

## Human Resource Policy



To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements.

### Proof of Age

- As per The Factories Act, 1948 (Act No. 63 of 1948), as amended by the Factories (Amendment) Act, 1987 (Act 20 of 1987) age of employee should be 18.
- Every workman at the time of his employment is required to declare his age in the with age proof certificate.
- Employee for this purpose shall provide any of the following documents for proof of age:
  - Birth certificate
  - 10th standard marks card or transfer certificate
  - Age Certificate from a dentist / medical officer approved by the company.
  - Certificate issued by the registrar of births or any other local authority.

### Proof of address

- All employees shall provide proof of permanent and temporary address before joining and all written correspondence wherein there is need to be addressed to the employee's residence shall be sent to the last address provided by the employee.
- When an employee is shifting or relocating his residence, he shall provide the new address in writing one (1) week prior to his shifting or relocating.
  - Employee(s) for this purpose shall provide any of the following documents for proof of address:
    - Driving license
    - Adhar Card
    - Ration card
    - Voters ID card
    - Certificate issued by the registrar or any other local authority.
    - Copy of the House Lease Agreement
    - Duty Joining Form

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### Hours of Work

- The factory works six days a week on an 8 hour shift, which excludes two tea breaks one in the morning and one in the evening for ten minutes each and a lunch for one hour.
- One weekly off will be given.

### Shift Timing

Factory runs 24 X 7, manufacturing divided in two parts, one is oil section and other is crystal section. Only oil manufacturing section run 24 X 7.

- **Hours worked each shift- 8 hours**
- **Number of Shift-3 Shift**
- **Overtime policies- As per government policy**

### Payment of wages

- The employees are paid wages based on the Minimum Wages Act,
- Wages are given based on person Experience, qualification, and knowledge about specific field.

### Over time

- Over time will be paid to all employees who work for more than 48 hours in each week and overtime wage will be at the rate of twice the basic wage.
- Working hours will not be more than 60 hours in a week and overtime will not be more than 50 hours in a quarter.

### Provident Fund

**All employees will be covered as per the Employees Provident Funds and Miscellaneous Provision Act of 1952.** 12% of the earned basic will be deducted and an equal amount will be contributed by company and remitted to each employee's account.

### Employee State Insurance

All employees those having salary up to 10,000/- Per Month will be covered under the Employees State Insurance Act of 1948. There will be a deduction of 1.75% from the employee's gross salary including all allowances and 4.75% will be contributed by company.

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### Health Insurance

All employees those having salary More than 10,000/- Per Month will be covered Health insurance with risk cover of 2.0 Lakh.

### Bonus

Bonus is paid as per the Payment of Bonus act of 1965.

### Employee Resignation and Termination

#### Progressive discipline

Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses.

Our progressive discipline process has six steps of increasing severity. These steps are:

- Verbal warning
- Informal meeting with supervisor
- Formal warning
- Penalties
- Termination

#### Resignation

You resign when you voluntarily inform HR or your manager that you will stop working for our company. We also consider you resigned if you don't come to work for five consecutive days without informing.

During the probationary period and any extension thereof, your services may be terminated on either side by giving one-week notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one months (30 days) notice or salary in lieu thereof.

#### Forced resignation

You can resign anytime at your own free will and nobody should force you into resignation. Forcing someone into resigning (directly or indirectly) is constructive dismissal and we won't tolerate it. Specifically, we prohibit employees from:

- Creating a hostile or unpleasant environment.

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- Demanding or coaxing an employee to resign.
- Victimizing, harassing or retaliating against an employee.
- Forcing an employee to resign by taking unofficial adverse actions.

### Termination

Terminating an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act lawfully and respectfully.

Termination is justified when an employee breaches their contract, engages in illegal activities, disrupts our workplace, performs unacceptable standards or causes damage or financial loss to the company..

**Vaibhav Agrawal**



**Managing Director**