

HR MANUAL

WORK FLOW PROCESS

➤ HR GENERAL POLICY GUIDELINES & RULES:

- **ID card:** All the employees shall be provided an Employee Identity Card and shall wear it while on duty. In the event of resignation, ID card should be surrendered to HR department.
- **Business Card:** Business card will be provided to the employees in the managerial cadres and above grades. At the Project stage all relevant employees will be provided with Business cards
- **Lending or Borrowing Money:** Employees should not accept or solicit or in any way participate in rising of donations, financial assistance and any other monetary collections from fellow employees inside the company premises for any objective. Personally they can help each other without involving or linking the office or office procedures.
- **Private Trade / Employment:** Employees should not involve directly or indirectly in any business inside the company or elsewhere outside, with fellow employees or with outsiders. Any violation of this policy will be viewed seriously and may lead to maximum extent of terminating the employment.
- **Confidential matters:** Employees should not disclose any secret information, important policy decisions, any of the secrets involved in the products to any outsiders or competitors. Every employee shall sign an NDA, appropriately
- **Gift or Compliment from suppliers and customers:** The employees should not entertain any gift or compliment from the suppliers or any outsiders. Sweets can be accepted during festival season.
- **Company Property:** All office equipment, stationery and property should be used only for official purposes. Company property such as computers and laptops should be used and maintained with adequate professional care. These should be used only for the company's business.

All laptops, computers and software of the Company should be treated with due care. Employee should not make unauthorized copies of any data or software or make any changes to the computer systems. Carrying any office Document / Files to home is prohibited.

HR MANUAL

WORK FLOW PROCESS

➤ **Membership Of Political Parties / Bodies :**

No Employee shall either be associated with or be a member of any political party, body or organization or shall take part in any political activity or demonstration.

Employee shall also not take part or be involved in any demonstration political or otherwise which involves incitement to an offence.

➤ **Miscellaneous Provisions:**

Every Employee shall abide by the laws of the land and behave /act in such a manner which will not violate any accepted norms of public decency or morals or bring adverse name to the organization. Any employee convicted by the court of law or arrested on any charge shall at once report the facts to the management.

No employee shall attempt to bring political government or outside pressure or influencer to bear on the management to further his interests in matters connected with or related to his employment in the organization.

➤ **GENERAL:**

- Any Service /Salary certificate will be issued by the HR Department, if requested by the employee with the valid reasons. However the employee has to clearly indicate the reasons for which the certificate is required and supporting requisition document to be produced.
- Under any circumstances, the company will not issue any certificate, which is a guarantee for a loan / advance from any institution/bank/. No involvement of the company will be considered for any financial dealings by the employee.

➤ **POLICY ON PREVENTION OF SEXUAL HARASSMENT(POSH)**

- The Organization is committed to ensuring employees are treated fairly and equitably in an environment free of intimidation and sexual harassment. Sexual harassment is an unacceptable form of behavior and shall not be tolerated under any circumstances.
- Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature which makes a person feels humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the displaying of offensive material or other behaviour which creates a sexually tense or unfriendly working environment.
- Our company has formed internal compliance committee as per "The sexual Harassment of women at work place Act,2013" (prevention, prohibition and redressal) to provide Protection against Sexual harassment of women at work place and for the prevention and redressal of complaints of Sexual harassment and for matters connected therewith.
- If any women harassed sexually she may make in writing a complaint to the internal committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. If she is not able to make a complaint in writing the committee will provide necessary assistance to her for making the complaint in writing.
- On receipt of complaint the committee will enquire into the complaint and if the respondent found guilty the committee take necessary action as per "The Sexual harassment of women at work place ((prevention, prohibition and redressal) Act ,2013"

HR MANUAL

WORK FLOW PROCESS

- If the complaint made is proved to be malicious then necessary action will be taken against the complaint and witness as per applicable service rule or as per the above mentioned Act.
- The committee will be headed by Director with a female members and Two responsible officers of the company
 - **Complaints can be made the committee members** or in the mobile number **+91 9344025081**

➤ **EMPLOYEE CODE OF CONDUCT:**

- Any employee granted leave, suspended, dismissed, laid off, resigned not working for any reasons, shall leave the factory premises immediately. His presence inside without permission warrants disciplinary action.
- Every employee shall devote the whole of his duty hours to execute the work assigned to him carefully and faithfully. He shall observe and honor all rules and regulations of the company applicable to him and which may be in force at all relevant times.
- Each employee shall be responsible to take proper care of machines, plant, tools, jigs, fixtures, gauges, drawings, instruments, spare parts, safety equipments and all or any property of the company entrusted to him for work. No employee shall take or attempt to take out of the premises any property lying in the company premises except under a Gate Pass authorizing him to do so issued by the manager or person authorized by the Company in the prescribed form which gate pass shall be duly handed over to the security personnel at the time of taking the material out of the premises.
- The manager or any authorized person by the employer shall require any employee to work on any day or weekly day of rest or on a declared holiday and or over time subject to the statutory provisions.
- The scrap or wastes generated during the course of work shall be deposited in the respective bins provided for that purpose.
- Each employee shall whenever called upon to do so produce a satisfactory proof of age or any other information required by the employer.
- No employee should abandon his place of work during duty hours without prior permission of his department head or shall be idle. He shall leave the work spot for the lunch and coffee breaks.
- **Acts constituting (considered as) Misconduct:**
 - A.Theft, fraud or dishonesty or misappropriation in connection with the Employer's Business or property.
 - B. Breach of any orders or standing orders.
 - C. Absence from works without permission or without reasonable cause.
 - D. Misbehaviour towards customers and visitors, co-employees, superiors, department heads.
 - E. Habitual negligence or neglect of work of inefficiency.
 - F. Sleeping while on duty.
 - G. Habitual absence without leave or absence without leave for more than eight consecutive days.
 - H. Wilful removal of safety devices, fencing and other safety equipments and causing damages to them.
 - I. Bad and defective work due to carelessness and negligence.

HR MANUAL

WORK FLOW PROCESS

- J. Tampering with any official records.
- K. Habitual late attendance.

- **Punishment for Misconduct:**
- Minor punishments:
 - A. Warning or show cause notice.
 - B. Fine amount depends upon the nature of misconduct.
 - C. Stoppage of increment.
 - D. Suspension.
 - E. Break in service.
- Major punishments:
 - A. Demotion to a junior category.
 - B. Dismissal or discharge from services without notice or pay in lieu of notice.

- **Grievances for Employees:** In case of any grievance or complaint arising out of his employment including those relating to unfair treatment or wrongful extraction of work on the part of the superior, the employee can come and meet and address the grievance or submit a complaint in writing to the HR Manager or VP or Directors as the case.

➤ **ATTENDANCE:**

- **Working Hours**
The Factory and allied Offices will function as per the timings laid down by the Management from to time as detailed below:

- **Shift Timings for Employees**
 - 9.00 AM to 6.00 PM General Shift
 - 6.00 AM to 2-00 PM 1st Shift
 - 2.00PM to 10.00 PM 2nd Shift

- **Attendance**
 - All the employees shall register their Punch through biometric face reader machine while on the duty time -in and time- out.

- **On duty /Permission**
 - All the employees are expected to obtain prior approval through on line from their respective HODs for leaving their place of work during working hours.
 - Any employee at any level who has to go out of the premises during working hours Onduty, should apply through online and the same to be approved by concern HOD. and Like wise permission also . (Except emergency case)

 - Permissions are only applicable for staff Category employees. The granted permission Minimum is half an hour and the maximum hours of permission is one and the same shall be availed as 2 times i.e. 2 hrs Per Month only.

 - Permissions shall be applied for, during Starting/ Ending session of any shift.

HR MANUAL

WORK FLOW PROCESS

▪ **Over Time / Compensatory holiday**

- No Overtime or compensatory holidays are applicable to staff, generally.

➤ **LEAVE RULES:**

- Employee is eligible for 14 days Earned leave per Annum. Employee completing 21 working days of service will be eligible for 1 day Earned leave. During the first year in employment, the leave credit will be allowed only on completed days of service.
- Employees shall be allowed a maximum of 3 days leave at one go only for emergency reasons. Such reason has to be approved by Plant Head/Authorized person.

➤ **National & Festival paid HOLIDAYS:**

- As Stipulated under the TN industrial establishment (National & Festival Holidays) Act 1958 unit will grant 4 national Holidays and 5 Festival Holidays.

➤ **STATUTORY BENEFITS:**

- Health, Safety and welfare measures under factories act will be complied across the Organization.
- Employees will be covered and will be eligible for all Statutory benefits governing employment

➤ **ACCIDENT INSURANCE PLOICY:**

- Accident insurance cover for Employees will taken as a Group policy

➤ **SALARY DETAILS:**

- The wages/Salary will be paid to the employee on or before 7th of the subsequent month.
- The employee will be issued with original salary slip by the HR personnel every month.
- The employees wages/salaries are credited to their respective Salary saving bank account.

➤ **SALARY DEDUCTION:**

- The Deduction from the salary / Wages are ESI, EPF, Canteen, Professional Tax, Labour Welfare Fund, TDS in the respective employee salary, any other deduction like late coming to work (as per the norms) advance shall be deducted only after getting the signature from the employee.

➤ **TRAVEL RULES:**

- To streamline the expenses and settlement for accounting the same and to standardize the limit for various category of the employee at various regions.
- Standardize the limit among the employee category
- Create awareness of expenses limit at various regions
- Accounting of expenses with proper document like bill, receipt etc.,

HR MANUAL

WORK FLOW PROCESS

- Control on Imprest Cash
- Claim Statement has to be prepared with relevant back papers ie., bills, receipts, visit reports etc., against date incurred.
- Any bills incurred against expenses shall be in Company's Name only, bills with individual name will not be accounted. Only Original bill or receipts shall be submitted, photocopy will not be accepted.
- Bills or expenses amount incurred above the fixed slab, then the bill shall be got approved from their respective HOD, VP and Director. If MD sign required shall be insisted for certain situation.
- Train and bus tickets and taxi bills are to be submitted for claim.
- Claim statement has to be submitted within 3 days and at the same time within the month end after reaching the company by respective individual.
- During visit when expenses incurred for business partners like agent, vendor etc then such detail shall be provided in the bill overleaf for passing the same.
- Any bill should contain the respective company name and GSTIN without fail, all bills submitted are subject to verification.

➤ **ELIGIBILITY AS BELOW:**

Employee Category	Travel Mode	Accommodation	Food	Laundry	Sundry
Directors	AC -Train/Air	Actual	Actuals	Actuals	Actuals
Plant Head & Regional Managers	AC-Train/ By Air subject to approval	INR 3000 in Metro cities inclusive of GST INR 2000 in other cities inclusive of GST	INR 550 incl GST for 3 meals a day	INR 50	NIL
Other Employees	AC-Train	INR 2000 inclusive of GST	INR 500 incl GST for 3 meals a day	NIL	NIL

All expenses shall be submitted with a valid bill,

Employees on duty during lunch time from 11 AM to 3 PM can avail a Food allowance not exceeding INR 125 per meal and INR 25 towards tea expenses. The food allowance will be paid on submission of a valid bill

HR MANUAL

WORK FLOW PROCESS

RENTAL CAR TARIFF –TAMILNADU (and rest of Tamilnadu):

- OLA, UBER or any other Taxi system shall be used as a process and claimed on approval

➤ **FUEL REIMBURSEMENT AND VEHICLE USAGE PROCEDURE**

- If employees using their own vehicle for official on duty trips management may reimburse the fuel expenses as per the approved slab.
- Below is the fuel reimbursement eligibility based on market rate of the fuel:

	Petrol rate in market (Rs.)	Reimbursement amount/Km
2 wheeler	45.01-50.00	1.90
	50.01-55.00	2.00
	55.01-60.00	2.10
	60.01-65.00	2.20
	65.01-70.00	2.30
	70.01-75.00	2.40
	75.01-80.00	2.50
	80.01-85.00	2.60
	85.01-90.00	2.70
	Above 90.00	3.00

	Petrol/Diesel rate in market (Rs.)	Reimbursement amount (Rs.)
4 wheeler	46.01-51.00	4.95
	51.01-55.00	5.50
	55.01-60.00	6.05
	60.01-65.00	6.25
	65.01-70.00	6.50
	70.01-75.00	6.75
	75.01-80.00	7.00
	80.01-85.00	7.50
	85.01-90.00	8.00
	Above 90.00	9.00

HR MANUAL

WORK FLOW PROCESS

The fuel price shall be monitored by HR and intimated to the Accounts department.

GUIDELINES TO BE FOLLOWED TO USE COMPANY OWNED FOUR WHEELER

Utilization of company owned four wheeler is preferred if available, the prior approval from the Management with proper trip schedule through Mail and the same to intimate the Transport Department.

The company owned four wheeler is eligible only for the Management Authorized Persons. Driving License is necessary for authorized users. (If Self Driven)

In any unavailability of our company's four wheeler, the HR/Admin department shall arrange for the rental vehicle with proper management approval. Or in case of emergency the own vehicle shall be used.

The user shall ensure that photo copies of Insurance and RC book is kept in the vehicle for verification by any government authority. also he shall keep his driving license with him for verification at any time either by the company or any government official.

Negligence of any guidelines or traffic rules shall be binding upon the said employee /driver and he has to solely bear the expenses with the damages and third party injury.

Vehicle shall be given for periodical service, as per the Scheduled KM, &with the detailed specific complaints, shall be given in the service station through the HR dept. and Fill the fuel only in the authorized petrol bunk approved by the management.

The seat belt shall be used compulsorily by the person driving the vehicle, Strictly don't mix drinking (Alcohol) with driving and also avoid using of cell phone while driving, avoid rash driving and don't give lift to any unknown persons, especially during night travels and also it is advised not to carry any illegal materials in the time of journey, and company is not responsible if criminal case occurs.

In case of any issues, it is requested that our HR department in charge is kept informed without fail.

Fuel bills breakdown maintenance bill shall be settled to Accounts Department through HR/Admin department for their claiming.

HR MANUAL

WORK FLOW PROCESS

➤ GUIDELINES TO BE FOLLOWED TO USE COMPANY OWNED TWO WHEELER

Beware that the two wheeler is the property of the company and careful riding of the same is to be kept in mind. Ensure the Cleanliness of the vehicle before use

Check the brake horn and level of fuel before using, Fill the fuel only in the authorized petrol bunk approved by the management

Vehicle shall be given for periodical service, as per the Scheduled KM, &with the detailed specific complaints, shall be given in the service station through the HR dept.

Driving License is necessary for authorized users. (If Self Driven) the two wheeler users shall wear the helmet compulsorily while riding two wheeler .in additions to this the helmet shall be locked after wearing the same in the head.

The user shall ensure that photo copies of Insurance and RC book is kept in the vehicle for verification by any government authority. also he shall keep his driving license with him for verification at any time either by the company or any government official.

Negligence of any guidelines or traffic rules shall be binding upon the said employee /driver and he has to solely bear the expenses with the damages and third party injury.

Strictly don't mix drinking (Alcohol) with driving and also avoid using of cell phone while driving. Avoid rash driving (Limited Speed with in 40Km to 50Km) and don't give lift to any unknown persons, and also it is advised not to carry any illegal materials in the time of journey, and company is not responsible if criminal case occurs. In case of any issues, it is requested that our HR department in charge is kept informed without fail.

Fuel bills breakdown maintenance bill shall be settled to Accounts Department through HR/Admin department for their claiming.

When the vehicle is to be parked anywhere, the vehicle shall be locked compulsorily

Entries shall be made in the register kept at the Security gate in respect of taking and handing over the keys. Information like vehicle name, number &, name of the person, Place of Visit, Starting KM, Closing KM, purpose of the visit shall be mentioned in the said Register.

Vehicle shall be used only for Official use not for personnel work unless proper permission is obtained from the Management.

HR MANUAL

WORK FLOW PROCESS

➤ **RESIGNATION / TERMINATION / ABANDONMENT OF EMPLOYMENT**

RESIGNATION

- To outline the provisions relating to a staff member's voluntary termination of services other than by retirement or abandonment of employment.
- A employee wishing to resign should forward a notice of resignation in writing through the relevant department head to HR Department.
- The company is obliged to accept the resignation, however, not obliged to the date of relieving proposed by the employee, considering the Job role requirements.
- Serving Notice period is a prerequisite for accepting resignation. However, management may decide to relieve an employee any time after the submission of resignation.
- The salary for the purpose of definition shall mean the Gross Salary.
- Date of relieving or Exit is the last date at work agreed with the employee.

TERMINATION

- To outline the provisions relating to a staff member's involuntary termination of services
- Commission of misconduct leads to Involuntary termination. In some cases omission of action intentionally shall lead to Involuntary termination.
- Employees shall be terminated without Notice period pay and the FF settlement can be withheld, if required..
- Decision of termination will be communicated to the employee concerned in writing.
- Any issues / actions/ relating to and of the employee, indicative of loss of Confidence, misrepresentation of facts, false claims, wrong information, gross Insubordination, moral violation, severe misconduct, financial irregularity, severe performance issue, criminal offence against him FALL IN THE DEFINITION OF MISCONDUCT.
- There has to be sufficient documentary proof relating to aforesaid reason/s on the basis of which Termination Letter will be issued by the HR.

ABANDONMENT OF EMPLOYMENT

- To outline the provisions this will be implemented as a result of an employee abandonment of employment
- Where employee has been absent from duty without permission from Superior authority/HOD for a period of eight consecutive days or more, he will be deemed to have abandoned employment, and will cease to be an employee at that time

HR MANUAL

WORK FLOW PROCESS

- The respective department head must notify HR Department as soon as possible after becoming aware of an employee being absent from work without having first notified the immediate superior.
- HR will endeavor to locate the employee in order to provide an opportunity to show case why employment should not be terminated
- If contact cannot be made within a period of six working days , or if the employee does not respond within six working days of a written or telephone request , Human Resource Department will terminate that individual's employment
- Any appeal against an order of abandonment of employment will be heard and disposed off by the Directors.

➤ **RETIREMENT POLICY:**

- To enable the employee to plan his resources before the retirement date
- The age of retirement in the company will be 60(Sixty) years
- The age of employee would be considered the same as evidenced by the relevant Document produced at the time of joining.
- In special cases employee may be invited to work beyond 60 years, based on his/her fulfilling the basic criteria and will be decided by the management after case to case analysis.

➤ **DISCIPLINE & DISCIPLINARY ACTION:**

- It is the responsibility of each Department Head / Branch Head to maintain highest standard of working discipline in the workplace.
- Matters of discipline, integrity, neglect of duty, insubordination, working in a manner detrimental to the business interest of the company, absenteeism etc. shall be treated as major misconduct.
- Depending on the gravity and nature of misconduct the following procedure will be adopted by the HR Department in ascending order.

ACTION	METHOD
Verbal Warning /Counseling	Section Head / HR is to narrate the drawback/mistake /lapse/weakness very clearly to the employee, giving him a time period to improve and provide feedback to the employee on completion of the time period.
Warning Letter	If the employee does not improve after verbal warning /caution then a mild warning letter should be issued to him referring to the counseling session.

HR MANUAL

WORK FLOW PROCESS

Show Case Notice/Explanation call	Depending on the nature and gravity of the misconduct this may be issued by HR giving 48 hours to respond in writing.
Charge Sheet	A detailed letter with narration of reply to be submitted within 24 hours to be issued in presence of 2 employees of the branch. If refused to be sent by the registered post on the same day at local & permanent address.
Charge Sheet cum Suspension order/Cum Enquiry Notice	In gross misconduct needing the employee to be away from the work immediately.

➤ **MOBILE PHONE POLICY:**

- Mobile connection shall be provided for Employee based on his/her Job role requirement.
- Mobile instrument shall be arranged by employee and organization shall provide SIM Card with number and generally used for Official purpose.
- The amount towards reimbursement of mobile phone charges shall be fixed time to time.
- Employees provided with official mobile phone should not switch off their mobile and should be available/reachable on mobile at any time.
- Employees other than authorized cell phone users and visitors shall deposit their cell phone in the security Office while entering the factory premises and can get back the same while going out.

➤ **PHOTOCOPYING POLICY:**

- Photocopy shall be taken by the employees only for official requirements and needs. Krishca Strapping Solutions is heading towards be as a paperless organization and employees shall keep this in their plan while photocopying records.

➤ **PHOTOGRAPHY POLICY:**

- Employees/ Visitors are not allowed to take photographs inside the company premises using still cameras or mobile phones. If any one found them taking photograph in the company premises, will be called for enquiry and action.

MOBILE PHONE USAGE AT WORK PLACE

Employee shall not use Personal mobile connections at work place. In case of emergency, Employee shall approach his/her reporting officer for usage of land line.

HR MANUAL

WORK FLOW PROCESS

➤ **SAFETY POLICY:**

- Company recognizes the responsibility in providing the safest conditions for men, machines and materials, in realizing qualitatively superior products at competitive costs. The management has an abiding faith that "accident free work environment" is implicit. Accident cause misery to persons and loss, damages to property & production. So Management has a keen appreciation that "Accident free Operations" is an index of industrial Efficiency and business success.

- **The Management in its policy render the following**
 - Safety is First
 - Accident prevention programs, system and techniques will be continuously practiced
 - Plant, Machinery, equipment and environment will be accident free and employees shall follow the Standard operating procedures to ensure safe working conditions
 - Its management's endeavor to work with government and industrial safety organization to maximize employee's safety value proposition.

➤ **SAFE WORKING BEHAVIOUR**

- Employees will perform their jobs in the safest manner prescribed in SOP
- They will enhance their personal safety and that of their fellow workers
- They will report all the workplace hazards and make suggestion for their control and elimination
- They will co-operate and contribute towards the overall success of the safety programs
- Safety work committee will be formed in all manufacturing locations and the key responsibility of the committee will be to maintain Safe actions and Safe environment.

➤ **FIRST AID BOX:**

- First Aid box is kept in each every department. The first aid accessories are kept inside the first aid box.
- First aid trained employees will be available in each shift to support the employees on first aid administration.

➤ **EMERGENCY ASSEMBLY AREA**

- Safe assembly areas will be earmarked for each manufacturing and Office facility
- In an evacuation process, all employees are required to come out of the work place through the exit and emergency exit doors and assemble in the safe assembly area to facilitate Employee safety and also to control the disaster. The alarm will be blown on an emergency situation.

HR MANUAL

WORK FLOW PROCESS

- After the disaster is controlled and eliminated, either the Security officer or Officer in Charge of the situation will come and address the gathering to disburse. Until then no person shall disburse from the gathering. This procedure happens during any disaster.

➤ **SECURITY POLICY**

➤ **Material**

All incoming material shall be allowed only with Invoice cum Delivery Challan accompanying the material. The Company name and items mentioned shall be checked and confirmed before allowing the vehicle for unloading. If the driver of the supplier vehicle is found intoxicated, the vehicle will not be allowed inside the premises. Maintain the gate entry system in register or electronic form as required time and then.

➤ **People**

Employees will present themselves for frisking while exit from factory. Car boot examination in case of entering the factory shall be followed. Employee ingress and egress shall be permitted only on presentation of ID card.

➤ **SECURITY SYSTEMS**

- Closely monitoring the movement of Men and Material and guarding the property by maintaining Material inward Register, Material outward Register, Gate pass, Returnable gate pass.
- Continuously monitoring the CCTV consoles and reporting ambiguous footages to management on a regular basis.

➤ **EMPLOYEE & AMC personnel CHECK IN & CHECK OUT**

- The Security shall ensure that nobody brings inside the factory any personal things and they shall be advised to keep such things in the personal belongings room kept for that purpose. If any tools are being brought by any service personnel for that purpose of servicing work inside the factory premises, the same shall be shown to the security and then they are allowed to take them inside the factory with a challan and the respective HOD shall authorize it.
- All employees are to be frisked by the security while leaving the office premises. Also, the female employee bags are checked by the security while they leave the factory premises. However, the security is given all authority to check any person / material / goods in case of necessity or doubt. Sometimes, the unit head (President / Vice President) and Manager – HR may check any employees / Materials at the entrance along with the security personnel in case of necessity or doubt.

➤ **VISITOR POLICY**

- No Personal visitors are allowed to meet employees, generally. In case of a requirement the visitor shall present his/her details to the Security and follow the identification through the photo capturing process and remain in the visitors room. Security will inform the employee and he/she can meet the visitor in the visitors room.
- Visitors for Business purpose will be received by the security and will undergo the identification process as mentioned above. The front Office will support the Business visitor and facilitate the meetings with Krishca officials.
- No Visitor will be allowed to carry Photo capturing devices including smart phones inside the manufacturing area.

HR MANUAL

WORK FLOW PROCESS

➤ **WELFARE ACTIVITIES:**

- **CANTEEN:** Canteen will be functioning in factory with supply of food from outside. Employee will be allowed a 70 % subsidy and charged for 30% on food cost.
- **PERSONAL BELONGINGS ROOM:** A Separate Personnel Belonging Room is provided for the Employees inside the factory premises to keep their personnel belongings. They shall keep their personnel belongings and can take them while leaving the factory premises.
- **UNIFORM:** Uniform for staff will be followed during the working hours in the Manufacturing unit/Branch Sales offices and then. Employees shall follow the requirements strictly

Office Etiquette:

Employees shall maintain high decorum in dealing with co-employees, visitors and outsiders.

Employees shall not raise voice, use foul, un-parliamentary language while dealing with People.

Approved by the Management Committee .

	Petrol rate in market (Rs.)	Reimbursement amount/Km
2 wheeler	45.01-50.00	1.90
	50.01-55.00	2.00
	55.01-60.00	2.10
	60.01-65.00	2.20
	65.01-70.00	2.30
	70.01-75.00	2.40
	75.01-80.00	2.50
	80.01-85.00	2.60
	85.01-90.00	2.70
	90.01-95.00	2.80
	95.01-100.00	2.90
	100.01-105.00	3.00
	105.01-110.00	3.10

HR MANUAL**WORK FLOW PROCESS**

	Petrol/Diesel rate in market (Rs.)	Reimbursement amount (Rs.)
4 wheeler	46.01-51.00	4.95
	51.01-55.00	5.50
	55.01-60.00	6.05
	60.01-65.00	6.25
	65.01-70.00	6.50
	70.01-75.00	6.75
	75.01-80.00	7.00
	80.01-85.00	7.50
	85.01-90.00	8.00
	90.01-95.00	8.50
	95.01-100.00	9.00
	100.01-105.00	9.50

HR MANUAL

WORK FLOW PROCESS