **Induction**
 - We ensure that induction training is imparted whenever an employee first joins us with the focus to acquaint them with the systems and processes in and across

the organization. It also helps them to adapt quickly since they become familiar with the new environment of the organization.

- **Behavioral**

- A healthy and productive workforce constitutes the back bone of any thriving economy. Since, life skill education can bring positive impact in behavior and attitudes in individuals and teams leading to changes at three levels- individual, team and organization- equipping and empowering employees with knowledge and skills, through life skill education, to manage their personal and professional lives enables improvement in their overall quality of life.

- **Prevention of sexual harassment**

- As employers we work towards for providing our employees with a work environment that does not discriminate and is free of harassment. Though, we have an anti-harassment policy in place, we also know that it does not mean that there will be no harassment complaints. However, having an effective policy and procedures, coupled with prevention of sexual harassment training for all workers, supervisors and management, will assist in preventing harassment and support individuals who are being harassed to come forward and ensure that the problem is addressed quickly and effectively.

- **Health & safety**

- We believe that training on health & safety systems as well as recording and investigating near misses, not only helps us to assess the strength of our safety management system but also provides an opportunity to fix problems before injuries occur.
- Our training program aims to provide workers with general information about workplace hazards. This includes what the hazards are and what protective action needs to take place if hazards are found in the workplace.

- **Seasonal disease**

- Some diseases are common in certain seasons. For instance: cold, cough and flu in winter, malaria and dengue in monsoon, diarrhea in summer are common occurrences every year. These diseases can cause a host of problems ranging from simple ones like not feeling well, having to take time off from work or school, hospitalization, and in the worst case scenario, death.
- Being aware of the common diseases during various seasons is vital, in order to ensure precautions before the onset of a disease are taken; and enable ourselves

to reduce illnesses and visits to the doctor, stop missing work or school as well as prevent hospitalizations and deaths and the economic impact of diseases.

Based on the above, we went through ideas to motivate, while keeping in mind the following:

- A goal that is understood and achievable.
- The ability to measure progress.
- To have control over achieving the goal.
- An appreciation system in place, when goals are met.