



HUMAN RESOURCES POLICY MANUAL

JAIN GROUP OF INDUSTRIES

KOLKATA

SEPTEMBER, 2010

PREFACE

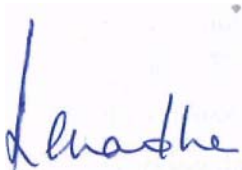
In consonance with the Vision of transforming our Jain Group into an Institution, we recognize our Employees are our biggest asset. To assist and facilitate transparency, it is imperative to institutionalize processes across all functions and hierarchies which are accessible to all.

The issuance of this first Human Resource Manual is an attempt to bring transparency in all that touches our daily life at our workplace and thus help us synchronize what is expected of us with what we expect of the system.

This HR Manual is the first building block of this journey and will be followed by the Finance Manual; the Commercial Manual and the Operations Manual respectively.

This HR Manual provides all information and guidelines but is not a contract and the information contained herein is not to be considered contractual promises.

The Policies laid down in the Manual are effective from today and supersede all previous instructions. The Management reserves the right to modify the provisions of this manual as and when required



Ashok Chadha

Vice Chairman cum Managing Director

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1.					
2.					
3.					
4.					
5.					
6.					

OBJECTIVE OF HR POLICY MANUAL

The Objective of the Human Resource policy manual is to provide support its employees through:

- Continuity and consistency of Service.
- Better Communication, Internal & External, in the Group.
- Enhancing Orientation & Focus.
- Mentoring reference.
- Improvement of in house customer services on time.

Development is an ongoing process and it is so for our Jain Group too. The attempt of putting together this First HR Policy Manual is part of this initiative keeping in perspective the size that we have grown to. We, today, have around 700 employees spread across the country and it is important that we are all in tandem and on a common page.

The Privileges and Amenities mentioned in the Manual are the current set and obviously will undergo changes as we progress in our journey.

Amendments in the Policy will be communicated to all colleagues from time to time.

CORPORATE VISION

To be a Leader in our chosen Markets by 2012 by building a strong bond with our Customer, our Stakeholders and Our Employees.

CORPORATE PHILOSOPHY

1) Managerial Ethics

Our Business ethics are based on Integrity and Commitment towards achieving organizational goals. Our code of Ethics is enshrined in the values of good Humanity and Governance.

2) Leadership

Will encourage & foster Leadership with a Vision to focus on leveraging Opportunities and meeting Challenges.

3) Customer Satisfaction

We are committed to benchmark our success with Customer satisfaction by attaining, delivering and maintaining the highest standards of Quality & Cost effective Services and Products.

4) Employee engagement

- ✓ Ensuring fair Recruitment, enhanced Performance, Promotions, and improved Quality of Life for employees and their family members.
- ✓ Ensuring Care for each other, Transparency & Trust with focus on institutionalizing the collective Initiatives of all.
- ✓ Ensuring Job Rotation, Job Enrichment, Training and Re-training, Career & Succession Planning, across the hierarchy.
- ✓ Enabling each employee to develop to his or her full potential with a shared sense of direction with a well-defined accountability and responsibility.

- ✓ Enabling each employee to evolve into self starter Team Leader and meet the fast changing business environment and maintain a competitive edge.

5) Communication

Our focus is to facilitate free flow of communication with trust on People and Policy and evolve a participative work environment.

6) Passion for Excellence

We strive for Excellence with passion in all of our businesses and with a focused approach --- aptly captured in our company's tag line "**Prominence through Excellence**".

7) Concern for Environment

We are committed to preserve & protect our ecological environment and our heritage. We will do this by adopting an environment friendly attitude and promoting practices that enhance our esteem.

8) Entrepreneurship

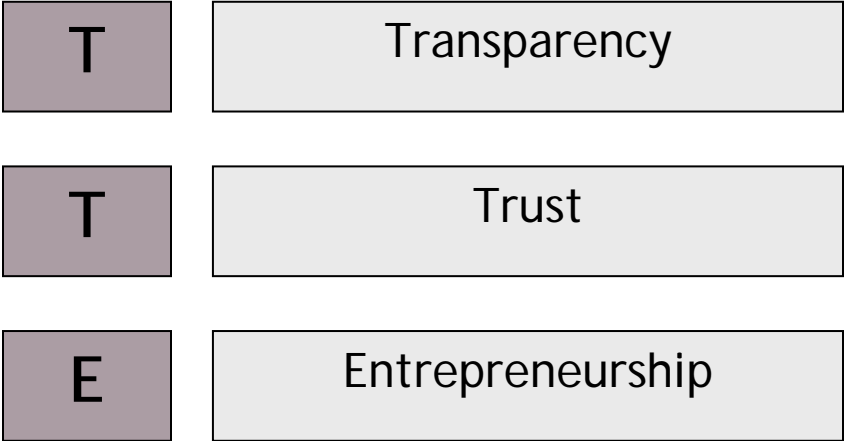
We are committed to develop an Entrepreneurial work culture by fostering an in-depth knowledge of our core businesses and then attendant opportunities so that all our employees can be trustees of our Stakeholders. We will develop Entrepreneurial Managers.

9. Group Synergy

We will build and leverage business synergy any our various Group Companies and Business Verticals to ensure overall optimization of cost, improved Quality and Customer Service so that we gain market dominance. We will adopt State-Of-Art technologies to suit Business needs and priorities.

OUR CULTURE

We believe in TTE and these three words define our commitment to both our Internal and External customer.



HR MISSION

Our mission is to support our Corporate Leadership, Department Heads and employees in the achieving their personal and strategic goals. We intend to achieve this by attracting, recruiting, training, developing and retaining high caliber staff and constantly revitalizing the employees of Jain Group through Benchmark policies and practices.

HR QUALITY OBJECTIVE

- Demonstrate a compelling modesty and act with quiet & calm determination to create an atmosphere of self motivation across all levels.
- Facilitate people to build a congenial working environment.

- Promote a culture of Teamwork amongst employees.
- Strive for continuous improvement in upgrading the competencies of employees through focused initiatives.
- Focus on defined Values and Principles.
- Facilitate people towards a multi skilled and multi tasking approach.

HR STRATEGY

Our HR Strategy is encompassed by: R E S P E C T

- Reliability You can Count on us
- Excellence Is our Standard
- Service Customer is First. Exceed meeting his needs
- People Serve people with fairness and firmness
- Empowerment Enabling each to attain his / her Potential.
- Caring Care for all as we wish to be cared for
- Teamwork Foster a spirit of Teamwork

CLASSIFICATION OF GRADES & CTC COMPONENTS

Clear distinction shall exist between each level of the Organization and likewise Role

Clarity shall be distinctly manifested for each level.

GRADE	DESIGNATION OR POSITION	CTC COMPONENTS
CMD/M D/JMD	Chairman /Managing Director /Joint Managing Director /Director	Basic, HRA, Retirement benefit, FBP
Level-1		
P - 4	President/CEO	Basic, HRA, Retirement benefit, FBP
P - 3	COO/Senior VP /Group VP	Basic, HRA, Retirement benefit, FBP
P - 2	Vice President / Executive VP	Basic, HRA, Retirement benefit, FBP
P - 1	Associate VP / Assistant	Basic, HRA, Retirement benefit, FBP
Level-2		
M - 3	Sr. GM	Basic, HRA, Retirement benefit, FBP
M - 2	General Manager	Basic, HRA, Retirement benefit, FBP
M - 1	Assistant GM / Deputy. GM	Basic, HRA, Retirement benefit, FBP
Level-3		
S - 6	Sr. Manager/Project in - charge	Basic, HRA, Retirement benefit, FBP
S - 5	Proj. Manager/Chief Designer/Chief Engineer/Gen. Superintendent.	Basic, HRA, Retirement benefit, FBP
S - 4	Deputy Manager/Deputy Superintendent/Sr. Exe. Secretary	Basic, HRA, Retirement benefit, FBP
S - 3	Assistant Manager/Exe. Secretary/ Asst. Superintendent	Basic, HRA, Retirement benefit, FBP
S - 2	Sr. Engineer/Sr. Executive/Sr. Designer	Basic, HRA, Retirement benefit, FBP
S - 1	Engineer/Executive/Designer/MT	Basic, HRA, Retirement benefit, FBP
Level-4		
O - 3	Asst. Engineer/officer/Exec. Secretary/Sr. Surveyor/Sr. Foreman/GET	Basic, HRA, Retirement benefit, FBP
O - 2	Jr. Engineer/ Jr. officer/Foreman/Sr. Secretary/Surveyor/Deputy Designer/EDHT	Basic, HRA, Retirement benefit, FBP
O-1 (HSK)	Supervisor/Secretary/Spl. Assistant/Sr. Storekeeper/Sr. Draftsman/ Accountant/ Asst. Surveyor	Basic, HRA, Retirement benefit, FBP
Level-5		
W - 3 (SK)	Assistant/Asst. Storekeeper/Stenographer/Asst. Draftsman/Chaser / Sec. Supervisor/Sr. Operator/Sr. Welder/Sr. Mechanic/Sr. Electrician/ EHVD/Sr. Auto Electrician/Sr. Painter/Sr. Chaser/Sr. Plumber	As per statutory rules
W - 2 (SSK)	Sr. Daftari/Head Security Guard/Electrician/A.C. Plant Operator/ Mechanic/Plumber/Driver/Operator, Welder, Mechanic, Electrician, Painter, HVD, Auto Electrician/Sand Blaster/Grinder/Str. Welder/ Denter/Chaser	As per statutory rules
W - 1(USK)	Sweeper/Peon/Daftari/Gardner/Rigger/Insulator/ Jr. Sand Blaster/Jr. Painter/Tyreman/Jr. Grinder/Jr. Denter/Jr. Chaser/ Helper	As per statutory rules

CTC Components

Location	Basic	HRA	Retirement benefit	FBP (Flexible benefit pay)	CTC
HO & Capital cities	50% of CTC	50% Of Basic / 20% of CTC	12% of Basic / 6 % of CTC)	24 % of CTC Choice of components will be with the concerned individual.	100%
Other locations	40% of CTC	40% of basic / 16% of CTC	12% of Basic / 4.8 % of CTC)	39.2 % of CTC Choice of components will be with the concerned individual.	

GRADE	DESIGNATION OR POSITION	COMPETENCE REQUIREMENT	
		Qualifications	Experiences/Competencies
Strategic Role			
P - 4	President/CEO	B.Tech / M.Tech / CA /MBA/Post Graduate Degree/Diploma in the relevant field	Experience 20-30 years with EPC/Manufacturing company. At least two years in same position. Holistic & effective leadership skills. Visionary & having sound networking.
P - 3	Executive VP/Group VP/COO/Sr.VP		
P - 2	Vice President		
P - 1	Associate VP		
Level - 1 (Managerial Role)			
M - 3	Sr. GM	Must have professional Degree, B.Tech / M.Tech / CA /MBA/Post Graduate Degree/Diploma etc. in the relevant field	Experience of 18-22 years with Steel / Manufacturing /EPC company/. Well aware about business deliverables in the respective field. Effective leader, communicator, Well versed in system & process development & implementation.
M - 2	General Manager		
M - 1	Deputy GM / Assistant GM		
Level - 2 (Supervisory Role)			
S - 6	Sr. Manager/Project in - charge	Professional Degree /Diploma ,BE / Dip.Engg. /Graduate/Post Graduate etc. in respective field	Relevant post qualification exp. of 5 - 15 years in respective field of operation. Well versed in SOP preparation /modification, cost consciousness & good communication skills. Must have Effective leadership qualities. Must be confident & sincere. Good learning ability.
S - 5	Proj. Manager/Chief Designer/Chief Engineer/Gen. Superintendent.		
S - 4	Deputy Manager/Deputy Superintendent/Sr. Exe. Secretary		
S - 3	Assistant Manager/Exe. Secretary/ Asst. Superintendent		
S - 2	Sr. Engineer/Sr. Executive/Sr. Designer		
S - 1	Engineer/Executive/Designer/MT/Shift in charge		
Level - 3 (Operative Role)			
O - 3	Asst. Engineer/officer/Exec. Secretary/Sr. Surveyor/Sr. Foreman /GET/Control room operator	Engineering Degree/Graduate / Dip Engg./any Diploma in respective field.	Relevant post qualification exp. of 4- 10 yrs in respective field of operation. Sound operative knowledge, fairness while dealing with subordinates, must have front line leadership skills Sincere, & keen to learn. Sound understanding of deliverables.
O - 2	Jr. Engineer/ Jr. officer/Foreman/Sr. Secretary/Surveyor/Deputy Designer/Dip. Engineer/ Field Operator		
O - 1 (HSK)	Supervisor/Secretary/Spl. Assistant/Sr. Storekeeper/Sr. Draftsman/ Accountant/Asst. Surveyor/MW Fitter/Pipe welder/ /DET/Asst.Foreman		
Level - 4 (Workers category - As maximum as possible engagement through outsourced agencies / Registered contractor)			
W - 3 (SK)	Assistant/ Asst. Storekeeper/Stenographer/ Asst. Draftsman/ Security Supervisor/Sr, Operator/Sr. Welder/Sr. Mechanic/Sr. Electrician/Sr. Auto Electrician/Sr. Painter/Sr. Plumber / Rigger /Sr.Mechinist/Data Entry Operator	Graduate/ITI in relevant field.	Relevant experience of 2 - 6 years. Sound Operative Knowledge. Sincere & keen to learn. Sound understanding of deliverables
W - 2 (SSK)	Security Guard/Electrician/A.C. Plant Operator/ Mechanic/Plumber/Driver/Operator, Welder, Painter, Auto Electrician/Sand Blaster/Grinder/ Denter/ Gardner/ Insulator	ITI / Secondary/Higher Secondary/ Under Matric / any other equivalent qualification.	ITI with one year or 3 - 8 years experience in respective field. Sufficient Operational Knowledge, Sincere & keen to learn. Sufficient understanding of deliverables
W - 1(USK)	Sweeper/Peon/Daftari/Gardner/Insulator/ Jr. Sand Blaster/Jr. Painter/Tyreman/Jr. Grinder/Jr. Denter/ Helper, store or office-boy Helper etc.	Non ITI/ Secondary/Higher Secondary/ Under Matric / any other equivalent qualification	3 - 8 years relevant experience Fair Operational Knowledge, Sincere & keen to learn. Fair understanding of deliverables

1. RECRUITMENT

1.1 CORPORATE HR POLICY

The Recruitment Policy at Jain Group aims at enriching its talent pool by acquiring skills and functional expertise that strengthen its goal to become a Leader in its chosen verticals on the pivots of a set of committed, motivated and empowered employees.

1.2 OBJECTIVE

- The objective of the Recruitment Policy is to source the best talent from Internal and External resources to achieve the Business Objectives and Goals of the Company.

1.3 INTERNAL RECRUITMENTS

1.3.1 SCOPE

- New vacancy
- Replacement
- Demobilization / transfer

1.3.2 RESPONSIBILITY

- Requirement identification - SBU head/Operational Head/Project Head
- Demobilization /Transfer plan - Concerned SBU head/Oprs. Head/Project head / Corporate HR
- New vacancy approval - Corporate HR -> VCMD/CMD
- Identification of Interviewer - Corporate HR.
- Other Activities in the process - Corporate HR /Site HR

1.3.3 KEY POLICY-CLAUSE

- a. Internal vacancies shall be posted on MS Outlook and displayed on the Notice Boards.
- b. Eligible employees may apply for any vacancy.
- c. All applications shall be sent through “CORPORATE HR HELP DESK” e-mail at (info@jaingroup.co.in)
- d. Databank of potential candidates’ profiles shall be scanned, and Corporate HR will hand over these to the concerned Site HR/Ops. Head.
- e. In case of non-availability of suitable internal candidate(s), external sources shall be approached.
- f. The process of selection shall include (i) Panel interview (ii) competency matching and (iii) a skill test shall be administered.
- g. The decision of the panel shall be binding and final.

1.4 EXTERNAL RECRUITMENTS

1.4.1 RESPONSIBILITY

- Requirement identification - SBU head/Operational Head/Project Head
- Demobilization /Transfer plan - Concerned SBU head/Oprs. Head/Project head / Corporate HR
- New vacancy approval - Corporate HR -> VCMD/CMD
- Identification of Interviewer(s) - Corporate HR.
- Other Activities in the process - Corporate HR /Site HR

1.4.2 KEY POLICY-CLAUSE

- a. In case of non-availability of suitable internal candidate(s) with requisite talent /expertise for the vacant post(s), external sources shall be approached.
- b. Referred candidates through existing Employees may be considered as per EMPLOYEE REFERRAL PROGRAM/ SCHEME.
- c. All Job Advertisements shall indicate JD, Role Summary, Location, required Experience and the Last Date of Application
- d. Decision of the Interviewing Panel shall be Obligatory and Final.

1.5 RECRUITMENT OF GET, MT AND DET

1.5.1 OBJECTIVE

- To garner a proper blend of Skill & Knowledge and to ensure that balance is maintained in terms of the Age-mix, the Qualification-mix & the Skill-mix.

1.5.2 SCOPE

Final year students from the top 50 Engineering & Management Institutions scoring CGP of 6.5 or above.

1.5.3 RESPONSIBILITY

- Requirement identification - SBU head/Operational Head/Project Head
- Vacancy approval - Corporate HR -> VCMD / CMD
- Selection of Institutions - Corporate HR
- Selection of Panel - Concerned HOD /Corporate HR
- Selection method - Written test -> GD -> PI
- Other Activities in the process - Corporate HR

1.5.4 KEY POLICY-CLAUSE

- a. The Campus Visit(s) for recruitment shall be done in November-December each year.
- b. Corporate HR will initiate the Campus Recruitment with a Corporate Profile presentation followed by other selection process.
- c. Letter indicating the names of short listed candidates shall be handed over to the institution on the spot or a day after selection.
- d. The absorption of the GET, MT and DET shall take place only on successful completion of their final semester examination and strictly in accordance to company's policy.
- e. GET, MT and DET shall undergo a training period of ONE YEAR and on successful completion of the training period, they shall be absorbed in regular grades.
- f. The management will be within their rights to regularize such trainee without making it compulsory regularization.

1.6 LETTER OF INTENT

1.6.1 SCOPE

All candidates selected for employment with Jain Group.

1.6.2 RESPONSIBILITY

Corporate HR.

1.6.3 KEY POLICY-CLAUSE

- a. Only Candidates who qualify for the Final Stage of selection shall be issued
Letter of Intent (LOI)
- b. Corporate HR shall have a duplicate copy of the *LOI* duly signed by the candidate in acceptance of offer.
- c. Offer shall be VALID FOR A PERIOD AS STIPULATED.

1.7 EMPLOYEE REFERRAL PROGRAM

1.7.1 OBJECTIVE

- To make recruitment cost-effective.
- To encourage employee involvement in sourcing potential candidate(s).
- To recognize employee efforts.

1.7.2 SCOPE

- Employees on permanent role.
- Prospective employees who have been offered employment with Jain Group and are yet to join.

1.7.3 RESPONSIBILITY

- Corporate HR.

1.7.4 KEY POLICY-CLAUSE

- a. Employees on permanent roll and on direct contract are eligible to participate in the program.
- b. Prospective employee who have been offered employment with Jain Group and are yet to join will also be eligible.
- c. No obligation on Management to recruit All Referred Candidates.

- d. All Referrals shall be entertained only if Referring Employee specifies his /her Name and Employee Code.
- e. Resume shall contain personal details of the candidate, educational qualification, skills & competencies with experience profile.
- f. Employee referral scheme is not applicable to **HR department employees, HOD & above.**
- g. The policy is not valid for Trainee recruitment.
- h. The program is applicable for qualified Engineers (S-1 grade) and above.
- i. The qualification for which this scheme is valid as below:
 - i. BE/B.TECH/B.SC (Engineering)
 - ii. ME/M.TECH/M.SC (Engineering)
 - iii. MCA/MBA (with Engineering)
 - iv. Diploma (Engineering)
 - v. Diploma (Safety), BGAS, CSWIP, AWS
 - vi. CA, ICWA, CS, MBA
- j. The CVs submitted by the employees will be valid for three months from the date of registration.
- k. The candidate shall be contacted directly if considered appropriate for any position.
- l. On selection, corporate HR shall mark the resume as “Referred by
- m. The Referring Employee shall be given a Certificate in recognition of his /her participation in building the team.
- n. If case of prospective employees too the Certificate will be given on joining.

1.8 TRAVEL FARE REIMBURSEMENT OF CANDIDATES

1.8.1 SCOPE

All candidates who would attend interview for the regular posts at Jain Group.

1.8.2 RESPONSIBILITY

- Process Owner - Corporate HR
- Approval - Head HR
- Reimbursement amount encashment - Corporate HR / Accounts Department.

1.8.3 KEY POLICY-CLAUSE

- a. Corporate HR shall sanction all the reimbursements.
- b. No reimbursement shall be allowed if candidate is from same city / town in which the interview is being held.
- c. The Travel Fare reimbursement shall be made STRICTLY FOR THE SHORTEST ROUTE.
- d. The claim for reimbursement shall be entertained on prescribed form.
- e. The Travel Fare Reimbursement shall subject to the submission of authentic Traveled Tickets only.
- f. NO CLAIM FOR LODGING SHALL BE ENTERTAINED.
- g. For senior position guesthouse may be provided, on availability.
- h. Candidates claiming for Air Fare must submit their BOARDING PASS for reimbursement.
- i. The Entitlement for Reimbursement shall be strictly as per the following table specifications:

INTERVIEW ATTENDED FOR GRADE	AIR/RAIL ELIGIBILITY	LOCAL TRAVEL ELIGIBILITY
AVP & Above (Grade P-1 to P-4)	Air (Economy class) / AC Ist class	Hired Car
AGM to Sr GM (Grade M-1 to M-3)	Air (Low fare Economy class for distance 1000 or more kilometers) & AC 2nd class (For less than 1000 kilometers distance)	Taxi point to point
Engineer to Sr. Manager (Grade S-1 To S-6)	AC Sleeper Class	Taxi point to point
All others	Sleeper Class	Auto OR Bus

1.9 REGULARIZATION OF TRAINEES

1.9.1 SCOPE

All regular trainees.

1.9.2 RESPONSIBILITY

- Regularization - Corporate HR
- Extension of training period - Concerned HOD /Corporate HR
- Other Activities in the process - Corporate HR

1.9.3 KEY POLICY-CLAUSE

- a. All Regular Trainees shall be engaged on an induction Training for three days at respective work place.
- b. All Regular Trainees shall be engaged on a Training Period of ONE YEAR.
- c. Trainees will be provided with a *Training Dairy* wherein they shall maintain an Activity Schedule and Tasks done on daily basis.
- d. The Reporting Officer shall review the *Training Dairy* and submit a monthly report to Corporate HR by 10th of every month.
- e. It is mandatory for trainees to maintain the *Training Dairy* and keep it up-to-date.

1.10 MEDICAL EXAMINATION

1.10.1 OBJECTIVE

To ensure the medical fitness of the New Entrants.

1.10.2 SCOPE

All permanent Employees including Trainees

1.10.3 RESPONSIBILITY

Corporate HR / Site HR

1.10.4 KEY POLICY-CLAUSE

- a. All appointments in the organization shall be subject to being found medically fit.
- b. A new entrant may obtain a Medical Fitness Certificate from a Certified Medical Centre before coming to join Jain Group.

1.11 JOINING FORMALITIES

1.11.1 OBJECTIVE

To verify all required credentials of the candidate

1.11.2 SCOPE

All Employees including trainees.

1.11.3 RESPONSIBILITY

Corporate HR / Site HR

1.11.4 KEY POLICY-CLAUSE

- a. No Candidate shall be entertained for joining without presenting authentic
LOI

- b. Copies of testimonials and photographs shall be submitted by the new entrant on the day of joining.
- c. Following authentic documents shall be verified:
 - *Appointment Letter*
 - *Copy of Interview Evaluation Sheet*
 - *Resume*
 - *Employment Application Form*
 - *Compensation Package*
 - *Medical Report*
 - *All other documents as mentioned in letter of intent*
- d. Verification shall be carried out of all documents.
- e. Any nonconforming issues shall be communicated immediately to the corporate HR head.
- f. *Relieving Letter* from previous employer shall be submitted by the new entrant.
- g. *Welcome Note* with Introduction and Photograph of new entrants shall be circulated among all staff members through Outlook.

1.12 REFERENCE CHECKS

1.12.1 OBJECTIVE

- To validate the information provided by the New Entrant or the prospective candidate(s) in the process of recruitment.

1.12.2 SCOPE

All candidates

1.12.3 RESPONSIBILITY

- Corporate HR

1.12.4 KEY POLICY-CLAUSE

- a. Reference Check through appropriate authority like last employers (at least two), etc.
- b. Professional Reference(s) shall be requested in the *Employment Application Form*.
- c. Professional Reference(s) shall be networked via telephone etc.
- d. No one shall disclose or share the information and feedback extracted from the previous employer and professional references to the New Entrant.
- e. Reference Check shall be processed only on the prescribed format.

1.13 INDUCTION

1.13.1 OBJECTIVE

- To familiarize the New Entrant with Organization's Operational processes, System & Practices and other crucial aspects.

1.13.2 SCOPE

All New Entrants

1.13.3 RESPONSIBILITY

- Initial Induction Program - Corporate HR
- Respective HOD
- Other Activities - Corporate HR

1.13.4 KEY POLICY-CLAUSE

- a. Induction Program shall be organized every month.

- b. It shall be mandatory for New Entrants to attend Induction Program.
- c. Induction Inputs provided to the New Entrant shall be:
 - About the Company (Company Profile)
 - Vision and Mission & Values
 - Achievements & history of the Company
 - Organization structure and introduction with Key role Executives
 - HR and other related Policies
 - Understand the Challenges that face the company
 - New Initiatives
 - Organizational Culture
 - Induction Kit
 - Roles & Responsibility
 - Telephone Directory
- d. The Inputs during Induction shall be provided through classroom presentations, discussions and sharing of experiences that shall be followed by visit to sites & interface with cross functional team members.
- e. Heads of concerned Departments shall chalk out their own Departmental Induction Program.
- f. One Officer from HR department shall accompany the New Entrant while site Induction.

1.14 PROBATION PERIOD & EMPLOYEE CONFIRMATION

1.14.1 OBJECTIVE

- To encourage and facilitate the performance of the New Entrant or Probationer.

1.14.2 SCOPE

All employees appointed for regular Positions

1.14.3 RESPONSIBILITY

- Assessment - Concerned HOD
- Confirmation - Corporate HR.
- Other Activities - Corporate HR

1.14.4 KEY POLICY-CLAUSE

- a. New Entrants appointed against regular positions shall be kept on Probation for a minimum period of SIX MONTHS.
- b. Performance of Employees on Probation shall be assessed only using the prescribed Probation evaluation format.
- c. *Probation Evaluation Form* shall be sent to the departments 15 DAYS BEFORE the due date of confirmation.
- d. Evaluation form shall be sent back with necessary remarks to HR 7 DAYS BEFORE the due date of confirmation.
- e. Concerned HOD shall keep a track on the performance of the concerned probationer periodically.
- f. Extension of the Probation Period at the time of final assessment is not allowed without valid reason.
- g. Probationers shall be confirmed subject to all round performance of the probationer being adjudged satisfactory by respective HOD.
- h. As deemed fit, the Probation Period shall be extended for THREE MONTHS at a time and not more than TWO TIMES.

- i. In case probationer is not confirmed even after the second extension of probation period, shall be issued a written communication on removal from the services.
- j. A reasonable time, maximum of SEVEN DAYS shall be allowed in regard to removal.
- k. In absence of written communication in regard to the confirmation after SIX MONTHS probation period, the concerned probationer shall automatically be confirmed.

1.15 REIMBURSEMENT OF EXPENSES ON JOINING

1.15.1 SCOPE

All New Entrants joining in Regular Employment with Jain Group subject to agreed upon during selection of candidate.

1.15.2 RESPONSIBILITY

- Corporate HR.
- Amount Reimbursement – Accounts department

1.15.3 KEY POLICY-CLAUSE

- a. New Entrant residing within the radius of **five hundred KM** of the place of posting, wherein the concerned shall not be eligible for reimbursement of joining expenses.
- b. New Entrants from any location **beyond five hundred km from the place of posting** shall be entitled to claim for Joining Expenses incurred for self and Family by the mode and class to which they are entitled and for Travel &

Transportation of Household Articles which shall be reimbursed at actual subject to a maximum of **ONE MONTH'S Basic Salary**.

- c. All reimbursements are subject to submission of Transporter's Bills, Delivery receipts, any other relevant receipts, and Travel Tickets.
- d. Transportation Bills to be raised from the Present Location (i.e., the location from where the shifting has to take place). Information in this regard to be communicated in writing to HR department at least **SEVEN DAYS** in advance from the date of transportation.
- e. Claim in this regard will be entertained through prescribed format.
- f. The concerned employee shall claim the said reimbursement within **THREE MONTHS** of joining along with the required documents
- g. No claim shall be entertained after three months.
- h. In case an employee after getting reimbursement of Joining Expenses leaves the services of the organization before completing twelve Months, 100% amount reimbursed to the concerned shall be recovered from the Full & Final settlement.

2. TRANSFERS

2.1 **OBJECTIVE**

To relocate or reassign the services of the employee or trainee from one project to other, from one location to other, or from one department to other etc.

2.2 **SCOPE**

All Employees

2.3 RESPONSIBILITY

- Request of Transfer – Concerned HOD.
- Approval of Transfer – Corporate HR and/SBU Head.
- Other related Activities – Corporate HR.

2.4 TRANSFERS BETWEEN DEPARTMENTS OR FUNCTIONS

2.4.1 KEY POLICY-CLAUSE

- a. Transfers between different Departments and/or Functions in the same office / project sites shall be covered under this head.
- b. No Transfer shall take place without prior mutual agreement between the concerned Heads of Department and/or Function(s) with intimation to the concerned employee well in time.
- c. All Transfers shall be made strictly using the prescribed *Transfer Requisition Letter* Format.
- d. Transfer from one site to another site is also as a part of demobilization plan time to time.

2.5 INTRA-GROUP OR INTER-COMPANY TRANSFERS

2.5.1 KEY POLICY-CLAUSE

- a. Only such transfers shall be considered “Intra Company”, which shall be between Project site to HO or HO to sites and other group company.
- b. In case of Transfer from one establishment to other or site to HO, New Employee Number & PF Number shall be allotted from the establishment Transferred to.
- c. Preparation of *Transfer Advice* Details shall indicate the following :
 - Leave Status,
 - Date of Joining,

- Salary details,
- Date of transfer,
- Loan dues, etc.

3. RECORDING OF ATTENDANCE

3.1 **OBJECTIVE**

To record the attendance and bring discipline at work.

3.2 **SCOPE**

All Employees.

3.3 **RESPONSIBILITY**

- Ensuring the attendance – Each individual, HOD /Corporate HR / Site HR
- Other related Activities – Corporate HR/Site HR

3.3.1 **KEY POLICY-CLAUSE**

- Recording of attendance shall be compulsory every time any employee enters or leaves the relevant premises. With a view to suffice with this requirement, the company shall introduce & implement the electronic attendance recording system wherever feasible.
- Otherwise employee shall follow the attendance marking system established at respective places.
- All new entrants must sign the attendance register till the Permanent Identity Card issued.
- Permanent I Card shall be issued within thirty days of joining.
- Every employee shall carry I Card all the time during working hours.

- f. Employees shall produce their I Card at any point of time on demand by the authorities while in transit in the company vehicle or any place in the sites or offices.
- g. In case any employee loses /misplaced his or her Personal Identity Card, shall need to inform the Administration dept., and a new card shall be issued
- h. Actual cost of the card shall be recovered from the individual.
- i. When the employee leaves (gets relieved from services of the company), shall return the Personal Identity Card to Corporate HR /Site HR.
- j. Any change in “scheduled off” shall be effected from the first day of the month and intimation must reach the Corporate HR / Site HR at least two days before.
- k. Concerned HOD shall inform HR / Site HR for abnormal absenteeism of any employee.

3.4 WORKING DAYS

The workdays in Corporate Office is 6 days from Monday to Saturday with Saturday second half and Sunday being holidays.

3.5 PUNCTUALITY

- a. To maintain punctuality in attendance the following shall be observed:
 - To debit one day Casual Leave (CL) for three late comings / early leaving in a month. (Mention timings of late coming).
 - If the employee has no Casual Leave to credit, a day's of other Leave would be deduceted. (First CL then ML and then PL).

- b. Any employee having an urgent reason for leaving work must obtain permission from respective HOD / department chairperson prior to leaving the designated duty station.
- c. Late attendance / leaving office early for an hour, and not more than two occasions in a month may be allowed if prior permission of the HOD is obtained. Similarly
- d. If employee goes out during Office hours on account of Office Work, shall fill-in prescribed 'Out Door Duty' slip duly approved by the HOD and submit with the Reception.
- e. An entry will also be made in the register maintained at the Reception / Gate for the purpose. On return after Office Work, return time shall be entered in the register.
- f. For employees posted on certain types of jobs, such as Dispatch, House Keeping, Maintenance etc. flexible working hours has been prescribed, but in any case the total working hours will not be less than eight hours a day (excluding half an hour for lunch).

4. RESIDENTIAL ACCOMMODATION

4.1 COMPANY-LEASED ACCOMMODATION

4.1.1 OBJECTIVE

To provide residential accommodation to the regular Employees.

4.1.2 SCOPE

- All Project heads deputed at sites.
- Other staff members deputed at project sites of infra division.
- Case to case basis.

4.1.3 RESPONSIBILITY

- Proposal – Concerned HOD / Corporate HR
- Approval – VCMD / CMD

4.1.4 KEY POLICY-CLAUSE

- a. The company leased accommodation shall be provided on the basis of need duly approved by VCMD /CMD.
- b. The Rent Amount of Company-Leased Accommodation shall be directly sent to the House-Owner. A Security Deposit @ maximum Three Month's rent shall be provided by the Company.
- c. *Security Deposit* shall be considered as an Advance against Employee's Name. He or she has to organize for the refund of the same while vacating the leased accommodation.
- d. *Security Deposit* if not returned by the House-Owner within a period of one month of vacating the Leased House, the entire amount shall be recovered from the Salary of the concerned employee.

- e. At the time of Lease, in regard to ownership of security deposit, the concerned Employee shall submit a *Declaration* through the prescribed format.
- f. Security deposit is not payable to those employees who are having own house in the name of spouse or parents.
- g. Residence will be provided by the company to Employees posted at project site and covered by separate scheme as per **Annexure A**.

4.2 ADJUSTMENT OF RENT FROM THE EMPLOYEE

4.2.1 SCOPE

Employees who are accommodated as per Company-Leased Accommodation.

4.2.2 RESPONSIBILITY

- Adjustment - Corporate HR.

4.2.3 KEY POLICY-CLAUSE

- a. If the Rent is more than the amount of HRA, the difference between HRA and *Lease Rent Amount* shall be recovered from the Salary of the concerned employee.
- b. If the Rent is less than the HRA amount, the balance amount shall be given to the employee as *Special Allowance or additional HRA*.
- c. In case of rent free accommodation provided as per terms of employment no HRA adjustment as per this policy.
- d. Tax liabilities as per income tax act shall be borne by the employee concerned.

5. COMPANY GUEST HOUSE

5.1 **OBJECTIVE**

- To provide hospitality to visiting guests and dignitaries.

5.2 **SCOPE**

- This facility shall be for Housing Expatriates, Visiting Executives of Sister Concerns, Employees of different Sites / Branches, Consultants, Out-stationed Dignitaries, VIPs, Auditors.

5.3 **RESPONSIBILITY**

- Proposal – Concerned HOD
- Approval – Corporate HR Head / Project Head
- Facilitation - Administration Department/Site HR

5.4 **GUEST HOUSE AT CORPORATE OFFICE & GUEST HOUSE AT SITE**

5.4.1 **KEY POLICY-CLAUSE**

- a. No charge is applicable for Guests.
- b. Allotment of rooms would be made based on the requisition originating from executives not below the level of GM of concerned Department. In absence of GM, the next hierarchy can raise the requisition.
- c. Accommodation at suitable Hotel is to be made in case the occupancy of the Guest House is full with the approval of MD or any other MD's designated person.

- d. Allotment of accommodation would be made to the following categories of individuals on priority by prescribed *Guest House Accommodation Requisition Slip* TWO DAYS in advance.
 - Expatriates during the duration of their official stay in the Company Guest House.
 - Consultants and Official Guests (other than that of company) on special permission from concerned HOD (not below than the rank of GM), subject to availability of accommodation.
- e. Official Guests and Host Officials accompanying guests are to be treated as Official Guests and no charges levied as per first clause. However, concerned Officials are required to sign *Guest House Accommodation Requisition Slip*.
- f. Intimation regarding meals for guests must be conveyed to the caretaker at least FOUR HOURS in advance by the Host Officer. (*Intimation Consumption Order Slip*)
- g. The Guest House has standard Furniture & Fixtures to be maintained as per Inventory in serviceable and presentable state.
- h. Regular maintenance of Fixtures, plumbing, and electrical jobs is to be carried out immediately on receipt of complaints.
- i. Company Guest House is a privilege offered for executives and visitors. Occupants must maintain and observe due decorum and discipline at the Guest House in keeping with their status and position.
- j. All above clauses followed at HO Guest Houses shall remain same for all Guest Houses at Plant / Project sites.

6. TRANSPORT

6.1 OBJECTIVE

To provide adequate facilities (in case of non-availability of public transport) to the employees for commuting to and fro from their residence to the place of work as well as for business related local travel.

6.2 SCOPE

- As per the sub policy specified below.

6.3 RESPONSIBILITY

- Critical and Final Approvals for transportation – Concerned HOD.
- Administration Department.

6.4 EMPLOYEE TRANSPORT

6.4.1 SCOPE

Employees who are staying at a distance of more than five kilometers from the Plant /project site where regular public transport facilities are not available.

6.4.2 KEY POLICY-CLAUSE

- a. Hired / Company vehicle shall be utilized for “pick and drop” from a particular common place to plant / project site. Stoppages of vehicle shall be designated / determined by the local management.
- b. In case any empty company vehicle is returning to site, the pick-ups facility shall be managed in that vehicle.
- c. All Employees shall abide timings of all vehicles subject to change from time to time
- d. On the day of availability of public transport this facility will be withdrawn automatically.

6.5 ROAD TAX OF COMPANY VEHICLE

6.5.1 SCOPE

All Company vehicles.

6.5.2 KEY POLICY-CLAUSE

- a. One time Road Tax shall be paid otherwise Road Tax shall be paid as per the start date of usage of the vehicle (because vehicles may have different purchase date and their insurance due dates may vary).
- b. As and when the Due Date comes up the Road Tax shall be paid on the completion of ONE YEAR.
- c. Road Tax shall be paid for all Company vehicles only.

6.6 INSURANCE OF COMPANY VEHICLES

6.6.1 KEY POLICY-CLAUSE

- a. Company shall pay all the charges or amount of renewing the Insurance Policy of all Company Vehicles.
- b. Insurance Policy shall be renewed for all company vehicles at least two weeks before the due date.

6.8 LOCAL TRAVEL CONVEYANCE REIMBURSEMENT

6.8.1 SCOPE

- All regular Employees including Trainees

6.8.2 KEY POLICY-CLAUSE

- a. LOCAL TRAVEL for this policy shall mean traveling for official purpose from either residence or company location to another company location or to the premises of external agency located within the radius of less than 80 km.
- b. Local Conveyance Reimbursement shall be made with Full details in the prescribed form *Reimbursement of Local Conveyance*, duly approved by respective departmental head to Accounts department.

LEVEL	REIMBURSEMENT ENTITLEMENT FOR EMPLOYEES & TRAINEES		
	VEHICLE	RS. RATE PER KM	DESCRIPTION
<i>Level-1</i>	Company provided "Own Car"	-Nil-	Eligible for NO Reimbursement over and above the eligibility
<i>Level-2</i>	- do -	-Nil-	All official journey by company car
<i>Level-3</i>	4 or 2 -Wheeler "personal vehicle"	4.00 /2.00	Travel can be made wholly or in combination of the Vehicle eligibility. Claim reimbursement after due approval of Functional Head.
<i>Level-4</i>	Non-taxi Public Transport and/or 3-wheeler or 2-Wheeler "personal Vehicle"	2.00	Travel can be made wholly or in combination of the Vehicle eligibility. Claim reimbursement after due approval of Sectional-in-charge.
<i>Level-5</i>	Public transport or 2-Wheeler "Personal Vehicle"	2.00	Claim reimbursement after due approval of Functional Head. Reimbursement of Parking and Toll Charges would be done on Actual.

- c. In case an Employee goes on duty within the city from residence directly, to & fro distance between the residence and work place shall not be considered as distance traveled and shall be deducted from the total distance traveled. The balance distance shall be taken for calculation.
- d. Employees who do not own company provided vehicle shall be entitled for Local Conveyance Reimbursement as per specifications, if travel by same mode.

- e. Employees who shall travel for official work using their own vehicle as per their entitlement, they shall be eligible for Local Conveyance Reimbursement on the rate per km specified in the table subject to a limit of 15 KILOMETERS.
 - f. Entitlement of FOUR Wheeler shall be for the Employees who are in Level - 2 and above subject to using their own Four Wheeler for official purpose only.
 - g. For the Travel Destination of more than 15 KILOMETERS, Employee shall travel by any mode and may claim for only BUS.
 - 1. ENTERTAINMENT EXPENSES of Company Guests are reimbursed on actual.
 - 2. Management shall have rights to mainly alter, add or delete any part of the Travel Allowances or Reimbursements.
- *NOTE: Wearing of Crash Helmet is mandatory while driving any two-wheeler.*

7. UNIFORM & DRESS CODE

7.1 OBJECTIVE

To have Safety of the employees, induce homogeneity & evolve a sense of belongingness amongst the employee for the company.

7.2 SCOPE

All Permanent Employees including Trainees.

7.3 RESPONSIBILITY

Each employee concerned.

7.4 COMMON POLICY-CLAUSE

- a. Jain Group staff members are expected to be in Business Casual dress from Monday to Friday.
- b. It is advised that during business meetings with customers, employees should be dressed in formal attire.
- c. While we do not wish to limit one's expressions of taste and individuality, we must all be aware that what we wear to work is a reflection of our own professionalism and that of the organization.
- d. Examples of unacceptable attire would be clothing that are Jeans, Kurtas, T-Shirts, Sport Shoe, Short Skirts /Slacks etc.

8. CAFETERIA & CANTEEN

8.1 OBJECTIVE

To provide hygienic clean environment to have food / refreshment at cafeteria / canteen

8.2 SCOPE

All regular Employees including Trainees

8.3 RESPONSIBILITY

- Administration Dept.
- Plant / site HR.

8.4 PROVISION OF MEAL & TEA FOR EMPLOYEES

8.4.1 KEY POLICY-CLAUSE

- a. Pure vegetarian food shall only be allowed in the Cafeteria / Canteen.

- b. The company shall provide free Lunch, Dinner, in the canteen to the regular Employees including Trainees only at project sites.
- c. Employees including trainees shall bring their lunch and have it in cafeteria at HO / branch Offices and Plant.
- d. Employees including Trainees shall procure their requirement of coupons for Lunch from the authority as decided by local management.
- e. Coupons shall be available with Cafeteria /canteen personnel / Administration Dept / Sites HR.
- f. Issue of the coupons shall subject to maximum limit per month as prescribed by local management.

8.5 PROVISION OF GUEST LUNCH

8.5.1 KEY POLICY-CLAUSE

- a. *Official Guest* shall be provided food facility at the canteen in addition to Apprentices, Vocational Trainees, Visiting parties and other non-employees at plant / project sites.
- b. The Cost of Food facility given via *Guest Slips* shall be exclusively borne by the Company.
- c. An Employee in level 3 & above/ Section-in-Charge/ Head of the Department shall be the authorized signatory for approving *Guest lunch*.

8.6 FOOD SUBSIDY AT PROJECT SITES

8.6.1 KEY POLICY-CLAUSE

- Food subsidy will be payable to the following categories of employees posted at project sites.
- Free food facility will not be provided at HO / brunch offices / plant.

8.6.2 RATES

a. Regular Employees

- i) The rates of food subsidy are as under where food not provided by the company at JIL Project sites.

All respective employees : Rs. 40/- per day

- ii) The above food subsidy will also be payable to the employees at Project sites residing with their families in the accommodation / leased accommodation either arranged by them or the company.

- iii) Employees in the levels of Managers & above staying in the company's guest house at Project sites on bachelor status may be provided free food facility, at the discretion of the management. In such a case, food subsidy will not be payable.

b. Temporary / Contract Employees

- i) Temporary / Contract employees in the levels of Managerial / Supervisory and Non - supervisory staff employed by the company on its roll for duration of project / specific work assignment will also be paid food subsidy as per the rates given above.

- ii) Workers / Cooks / Messengers / Couriers / Chowkidars etc. those who are employed at site through contractor's roll will not be eligible for food subsidy.

e. Regulating Payment of Food Subsidy

- i) Employees getting food subsidy will not be allowed free food facility.
- ii) Food subsidy will not be provided, if an employee remains absent / on leave from the work site.

9. TRAINING & DEVELOPMENT POLICY

9.1 GRADUATE ENGINEER TRAINEES & MANAGEMENT TRAINEES TRAINING SCHEME (NGTS - Next Generation Training Scheme)

9.1.1 OBJECTIVE

- NGTS have been formulated with a view to ensure full utilization of the inherent skills of the new entrants and provide them with comprehensive foundations needed for successful performance in the first job and in subsequent career progression.

9.1.2 GROWTH PATTERN & COMMON POLICY CLAUSE

- a. Adequate emphasis shall be given on developing the essential knowledge and required to perform as a Front Line Manager, i.e.
 - *Knowledge in terms of:*
 - Process Parameters
 - Setting and Maintaining Standards
 - Man Management
 - Line and Function Relationships

- *Skills in terms of:*
 - Investigation and Analysis
 - Problem Solving and Decision-Making
 - Preparing and Presenting a Case
 - Presentation & Report Writing
- b. The company has a system of Project Based Training (PBT) as a part of NGTS wherein each trainee is assigned a number of projects his/her core area of education as well as from other functions. Hands-On Training is also included in the curriculum with a view to strengthen technical base of the Trainees.
 - c. Induction of Graduate Engineer Trainees (GET) & Management Trainees (MT) in company shall be done each year on the basis of requirement.
 - d. They shall be trained within the company for a period of one year and the training shall include the subsections (9.1.3, 9.1.4 & 9.1.5).
 - e. The trainees shall be absorbed into regular grades based upon the Project presentations, personal interviews (by a panel comprising of Departmental Representative, Training Manager & HR representative) and assessment by the Project based Mentor.
 - f. Trainees shall be absorbed into regular grades as under.

QUALIFICATION	GRADE
CA / CS / ICWA / ME / M Tech	S - 2
BE / B Tech / MBA	S - 1
BE + MBA / MBA / MCA	S - 2

9.1.3 INDUCTION

9.1.3.1 KEY POLICY-CLAUSE

- a. The Trainees shall undergo the Induction training during the first week wherein they shall be given inputs about the group companies and orientation of various functions in respective place of posting.
- b. Second phase of training is departmental induction and lasts for one to two months as required.
- c. The Trainees shall undergo departmental orientation wherein they shall be associated with different departments on a rotational basis.
- d. They shall be associated with a mentor and are required to undertake an in-depth study of the departments.
- e. The trainees shall also undergo critical equipment training. Industrial tour to other companies is a part of this module (if required).
- f. Assessment of performance shall be done through project reports, presentations, report by the mentor & performance in tests.

9.1.4 ON-THE-JOB TRAINING

9.1.4.1 KEY POLICY-CLAUSE

- a. This shall form the third phase of NGTS and shall last for the balance six months of the training period.
- b. The trainees shall be allocated departments based on the generic branch of their study, performance in the tests & counseling interview.
- c. They shall then undertake project-based hands—on training in the respective department.

9.2 COMPETENCY & SKILL DEVELOPMENT

9.2.1 OBJECTIVE

- The basic objective of competency and skill development is to ensure continuous development of skills and competencies of employees.

9.2.2 SCOPE

- All regular employees including trainees.

9.2.3 IDENTIFICATION OF TRAINING NEEDS

9.2.3.1 KEY POLICY-CLAUSE

- a. Training needs are identified on an annual basis.
- b. For the employees in grades O - 2 & above, training needs are derived from the performance management system and assessment of Competencies through the Assessment Centre.
- c. For the Operation, Maintenance & Support Services Staff (O-1 & below Grades) the needs are projected by the Supervisors/ Controlling Officers through the Annual Appraisals.
- d. Assessments of Skills are also done annually to ascertain the skill gaps.
- e. Over and above that there are organizational interventions like Multi-skill wherein the Supervisor identifies the skills that need to be learnt by the employee in order to form multi-functional workgroups.
- f. The company also has organizational initiatives wherein the target population is identified for the purpose of each initiative and the same is included in their training need.

9.2.4 ASSIMILATION OF TRAINING NEEDS & DRAFTING THE ANNUAL TRAINING PLAN

9.2.4.1 KEY POLICY-CLAUSE

- a. Projected needs are assimilated and groups are formed on the basis of level, function, skill / competency, initiative, etc. and an annual training plan is drawn accordingly.
- b. This plan contains the dates for each program, venue, target population, number of participants per program, Training Hours per program, Faculty for the program, etc. (Training Calendar)

9.2.5 CONDUCTING TRAINING PROGRAM

9.2.5.1 KEY POLICY-CLAUSE

- a. Faculty is identified for each program from Internal Sources, External Sources or Experts in respective fields.
- b. Employees are nominated for program / seminars/ workshops/ visits conducted by leading institutions or professional bodies.
- c. Study of effectiveness of training is done every 3 months wherein the trained personnel as well as the respective supervisor respond about the benefits accrued out of the training in terms of skill/ competency up gradation and the resultant tangible/ intangible benefits.
- d. Skill / Competency assessment is also done to measure the effectiveness of training imparted.
- e. Retraining is imparted to an employee if after assessment it is found that his/her skill or competency level has not improved to the benchmarked standards.

9.3 IN SERVICE TRAINING & EDUCATION POLICY (INSTEP)

9.3.1 OBJECTIVE

To encourage and provide for employees, an organizational support system for enhancing their technical, managerial and professional abilities through the special courses available for this purpose at recognized and eminent institutes in subject area, which is mutually rewarding to the Company and the employee.

9.3.2 SCOPE

Regular Employees of the company in grades O - 3 & above and shall be applicable for recognized professional courses.

9.3.3 COMMON POLICY-CLAUSE & COVERAGE

- a. The courses covered shall be in the areas of:
 - General Management.
 - Engineering and technology, and
 - Any other functional disciplines applicable to Jain Group's line of business.
- b. The subsections mentioned below are all policy clauses & sub-clauses of this main policy.

9.3.4 TYPES OF SPONSORSHIP

- Sponsorship shall be considered under the categories mentioned in foregoing points.

9.3.4A INDIVIDUAL INITIATED

- i) Part-time/ correspondence courses where continued long absence from duty is not required for pursuing the course.

- ii) Study Leave for prosecuting higher studies or for specialized training in India or abroad on the basis of external scholarship or fellowship received by the employee.
- iii) Sponsorship with no financial commitment from the Company with own study leave as in the previous statement.

9.3.4B COMPANY INITIATED

- i) Sponsorship shall be given by the Company for special courses/ training in India or abroad based on Company's needs and career plan of the individual.
- ii) Sponsorship with no financial commitment and paid leave up to the limit of individual's credit balance of leave, by the Company for a specialized subject of relevance to company's business.
- iii) This is the discretion of the management to allow such sponsorship to any one and employee will have no right for such sponsorship.

9.3.5 INSTITUTIONS & COURSES

- a. Sponsorship without any financial commitment from the Company shall be made only for the following courses/categories of institutes:
 - i) Management courses at IIM, XLRI, TISS, XISS etc. (This is an indicative list only)
 - ii) Graduation/Post-Graduation in Engineering/ Technical courses at IIT and NIT or any other institutes of national repute, according to national ranking within top ten.

- iii) Company also may have tie-ups with leading institutions for a fixed number of seats in different courses for executives of the Company in future on the basis of business growth.

9.3.6 ELIGIBILITY FOR SPONSORSHIP

- a. Employee shall be sponsored for /allowed to undertake any part-time OR correspondence course subject to the number as may be decided by the respective SBU head so that the Company's working is not hampered and duly approved by CMD.
- b. For full-time regular courses not supported financially by the Company, the following eligibility shall be required:
 - i) Minimum 6 years of length of service, excluding training/probation period.
 - ii) Less than 40 years of age.
 - iii) Employee during training/probation will not be eligible for the same.
 - iv) Consistent 'Excellent' / 'Very Good' performance on-the-job, in consecutive six years.
 - v) Demonstrated potential for growth in the Company (as decided by the SBU Head of the concerned Area).
 - vi) Displays ability to acquire new knowledge and use it effectively at work.

9.3.7 CRITERIA FOR SELECTION / AUTHORITY

- a. Employee desirous of availing sponsorship would, apart from meeting the requirements of the institution in which they intend to pursue the

course have to undergo such screening/interview for selection for sponsorship.

- b. Cases of grant of leave for part-time or full-time courses and sponsorship without financial commitment shall be recommended by respective SBU Head and forwarded to the Corporate HR for final approval. In case of such recommendation(s) no substitute shall be provided. The position will stay vacant for the period. Internal job allocation can be done, as may be the case.
- c. Cases of sponsorship (part/full/stipend/grant) from the Company shall be decided by VCMD / CMD on the recommendation of respective SBU Head & Corporate HR head.

9.3.8 PERIOD OF STUDY OR EXTENT OF LEAVE

- a. Sponsorship/extent of leave for pursuing any course shall be of maximum one-year duration.
- b. Extension of study period or extent of leave beyond initial approved period will be discouraged.

9.3.9 GRANT OF LEAVE / OTHER ASSISTANCE ON SPONSORSHIP

- a. For part-time/correspondence courses, the Company shall grant no leave and financial assistance.
- b. For normal study leave, executive may be granted leave up to 12 months, which shall first consume all paid, leave in credit and the uncovered period as leave without pay. In general, no financial assistance shall be given.

- c. While on study leave with pay, the term 'pay' is defined as basic, special pay (if any), medical, LTA, HRA (or lease for family or hostel fee up to HRA limit), retiral benefits.
- d. Phone/mobile/car to be surrendered during this period.

9.3.10 NUMBER OF EMPLOYEES TO BE GRANTED THE STUDY LEAVE / SCHOLARSHIP / SPONSORSHIP

- a. The number of sponsorship shall not exceed two at a time.
- b. Normally not more than 1% of the executive strength shall at any time avail sponsorship/leave for full-time courses including a maximum of two sponsorships without any financial support as mentioned above

9.3.11 BOND / GUARANTEE / BOND PERIOD

- a. The employees, who are granted study leave or who are sponsored or pursuing higher studies shall, before proceeding on leave have to execute a bond to serve the Company for minimum three years of service after returning back to job or in default, pay the Company an amount in lieu thereof, so that the Company's efforts and resources on the development of individual are gainfully utilized.
- b. For any type of full sponsorship with salary/benefit for course in the country/abroad, the individual shall have to give appropriate bank guarantee/guarantee equivalent to the bond money.

- c. An employee who is under a bond to serve the Company for a stipulated period shall not be eligible for any other study leave during the duration of the bond.
- d. The details of the bond period and amount for different types of sponsorship shall be applicable as given below:

PERIOD OF STUDY	TYPE OF SPONSORSHIP	BOND PERIOD	BOND AMOUNT (IN RS.)
<i>Part-time courses/ correspondence courses (any duration)</i>	<ul style="list-style-type: none"> ▫ No financial commitment from Company side. ▫ No grant of leave involved. 	No bond	Nil
<i>Full time courses/ training for less than a semester in India (One semester shall be treated to be of 6 months' duration)</i>	<ul style="list-style-type: none"> ▫ Any type of external sponsorship 	No bond	Nil
<i>Six month's course or training</i>	<ul style="list-style-type: none"> ▫ Own study leave 1 year and no financial support 	2 year	50,000.00 or double the cost to the company whichever is more
	<ul style="list-style-type: none"> ▫ Own study leave with stipend or grant of finance 	3 years	1,00,000.00 OR Double the cost-to-company, whichever is more

10. TELECOMMUNICATION

10.1 **OBJECTIVE**

To assist employees in making business related calls.

10.2 **SCOPE**

All regular Employees in all Grades on the basis of need.

10.3 **KEY POLICY-CLAUSE**

- a. GM & above are eligible for mobile connection, while for others, this shall be need based with due approval of respective HOD.
- b. The employees eligible for mobile connection shall be required to purchase the hand set of their own or company will provide as per eligible matrix mentioned below.
- c. In case of an employee leaves the services of the company the mobile handset provided by the company will have to return or the purchase cost of the handset would be adjusted from the final settlement.
- d. In case of loss of Mobile handset, no reimbursement /claims shall be entertained till the period of 24 months from the date of purchase of the lost mobile handset.
- e. The employee shall purchase new handset by his / her own along with the cost of procuring New SIM Card and reactivation charges, if any within a week of such loss and 50% of the value of lost handset will be recovered from the concerned.

10.4 DIRECT LAND LINE / MOBILE PHONE ELIGIBILITY, USAGE & REIMBURSEMENT

10.4.1 SCOPE

- Providing phone facility to employees, irrespective of grades.
- Need based subject to recommendation of respective HOD and duly approved by VCMD / CMD.

10.4.2 KEY POLICY CLAUSE

- a. Eligibility matrix of company provided mobile handset.

Grades	Value of Mobile phones (in Rupee)
President & above	Actual
P -1 to P - 4	Rs.8000/- (Max)
M - 1 to M - 3	Rs.3500/- (Max)
S - 1 to S - 6	Rs.2500/- (Max)
Others	Rs.2000/- (max)

- b. Mobile phone usage matrix (Max. limit p.m.)

Grades	Corp. Office	Plant	Project Site
President & above	Actual	Actual	Actual
P -1 to P - 4	Actual	Actual	Actual
M - 1 to M - 3	Rs.1200/-	Rs.1000/-	Rs.1000/-
S - 1 to S - 6	Rs.500/-	Rs.400/-	Rs.400/-
Others	Only incoming calls	Only incoming calls	Only incoming calls

- c. All Employees eligible for Mobile reimbursement shall be approved and/or sanctioned not more than the amount they are entitled for.
- d. Employees will have to certify personal calls they have made from their mobile phones. 100% recovery will be made through pay slip for the same.

- e. Mobile phone facilities shall be provided on four categories, (A) Mobile without roaming - Need for continuous accessibility. (B) Mobile with national roaming - Need for frequent travel within the country for official purpose. (C) Mobile with international roaming - Need for frequent international travel for official purpose. (D) Mobile for departmental use - Based on occasional need.
- f. Managers in the grades Sr. GM & above are eligible for having Office Direct Line Telephone Connection through 0 dialing.
- g. This shall be need based for other category of employees and needs due approval of VCMD / CMD.
- h. Monitoring of telephone calls is with Administration Dept.
- i. All should Keep call duration as minimum as possible.
- j. Alarm in regard to excessive usage of phone calls shall be provided to concerned individual by Admin Dept. time to time. Mobile phone provided to other category of employees under CUG, will not be covered under this policy for call charges.
- k. Respective HOD is liable to control calls of the department.
- l. Each individual is entitled for official phone calls only.
- m. All STD & ISD calls shall be made from the reception desk only through front office executive.
- n. "Telecommunication facilities at a glance" provided at separately. -

11. TRAVEL & TOUR

11.1 **OBJECTIVE**

The Objective of this Policy is to cover all business related tours and exigencies.

11.2 **SCOPE**

As per sub-policy specified below.

11.3 **RESPONSIBILITY**

- Final Approval - VCMD / CMD
- Department's Approval - Head of Department.
- Booking of Tickets or Travel Arrangements - Travel Desk.
- Administration department.

11.4 **COMMON POLICY-CLAUSE**

- a. Entertainment Expenses of Company Guests shall be reimbursed on actual subject to the approval of VCMD / CMD
- b. Employees on Tour shall settle their hotel bills directly and not through the company.
- c. Managing Director and above are eligible for business class air travel.
- d. Employees in the grade GM (M-2 grade) and above are eligible for economy class air travel.
- e. Employees up to M - 4 Grade will be eligible for travel as per applicable mode / class of travel, as mentioned in the table.

- f. Adequate Advance notice must be given to the Travel Desk to take them advantage of concession fares available for advance or group bookings. In any case, the MINIMUM PERIOD OF ADVANCE NOTICE HAS TO BE FIVE DAYS.
- g. Employees not eligible for travel by air under normal circumstances may travel by air to minimize the loss of personal productivity subject to approval of VCMD / CMD.
- h. For short journeys and planned journeys (up to 10 hours overnight) train should be preferred.
- i. Only Train shall be used for all Traveling related to Training.

11.5 OUTSTATION TRAVEL/ TOUR ALLOWANCE REIMBURSEMENT

11.5.1 SCOPE

- All regular Employees including Trainees.

11.5.2 KEY POLICY-CLAUSE

- a. OUTSTATION TRAVEL for this policy shall mean traveling towards an area beyond 150 KILOMETERS from the place of work.
- b. OUTSTATION ALLOWANCE prescribed for reimbursement is inclusive of Boarding & Lodging.
- c. Outstation stay beyond 15 days will reduce outstation allowance and incidental expenses to 75%.
- d. During Traveling no other allowance shall be admissible except as specified in Travel Allowances Table

- e. Any outstation business tour not require night stay, the employees shall be entitled for Day Travel Allowance only.
- f. Where travel time is more than 24hrs by train, employees in category 4 may be allowed least cost economy air travel / no frills air travel.
- g. Employees may be encouraged to book the tickets online with their credit cards, which shall be reimbursed later after necessary approval.
- h. All the payments are subject to submission of bills except for own arrangements / day travel allowance / out of pocket expenses.
- i. Out of pocket expenses (without bills) will be paid to cover miscellaneous expenses while on outstation tour, requiring night stay.
- j. No out of pocket expenses will be paid in case of day travel.
- k. The employees can make their own arrangements for lodging and boarding while on tour and claim a lump sum amount prescribed for "own arrangements allowance" without bills. No other allowance shall be paid apart from that.
- l. The above rates are dependant upon current market rate. These rates will be revised every 3 years, subject to market conditions.
- m. Any deviation on mode of travel will require approval from VCMD / CMD.
- n. Employees need to submit the bills for claiming actual for Day Travel Expenses else would be entitled for a fixed amount as mentioned without bills.
- o. No claim will be entertained for local conveyance within the city where he or she lives in case he or she has been provided with company maintained vehicle.

11.6 CLASSIFICATION OF CITIES FOR TRAVELING ALLOWANCE

11.6.1 KEY POLICY-CLAUSE

- a. Company shall reimburse Tour or Travel Allowance for Boarding & Lodging subject to the submission of Travel Bills and payment of Travel Allowance Entitlement shall be based on the City or Town visited.
- b. Classification of Cities for reimbursement of Travel Allowance is listed below:

CATEGORY	NAME OF CITIES
1	<i>Includes NewDelhi, Mumbai, Kolkata, Chennai, Hyderabad, Bangalore, Pune and all State Capitals and Union Territories.</i>
2	<i>Includes All other Cities / Towns</i>

11.7 LIST OF HOTELS NOT TO BE PATRONIZED

11.7.1 KEY POLICY-CLAUSE

- a. The Company shall not patronize any Deluxe Five Star Hotel in any place for Tour or Travel made for its purpose.
- b. Company shall not patronize any of the Hotels as specified under:

CITY	HOTELS NOT TO BE PATRONIZED
Mumbai	<i>Hotel Oberoi / Hotel Oberoi Towers / Taj Intercontinental / Leela Kempenski / Hotel President</i>
Kolkata	<i>Oberoi Grand / Taj Bengal / Sonar Bangla</i>
Delhi	<i>Hotel Oberoi International / Hotel Taj Mahal / Mourya Sheraton / Hotel Taj Palace / Hyatt Regency / Holiday Inn</i>
Chennai	<i>Hotel Taj Coromandal / Adiyar Park</i>

11.8 ALLOWANCES FOR OUTDOOR DUTY

11.8.1 SCOPE

- All regular Employees including Trainees.

11.8.2 KEY POLICY-CLAUSE

- The Key Policy-Clause points of LOCAL TRAVEL CONVEYANCE REIMBURSEMENT (in Transport Policy) shall be followed here along with the underwritten clauses.
- The Outdoor Duty can be within the radius of 80 KILOMETERS from the workplace.
- The eligibility of Lunch / Dinner shall be as mentioned below:

GRADE	MAXIMUM LIMIT OF LUNCH/ DINNER
<i>GM & above</i>	<i>Actual</i>
<i>M2 to M3</i>	<i>At actual on production of bills or Rs. 150/- without bill</i>
<i>S-1 to S-6</i>	<i>Rs. 100/-</i>
<i>Others</i>	<i>Rs. 75/-</i>

11.9 TRAVEL REIMBURSEMENT DURING EMPLOYEES' GROUP TRAVEL

11.9.1 SCOPE

- All regular Employees including Trainees.

11.9.2 KEY POLICY-CLAUSE

- In case of Group Travel, Employees / Trainees may travel and stay jointly.
- Staying together (if belonging to different categories) is allowable in higher class of hotel accommodation as applicable to Senior Personnel.
- Prior approval of the VCMD / CMD is required for above clause.

12. FOREIGN TRAVEL

12.1 OBJECTIVE

- The Objective of this Policy is to cover all business related tours and exigencies.

12.2 SCOPE

- Employees (both permanent / contract) who may require to travel overseas on business trip.

12.3 RESPONSIBILITY

- i) Recommendations - functional head not below the level of Vice President.
- ii) Final Approval - VCMD / CMD
- iii) Other related activities - Corporate HR / Administration

12.4 TRAVEL REQUISITION

12.4.1 KEY POLICY-CLAUSE

- a. The *Travel Requisition Form* is to be completed by all concerned executives duly authorized by VCMD / CMD
- b. The requisition for travel should reach the Travel Desk ten days prior to the tentative date of departure in the prescribed format in duplicate, the second copy of which should go to Accounts for payment of foreign exchange and other miscellaneous expenses daily allowance not exceeding amounts as approved by RBI from time to time.

- c. No other allowance shall be paid over and above this amount.
- d. On return from an overseas tour, the employee should submit statement of account with supporting documents.
- e. The itinerary along with fare should be worked out by the Travel Department and sent for approval VCMD / CMD.
- f. All related correspondence / fax/ telex received from Company's business associates abroad (pertaining to travel) should be attached with the requisition for the purpose of obtaining visas.
- g. The executives visiting abroad must check their passports thoroughly with respect to its validity, blank pages for Visa Endorsement etc., well before planning for a visit.
- h. All visas to be obtained locally would be arranged by the concerned Travel department. Visa will be obtained from Kolkata / Delhi as applicable.
- i. Intimation for overseas trip to be sent to Corporate HR.

12.5 ELIGIBILITY FOR CLASS OF TRAVELS FOR FOREIGN TRAVEL (Mode of Travel)

12.5.1 KEY POLICY-CLAUSE

DESIGNATION	CLASS OF TRAVEL
<i>Managing Director & above</i>	Business Class, in exigency First Class
<i>Others</i>	Economy Class

12.6 OVERSEAS TRAVEL TYPE

12.6.1 KEY POLICY-CLAUSE

- a. Single hop travel up to 8 hours of flying time restricted to economy class.
(Destinations in Asia Pacific, Europe)/ Gulf countries.
- b. Transatlantic travel / long haul flights as per applicable rules (destinations in US, Canada, Korea, Japan).

12.7 MISCELLANEOUS EXPENSES

12.7.1 KEY POLICY-CLAUSE

- a. The Company shall bear miscellaneous expenses related to Visa Fee, Airport tax, Any trolley charges.
- b. Cost of local taxi from residence to airport and vice versa in India and the international location.
- c. However, employees are encouraged to use local public transport wherever available.
- d. The same will be reimbursed on an actual basis against receipts.

12.8 ENTITLEMENT OF EXPENSES

12.8.1 KEY POLICY-CLAUSE

(a) Lodging Expenses:

The company will reimburse actual reasonable expenses incurred on accommodation, subject to submission of bills, up to applicable limit as given below:

(b) Boarding Expenses:

The company will reimburse actual reasonable expenses incurred on food, subject to submission of bills, up to applicable limits as given below:

(c) Local Transport Expenses:

The company will reimburse actual reasonable expenses incurred on local transport up to applicable limit as given below:

(a) Lodging Expenses:

EMPLOYEE GRADE	USA, UK, CIS, EUROPE & JAPAN (US \$)	OTHER COUNTRIES(US\$)
Managing Director & above	Actual	Actual
P-1 to P-4	Tariff limit \$225 per day (Max)	Tariff limit \$125 per day (Max)
M-1 to M-3	Tariff limit \$150 per day (Max)	Tariff limit \$75 per day (Max)
Others	Tariff limit \$80 per day (Max)	Tariff limit \$60 per day (Max)

(b) Boarding Expenses:

EMPLOYEE GRADE	USA, UK, CIS, EUROPE & JAPAN (US \$)	OTHER COUNTRIES (US \$)
MD & above	Actual	Actual
P-1 to P-4	\$ 75	\$ 50
M-1 to M-3	\$ 45	\$ 30
Others	\$ 25	\$ 25

(c) Local Transport Expenses:

EMPLOYEE GRADE	USA, UK, CIS, EUROPE & JAPAN (US \$)	OTHER COUNTRIES (US \$)
MD & above	Actual	Actual
P-1 to P-4	\$ 50	\$ 30
M-1 to M-3	\$ 40	\$ 30
Below M0	\$ 25	\$ 25

(d) Per Day Allowance:

Employees will be eligible for Per Day Allowance to cover miscellaneous and out of pocket expenses like cigarettes, tips, porter charge, magazines, personal telephone calls, newspapers etc. The grade wise Per Day Allowance limit is given below:

EMPLOYEE GRADE (US \$)	ALL COUNTRIES (US \$)
MD & above	Actual
P-1 to P-4	\$ 50
M-1 to M-3	\$ 40
S -1 to S-6	\$ 25
Others	\$ 20

- i. The Per Day allowance will be payable from the date of leaving the last Indian port till the person reaches the Indian port on return.
- ii. No supporting receipts / vouchers are required to claim this allowance.
- iii. This allowance will continue to be payable even if an employee is provided with free boarding and lodging or chose to make his own arrangement.
- iv. Day for this purpose will be reckoned on 24 hours basis from actual time of departure from the last Indian port till the time of arrival at the first Indian port during return journey.
- v. For travel duration of over 6 hours and less than 12 hours, half the entitlement will be payable.

(e) Medical Insurance:

The company will cover the employee under a suitable international medical insurance during the overseas tour.

(f) Travel Advance / Travel Booking :

- i. Employees visiting assignment locations on short-term duration will be required to carry sufficient fund to cover all expenses that will be incurred while on trip.
- ii. Advance for travel will be released according to "Travel Advance Requisition Slip" and action for buying the ticket by Travel Desk.
- iii. The quantum of travel advance will be estimated and based on the duration of the tour will take into account the daily expenses towards, boarding, lodging, transport etc. per day.
- iv. Respective HOD will ensure that the amount for travel advance requisitioned is reasonable.

(g) Approvals :

Approvals for various activities while going on tour will be as per below:

Activity	Approval by
Ticket requisition	VCMD /CMD
Travel Advance	VCMD /CMD
Expense Report	VCMD /CMD

(h) Expenses Reporting:

The employees will be responsible for submission of travel Expense statement on the prescribed form to accounts department within 7 working days of the return from the tour, failing which the advance / outstanding amount will be recovered from the employee's salary. The unspent money, if any, will have to be refunded to the accounts department.

(i) Support Vouchers

The travel expense report must be supported by the following :

- i. Counter foil of air (boarding pass)
- ii. Bills for boarding and lodging and local transport.
- iii. Bills related to official communication.
- iv. Bills spent on client entertainment.
- v. Telephone bills or receipts of ISD calls.
- vi. No support vouchers are required for per day expenses.

(j) Resignation while at site :

If an employee resigns from the services of the company while on international business trip, then no expenses towards return travel to HO

or the place of permanent residence will be paid. Also employee will be responsible for getting all relevant clearances, without which full and final settlement will be with held.

13. COMPENSATION & GRADE RELATED POLICIES

13.1 OBJECTIVE

To provide adequate compensation package based on capability and potential of the employees.

13.2 SCOPE

As per sub-policies specified below

13.3 RESPONSIBILITY

Proposal / Recommendation - Corporate HR

Final Approval - VCMD / CMD

13.4 COMPENSATION PACKAGE

13.4.1 KEY POLICY - CLAUSE

a. CTC (Cost to the Company) consists of three major following components:

- **Basic:** Basic rate determine as 40% of CTC amount.
- **Retirement benefit:** 12% of Basic rate (PF employer's contribution where applicable)
- **FBP:** FBP (Flexible Benefit Pay) consists of:

- i) **HRA** - For metro cities 50% & other cities 40% of basic.
 - ii) **Conveyance allowance** Rs.800/-pm (Max)
 - iii) **Vehicle maintenance reimbursement** including fuels Rs.15000/-pm
(Max)
 - iv) **Driver's salary** - Reasonable amount as per local trend
 - v) **LTA reimbursement** - Equivalent amount of one month's basic pa
(Max)
 - vi) **Medical reimbursement** 8.33% of basic, Max Rs.1250/- pm
 - vii) **Special pay** - Rest amount.
- b. Employees have option to choose the desired components as part of **FBP**.
- c. There are limit fixed by the management in regard to the various components of FBP. In case the total FBP amount is more that the total of above-mentioned components in such case the balance amount will determine as special pay.

Note: Amount taken into consideration by the employee all in the above mentioned components pays along with the monthly salary, as per income tax rules employee to submit the relevant bills / documents to get benefit under income tax in every quarter otherwise all amount will come under tax bracket.

13.5 LEAVE TRAVEL ASSISTANCE

13.5.1 OBJECTIVE

To provide financial assistance to employees for travel on outstation leave

13.5.2 SCOPE

All regular Employees on Company Rolls

13.5.3 KEY POLICY-CLAUSE

- a. LTA Reimbursement is subject to maximum of ONE-MONTH BASIC SALARY PER ANNUM.
- b. Entitlement for first LTA shall be on completion of one year of service in the company.
- c. In case an individual joins in the course of the year, then the actual limit of Payment of LTA for the initial year of joining shall be paid on pro-rata basis for the number of months completed as on 31st March of the financial year with Jain Group.
- d. Application for claim of LTA can be made at any time in the financial year.
- e. Claim of LTA shall be carried forward for a maximum period of one year.
- f. Claims shall be taken as an advance but bill along with copy of the tickets (Air/ Rail) shall be required to be submitted, else the amount paid shall attract deductions under Income Tax.
- g. Any employee availing LTA shall be required to get a minimum of 4 days leave (inclusive of intervening weekly off & holidays) sanctioned for the purpose.
- h. Employees claiming LTA of Rs. 2,500.00 or less in a year are not required to avail leave to claim LTA.
- i. A maximum claim of LTA shall be allowed at a time i.e. one for the current financial year in operation and one either for the previous year for which no claim was made.

- j. Employees who are not granted leave due to exigency of work shall get the payment of LTA amount without availing leave. However, such payment shall attract deductions under the provisions of Income Tax.
 - k. In case of an employee leaves the services of the company within one year the Leave Travel Allowance earned shall be en-cashed at the time of final settlement.
 - l. In case any employee leaves the services of the company in between the financial year, he or she shall be eligible for payment of LTA on pro-rata basis subject to fulfillment of basic eligibility requirements detailed above.
 - m. In case an employee has already drawn the amount, the balance of the pro-rated payment shall be recovered from final settlement.
 - n. The claims shall be on the financial year basis.
 - o. An employee has the option of not opting for the above LTA scheme. Instead of this he or she can opt once a year to receive this LTA amount divided on equal monthly basis to be paid along with monthly salary. This component would then be reflected as part of Special Allowance. The employee can opt for this provision by 15th of April every year.
- ***NOTE: LTA Amount is meant for Reimbursement it shall not be paid in Advance.***

13.7 BANKING & PAYMENT FACILITY

13.7.1 SCOPE

- All Employees including Trainees.

13.7.2 KEY POLICY-CLAUSE

- a. All Employees shall be provided with a minimum zero Balance Bank Account.
- b. All salary payment shall be deposited directly into respective individual accounts.
- c. The company shall have tie-up with banks to facilitate the process.
- d. The company shall not be responsible for the transactions between employees and bank.
- e. Salary of employees will be paid through bank. Company shall have provision to send Salary directly to the Banks with which Company shall have tie-ups.
- f. The list of Banks with which the Company has tie-ups shall be communicated to the Employees from time to time.
- g. Change of Salary Bank shall be made through the Corporate HR / site HR.
- h. Willingness to change the Bank shall be communicated to the Corporate HR / site P&A dept. and accordingly either New Bank Account shall be opened or existing Account Number of same Bank, if any.

14. LEAVE

14.1 OBJECTIVE

To provide guidelines for permissible leave from work during the year

14.2 SCOPE

All regular Employees including Trainees.

14.3 RESPONSIBILITY

Recommending authority – Respective immediate superior

Sanctioning authority – Respective HOD

Other activities – Corporate HR / Site HR

14.4 LEAVE ENTITLEMENT

14.4.1 KEY POLICY-CLAUSE

- a. The leaves entitlements:
 - **Privilege Leave / Earned Leave** : 15 days a year
 - **Medical Leave** : 08 days a year
 - **Casual Leave** : 07 days a year
- b. Un-availed Casual Leave during the calendar year would automatically be lapsed.
- c. Any holiday or weekly off falls between two sanctioned leave will not be counted as leave.
- d. In case of long (7 or more days) sanctioned leave the holiday / weekly off falls in between will be treated as leave.
- d. The list of paid holidays at Jain Group will be circulated at the beginning of every year.

14.5 LEAVE AVAILMENT

14.5.1 KEY POLICY-CLAUSE

- a. Employees can avail leave for HALF-DAY or more subject to approval of respective authority.
- b. For availing HALF-DAY leave, they must ensure that they have completed MINIMUM FOUR HOURS DUTY before or after availing such a leave.
- c. The leave can be prefixed and/ or suffixed to weekly Offs or Holidays.
- d. At the beginning of the Calendar Year (i.e., on 1st January) leaves earned by the employee in the previous year shall be credited to individual Leave Account.
- e. Availing Leave for THREE-DAYS OR MORE on “Sick” ground is subject to submission of a *Medical Certificate* from a registered medical practitioner for the relevant period, which is to be attached along with the *Leave Application*.
- f. Leave Availing shall subject to approval of concerned sanctioning authority.
- g. The intervening Holidays or Offs during the period of leave will be excluded from leave in case of less than seven days sanctioned leave and in case of seven or above sanctioned leave the same will be included in leave.
- h. The criterion of availing leave is “*Personal*”, “*Sick*” and “*Going out of Station*” – this need to be indicated at the time of creation of Leave Application.
- i. All sanctioned *Leave Applications* must be submitted to Corporate HR / Site HR well in time.

14.6 LEAVE ACCUMULATION & ENCASHMENT

14.6.1 KEY POLICY-CLAUSE

- a. Employees can accumulate un-availed PL/EL to a maximum of **105** Days and medical leave to a maximum of **32**days.
- b. Privilege leave beyond 105 would en-cashed and ML beyond 32 days would automatically be lapsed.
- c. Employees can en-cash their PL/EL keeping a minimum balance of 30 Days.
- d. The encashment shall be admissible only when the employee has taken minimum 10 Days leave in a particular calendar year.
- e. On Retirement/ Resignation/ Termination/ Death, the un-availed leaves shall be en-cashed.
- f. Encashment may be made only once, at any time of the year and shall be en-cashed at (Basic) as on date of encashment.
- g. *Encashment Amount* shall be paid through salary of the respective month(s).

14.7 MATERNITY LEAVE – 84 DAYS

14.7.1i KEY POLICY-CLAUSE

- a. It shall cover only Married Female Employees who have completed 180 days of continuous service on date of availing this leave.
- b. This Leave can be availed for restricted to two children.
- c. Maternity Leave maximum admissible is 12 WEEKS (84 days) with full pay, six weeks before and six weeks after delivery or in any other proportions.
- d. Maternity Leave can be combined with PL or ML, if having any balance to her credit.

15. MEDICAL

15.1 OBJECTIVE

To provide better Health & Quality of Life to individuals working with the Company and their immediate family members.

15.2 SCOPE

As per sub-policy specifications below

15.3 RESPONSIBILITY

- Recommendation - Respective HOD / Site HR
- Approval - Corporate HR
- Payment reimbursement - Accounts Dept.

15.4 MEDICAL REIMBURSEMENT

15.4.1 SCOPE

Only regular Employees.

15.4.2 KEY POLICY-CLAUSE

- a. The scheme is applicable to all permanent employees drawing above Rs.10000/- pm as CTC.
- b. Any individual may opt the scheme as a part of CTC
- c. The Coverage includes declared dependent family members i.e., Wife, Children (up to the age of 25).
- d. Medical Reimbursement Amount does not lapse if not en-cashed.
- e. Reimbursement is subject to maximum limit shown in letter of appointment.
- f. In case an individual joins in the course of the year, the actual limit shall be pro-rated for the number of months completed as on 31st March of the year.

- g. Reimbursement of Medical expenses is a part of FBP.
- h. All Medical Reimbursement Claims towards Doctor's Fee, Medicines, Laboratory Tests, Spectacles, Dentures, etc. must be supported by Bills/ Receipts/ Cash Memo and shall be submitted to Accounts Department on monthly basis by 17th of each month.
- i. NO REIMBURSEMENT shall be made for expenses on Baby foods, Beauty Aids, Cosmetics & Health Drinks and expenses under Naturopathy System.
- j. Medical expenses bills of a financial year must be claimed during that year or during the first Quarter of the next year else the Bill shall be considered as 'Not Eligible'. Unutilized medical reimbursement expenses can be carried forward to unlimited amount. Any tax liability on this amount has to be borne by the individual employee.
- k. Medical Expenses without submitting medical bills and shall pay in monthly salary.

15.5 MEDICAL FACILITY

15.5.1 SCOPE

- All Employees, Trainees and Contract persons working at Project site who come across any minor or major Injury On Work

15.5.2 KEY POLICY-CLAUSE

- a. First aid boxes are kept and made available at various locations in the Plant.
- b. In case of accident or injuries, the Company shall take care to ensure that first-aid is given to each and every employee who meets with an accident.
- c. Company has a part time Doctor at First Aid Centre at Project site.

15.6 HEALTH CHECKUP & CAMPS

15.6.1 SCOPE

- All Employees including Trainees working at Project site.

15.6.2 KEY POLICY-CLAUSE

- a. The Company shall initiate the Health Checkup Program (s) for all its employees as per statutory laws applicable in different states.
- b. Health Checkups shall be organized on a periodical basis and their arrangement shall be communicated to the Employees from time to time.
- c. Health Checkups shall be either organized in project sites or any of the Company referred Hospitals.

15.7 FIRST AID CENTRE

15.7.1 KEY POLICY-CLAUSE

- a. In case of "Injury on Work", the concerned employee or supervisor or any other person should first contact with the attendant in First Aid Centre (FAC).
- b. FAC will only provide First Aid Services. In case of major injury (which is beyond the control of attendant) the injured person will be sent to company's authorized doctor or hospital.
- c. No employee should instruct the attendant of First Aid Centre regarding their choice of treatment with any hospital referred by them.

- d. The attendant of First Aid Centre is trained for only first aid services during injury on works and not competent enough to suggest any medicine, pain killer etc. In such case all are requested to avoid taking medicine without consulting any doctor.
- e. Besides, injury on work for any other medical treatment, First Aid Centre will refer the case to the Doctor and expenses towards those treatments will be borne by the concerned employee only.
- f. Attendants or doctors are advised not to give any such medicines which create drowsiness to any employee during duty hours to avoid any accident.
- g. No employee is allowed to attend duty in drunken position.
- h. In case of any person injured on work while in drunken condition, the expenses towards first aid as well as doctor facilities provided to him will be charged from the concerned employee. In such cases, management reserves the right to initiate disciplinary action against him.
- i. No employee or person is allowed to sit for gossiping in the First Aid Centre.

15.8 MEDICLAIM INSURANCE POLICY

15.8.1 OBJECTIVE

- To build positive and supportive attitudes towards those infected and promote health and safety amongst the employees.

15.8.2 SCOPE

- All employees as per their terms of appointment.
- Optional for individual.

15.8.3 KEY POLICY-CLAUSE

WHAT IT COVERS

- a. It covers expenses incurred towards hospitalization up to the limit of amount insured.
- b. For illness/disease
- d. Hospitalization due to accident
- e. Minimum 24 hours stay at the hospital is compulsory.
- f. Hospital should have 20 beds or more and registered with competent authority, capable of carrying out operations.
- g. Any pre existing illness treatment taken prior to joining of policy not covered
-Pre- & post hospitalization expenses pertaining to the treatment at the hospitalization
- h. Period covered 30 days pre & 60 days post.
- i. It covers self, spouse & two children under the single sum insured.
- j. Maternity covered Rs 25,000/- normal & Rs 30,000/- for caesarian
- k. Check ups cursory tests general colds & coughs are not covered. Other terms as per insurance company's detailed guidelines.

EMPLOYEES' OBLIGATIONS TO

- a. Provide the correct information regarding the name and age of your family members to Corporate HR at the time of joining.
- b. Pay a nominal advance at the hospital, to ensure uninterrupted service.
- c. Pay only in the event, the concerned is unable to communicate and at unearthy hours and emergency treatment is given by hospital and ensure

that the details of your employee code are correctly filled and given to the billing section of the hospital

- d. Follow up for the fax to be sent by the hospital to the TPA, so that TPA can timely approve. This takes less than four hour subject to documents
- e. Check the veracity of the bills to ensure that you have been charged only for the treatment given.

EMPLOYEES' BENEFIT

- a. Hospitalization treatment at your choice within listed hospitals.
- b. Treatment at the hospital without paying cost.
- d. Ensuring the family members is always protected.

CASH LESS FACILITY

- a. A facility where the employee, need not to pay cash for all expenses
RELATED TO ILLNESS/DISEASE.
- b. How to get cash less facility
- c. What to do?
 - o Check if the hospital is on the panel of the TPA
 - o Go to the link and you will have the list of Hospitals in panel
 - o List attached (if not in list
 - o Hospital needs to be registered with the local authorities
 - o With more than 18 beds and is capable of performing operations
- e. You need to approach the billing section of hospital fill in a form mentioning the details of the treatment. Show the card if you have else.
- f. Fill in your id which is nxxxxxjaingroup
- g. xxxxx refers your employee id

- h. Show your company i card at the billing section after providing a photocopy of the same.
- i. Copy of form needs to be faxed by the hospital to the TPA
- j. TPA after verifying by the panel will send a approval for the same.
- k. Before discharge the final bills need to be intimated, this takes a little time please provide for the same after which you get final approval/clearance for the bill

REIMBURSEMENT

- a. In case the hospital is not in panel.
 - o Get treatment at your choice of hospital within the listed hospital.
 - o Fill claim form
 - o Write your member ID
 - o Submit all prescriptions, reports, bills in original, test reports hard proof like X-ray Scan etc
 - o Payment proof in Original
 - o For getting the same settled by the insurance co
- b. The claim will be processed by insurance cell thru insurance company
- c. You will be paid by cheque on receipt of the claim
- d. For recovering expenses incurred post and pre hospitalization
 - o Please follow same steps mentioned above.
 - o Ensure that all the documents are submitted in Original and in complete respects; any shortfall in documents would delay the processing.

15.9 GROUP PERSONAL ACCIDENT POLICY (GPA POLICY)

15.9.1 OBJECTIVE

- The objective of the Group Personal Accident Policy is to help employees and/or their dependants in reimbursing the medical treatment of the insured employee and also financial assistance to the insured employee's family in case he or she dies of accident at work.

15.9.2 SCOPE

- All Employees

15.9.3 KEY POLICY-CLAUSE

- a. This policy is purely Accidental Policy, which has been taken by the Company to support Workmen Compensation Policy.
- b. Please read below for details of this Policy, covered as KEY POLICY-CLAUSE.

15.9.4 DEFINITION & CLAUSE: INSURED PERSON

- a. Insured name declared in the schedule is called insured person.
- b. If any of the insured persons shall sustained any bodily injury resulting solely and directly from accident caused by external violent and visible means, the sum herein after set forth in respect of any of the insured person specified in the schedule.

1. The employee is provided with Insurance cover for 24 hours.

2. The Company seeks loss of wages due to accident under this cover apart from benefits on account of disability/death.
3. In case of Permanent Disability, Certificate to be obtained from District Civil Surgeon, which is to be submitted along with claim and as per percentage of disability sum insured declared in the schedule will be admissible.

15.9.5 REIMBURSEMENT OF EXPENSES OF CARRIAGE OF DEAD BODY

- a. This policy will reimburse the actual expenses incurred for carriage of the dead body of the insured (death due to accident) to the place of residence subject to a maximum of 2% of the capital sum insured or Rupees 1,000.00 whichever is less.

15.9.6 EXCEPTIONS OF POLICY

- a. Compensation under more than one of the foregoing clauses in respect of the same period of disablement
- b. Any payment in case of more than one claim under the policy during any one period of insurance by which the maximum liability of the company in that period would exceed the sum payable under of this policy.
- c. Payment of compensation in respect of Death, Injury or Disablement of the Insured
 - i. From intentional self injury, suicide or attempted suicide
 - ii. While under the influences of intoxication liquor or drugs
 - iii. While engaging in Aviation or ballooning, whilst mounting in to, dismounting from or traveling in any balloon or aircraft other than as

a passenger (fare paying or otherwise) in any duly licensed standard type of aircraft any where in the world

- iv. Arising or resulting from the Insured committee any breach of the law with criminal intent
- d. Payment of compensation in respect of death, injury or Disablement of the insured due to or arising out of or directly or indirectly connected with or traceable to war, invasion, Act of foreign enemy, Hostilities civil war, Rebellion, Revolution, Insurrection, Mutiny, Military or Usurped Power Seizure, Capture, Arrest, Restraint and Detainments of all kings, princes and people of whatsoever nation condition or quality
- e. Directly or indirectly caused by or contributed to by or arising from nuclear weapons material
- f. Pregnancy

15.9.7 APPLIED CONDITIONS

- a. Upon the happening of any event, which may give, rise to a claim under this policy written notice with full particulars must be given to the insurance company immediately. In case of death written notice also of the death must, unless reasonable cause is shown, be so given before interment cremation and in any case, with in one calendar month, after the death, and in the event of loss of sight or amputation.
- b. Proof satisfactory to the company shall be furnished of all matters up on which a claim is based. Any medical or other agent of the company shall be allowed to

- examine the person of the insured on the occasion of any alleged injury or disablement when and so often as the same may reasonably be required on behalf of the Insurance Company and in the event of the death, to make a post-mortem examination of the body of the insured.
- c. The company shall not be liable to make any payment under this policy in respect of any claim be in any manner fraudulent or supported by any fraudulent statement or device whether by the insured or by any person on behalf of the insured.

15.10 COMPENSATION ON MINOR / FATAL ACCIDENTS AS PER WORKMEN COMPENSATION ACT + WELFARE POLICY OF COMPANY

15.10.1 SCOPE

- Only for Employees working with Project site.

15.10.2 KEY POLICY-CLAUSE

- ***NOTE:** All Medical Expenses on injury to Contractor Labors while at work at the project site will be borne by the respective Contractors only.*
- Under Comprehensive Medical Coverage for the Employees, incase of accidents at work resulting in unfortunate death, Compensation extended to the dependants of the diseased employee is 50% Medical expenses on loss of wages of sum insured (30 times Basic) subject to submission of bills.
- In case of Fatal Accident the Accidental Death Coverage is as per workmen compensation act.

16. PERFORMANCE MANAGEMENT SYSTEM

16.1 OBJECTIVE

- The Performance Appraisal system shall primarily be meant to achieve the following:
 - To provide systematic review of the performance of an employee
 - To assess training and development needs of the employee keeping in view the organizational development needs

16.2 SCOPE

- All regular Employees

16.3 RESPONSIBILITY

- Intermediate & Quarterly/ half yearly/ yearly review of KPIs & Performance of Employee - Reporting Officer
- Final Review - HOD or Functional Head or SBU head.

16.4 FEATURES

- The Performance Management System shall primarily consist of:
 - Annual Performance Planning/ Target Setting latest by second week of April every year.
 - Self Appraisal & Review by Reporting Officer end of every quarter.

- Review of employee by the HOD/ Functional Head at the end of the financial year.

16.5 KEY PERFORMANCE INDICATOR (KPI) SETTING / TARGET SETTING

16.5.1 KEY POLICY-CLAUSE

- a. The Performance planning shall be done latest by second week of April every year along with the Reporting Officer.
- b. The Performance plans should have direct linkage with the Corporate Plan of the department (Balanced scorecard) and each task should have target date.
- c. Each KPI in the KPI sheet should be specific and have a fixed time frame depending upon the nature of the task with built-in provision for carry forward.
- d. The broad areas of performance measurement in the KPI sheet are **Finance, Internal Business process, People Development and Customer.**

16.6 SELF-APPRAISAL

16.6.1 KEY POLICY-CLAUSE

- a. The KPI achieved should be put in the quarterly review form every quarter.
- b. KPI achieved should have direct linkage with the Annual KPI Target for the relevant period.

- c. The reporting officer should comment on the self-appraisal for the employees both on the performance as well as the constraints highlighted in the self-appraisal.
- d. Employees undertaking new or additional activities over and above envisaged in the Annual KPI Target for the relevant period may include new/ additional KPI in their self-appraisal in separate window with built-in provision to incorporate these activities in the Annual KPI Target.

16.7 REVIEW

16.7.1 KEY POLICY-CLAUSE

- a. The HOD/ Functional Head shall do the review at the end of the financial year in the Annual Review Form of the appraisal.

17. PROMOTION

17.1 OBJECTIVE

- To integrate growth opportunities, motivate employees for better performance and ensure continuity in managerial positions.

17.2 SCOPE

- All regular Employees

17.3 RESPONSIBILITY

- Final Approval for Promotion - Concerned HOD / Corporate HR head / VCMD /Chairman
- Other letter preparation tasks - Corporate HR.

17.4 KEY POLICY-CLAUSE

- a. Promotion would be based on the existence of the vacancy in the next level and role enhancement.
- b. The employees shall be considered for promotion only if their performance has been assessed not below "SIGNIFICANT CONTRIBUTOR" in any of the quarters of the financial year under consideration and should have at least one year of service left from the date of which the promotion order is being issued.
- c. Promotion will be on the basis of various criterions declared by the management every year at the time of annual appraisal.
- d. The promotions shall be effected along with the annual increments.

18. LOAN & ADVANCE POLICY

18.1 OBJECTIVE

- To impart welfare through providing financial assistance to the employees

18.2 KEY POLICY-CLAUSE

- a. **Eligibility**
 - i. Two years of continuous service is required to avail advance / loan

ii. There should be no advance / loan outstanding against the individual name at the time of the application of advance / loan.

iii. The advance / loan permissible only one in 2 years.

b. Purpose

i. Sudden illness of self, spouse, dependent parents / children.

ii. Marriage of self, sister, daughter / son.

c. Entitlement

i. Three months – basic salary.

ii. The entitlement can be increased to additional 3 months basic salary and in that case the individual will have to pay interest @7%. This would require the approval of Chairman.

d. Repayment of Advance / Loan

i. The amount will be repayable in maximum 12 equal monthly installments.

ii. In the case of separation of the individual, the company will reserve the right to withhold the individual's final settlement.

e. Procedure for availing advance / loan

i. The application for advance / loan should be submitted in the prescribed form which is available with the HR.

ii. The application should bear the recommendation of the concerned HOD.

- iii. The HOD has given his recommendation; the application will be forwarded to the Head HR.
- iv. The Head HR will that give this approval on the application as per the guidelines mentioned above.

18.3 SALARY ADVANCE

18.3.1 SCOPE

All regular Employees in all the grades on the roll of HO

18.3.2 RESPONSIBILITY

- Verification of Advance Applications and/or Applicants - Corporate HR / Site HR.
- Update of confirmed Advances - Corporate HR / Site HR.
- Preparation and Issuance of cheques - Accounts Department
- Regular deductions - Corporate HR /Accounts Department

18.3.3 KEY POLICY-CLAUSE

- a. This shall be limited to ONE month's Basic salary, interest free and recoverable in the current month's salary.

19. REWARDS & RECOGNITION

19.1 OBJECTIVE

A rewards and recognition policy is designed to encourage employees to make a performance difference either individually or through teams.

- To recognize positive behaviors that support individual or team goals and objectives
- To provide timely recognition to employees either as planned or immediate recognition
- To provide multiple-levels of recognition based on the significance of the contribution
- To provide for both manager and employee initiated recognition and rewards
- To improve employee productivity and quality of work
- To improve customer service

19.2 SCOPE

All regular Employees

19.3 AWARD AMOUNT

19.3.1 KEY POLICY-CLAUSE

- a. The policy recognizes achievements or accomplishments that contribute to the overall objectives of the organization.

- b. The policy may provide both monetary and non-monetary awards.
- c. The total of monetary and non-monetary awards shall not exceed Rs. 5,000.00 per employee per fiscal year.

19.4 TYPES OF AWARDS

19.4A MONETARY AWARDS

- a. Monetary awards shall include:
 - i. Those paid by cash
 - ii. Items that can be readily converted to cash, such as savings bonds or gift certificates
- b. Monetary awards shall not be added to an employee's base pay.
- c. Departments cannot increase award totals by the amount of payroll taxes normally deducted from employees' pay.

19.4B NON-MONETARY AWARDS

- a. Non-monetary recognition awards include:
 - i. Non-refundable gift certificates
 - ii. Meals & trips
 - iii. Plaques, trophies, certificates, and desk items
 - iv. Personal items of clothing such as caps, shirts, and sweatshirts
 - v. Other items such as tools, electronics, radios, sports equipment and timepieces
 - vi. Industrial Tour etc.

19.5 TYPES OF EMPLOYEE RECOGNITION

- To insure both fair and consistent application of recognition, a core set of rewards and recognition programs have been developed, as described below. Additional recognition programs may be added as deemed appropriate.

19.5A PLANNED EMPLOYEE RECOGNITION

- a. This approach is characterized by pre-arranged, more frequently scheduled ways of acknowledging contributions and accomplishments of an individual or team.
- b. This approach is less formal and provides more frequent opportunities to recognize employees.
- c. Examples include rewards and recognition for:
 - i. Employee of the month award
 - ii. Safety award
 - iii. Customer service award
 - iv. Public service award
 - v. Productivity award
 - vi. Outstanding achievements award

19.5B IMMEDIATE EMPLOYEE RECOGNITION

- a. This approach provides employee rewards and recognition at any time for demonstration of behaviors and values of the organization, contributions to the goals and objectives of the organization or work unit and to acknowledge individual or team accomplishments.
- b. Examples include rewards and recognition for:

- i. Teamwork award
- ii. Project Completion award
- iii. New or modified business practices award
- iv. Exemplary effort award
- v. Employee appreciation award

19.6 LEVELS OF EMPLOYEE REWARDS & RECOGNITION

19.6.1 LEVEL - ONE

- a. To recognize a superb job on a project, task or activity or suggestions leading to the improvement of a work process, workflow, or customer service practice.
 - i. Up to 500 cash/non-cash

19.6.2 LEVEL - TWO

- a. To recognizes sustained outstanding achievement or contribution above and beyond standard job requirements or suggestions leading to improvements in the work process, workflow, or in customer service.
 - i. Up to 3000 cash/non-cash

19.6.3 LEVEL - THREE

- a. To recognize an extraordinary achievement or extraordinary contribution requiring maximum effort that significantly impacted customer service and productivity that is not likely to repeat itself.
 - i. Industrial Tour with spouse.

19.7 MANAGEMENT RESPONSIBILITY

- a. Each HOD shall determine how the policy is to be administered within their respective areas within the pre-allotted budget.
- b. A written plan will be developed that indicates the type of reward and recognition programs to be used, the nomination process, the criteria for determining the level of the award, the approval process, and the communication plan.
- c. The written plan will be reviewed by Corporate HR for adherence to the organization's policy for recognition and approved at the level of VCMD / Chairman prior to implementation.

20. SUGGESTION SCHEME (STAR IDEAS)

20.1 OBJECTIVE

- To provide innovative thinking for work life improvement
- To encourage and recognize employee creativity
- To provide scope to participate in the development and growth of company
- To improve productivity, techno-economics, quality and system

20.2 SCOPE/ COVERAGE

- All employees

20.3 RESPONSIBILITY

- Authentication of implemented suggestions – concerned Reporting Officer
- Reporting of suggestion – HOD / Functional Head
- Other tasks - Corporate HR / Site HR.

20.4 KEY POLICY-CLAUSE

- a. Through this policy the innovative and creative skills of the employees will be recognized on a daily basis.
- c. A special certificate will be awarded to the employees whose suggestions and recommendations make significant difference on the following areas:
 - i. Productivity improvement*
 - ii. Cost reduction*
 - iii. Quality improvement*
 - iv. Areas of new initiatives.*
 - v. Break down control and Reducing machine down time*
 - vi. Speed of delivery – without compromising on quality*
 - vii. Positive and good attitude towards work and colleagues*
 - viii. Safety Environment and Pollution Control*
 - ix. Innovation and new ideas impacting the company in a positive manner*
- d. All ideas/ suggestions implemented to be authenticated by Reporting officer and forwarded to Corporate HR for recognition certificate.
- e. All HOD / Functional Heads should send a report on the prescribed format addressed to Head Corporate HR by every last day of the week.
- f. All the certificates will be handed over by the VCMD / Chairman OR their representative every weekend in the presence of other team members.

21. DISCIPLINE MANAGEMENT

21.1 OBJECTIVE

- To maintain cordial and cohesive relationship with co-employees, customers and to maintain ethical dealings with job, organization and society,
- To show high standard of integrity.

21.2 SCOPE/ COVERAGE

- All employees

21.3 RESPONSIBILITY

- Each individual

21.4 CODE OF CONDUCT

21.4.1 KEY POLICY-CLAUSE

- a. Code of conduct is compulsory and binding on all employees
- b. Non-observation or breach of code of conduct shall make the employee liable for disciplinary action leading to imposition of major or minor penalty or with adverse impact on their career including termination/ dismissal.
- c. Non-supervisory employees shall be required to adhere to the provision applicable Standing Orders notified by the respective State Government pending finalization of the own certified standing orders.

d. The salient features of the CODE OF CONDUCT applicable to the employees are as under:

- i. All the employees shall display complete loyalty towards the Organization.
- ii. All the employees shall follow company rules and regulations framed from time to time.
- iii. All the employees shall strictly observe the working hours prescribed.
- iv. All the employees shall follow job instructions given to them by their superiors and achieve their mutually agreed targets.
- v. All the employees shall be expected to observe strict moral and ethical standards in their work and personal life.
- vi. The employees shall not criticize the company and the company policies at any point of time within or outside the company. If they have any suggestion, they shall be welcomed to route it through proper channel.
- vii. All the employees shall be expected to follow organization hierarchy in accepting orders and giving instructions for work. Refusal to obey the instructions of the superior shall be a serious case of misconduct.
- viii. All the employees shall work in such a way as to ensure complete personal integrity.

- ix. All the employees shall be expected to protect company property and keep the company information confidential wherever required.
- x. No employee shall accept any part-time or full time paid job outside the organization. If they desire to take up some exceptional assignments outside, it shall be accepted only with the approval of the appropriate authority.
- xi. No employee shall publish or cause to be published an article written by him or her on any matter relating to the company in any local, national or overseas newspaper, journal or any other publication without the written permission of the management.
- xii. Such permission shall not be necessary for publication of articles that has no bearing on the affairs of the company and which do not directly or indirectly affect the company and for which no remuneration is given.
- xiii. No Employee shall neither consume nor bring alcohol inside the office premises / workplace nor shall he or she enter the office premises /workplace in an alcoholic state after consuming any kind of alcohol.

21.5 DISCRIMINATION & HARASSMENT POLICY

21.5.1 SCOPE/ APPLICABILITY

- All regular Employees

21.5.2 COMMON POLICY-CLAUSE

- a. The company shall be committed to providing and maintaining an open, positive work environment, which is free from any discrimination or harassment.
- b. All employees must be treated with respect, dignity, and courtesy.
- c. There shall be no discrimination or harassment against any person on the grounds of race, color, religion, national origin, disability, age, sex, marital status, sexual orientation or citizenship.
- d. Any discriminatory action against full time employees, contractual employees, clients, or vendors shall be met with disciplinary action.
- e. Every complaint shall be promptly and thoroughly investigated and confidentiality is maintained as far as the situation would permits. Furthermore, the Company does not retaliate against any employee for bringing questionable circumstances to attention.
- f. Along with the preceding points in the policy, the foregoing paragraphs under this policy shall be covered.

21.5.3 HARASSMENT

21.5.3a STATEMENT

- Harassment is behavior that is offensive to individuals including negative stereotyping, unwelcome sexual advances (from the same or opposite sex),

epithets, sexist, racist or religious slurs, demeaning jokes, gestures, written or graphic material that communicate these concepts and any other conduct that makes the working environment hostile or offensive.

21.5.3b PROHIBITIVE CONDUCT

Specific types of prohibitive conduct include, but are not limited to:

- i. Request for sexual favors
- ii. Verbal or physical conduct of sexual nature
- iii. Discussion of a person's physical characteristics or dress
- iv. Any unwelcome advances
- v. Use of offensive language or demeaning terms
- vi. Narrating offensive jokes or sexually explicit stories
- viii. Circulation or posting of offensive pictures
- ix. Objectionable physical proximity or contact
- x. Spreading rumors or talking to third parties about an individual in a demeaning fashion

NOTE: All the above is prohibitive through any mode of communication including in person, over the phone, on voice mail, through pen and paper, on e-mail, through chat, through SMS or any other form of communication.

21.5.3c EXCEPTIONS

- Harassment shall not include occasional compliments or voluntary relationships between individual employees.

- However, in case of voluntary relationships, employees must ensure that the work environment is free from favoritism and the relationship does not affect work in any way.

21.5.4 DISCRIMINATION

21.5.4a STATEMENT

Discrimination means treating employees differently, in any aspect of employment, solely because of a trait or characteristic that is not related to their ability to do their job.

21.5.4b KEY POLICY-CLAUSE

- a. The Company shall discourage discrimination based on a person's sex, race, caste, community, marital or family status, religion, national origin, age, sexual orientation, and disability.
- b. The Company forbids retaliation against an employee for filing a charge of discrimination or participating in an investigation, or opposing discriminatory practices.
- c. Charges on harassment and discrimination are likely to be grounds of termination of employment.

21.5.4c HIGHLIGHTING POINTS

- a. If an employee is encountering discrimination or harassment, he/she may take the following course of action:

- b. Speak directly to the offender using statements like "Please stop that," "I don't appreciate that," or "I find that offensive". However, it is not necessary for an employee to take this action before reporting a complaint to HR
- c. If the offensive behavior continues or if the employee feels uncomfortable in confronting the offender, the situation needs to be brought to the attention of the manager or the Grievance Redressed Committee. A thorough investigation of the case and necessary action shall be taken. It shall be ensured that the case is kept confidential both internally as well as externally.
- d. If an employee hears about or observes a possible harassment or discrimination, the employee is accountable to report the situation to the Grievance Redressed Committee. The employee's identity will be kept confidential. To maintain confidentiality, employees should not confer with anyone else at the company about the situation. All complaints of discrimination or harassment are serious and appropriate investigation of complaints will be conducted.
- e. The Grievance Redressed Committee shall spearhead the investigation. The questions asked during an investigation shall be focused on what occurred during the incident, including specifics about what happened, who said what, who was present, venue, time and what happened before the incident. After all the facts have been analyzed a determination shall be made and appropriate corrective action will be taken. Corrective action shall depend upon the nature and intensity of the situation and may include counseling or termination of employment.

- f. After completion of an investigation, the concerned parties shall be informed of the decision taken.

21.6 GUIDELINES FOR FORMULATION OF GRIEVANCE REDRESSAL COMMITTEE

21.6.1 KEY POLICY-CLAUSE

- a. In order to resolve all cases related to Workplace Harassment or Discrimination, setting up a Grievance Resolution Committee would be set up on which the Corporate HR will be represented. The Corporate HR would own the process of formulating this committee, and the following guidelines shall be used while doing so:
 - i. Committee shall be represented by women.
 - ii. Complaints Committee may include a representative of an NGO or other organization that is familiar with the issue of sexual harassment.
 - iii. Confidentiality of the complaint procedure shall be maintained.
 - iv. Complainants or witnesses shall not be victimized or discriminated against while dealing with complaints.
- b. The Committee shall make an annual report to the management committee of the organization of complaints received and the action taken by them.

NOTE: *These have been extracted from the Supreme Court of India Guidelines on Sexual Harassment, August 1997; the same can be referred to for further details.*

21.7 MAINTENANCE OF POSITIVE DISCIPLINE IN THE COMPANY

21.7.1 OBJECTIVE

- To establish a transparent system for maintaining positive conduct & discipline amongst the employees in the Company following the Principles of Natural Justice.

21.7.2 SCOPE

- All employees

21.7.3 DEFINITIONS

<i>Misconduct</i>	Any act committed by an employee at his or her workplace or within the premises of the Company, which is subversive to the discipline within the organization.
<i>Employee</i>	All employees in the regular grades i.e. E08 - E18 (Presidents) of the organization.
<i>Trainee</i>	GETs or MTs on the rolls of the Company undergoing Training.
<i>HOD</i>	Head of Department of the employee who has indulged into any misconduct(s).
<i>Disciplinary Authority</i>	Head of Department or Functional Head of the employee who has indulged into any misconduct(s).
<i>Management</i>	The management of Jain Group depending upon the enrolment of the employee concerned.
<i>Company</i>	Jain Group of Industries - Kolkata

21.7.4 MISCONDUCTS

- Following is a list of misconducts for which an employee may be charged.
This list is illustrative and not exhaustive and depending of the act of

omission/ commission the nature would be included for issue of Show Cause/ Charge sheet.

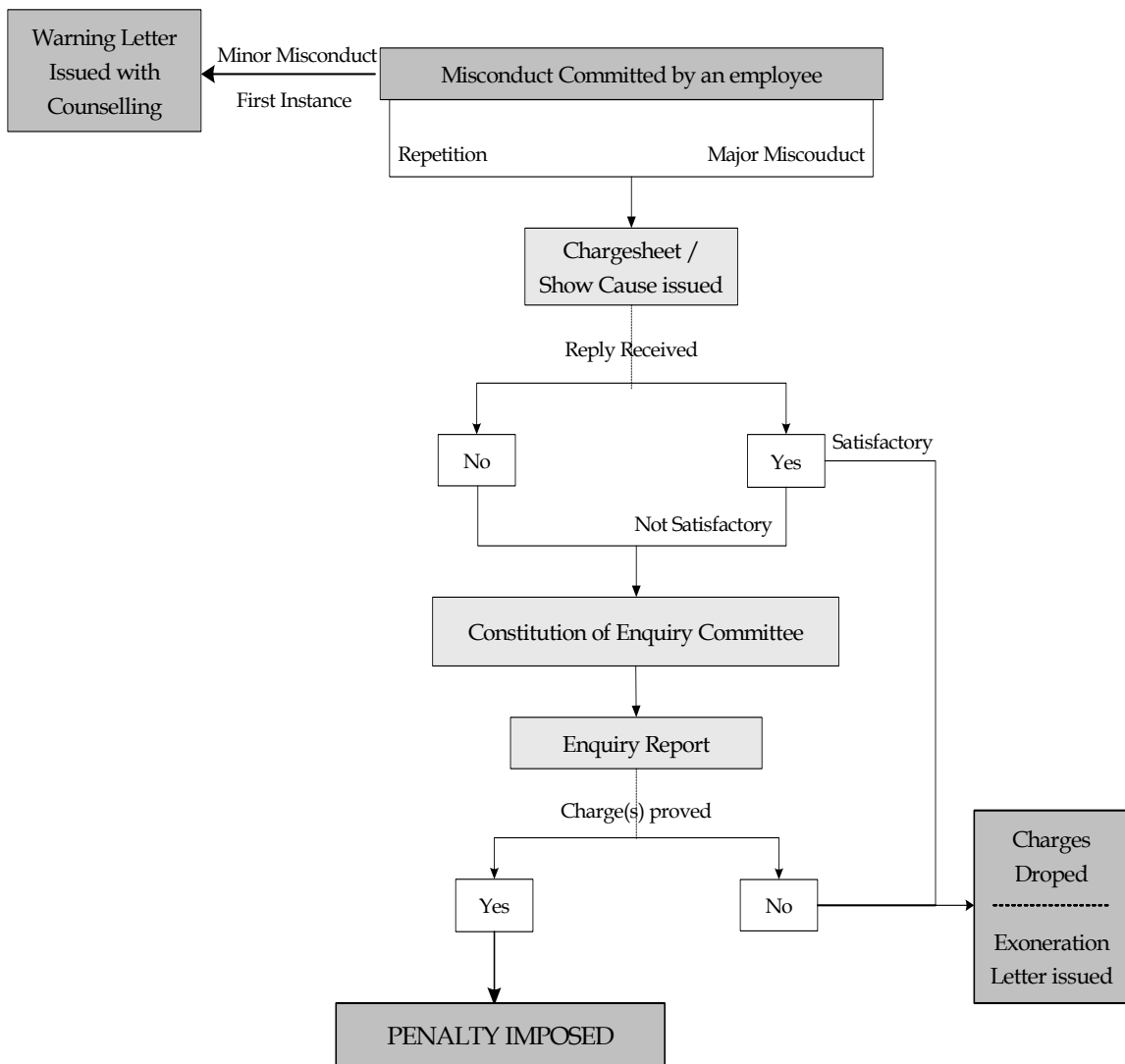
- a) Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior.
- b) Going on an illegal strike or abetting, inciting, instigating of action in furtherance thereof.
- c) Willful showing down in performance of work, or abetment or instigation thereof.
- d) Theft fraud or dishonesty in connection with the employer's business or property or the theft of property of another workman within the premises of the establishment.
- e) Taking or giving bribes or any illegal gratification.
- f) Habitual absence without prior sanction of leave, or absence without leave for more than ten consecutive days or overstaying the sanction leave without sufficient grounds or proper or satisfactory explanation.
- g) Late attendance on not less than four occasions within a month.
- h) Non-swiping of Card at the time of reporting for duty and/or leaving the workplace.
- i) Habitual breach of any Standing Order or any law applicable to the establishment or any rules made there under.
- j) Collection without the permission of the Manager of any money within the premises of the establishment except as sanctioned by any law for the time being in force.
- k) Engaging in trade within the premises of the establishment.

- l) Drunkenness, riotous, disorderly or indecent behavior on the premises of the establishment.
- m) Commission of any act subversive of discipline or good behavior on the premises of the establishment.
- n) Habitual neglect of work, or gross or habitual negligence.
- o) Habitual breach of any rules or instruction of the maintenance and running of any department, or the maintenance of the cleanliness of any portion of the establishment.
- p) Habitual commission of any act or omission for which a fine may be imposed under the Payment of Wages Act, 1936.
- q) Canvassing for union membership, or the collection of union dues within the premises of the establishment except in accordance with any law or with the permission of the Manager.
- r) Willful damage to work in process or to any property of the establishment.
- s) Holding meeting inside the premises of the establishment without the previous permission of the Manager or except in accordance with the provisions of any law for the time being in force.
- t) Disclosing of any unauthorized person any information in regard to the process of the establishment which may come into the possession of the workman in the course of this work.
- u) Gambling within the premises of the establishment.
- v) Smoking or spitting on the premises of the establishment where the employer prohibits it.

- w) Failure to observe safety instruction notified by the employer or interference with any safety device or equipment installed within the establishment.
- x) Distributing or exhibiting within the premises of the establishment hand bills pamphlets, posters, and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the Manager.
- y) Refusal to accept a charge sheet, order or other communication served in accordance with these standing orders.
- z) Unauthorized possession of any lethal weapon in the establishment.

21.7.5 PROCESS OF HANDLING CASES OF MISCONDUCT

- In the event of any employee committing one or more of the misconduct(s) mentioned above at (a) to (z), the following procedure shall be followed:
 1. A written complaint is to be submitted by the person(s) affected/ witness to the misconduct to the HOD of the employee indulging into misconduct.
 2. The HOD would forward the complaint to HR Head at HO with specific
 3. observations like issuance of Warning/ Show Cause/ Charge sheet.



4. The Corporate HR /Site HR will prepare the Warning Letter / Show Cause/ Charge sheet as the case may be, get it signed by the concerned HOD as the Disciplinary Authority and serve the same upon the employee concerned.
5. The employee concerned shall be required to submit a statement of defense of his or her HOD within the stipulated time as mentioned in the Show Cause/ Charge sheet.

6. In the event of non-receipt of a reply/ statement of defense, it would be presumed that the employee has nothing to offer in his or her defense and HOD would propose to HR of initiation of next course of action.
7. In case wherein the employee submits his or her statement of defense or reply, the same will be examined by the HOD who would suggest for either dropping the charge(s) in case the reply is found to be satisfactory with evidence or for proceeding with domestic in case the reply is not found to be satisfactory.
8. If the recommendation of the HOD is to drop the charge(s), a letter to the effect will be prepared by HR, signed by the HOD and issued to the employee concerned.
9. Case(s) wherein the HOD has advised for proceeding with domestic enquiry, the HOD would also propose the members of the Enquiry Committee comprising of representative(s) of the Department in question and HR indicating the name of the Chairman and The Enquiry Committee. A Presenting Officer would be nominated who would present the case before the Enquiry Committee on behalf of the Management. The HR representative in the committee would be the de facto Member Secretary who over and above of participating in the enquiry proceedings would maintain all the documentation like maintaining the proceedings of the enquiry, exhibits produced before the committee, etc. An order for constitution of Enquiry Committee would be issued by the HOD and copies sent to all concerned.

10. The Chairman of the Enquiry Committee would then issue an Enquiry Notice indicating the date, time and venue of the enquiry.
11. The charge sheeted employee will be given the liberty of defending his or her case alone or take help of a colleague who shall be an employee on the regular rolls of the company.
12. The Committee would go into every detail of the incidence, examine the facts, witnesses and exhibits brought before the committee, draw out the conclusion whether the charge(s) have been proved or not and submit the Enquiry Report to the concerned HOD.
13. In no case can the Enquiry Committee suggest for imposition of penalty.
14. The HOD would go through the Enquiry Report and based upon the findings of the Committee & the severity of the charge(s), the HOD would take decision upon the quantum of punishment that is to be imposed upon the quantum of punishment that is to be imposed upon the charge sheeted employee, as below:
 - i. Warning
 - ii. Censure (Eligibility to be increased by one year of consideration for promotion)
 - iii. Reduction of Basic Pay by 20%
 - iv. Stoppage of Increment for one or two successive years
 - v. Dismissal from services of the Company
15. The HR will prepare the requisite order and get it signed by the HOD (Disciplinary Authority) and serve upon the employee.

21.7.6 APPEAL

- a. The employee if dissatisfied with the penalty imposed can appeal only once and the Appellate Authority would be as under:

GRADES	APPELLATE AUTHORITY
<i>All Grades</i>	Appeal Committee

- b. An Appellate Authority would look into the charge(s), deposition before the Enquiry Committee, Enquiry Report, penalty imposed and give a final decision upholding the penalty or otherwise.
- c. **Conclusion:** The applicable Standing Orders would govern employees in level 4 & 5.

22. SEPARATION & FULL AND FINAL SETTLEMENT

22.1 OBJECTIVE

- The objective of Separation Policy is to ensure smooth separation or depart of the Employees or Trainee from the organizational works.

22.2 SCOPE / COVERAGE

All regular Employees

22.3 RESPONSIBILITY

- Final Discussions with Resigned Employee – Corporate HR / Site HR
- Exit Interview – Corporate HR / Site HR
- Acceptance of Resignation – Functional Head
- Other tasks - Corporate HR / Site HR

22.4 COMMON POLICY-CLAUSE

- a. An Employee or Trainee is separated from his or her services with the Company due to the following (which have been covered in detail in different sub-clauses in this policy):
 - i. Resignation
 - ii. Termination
 - iii. Superannuation
 - iv. Death

22.5 RESIGNATION

22.5.1 KEY POLICY-CLAUSE

- a. An employee who wishes to resign from the services of the Company will be required to give the notice of resignation as per the terms of his or her appointment or subsequent amendments thereof.
- b. Pro-rata benefits and perquisites will also be available to all employees on separation.

- d. When the resignation has been accepted by Department/ Functional/ Unit Head, but requires final discussions with the Resigned Employee or Trainee, Corporate HR / Site HR shall undertake the Final Talks.
- e. With a view to pick up feedback from the employee who has submitted his resignation, the Corporate HR / Site HR conducts an *Exit Interview*.
- f. *Resignation Acceptance Letter* shall indicate the date of relieving and advising him or her to return and handover the Company properties or document(s) if any.
- g. *Full & Final settlement is subject to submission of NO DUES CERTIFICATE duly signed by respective HOD.*

22.6 TERMINATION

22.6.1 KEY POLICY-CLAUSE

- a. Termination of services of regular Employee or Trainee is made on the grounds of Long Absenteeism and/or any intense Disciplinary Action(s).
 - b. In case of Termination due to any disciplinary action, the concerned Employee is relieved on the very same day. All the following are processes are undertaken on the same day.
 - i. Full & Final Settlement dues cleared
 - ii. Full & Final Settlement cheque handed over
 - iii. All Legal dues paid without making any Notice period recovery
- *NOTE: All the Notices as per applicable Standing Orders shall be sent in the name of the concerned Employee through the HR head.*

- i. Third & Final Notice issued by Corporate HR / Site HR and sent through registered A/D on 15th Day of absenteeism
- ii. On account of Employee not reporting to duties even on the 20th day, appropriate disciplinary action according to the applicable standing order applicable in the organization.

Full & Final settlement is subject to submission of NO DUES CERTIFICATE duly signed by respective HOD

22.7 SEPARATION DUE TO DEATH

22.7.1 KEY POLICY-CLAUSE

- a. On account of Death of the Employee, all processes are followed as per the above mentioned Sub-sections describing No Dues Clearance, Superannuation Fund Scheme & below mentioned Full & Final Settlement.
- b. Cheque of dues and others is paid to the declared nominee(s) of the Employee.

22.8 EXIT INTERVIEW

22.8.1 KEY POLICY-CLAUSE

- a. The Employee or Trainee who has submitted the *Resignation* shall attend the Exit Interview to share his or her opinions and views on the Company's policies, procedures, systems and practices for improvement in these areas.
- b. An *Exit Interview* is arranged and conducted by the Corporate HR / Site HR

- c. *Exit Interview* shall be conducted before processing *Full & Final Settlement*.
- e. In case of Separation owing to Termination NO *Exit Interview* is conducted.

22.9 FULL & FINAL SETTLEMENT

22.9.1 KEY POLICY-CLAUSE

- a. For processing *Full & Final Settlement*, following aspects are thoroughly checked & calculated
 - i. Accumulated Leave as on date for calculating *Leave Encashment*
 - ii. Years of Service more than FIVE YEARS for *Gratuity Amount*
 - iii. Information in *No Dues Clearance Form* for any *Loan Recovery* or *Salary Payable*
- b. Employee/ Trainee who's *No Dues Clearance* is not cleared due to various reasons their *Full & Final Settlement* is kept pending. After clearing all the dues, his or her *Full & Final Settlement* is processed.
- c. In case, an Employee/ Trainee wants to be relieved early before completion of his or her specified Notice Period, Notice Pay is recovered from his or her Settlement Amount. All legal dues as per the normal resignation are given to the Employee/ Trainee.

22.10 GRATUITY

22.10.1 KEY POLICY-CLAUSE

- a. As per the gratuity act an employee who completes 5 years or more continuous service or either resigns or retires or services terminated or dismissed or discharged are liable to be paid gratuity at the rate of 15 days

Basic salary for each completed year of service to a maximum of Rs. 3,50,000.00 or 20 months salary whichever is less.

- b. For the purpose of gratuity one month consists of 26 days. The payment towards Gratuity is payable to all the employees.

22.10.2 DISQUALIFICATION AND FORFEITURE

- a. Notwithstanding anything contained in this Gratuity Scheme.
 - i. The gratuity of an employee, whose services have been terminated for any act, willful omission or negligence causing any damage or loss to or destruction of property belonging to the company, shall be forfeited to the extent of the damage of the loss.
 - ii. The gratuity payable to an employee can be wholly forfeited if:
 - The services of such employee have been terminated for riotous or disorderly conduct or any other act of violation on his part.
- OR
- The services of such employee have been terminated for any act, which constitutes an offence involving moral turpitude; provided that he commits such offence during the course of his employment.

22.11 STATUTORY DEDUCTION OF INCOME TAX

22.11.1 KEY POLICY-CLAUSE

- a. The company shall deduct from the gross amount of Gratuity to which the employee is entitled, any income tax, super tax or any statutory tax, which the employee is liable to pay, and shall pay to the employee the net amount after deduction.

22.12 PROVIDENT FUND

22.12.1 KEY POLICY-CLAUSE

- a. All employees are covered under the Employees Provident Fund & Miscellaneous Provisions Act, 1952 and shall contribute 12% of Basic per month or as fixed under the said Act from time to time. The Company shall make a matching contribution. Contributions to the Fund commence with effect from the date of joining of the employee.
- b. As per the said Act, an employee can make voluntary contributions to the Fund. However, the company will not be liable to match any contribution made by the employee over the entitled amount.
- c. As per the provisions of the EPF & MP Act, 1952, employees may apply for a loan against their accumulated Provident Fund balance for the following purposes:
 - i. Housing
 - ii. Illness
 - iii. Marriage
 - iv. Education
 - v. Natural Calamities
- d. An amount of 12% of the Basic salary is deducted from the salary of the employee with matching/ equivalent employer's contribution.
- e. For Transferring and/or Withdrawing the PF Amount, Employee has the option to fill the respective Forms available with Corporate HR / Site HR and submit the same with HR.

22.13 RETIREMENT POLICY FOR REGULAR EMPLOYEES

- a. Every employee will retire from the services from the company on attaining the age of superannuation i.e. 60 years, as per the date of birth recorded in the company's records.
- b. The management may at its sole discretion grant annual extension beyond the age of superannuation in case of the company desires to avail the services of the retired employee. Alternatively he can be engaged on annual contract basis either on per diem allowance or fixed monthly remuneration on mutually agreed terms and conditions. The person will not be entitled to any long-term benefits.
- c. The above is subject to job requirement, satisfactory service and continuing good health of the employee. The authority to approve such extension(s) will rest with the Chairman.
- d. The date of retirement of the employees will be regulated as under:

Date of birth falling between the period		Date of Retirement
1 st January	- 31 st March	31 st March
1 st April	- 30 th June	30 th June
1 st July	- 30 th September	30 th September
1 st October - 31 st December		31 st December

- e. Corporate HR will intimate to the concerned retiring employee three months in advance through respective Reporting officer / HOD.
- f. During the above intervening period, the employee will be required to obtain necessary clearance from all concerned departments. The HR and Account

Dept. will prepare employee's full and final settlement such as salary, balance of leave and medical reimbursement encashment, if any, for settling the employee's dues timely.

- g. Retirement cases of the officers of the level of GM & above will be put up to the Chairman prior to the intimation to the concerned employee.
- h. On the day of retirement, a small get-together will be arranged by the concerned department and an appropriate moment taking into account the employee's service / seniority in the company will be presented.
- i. Cases of existing employees over the age of superannuation shall be dealt with case-to-case basis.
- j. All regular employees on retirement or death if he or she comes from outside the city limit (beyond a radius of 100 Kms) transfer of household goods and travel (Rail / Road) fare subject to actual at the discretion of the management.

23. WORKING HOURS & SHIFT PLANNING

23.1 OBJECTIVE

- To ensure smooth and continuous operation /functioning of projects /plant /offices.

23.2 SCOPE

- All regular Employees

23.3 RESPONSIBILITY

- Corporate HR / Project head /Plant head /Site HR

23.4 WORKING HOURS

23.4.1 KEY POLICY-CLAUSE

- a. The Working Days at JAIN GROUP is six days, i. e., Monday to Saturday.
- b. An employee may be required to work in different work hours under special circumstances.

SHIFT	WORKING HOURS	LUNCH/DINNER TIME OFF
<i>'G' Shift (General Shift)</i>	9:30 AM – 6:30 PM	13:30 PM – 14:30 PM in a staggered manner

23.5 WEEKLY OFF

23.5.1 KEY POLICY-CLAUSE

- a. Sunday shall be the normal Weekly Off days, at project site / plant weekly off will be depending upon shift duties.
- b. Owing to work emergency or demand, an employee may be expected to work either on Sunday or a public holiday.
- c. In above case, after obtaining due approval from his or her immediate manager, the Employee is entitled to take any of the following weekdays as a compensatory off in lieu of the day of the weekly off/ public holiday.
- d. Compensatory off or holiday can be availed of with mutual convenience.
- e. Any change in Shifts or Weekly offs after mutual dealings or Departmental convenience must be communicated to Corporate HR / Site HR immediately.

- f. Such compensatory off can not be clubbed with any other weekly off or holiday. Not more than one compensatory off is allowed in a week.
- g. No accumulation of compensatory off at the end of year is carried forward.

23.6 LATE ENTRY

23.6.1 KEY POLICY-CLAUSE

- a. Employees are expected to be punctual at work place.
- b. If an employee anticipates late arrival within 30 minutes of the start of the normal duty hours, the concerned must inform his or her Reporting officer.
- c. Three such occasions in month would account for one day leave or one day without pay in case of non-availability of leave in credit.

24. VISITING CARDS

24.1 OBJECTIVE

- To assist Company employees in their business dealings with external agencies

24.2 SCOPE

- All employees (Manager & above)
- Need based to employees below Manager.

24.3 RESPONSIBILITY

- Card Requisition's Recommendation - Department Head
- Final Approval for Visiting Cards - Corporate HR / Site HR
- Procurement of Visiting Cards - Administration Department

24.4 KEY POLICY-CLAUSE

- a. The eligibility for Visiting Cards per annum for the various grades of Employees in all the departments shall be as per the specifications below.
- b. Employees below manager level shall be provided Visiting Cards only on need basis.
- c. For grades M-1 & above, in case of any excess requirements of Visiting Cards (over & above the prescribed limit of 100, the cards shall be given upon approval of the Functional Head.
- d. Employees dealing with Outside Agencies are entitled to have Visiting Cards irrespective of their position. In such case only the Name of the Employee will be printed.
- e. However, the entitlement is based upon the function in which the individual is working and any excess of the prescribed limit shall be allowed upon approval of the Corporate HR / site P&A dept. only.

25. UPDATE OF PERSONAL DATA

25.1 OBJECTIVE

- To provide for any Update in the personal records of the Employee

25.2 SCOPE

- All regular Employees including Trainees.

25.3 RESPONSIBILITY

- Submission of requisition & documents for Change in Personal Data - Employee
- All others tasks - Corporate HR / Site HR

25.4 KEY POLICY-CLAUSE

- a. Employees must regularly update the Corporate HR / Site HR for any change in personal records such as Changes in address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries of PF, gratuity etc.
- b. The concerned employee shall send a mail to Corporate HR / Site HR through the HOD for any update of information in the personal records of the employee.
- c. If not possible through mail concerned employee can forward a written application through his or her HOD to Corporate HR / Site HR
- d. All update requests must be supported by valid documents.
- e. A return mail confirming the update would be sent by the Corporate HR / Site HR

26. OFFICE INFRASTRUCTURE

26.1 OBJECTIVE

- To provide infrastructure required for employees to deliver the desired output.

26.2 CORPORATE HR OBJECTIVE

- The objective of Office Infrastructure Policy is to provide ergonomic infrastructure facilities so that the desired output can be obtained.

26.3 SCOPE

- All regular Employees including Trainees working in Project sites, & the Consultants and Auditors working from HO on regular basis.

26.4 RESPONSIBILITY

- Requests of Direct Land Line, PC & Mail ID - Corporate HR / Site HR and/or concerned HOD
- Corporate HR / Site HR
- Connection of PC & Mail ID - IT Department

26.5 KEY POLICY-CLAUSE

- a. All Employees including Trainees shall be provided with an appropriate seating space.
- b. Based on the work requirement, a working PC with or without Mail ID shall also be provided to Employees and/ or Trainees.

- c. The Mail ID shall be provided only after due approval of the HOD. Otherwise, there shall be pool IDs that shall be accessible by all employees working in the concerned group.
- d. VP and above level executive shall be provided with a cabin and a telephone's Direct Land Line and laptop.
- e. Laptop , datacard will be provided on the basis of need for executives below VP level.

27. INFORMATION TECHNOLOGY USAGE

27.1 OBJECTIVE

- To overcome any potential safety hazards, possible breaches of security and confidentiality of proprietary information when using information technological tools.

27.2 SCOPE

- The policy shall include usage of all PCs, laptops, shared network services, proprietary software & all related technology that can access or be accessed through them. In addition to the above, all other devices or software shall also be included.
- The above-mentioned shall be used and Policy's DOs and DON'Ts be followed by those for which the same is applicable as per their eligibility.

27.3 RESPONSIBILITY

Clarifications on the policy - IT Department

27.4 POLICY-CLAUSE GUIDELINES

DO'S	DON'TS
<ul style="list-style-type: none"> ☑ All eligible New Entrants shall be given Workstations equipped with the necessary software/ hardware. ☑ Additional software/ hardware can be requested and shall be allocated once the relevant authorities/ manager approves the 'need'. ☑ All information shall be shared on a need-to-know basis. Each user shall be given necessary (and restricted) access to the computers/ shared network. It shall be mandatory to follow the access limits strictly. ☑ Employees shall be held responsible for inappropriate use of information, which they have access to. All passwords must be kept confidential and computers shall be locked/ logged out from while away from them. 	<ul style="list-style-type: none"> ☒ Employees are expected not to use company's technology for personal financial gain or profit. ☒ Carrying information in printed or soft copy shall be prohibited without prior sanction from the manager. Any employee shall copy no information illegally. ☒ Employees shall not install any software on the computers. All software required for business purposes shall be installed and upgraded by the Information Technology Department. ☒ There shall be no toleration for the use of technology for any actions that are harassing or discriminatory. ☒ A breach of any of the above guidelines or not following the policy guidelines shall lead to strict disciplinary action against the concerned employee.
<ul style="list-style-type: none"> ☑ The company shall have the right to monitor any and all of the aspects of its technology. ☑ Employees shall be required to read and follow the Technology Updates sent from time to time. These shall include tips for effective use of technology, information security, new technology and upgrades. ☑ All personal greetings, displays or messages on any technology shall be formal and professional. 	<ul style="list-style-type: none"> ☒ Using technology for entertainment shall be prohibited. ☒ Technology is linked hence inappropriate use of one technology can cause unintended consequences in another. An employee shall always consider the availability of resources for others as well as the overall operational efficiency of the technology system.

27.5 USAGE OF PERSONAL COMPUTERS & LAPTOPS

DO'S	DON'TS
<ul style="list-style-type: none">☑ Employees must maintain company's professional image and reputation in their use of the PCs & laptops.☑ They may store only work-related programs or information on their PC, laptop or the servers.☑ They must at all times be conscious that the hardware is networked and others may view files stored on their computer.☑ Employees will be held responsible for the data stored on their machines, its security & use.☑ The company reserves the right to replace, remove or recall hardware at any time.☑ Separating employees who have been assigned PCs or laptops must return them prior to leaving.	<ul style="list-style-type: none">☒ Employees are expected to strictly comply and must never share the hardware (PC or laptop) with friends or family members.☒ Employees must not install unauthorized hardware devices or software on the machines that they have been assigned.

27.6 USAGE OF INTERNET

DO'S	DON'TS
<ul style="list-style-type: none">☑ Certain employees may be provided with access to the Internet to assist them in performing their assigned tasks.☑ Use of the Internet shall be tempered with common sense and good judgment.☑ The company advises discretion in the material viewed or downloaded by users from the Internet.	<ul style="list-style-type: none">☒ Sending mass mails or chain letters, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic etc. is not permitted.☒ Since audio, video and picture files require significant storage space; files of this or any other sort shall not be downloaded unless they are business-related.☒ Employees shall not have an expectation of privacy in anything they create, store, send, or receive on the computer system.

27.7 USAGE OF OUTLOOK

DO'S	DON'TS
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All messages distributed via the organization's outlook system, shall be the property of the company. <input checked="" type="checkbox"/> Emails shall be monitored without prior notification if the company finds it necessary. If there is evidence that the employee is not adhering to the guidelines set out in this policy, the company reserves the right to take disciplinary action. <input checked="" type="checkbox"/> Users shall take care in drafting an email as they would for any other communication. <input checked="" type="checkbox"/> Confidential information should be encrypted prior to being sent via email. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Employees shall not have an expectation of privacy in anything they create, store, send, or receive on the email system. <input checked="" type="checkbox"/> <i>It is strictly prohibited to:</i> <ul style="list-style-type: none"> ✘ Send or forward emails containing offensive text or images. ✘ Send unsolicited email messages or chain mail. ✘ Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first. ✘ Forge or attempt to forge email messages, or disguise or attempt to disguise one's identity when sending mail.

27.8 SOFTWARE USAGE

DO'S	DON'TS
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The company shall own all software and makes it available to employee according to need, under the terms of licensing agreements between the company and individual software vendors. <input checked="" type="checkbox"/> If an employee leaves the company, any company-owned software in his or her possession must be returned. <input checked="" type="checkbox"/> To use resources wisely, employees are expected to learn what existing software can do. <input checked="" type="checkbox"/> The company reserves the right to revoke access to software applications or remove, delete or destroy any non-approved software on systems at any time. <input checked="" type="checkbox"/> The Company reserves the Right to add/delete/modify any of the above detailed terms and clauses & subsequently the related versions shall be intimated to the employees. <input checked="" type="checkbox"/> Only IT Departments shall add/ load/ delete/ edit/ execute any new required software. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Employees shall not use CD-ROM to alter the existing software. Violation of the same shall be viewed as an offence and will be liable for disciplinary action.

28. SAFETY

28.1 OBJECTIVE

- The objective of Safety Policy is to promote safety and better working culture & conditions and to make “Safety a way of life in the organization”.

28.2 SCOPE

- All employees

28.3 RESPONSIBILITY

- All major activities and supervision – Respective Safety Officer
- Corporate HR / Site HR
- Members of safety committee.

28.4 KEY POLICY-CLAUSE

- a. The Safety Officer along with safety Committee members shall address equipment safety and employee safety in the organization.
- b. One pair of Safety Shoes & One Safety Helmet shall be provided after the new employees or trainees join at sites.
- c. The company also shall provide Safety Hand gloves and other Personal Protective Equipments as per the functional requirements to the employees including trainees working at site.
- d. In case of employees working at site area, if the Safety shoes provided is worn out, one more pair of Safety Shoes shall be provided after due

recommendation of the HOD. The same shall be applicable for the other Personal Protective Equipments.

- e. The Safety Officer shall conduct regular round to the site to identify unsafe practices and notify the same for proper compliance.
- f. Periodically all safety means, such as fire hydrants, fire fighting equipments, etc. shall be checked and refilled.
- g. Mock-drill shall also be conducted on periodic basis at various locations.
- h. Every year the month of March is observed as Safety Month.
- i. Safety Committee shall ensure the compliance of safety measures.

29. COMMUNICATION

29.1 SCOPE

- All regular Employees including Trainees.

29.2 RESPONSIBILITY

- Corporate HR / Site HR

29.3 KEY POLICY-CLAUSE

- a. In case employees have any queries or doubts on a matter they intend to circulate or post, they are advised to discuss the same with the Corporate Communication at HO.
- b. All media matters related to the Company's business, shall be released after due approval of the Chairman. No employee is permitted to interact with the

media on behalf of the company, unless with prior permission of the Corporate Communication head. (This clause is as per the Code of Conduct).

- c. The above rule applies to publication of articles/ press notes in newspapers/ journals/ books/ electronic media. (This clause is as per the Code of Conduct).
- d. Employees are expected to use their discretion and judgment while making personal calls during office hours.
- e. Periodical / Needbased meeting of various other Committees pertaining to areas like Safety, Medical, Transport, Canteen, Jain Group Management, Environment, Quality Circle Promotion, Suggestion Scheme Award, Annual Function Co-ordination etc. shall be organized on monthly basis or as per their schedules for understanding and management of organizational needs.
- f. Periodical /Needbased departmental & cross-functional meetings as well as Open House Meetings with employees shall commit to provide a platform for equal opportunity to express the existing and foreseen issues - including the personal work related issues - for individual & organizational improvements.
- g. For communication with others, either within the organization or outside, the company has Internal as well as External telephone connections, E-Mail via Outlook, Fax, Internet systems etc.

30. SECURITY & VIGILANCE

30.1 OBJECTIVE

- To ensure the fool proofing of the office and project sites.

30.2 SCOPE

- Any individual and group(s) of individual(s), and
- Any vehicle (vehicle carrying no men or material & vehicle carrying any kind of material or men), entering or exiting the office / Project sites.

30.3 RESPONSIBILITY

All major or minor issues related to Security & Vigilance – Security & Admin.

30.4 COMMON POLICY-CLAUSE

- a. Each Security Person shall guard the identified & specified crucial point(s) in the Projects sites/offices.
- b. Company holds the authority to check any individual and vehicle entering or exiting the office / Project site at any point of time on account of suspicion or else.
- c. On account of occurrence of any major or serious issue the Security Officer as well as concerned Admin. Head must be immediately communicated.
- d. A personal security check shall be made for all contractual workmen & workwoman while their entry and exit at the premises.

30.5 MOVEMENT OF GOODS-VEHICLE

30.5.1 KEY POLICY-CLAUSE

- a. All the vehicles meant for either carrying consumables, or lifting goods shall report to Main Security Gate.
- b. The security after identifying the category of vehicle so reported shall be taken into the plant by entering the requisite particular in the vehicles entry module.
- c. There are separate rules for vehicle meant for unloading the material and lifting the material at project site, which must be followed.
- d. All outgoing vehicles must be thoroughly physically checked before allowing them to leave the plant.
- e. Proper coverage of all delicate materials to protect from natural damage before allowing the vehicle to leave the project site / plant.

30.6 MOVEMENT OF VISITORS

30.6.1 KEY POLICY-CLAUSE

- a. Any unknown person (individuals other than employees, trainees, contractual workmen & workwomen) while entering the company premises must be attended by the concerned security person standing on the gate.
- b. Such a person shall be allowed to remain in the premises only when he or she presents any authentic document(s) and/or telecon with person-to-be visited in the company. The same shall be treated as a proof to support his or her identity and purpose of visit.

- c. The employee to whom the visitor intends to meet shall be contacted over phone and when allowed & agreed, the visitor shall be taken to the appropriate place.
- d. All visitors shall be allotted an *Identity Card* (printed as "VISITOR") and a *Visitor's Pass* before they visit the concerned employee.
- e. After meeting the employee, the security personnel must ensure that the visitor shall come back to the Security Gate.
- f. *Visitor's Pass* shall be returned back at the Security Gate by obtaining the signature of the employee visited.
- g. All reporting VIPs shall be escorted (if need be).
- h. Any other person(s) than those covered above, for instance visitors, goods-vehicle drivers, their co-workers etc. On account of any such person's entry or exit, the security officer on post must check the person thoroughly.

31. FLEXIBLE BENEFIT PLAN

31.1 OBJECTIVE

- To provide a choice to employee for their tax planning.

31.2 SCOPE

- All employees who comes under the scheme as per their terms of appointment.

31.3 RESPONSIBILITY

Concerned employee /Corporate HR / Site HR

31.4 KEY POLICY-CLAUSE

- a. A flexible benefits package offers a degree of choice to the employee in setting the components that make up their remuneration package, rather than being given a standard package.
- b. Its main objective is to provide flexibility to the employees to plan a tax-effective compensation structure by balancing the monthly net income, yearly benefits and income tax payable.
- c. Employees may restructure their salary to suit their tax liability and heads keeping the CTC amount as same.
- e. After restructuring the salary under the various FBP heads, in case there is any balance amount, the employees should put the balance amount as SPECIAL ALLOWANCE, which is paid monthly.
 - Example 1 : You may opt not to avail LTA since it is paid to you on annual basis. Instead, you may like to get this on monthly basis, since your monthly cash requirement is more. You may then chose not to avail the LTA, and rather put this amount in Special Allowance which is taxable.
- f. Employees are allowed to structure their Flexible Benefit Plan only at the time of joining or within 1 week of receipt of increment letter.

31.5 Submission of Bills to Avail Tax Benefit under the Flexible Benefit Plan

Employees will be responsible for submission of all original bills / receipts under Education Allowance, Petrol Reimbursement, Telephone

Reimbursement, Drivers Salary, LTA, Medical Reimbursement etc. to the Tax department. In case under any of the component under FBP allowance against which the employee is unable to submit bills, then the balance amount will be fully taxed.

32. HIV AIDS POLICY FOR INDUSTRY

32.1 OBJECTIVE

- To build positive and supportive attitudes towards those infected and promote health and safety amongst the employees.

32.2 SCOPE

All employees.

32.3 KEY POLICY-CLAUSE

- a. The company will provide a safe and healthy work environment for employees.
- b. The company will educate its employees and the family on prevention, care and counseling of HIV / AIDS.
- c. The company will educate its employees on safe blood, blood donation and transfusion.

- d. If an employee has been infected, the company would keep information about the illness confidential. Only the immediate boss would be kept advised to prevent any medical eventually.
- e. A HIV positive employee would be allowed to continue to work in his / her job unless medical conditions interfere with the specific job that he / she is doing. In that case and, only if it is necessary, will the employee be shifted to another position where he / she will be comfortable.
- f. If an employee reveals his / her HIV positive status voluntarily, other employee will not be allowed to refuse to work along side the HIV positive employee. If fact, the company will expect all employees to ensure that the HIV positive is comfortable and gets a feeling of being part of a family.
- g. The company will, as a policy, not discriminate against any employee infected by HIV/AIDS with regard to promotions, training and any other privileges, applicable to all employees of the organization.
- h. While the company may ask a person who is being offered a job, to undergo general medical tests before the issue of the appointment letter, the test will not cover HIV/AIDS, without an informed consent and pre test counseling of the candidate.
- i. The company will educate its employees and encourage them to participate in voluntary counseling and testing. However, HIV/AIDS tests will not be a part of any annual or time to time health check ups, without the employee's informed consent and pre test counseling.

33. CONFIDENTIALITY AGREEMENT

33.1 OBJECTIVE

- To maintain the confidentiality of the documents and resources of the company

33.2 SCOPE

This agreement is binding to all employees

33.3 TERMS OF THE AGREEMENT

- Will be circulated separately.

34. ADHERENCE TO POLICIES

34.1 KEY POLICY-CLAUSE

- a. This policy manual supersedes all previous policies.
- b. Employees shall strictly follow the policies laid down by the Company.
- c. If any provision of any policy is at variance with any applicable statutory provision currently in force or as may become applicable subsequently, it will override the organization policy to the extent that it is more beneficial to the employees.
- d. It will also be deemed to have substituted the policy to such extent.
- e. The Corporate HR Head will resolve any clarifications.

