

***VEER-O-METALS Pvt. Ltd.***



# VEER-O-METALS PVT. LTD HUMAN RESOURCE POLICY

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**Only for circulation among Veer-O-Metals employees.**

**Veer-O-Metals Pvt. Ltd.,**

**H R POLICY**

Name of Employee:.....

Code No:

Designation:

Department:

Date of Joining:

**Doc no.PA014**



## **HR POLICIES**

### **1. CODE OF CONDUCT POLICY:**

#### **Purpose and Intention:**

The professional image of Veer-O-Metals is directly linked to the way each employee presents himself, communicates and behaves. Therefore, all employees are expected to maintain professional conduct, both in the office and at any other location, where he/she represents the company. This includes maintaining a positive mind set, good judgment, a courteous approach to our clients, suppliers and fellow employees, good communication and moderation at all times.

#### **Guiding Principles:-**

Employees are expected to observe the following basic principles of service:

- Observe the office hours of their shift, strictly.
  - Ensure office equipment, documents, and the likes are at their respective places before leaving the office; observe a clean-desk policy.
  - No food or beverages of any kind are allowed at or around workstations.
  - Mobile phone-calls are not allowed on the shop floor.
  - Display identification badges in a visible position.
  - Be careful and responsible while handling equipment, machines, instruments, and other supplies of Veer-O-Metals, save expendable supplies, and carefully handle documents and maintain its confidentiality.
  - Do not enter the office or use equipment, machines, instruments and other supplies in Veer-O-Metals for any purpose other than company business.
  - Do not interfere with any operation or disturb the discipline and order of the workplace.
  - Do not illegally borrow money or receive a gift in connection with service.
  - Do not leave the building during the working hours without permission.
  - Do not receive visitors for personal reasons during working hours without prior approval from the superior
  - If offered corporate hospitality, entertainment, or personal services either free or at less than market price (unless at approval rates or discounts available to all employees), by a supplier as an enticement to conduct business, the employee should ensure that this cannot compromise their professional integrity and judgment.
  - If gifts are exchanged at festival times, the value of such gifts should not exceed INR 500/-
2. Confidentiality and Data Protection
- The confidentiality and the protection of all the documents in the form of Drawings, Process sheets, Specifications, Work instructions, Financial data, Manuals and procedures etc of Veer-O-Metals or customer supplied are strictly observed by all the employees. The above confidentiality applies to all forms of media.

It is mandatory for all employees to sign an NDA with Veer-O-Metals as per the **document no: PA013**

### **3. Misconduct:-**

- a) Smoking in the Workplace

- o Smoking is not allowed in office premises and shop floor other than designated place within the factory premises.
- b) Alcohol & drugs
  - o Procession and consumption of any sort of alcoholic substances or illegal drugs are strictly prohibited.
- c) Harassment
  - o Harassment will not be tolerated in any instance. Harassment includes:
  - o Unnecessary/unwanted physical contact.
  - o Inhuman treatment to colleagues
  - o Sexual harassment
  - o Physical and mental coercion/ verbal abusing, sarcastic comments and jokes.
  - o Displays of offensive material
- d) Any misconduct as mentioned in standing order clause: 24.

#### 4. Dress Code Policy

The normal dress code is as given below:-

Days	Dress codes
Monday & Tuesday	Uniform with shoes
Wednesday ,Thursday & Friday	Formal ware with shoes
Saturday	Casuals with shoes

**UNIFORMS:** All permanent workmen and staff will be provided with two sets of uniforms along with a pair of safety shoes every year. It is understood by the workmen and staff that it is their responsibility to wear their uniforms whilst at work without fail and to maintain them in good and presentable condition

#### **PERSONAL CLEANLINESS:**

It is expected that all the employees of Veer-O-Metals must appear smart and brisk. Personal cleanliness includes the following:

- a) Trimmed hair and nails.
- b) Shaven face.
- c) Clean and neatly dressed.
- d) Wearing shoes.
- e) Wearing Identity Cards

Upkeep of personal cleanliness must be consistent and regular. Each employee must be a model in up-keeping of personal cleanliness.

#### 5. Transport Policy

- a) The company is not bond to provide any sort of conveyance from or to their residence of the employees /workmen and no employees/workmen will be compelled to make use of such transport if and when provided by the company.
- b) Employees/Workmen are welcome to use the transport facility if and when provided by the company, but the responsibility of up keeping of attendance and punctuality is vested on the employee irrespective of such transport facility.
- c) Any employee / workmen uses the company provided transportation is liable to pay the transportation charges as per the management decision which may be revised time to time.
- c) For short official visits, employees/ workmen are requested to use there own or public transport for which the expenses will be reimbursed.



**6. Shift Policy:-**

In order to provide the required level of service, it may be necessary to operate a shift working arrangement, which is outside of the normal pattern of working hours. We have operating shift timings below:-

Shift	Shift Timings	Meal Breaks
1 <sup>st</sup> Shift	6:00 am to 2:00 pm	Morning Tiffen 9:30 am to 10:00 am
General Shift	8:30 am to 5:00 pm (Monday to Saturday)	Lunch 12:30pm to 13:15 pm (workmen) 13:15pm to 14:00pm (Staff)
2 <sup>nd</sup> Shift	2:00 pm to 10:00 pm	Evening Tiffen 6:30 pm to 7:00pm
3 <sup>rd</sup> Shift	10:00 pm to 6:00 am	Snacks & coffee 12:00 am to 12:30 am

- Extension of working hours need to be authorized by the Manager/Supervisor and the details should be informed to HR department 4 hrs before the closing hour of shift to arrange food or other facilities. In any circumstance if an employee is observed continuing of shift without authorization would be construed as an act of misconduct and the workmen/employee concerned would be liable for disciplinary action.
- All workmen/employees shall be liable to be transferred from one shift to another shift working refusal to attend to work in any shift as notified by the Management, will be construed as an act of misconduct and the workman/employee concerned would be liable for disciplinary action.
- Each shift will be assigned meal break of half an hour and two 15 minutes breaks.
- Weekly Off – Sunday

**7. Employee ID numbers, Access / Id cards**

An Employee ID is a unique number that is generated for every employee within Veer-O-Metals. Every employee has to fill up the Joining form at the time of induction.

The ID number is generated within 3 working days of employee having filled up this form, after which the employee ID card and the Access card are processed.

The ID and Access cards will be made available to the employee by the time he/she reports for process training. The identification badge and access cards are necessary for gaining access within the premises and have to be displayed in a visible position.

Any loss or theft of the ID/Access cards have to be immediately reported to the HR department and duplicate cards will be issued on payment of a fee.

**a) Employee Verification:**

- Background verification of any employee shall be conducted by the HR department after the induction and in case of any fraud is identified; the employment shall be terminated without prior notice.
- All employees are required to intimate in writing, any change in residential address from time to time, with in 10 days of such change of address

**b) Proof of Age:**



All the persons getting employment in Veer-O-Metals must have completed 18 years of age at the time of induction. While Joining duty, every employee should present an original certificate / declaration of date of birth duly supported by any one of the following:-

- a) Birth Certificate
- b) School Leaving certificate
- c) Degree certificate

### **Payment of Salary**

Salary will be credited in the account of every employee with in 7 days from the date of closure of the attendance, which is 25<sup>th</sup> of every month.

All expenses pertaining toward observing official duty have to be claimed through the expenses report that is submitted together with the time report as per the deadline given below. All expenses claimed should be supported by relevant vouchers and bills in original and duly authorized by the superior

Deadlines for submission

<b>Period of Claim</b>	<b>Date of Submission of Voucher / Documents</b>	<b>Date of Payment</b>
01 <sup>st</sup> to 15 <sup>th</sup> of the month	On/before 16 <sup>th</sup> of the month	On or Before 20 <sup>th</sup>
16 <sup>th</sup> to 31 <sup>st</sup> of the month	On / Before 1 <sup>st</sup> of the subsequent month	On or Before 5 <sup>th</sup>

### **8. ATTENDANCE & PUNCTUALITY**

- o Attendance record is the most important record of an employee. It is expected that every employee must use the biometric finger print scanner while coming in and going out of the premises. The biometric finger prints report will be considered for attendance.
- o If any employee is on 'official tour' or 'out-door duty' he must fill up the relevant movement pass and get it approved from his/her Department/Section in-charge concerned and submit it to the Personnel Department to make necessary entries in the attendance record. Absence of any employee, with out intimation will be deemed as 'un-authorized absent' and thus suitable disciplinary action will be taken against erring employees.
- o It is the duty of the employees to see that whether his attendance is marked with his initials, or official tour/duty or Leave against each day. Any discrepancy may be brought to the notice of Administration section immediately. Salary is calculated on this basis of attendance only which is completed in all respects
- o All employees are expected to be present 10-15 minutes in advance before his actual working hours start. Late-coming is not allowed. However, keeping in view of the exigencies, Management allows not more that 4 late-comings in a month with grace time of 10 minutes. Employees, who come after allowance time, will be allowed for duty with the written consent of HOD's concerned.
- o Half-a-day C.L/E.L will be deducted for each late-coming. However, if it continues every month, concerned employee will be warned and suitable disciplinary action will be taken against habitual late-comers.



- 3) We are responsible and concerned about the Health & Safety of our employees, neighbours and customers.
- 4) All potential hazards will be identified and communicated to employees and other interested parties.
- 5) The company will comply with legal requirements. Our responsibility and concern to our employees and neighbours and our customers are quite explicit and conspicuous.
- 6) Safety is integrated in all our manufacturing process and we care for our end products.
- 7) We have responsibility to know potential hazards and to inform others about them as needed. Whether we discover a hazard before or after the incident we have responsibility to inform employees, the government our customers and others companies what we come into contact.
- 8) We will train and retrain our employees in Health and Safety and training our contractors and workers will be an ongoing process. We will strive hard for continuous improvement in safety measures and aim for reducing risks in all activities.
- 9) Line organization has ultimate responsibility for the health and safety of its people and products.
- 10) To carryout this policy the company will observe:-
  - a) Conduct accident prevention and occupational health programmes to safeguard employees and the public from injuries or health hazards, to protect the company's assets and continuity of operations and also to protect the environment.
  - b) Identify and control health and hazards due to any untoward incident which affect environmental hazards, of members of community around in.
  - c) Work constructively with trade unions, government agencies and others to develop equitable and realistic laws, regulations and standards to protect health and the environment of the community around us.

**IT POLICY:-**

**ACCEPTABLE USAGE POLICY – AUP**

**E-Mail Usage**

- E-mail systems must be used for business purposes only.
- Each employee is responsible for the contents of his/her E-mail.
- User must use only "MS Outlook or Web Browser" as the E-mail client.
- Do not open attachments from an unknown or untrusted source.
- Do not forward Chain/Hoax Mails/attachments.
- Do not send sensitive information like Credit card numbers/SSN/Passwords etc.

**Computer Resources Usage**

- Do not access the internet for personal use from any computer at any time.
- Do not change any security / Anti Virus settings.
- Do not share or use other's password / ID
- Use password in accordance with Veer-O-Metals Password Protection Policy.
- Use authorized applications only.
- Log off / Shut down as appropriate when not using the computers
- Use screen saver passwords.

**Internet Usage**

- Do not access website that potentially contains offensive material.
- Do not use any form of Internet Chat from workstation.
- Do not download any file or attachment from the Internet.
- Do not access personal mail from business workstation.



**PRIOR APPROVAL:**

- No leave is sanctioned, if an employee avails leave without getting it sanctioned and also he is not allowed to regularize it on the date of resuming duty excepting reasons which are of emergency or unavoidable nature. This will be decided by HOD concerned.
- If this attitude is repeated, HOD may discuss with HR Department to take appropriate action against erring employees. Just applying leave does not mean that he got the leave sanctioned. He must get the leave sanctioned and only then, he/she may proceed on leave.

**OVER-STAYING:**

Employees are not allowed to extend their leave except the reasons/ Situations which are beyond the control. If this attitude is repeated, concerned HOD may take up the matter with HR department to take appropriate action against the employee.

**ABSENTING:**

- If a employee/ worker/trainee/probationer/temporary/ apprentice, absents himself from work on account of sickness/without intimation for a continuous period of ten days, his services are liable to be terminated/ discharged.
- In case warning letter is issued and the employee does not reply to the notice the company may take disciplinary action against the employee.
- Omission committed three times within a period of twelve months. The employee shall be terminated from the employment.

**MEDICAL INSURANCE:-**

Medical Insurance is provided by ICICI Lombard. Employee can cover two of the family member (Father / Mother) or Wife and 2 children's.

**Service Contact Points:-**

- a) For Cashless facility Preauthorization request:-

1<sup>st</sup> Level – Divya – Health Support – 080-66597707/229/679

2<sup>nd</sup> Level – Mr. Naveen Beera, Health Team – naveen.beera@icicilombard.com ; Mobile no: 9739015039.

**SAFETY AND HEALTH :-**

Veer-O-Metals Pvt. Ltd, as a responsible manufacturer of precision engineering products practices a safety policy and philosophy of zero accidents. We are committed to protecting and promoting the health and safety of our employees, and it has become part of our culture and daily practices.

Our policy of zero accidents is intended to prevent all accidents and human suffering, as even minor incidents oftentimes cause physical and mental pain, as well as financial hardship. We are committed to this worthwhile and achievable goal.

Towards this, we have set our objectives and are committed to:

- 1) We believe that all accidents are preventable and identified health, risks are confinable. This is our guiding principle.
- 2) The company will comply with applicable laws and regulations pertaining to Safety and Health.



- c) **COMPENSATORY OFF:** All the employees / workmen are eligible for compensatory off at the rate of 4 hrs for half working day and 8 hrs for full working day. This leave shall be authorized the next working day from the concerned HOD's and the report shall be submitted to HR department. Any compensatory off applied without prior sanction of the HOD's, shall not be considered.

(C-off for working extra time at a stretch: below 3 Hrs - nil, 3 to 6 Hrs - half day & above 6 Hrs – one day. C-off need to be availed within 30 days from the extra work. C-off can not be combined with EL)

d) **SICK LEAVE:**

- o Each employee who is not covered under the Employees' State Insurance Act will be entitled upto 5 days as sick leave per year.
- o If an employee avails of Sick Leave for more than 2 days, he must produce medical certificate from registered medical practitioner as well as medical fitness certificate on the day of resuming duty.

- e) **MATERNITY LEAVE:** Maternity Leave is admissible to female employees as per the provisions of the Maternity Benefit Act, 1961.

f) **NATIONAL AND FESTIVAL HOLIDAYS**

Every Veer-O-Metals employee is entitled to 10 Holidays as declared every year in a Calendar year (January – December) inclusive of all Fixed and Floating holidays.

**PROCEDURE FOR APPLYING LEAVE:**

Step 1: Employee fills up the leave card with clear reasons and leave Address and type of leave required. Accepting unavoidable or emergency Situations, all leave must have prior sanction.

Step 2: He must get the 'leave position' portion filled from the Personnel Dept. before he submit it to his Shift Head/Group Head/HOD.

Step 3: Group Head will discuss with Shift Head and make necessary Alternate arrangement before leave is recommended.

Step 4: Group Head will forward the leave applications to HOD with recommendations for sanctioning leave or comments for rejection of applied leave with reasons.

Step 5: HOD/In-charge will sanction the leave only after Group Head/Shift Head/Supervisor has recommended the leave.

Step 6: If leave is sanctioned, the application will be forwarded to HR Department for up-dating employee leave records. If leave is not sanctioned. The employee concerned may be advised or counseled accordingly.

Step 7: The leaves should be updated with the HR department before the salary cut off date.

**The submissions of leave application after the cut off date shall be considered LOP.**

**GENERAL RULES:**



## **9. COMPENSATION BREAK-UPS.**

- a. Basic Salary – Fully Taxable
- b. HRA Received  
Least of the following is exempt from tax
  - o HRA Received
  - o 50% of Basic
  - o Rent paid – 10% of basic
- c. Conveyance – Tax-free upto Rs.800 per month
- d. Special Allowance – Taxable
- e. Company's Contribution to PF – Non taxable
- f. Ex-gratia (unclaimed reimbursements) – Taxable

## **13. Corrective Action Plan (CAP)**

Purpose:

This guideline has been designed to provide HR department and employees the structured process for taking actions on issues like:

- o Unscheduled absenteeism including absconding from work
- o Improper behavior at the work place.
- o Performance below expectations

Every employee is required to inform his/her Supervisor at least two working days prior to take a leave. However, in cases of bereavement in the associate's family, or leaves on account of serious illness which prevents associate from attending the office, or any other inevitable /unforeseen domestic obligations leaves can be availed at a notice shorter than the 4 hours prior to start of shift.

Every employee is expected to observe proper behavior and code of conduct, while carrying out his duties, including reporting on-time to work, restricting to the break time, etc.

Inability to comply with the above discipline and/or instances where Performance falls below expectations for the entire month will warrant the Corrective Action Plan.

## **14. Leaves & Holidays**

- a) **PRIVILEGE LEAVE:** Annual leave with wages will be governed by the provisions of Factories Act and Rules thereunder. All employees will be granted leave @1day for every 20 days of actual work. The leave will be calculated at the end of calendar year and the employee can avail the leave in the following year

(PL is restricted to minimum 3 days at a time and only three chances in a calendar year. EL can be accumulated, carry forwarded and surrendered as per the leave rules. PL for more than 10 days may have to be applied and sanctioned, 7 days prior to leave)

- b) **CASUAL LEAVE:** All the employees are eligible for casual leave with wages at the rate of one day for every 60 days of work in a year. As far as possible, this leave shall be availed with prior permission or sanction and unused leave shall stand lapsed at the end of each calendar year.

(CL can be availed for a max of 3 days at a time and the absenteeism adjacent to CL is restricted to 4 days. CL can not be combined with any other leave and can not be carry forward to next year)



**General**

- Do not scribble / write sensitive data
- Handle all Veer-O-Metals equipment and infrastructure with due care and attention.
- Do not take out any equipment belonging to the Veer-O-Metals without the written permission of the Function Head.

Do not get any equipment into the Veer-O-Metals premises without the written permission of the Function Head.

- Do not permit any outside person into the Veer-O-Metals premises or allow access to any computer / equipment without the written permission of the Function Head.
- Do not tailgate
- Do not access unauthorized areas / bays
- Do not disclose company / customer sensitive information to anyone.
- Abide by the Usage of Electronics Gadgets policy devised by the company.

**PUNITIVE ACTION:-**

Any damage to Veer-O-Metals property resulting from negligence of responsibility will be taken very seriously. The punitive action could include immediate termination of employment and the employee could be subject to liabilities resulting from their action. Hence each employee is required to exercise complete caution, and take the assistance of the Project/Functional Head/ CSO in case of any doubt.

**Income Tax:-**

1. All the employees, whose annual remuneration is more than Rs.150000, shall submit their Income Tax declaration to respective Finance Department on or before 10<sup>th</sup> of April for the subsequent financial year along with the copy of the PAN Card.
2. The proof of payments shall submit to Finance Department twice in a year i.e. 30<sup>th</sup> November (all the documents from 1<sup>st</sup> April to 30<sup>th</sup> October) and 5<sup>th</sup> April (all the documents from 1<sup>st</sup> November to 31<sup>st</sup> March) to every year as per their Income Tax declaration given by the employee. The details are as below:-
3. The documents given by the employee after prescribed date will not be consider by the Finance Department
  - a. Medical Bills - in Original
  - b. Rent Receipt - in Original (all 12 months)
  - c. PAN Card - Copy duly self attested
  - d. Insurance Premium paid receipt - Copy duly self attested
  - e. NSC - Copy duly self attested
  - f. Housing Loan Details - Certified copy of the Statement from respective Bank
  - g. Any other eligible Investments - Copy duly self attested
4. The Income tax will be deducted from respective employee's salary based on the declaration given by the employee.
  5. If any employee fails to submit the declaration within the prescribed time, the finance have the right calculate their income tax liability without considering their savings details and pay to Govt. account.



**Travel Rules**

The Travel Rules specify the details regarding the procedures and the eligibility for expenditure, related to any travel by any employee, on official purpose. All employees are covered under this rules, and required to strictly follow it. Any change in the clauses in this rule can only be implemented with the written permission of Director.

Employees are categorized in to four as below:

Category I	-	GM and above
Category II	-	Assistant Manager to Senior Manger
Category III	-	Team Leader to Senior Engineer
Category IV	-	Below Team Leader

Depending up on the final destination, the Official travels are divided in to three categories.

1. Any destination, out of country (Foreign Travel)
2. All destinations, above 150 Km from Company, and with in the country (Domestic Travel)
3. Local Trips – All destinations within 150 Km from the company

All Foreign travels are controlled and monitored by Director himself and the rules / eligibility of expenditure may vary according to the destination, country, currency exchange rate etc

For the Domestic Travels the travel destinations are classified in to 4 groups

Class A :- Mumbai, Delhi, Kolkotha, Chennai

Class B :- Allahabad, Jaipur, lucknow, Chandigarh, Goa, Hyderabad, Pune, Kanpur, Nagpur, Coimbatore, Kochi

Class C :- All other locations (above 150 Km) with in the country

Class D :- For Local Trips no Hotel rent or DA is applicable. Only Lunch, Dinner and Tiffin allowances as below (max permitted) will be sanctioned, against production of bills.

For Category I – Actual  
For category II – Rs.150/- each for Lunch / Dinner and Rs 80/- for Tiffin  
For Category III & IV – Rs. 100/- each for Lunch / Dinner and Rs. 60/- for Tiffin

**Eligibility for Accommodation & DA (Domestic Travel)**

Sr. No	Grade	Expense eligibility Class A (Max) Rs.		Expense eligibility Class B (Max) Rs.		Expense eligibility Class C (Max) Rs.	
		Hotel stay	DA	Hotel stay	DA	Hotel stay	DA
1	Category I	Actual	Actual	Actual	Actual	Actual	Actual
2	Category II	1500	500	1200	400	1000	400
3	Category III	1200	400	1000	300	800	300
4	Category IV	1000	300	800	250	550	250

Hotel eligibility is the Maximum allowed and the reimbursement will be as per the actual Bill, with in the limit

DA (Daily Allowance) is to meet the expenses like food, Washing, Reading materials etc. and no supporting Bills are required. DA is calculated as follows:

Tour Duration - 14 Hrs to 24 Hrs – Full DA  
Tour Duration – 6 Hrs to 14 hrs – Half DA  
Tour Duration - < 6 hrs – No DA

Tour Duration is calculated from the time of Departure from Bangalore to the time of arrival back at Bangalore.

Every 24 Hrs is considered as one day for the calculation of DA

  
Prepared by: Sajitha

  
Approved by: Praneeet Kumar

**Eligibility for Transportation**

Sr No	Category	Foreign Travel	Domestic Travel	Local trip
1	Category I	Air Economy / Business class	Air Economy / Train 1 <sup>st</sup> A/c	Own Car / Taxi
2	Category II	Air Economy	Air Economy/ Train 2 <sup>nd</sup> A/c / A/c Bus	Own Car / Taxi / Own two wheeler
3	Category III	Air Economy	Train 2 <sup>nd</sup> class / A/c Bus	Two wheeler/ Autoriksha
4	Category IV	Air Economy	Train 3 <sup>rd</sup> class / Bus	Two wheeler / Bus

**Local Conveyance**

While on Domestic Travel, for any Local Conveyance, the rule is applicable as mentioned for the Local Trip.

**Miscellaneous Expenses**

Other petty expenses like, Fax & Telephone, Toll, Porterage, Parking fees, entry tickets etc will be reimbursed at actual against bills / receipts.

**Tour Approval:**

All Tours need to be dully approved before the commencement, in the prescribed form.

The Finance department should be given a minimum period of 24 Hrs for arranging the advance money for traveling within India and 3 workings days for travelling outside the India, if any required.


The HRD must be informed about the authorized absenteeism, related to the tour, before leaving on tour and also any extension of tour, thereafter. Failing to comply with this, the period of tour will be treated as "Unauthorized absenteeism".

**Tour Expenditure Settlement**

Settlement of Expenditure, related to the tour, must be done in the prescribed form, within 3 working days, from the date of resuming duty, after the tour. If the settlement is not made within this stipulated time, the advance amount, if any, will be debited to the employee's account and will be adjusted during the next payment of salary, without any prior notice.

No advance against any expenditure will be released, if any previous advance is pending for settlement.

The settlement form to be dully filled and to be submitted to the finance, along with all supporting documents. Finance will verify the claim against the eligibility of the employee, put their comments and forward to the approving authority. Then the claim can be settled, after the approval.

  
Prepared by: Sajitha

  
Approved by: Praneet Kumar

**VEER-O-METALS Pvt. Ltd.**

**VEER - O - METALS Pvt. Ltd. (E.O.U.)**

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HEGGADADEVAPURA VILLAGE,  
BANGALORE NORTH TALUK,  
BANGALORE-562123 (INDIA).

Ph : 91- 80 - 23712195, 23712196

FAX : 91- 80 - 23712235

E-mail : vomaupp@bgl.vsnl.net.in

Website: www.veerometals.com

Name of Employee:..... ID No: .....

Address: .....

Fathers Name:

Contact Number (Residence/ Personal Cell No)

(In case of any change in address / Residence No / Personal Cell No, the same must be informed to HRD with in 24 Hrs of change)

**DECLARATION**

I ..... here by declare that I have received a copy of the HR POLICY / Doc No..... and I have read & understood all the clauses mentioned in it clearly. I agree to comply with it fully and any further changes made to it in future. Also I am well aware that violation of any of the clauses in HR POLICY will result in due disciplinary action against me.

Signature:

Date:







## **Human Resource Policy**

### Harassment Policy

Veer-O-Metals Pvt. Ltd., has worked hard to build a reputation for responsible behaviour and fairness – a reputation that builds trust with our customers, employees, community leaders and shareholders. We can continue to build trust only if we are steadfast in our focus on improving all aspects of our belief and responsibilities including the quality of our work environment. This philosophy is embodied in our policy on providing harassment free workplace.

All employees have a right to work in an environment free from the demoralizing effects of harassment or unwelcome offensive or improper conduct. Sexual harassment or harassment based on race, gender, colour, religion, national origin, age, sexual orientation, gender identity or expression, disability, or veteran status or any other status protected by law will simply not be tolerated.

While it is not easy to provide a complete list of the types of improper behavior, prohibited conduct certainly includes in clause 1 – Code of Conduct Policy – Misconduct – point 3.

There is a procedure for investigating and resolving issues of harassment at each operating company. Employees should promptly report incidents of harassment to their immediate supervisor, a higher level of management, or a Human Resources Manager. All questions and concerns will be addressed locally or the employee may call and use the Employee Voice Hotline.

All reported incidents will be investigated with an effort to keep the source of the report confidential except where the company finds disclosure necessary for resolution. Where inappropriate conduct has occurred, specific disciplinary actions, up to and including discharge where appropriate, will be implemented. Any employee who, in good faith, reports a possible violation of this policy will be protected from any form of retaliation.





## Employee Movements Policy

### Purpose:

The purpose of this policy is to assist supervisors in meeting their workplace obligations in relation to supervising the activities of their respective team members. This policy is not designed to supersede any staff policies or conditions of employment at Veer-O-Metals Pvt. Ltd.,

### Procedure:

The following procedures have been developed to assist with the implementation of this policy.

### Movement Pass / Off-site assigned Duties:

When an employee is assigned job work outside the deputed premises, the Employee needs to collect the movement pass from security office with original and duplicate copy fill in by the security officer/supervisor after entering in Movements pass issued register available at security.

The employee will then get the movement pass authorized by the Departmental Head /Manager/ Sr. Management before proceeding to offsite duty.

It is responsibility of the employee to give the authorized duly attested 2<sup>nd</sup> copy of the movement pass to security before moving out of the premises.

The original copy of the movement pass is submitted at the assigned unit to get attest before entering the assigned unit of Veer-O-Metals until which the employee shall not be permitted to enter without senior management approval by communication /mail confirmation to the unit HR/Administration Head.

The movement pass has to attested from the off-site assigned unit in case of Veer-O-Metals Group of companies and should be submitted to enrolled unit HR Department for Travel reimbursement and for updating the attendance record, on or before the week end i.e. on every Saturdays. Any movements pass submitted after the cut-off day shall not be considered as directed by the Senior Management.

All Departmental Head identified by Senior Management has been excluded from this process.

Note: Biometric enrolment is not applicable in case of movement pass procedure.

### Permanent deputation / Temporary Transfer:

Any employees assigned duty or transferred from any of the Veer-O-Metals Group of companies have to be issued a deputation letter/ temporary transfer letter with prior approval from Senior Management/ MD/Director.

A deputation letter will be issued by unit HR based on the communication and correspondence sent by the Departmental Head / Manager mentioning the specific period either (permanent or



## Employee Movements Policy

temporary) with reporting authority details. According to which an deputation /transfer letter intimation letter will be issued to employee and the information will be communicated to the concern unit HR and Departmental Head by the unit HR/ Manager.

The assigned unit HR shall ensure that the communication the deputation of employee details to reporting authority and security and ensure that the employee is enrolled in biometric system for tracking attendance every month until the period assigned by the Senior Management and the attendance records shall be sent to employee enrolled unit after updating the leave and movements pass, as per the procedure mentioned above.

### **Movements of Employees between Departments:**

HODs of the current deputed department and proposed department shall mutually agree for the said transfer along with new roles and responsibilities and get approval from Senior management as well as HR.

After agreed handover period HOD shall give clearance certificate and appraisal for the said period to concerned HR and then HR shall make the necessary transfer.

Internal candidates with the relevant technical expertise and management experience may be recommended for the consideration of the selection, for the desired position, wherein any internal candidates will be evaluated on the basis vis-a-vis other candidates, where an internal candidate and an external candidates for the same position is evaluated on the comparable qualification, experience and competencies etc., the internal candidate will be give preference in accordance with the approval of MD/Director/Senior Management and the candidate shall be internally transferred as per procedure laid above.

This process is applicable for all level of Management staff, Supervisory, Administration and Support Staff etc.



## **RECRUITMENT POLICY & PROCEDURE**

### **Policy**

The recruitment policy of Veer-O-Metals Pvt.Ltd (VOM) is formulated to fulfil the manpower requirements and the needs of the company by attracting applicants with the relevant qualifications, abilities, skills, competencies and experience. It ensures that, the most suitable person for the job is selected.

This policy standard provides a framework for the recruitment procedure. The policy standard has been developed with the aim of ensuring that all recruitment shall be carried out in a fair and open manner.

The applicants shall not receive less favourable treatment because of their race, sex, religion/belief, disability, marital status, gender identity/ expression or political belief.

All recruitment shall be in compliance with legislation and good employment practice.

### **Responsibility and Authority**

The Recruitment Policy standard is issued under the authority of the MD/Director of Veer-O-Metals Pvt. Ltd. Responsibility for implementation and monitoring of this policy standard lies with the Management, HR Department and Departmental Head.

The Human Resources department shall be responsible for reviewing the policy standard and ensuring that it is kept up to date with changes in legislation / management strategy, as and when required.

### **Recruitment Levels:**

Recruitment shall be carried out at the following levels:

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- i. **Staff** (which shall include Vice President, Managers, Engineers, Officers, Administrative and Support Staff.)
- ii. **Workman** (which shall include company employment workmen, contracted workers, and Apprentices).

### **Categories of employees:**

The employees shall be broadly categorised into one of the following:

#### **Staff:**

An individual engaged on the company's roll for a nominated time. The individual receives all the company benefits as per the labour laws. The initial period of employment would normally be twelve months. Based on the employee's performance the contract is extended for a longer duration.

#### **Contracted Employee:**

An individual engaged by an contracted employment agency for a fixed period of time to perform specific task.

Employment of all contracted employees will be handled through contracted employment agencies which shall be required to comply with the Company's standard pre-employment requirements as specified from time to time. The Terms & conditions of employment for contracted employees shall be determined by the contracted agency and must comply with the statutory labour law requirements.

#### **Workmen:**

As per Industrial dispute Act 1947 "workman" means any person (including an apprentice) employed in any industry to do any manual, unskilled, skilled, technical, operational, clerical or supervisory work, but does not include who is employed mainly in a managerial or administrative capacity; or who, being employed in a supervisory capacity or exercises, either by the nature of the duties attached to the



office or by reason of the powers vested in him, functions mainly of a managerial nature.

### **Recruitment Process & Procedure**

We shall be centralizing the recruitments from Veer-O-Metals (EOU) Makali Unit for streamlining the recruitments functions like centralized structure which will result in uniformity and shall reduce time for decision making.

The recruitment procedure has been implemented for standardization and to discover source of manpower to meet the requirement of staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient work force.

The process shall be applicable for all company employment and for all staff level recruitments (including contract). Contract workmen shall be excluded from this process.

### **Internal Promotion/ Manpower Plan/Transfer Opportunities**

A department may fill a vacancy by promoting or transferring an employee within the occupational unit by posting the position only within the occupational unit.

In order to optimize human resources utilization and to maintain cost effectiveness, stringent manpower control should be exercised. Recruitment should only be carried out in accordance with the bases of operational needs and approved manpower plan.

Whenever an employee leaves Veer-O-Metals, the Head of Department should assess the manpower of his Division/ Department to see if a replacement is necessary. Where a replacement is required, internal transfer or promotion should be considered before pursuing external requirement.

### **Recruitment Process**

Veer-O-Metals Pvt. Ltd adheres to a rigorous 6-stage recruitment process mentioned below.



**1. Requirement Requisition-** the Head of Department (HOD) will give a requisition to the HR Department for the desired position (staff or operator) to be fulfilled, duly authorized by the Senior Management in Manpower Requisition format available at HR Department. The Departmental Head will prepare a job description, clearly highlighting the duties and responsibilities of the role and the relevant experience, qualifications and skills necessary to carry out the role and also mention the unit where the candidate need to be deployed.

**2. Selection of source -** After receiving the intent, the HR department shall forward the request to the corporate recruitment team at Veer-O-Metals Makali unit who uses the sources mentioned below for collection of the applicants CV's.

- i. Current Employee Referrals within the organisation.
- ii. Job Consultants and Agencies
- iii. Job Hunt portals
- iv. Media Advertising
- v. Human Resource files (from HR database.)
- vi. University, Colleges and training institutes.

**3.Screening-**The HR departmental Head will review the CV's and short list the applicants that are found to be most suitable for the job after discussing with the Department Head / Division who have identified the vacancy and the selected candidates are then called for an interview/test by the recruitment co-ordinator.

**4 Interview/Test-**The interviews/tests will be conducted jointly by the HR Dept and the respective HOD or a Senior Management Representative. The interviews/tests shall consist of two rounds viz. technical and HR.

Tests requiring demonstration of practical skills will be used in case of operator level.

**5. Selection-** Based on the above assessment, the HR department shall issue an offer letter. (Clearly mentioning terms, conditions, termination clauses and detailed break-up of the gross salary/wages) to the selected candidate/ contracted employment



agency. The candidate / Agency, who receive the offer letter, has to acknowledge the receipt of it and to confirm the acceptance of the terms and conditions mentioned in the letter, including the date of joining.

A contract is signed between the company and the selected candidate (in case of staff) or a contract employment agency (in case of contract employee and casual labour).

The recruitment co-ordinator shall communicate the name and expected date of joining of the candidate to respective HOD against the identified vacancy/request.

**6. Reference Check-** Reference check shall be conducted at the final stage of the selection process with prior permission of the selected candidate or shall be conducted immediately after the candidate has accepted the offer of employment, whichever is practicable. All offers shall only be finalized subject to the receipt of satisfactory references. If a candidate is found to have provided false information or have misrepresented any information or have not disclosed any material facts in his or her application, it shall be deemed to be sufficient grounds for Veer-O-Metals to withdraw the offer or terminate his or her service summarily, as the case may be.

### **7. Induction-**

Each new employee will be given every possible assistance and support when he / she commence the service with the company. The HR Dept. and the HOD will co-ordinate the formal induction programme for the new employee and existing team, which are tailored to the needs of the individual and the Department. The HOD/Supervisor gives an on -the job training to the inducted employee.

You may mail in the requirement to [recruitments@veerometals.com](mailto:recruitments@veerometals.com) or [sajitha@veerometals.com](mailto:sajitha@veerometals.com).

For VEER-O-METALS (P) LTD (EOU)

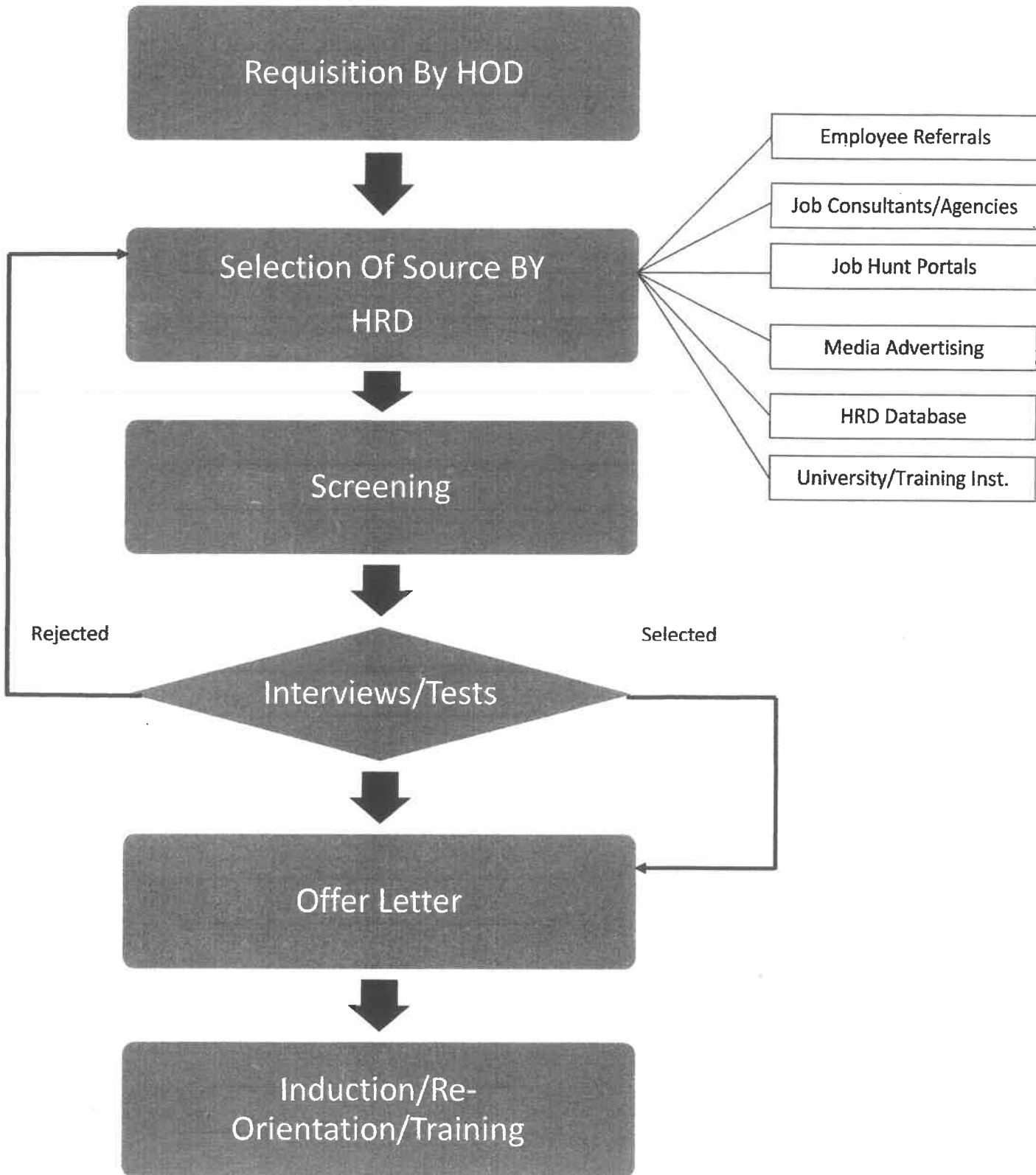
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**6-Stage Recruitment Process**





VOM/EOU-01/14-15

**AMENDMENT OF LEAVE & HOLIDAYS POLICY**

This is to inform the change in HR policy clause no 14. Leave and Holidays and the below leave shall be applicable from the year 2014.

- a) **PRIVILEGE LEAVE:** Annual leave with wages will be governed by the provisions of Factories Act and Rules there under. All employees will be granted leave @1day for every 20 days of actual work. The leave will be calculated at the end of calendar year and the employee can avail the leave in the following year

(PL is restricted to minimum 3 days at a time and only three chances in a calendar year. EL can be accumulated, carry forwarded and surrendered as per the leave rules. PL for more than 10 days may have to be applied and sanctioned, 7 days prior to leave. Paid leave can be considered in genuine case if employee has no CL balance and shall be only considered with authorization of reporting HOD/Directors)

- b) **CASUAL LEAVE:** All the employees are eligible for casual leave with wages at the rate of one day for every 40 days of work in a year. As far as possible, this leave shall be availed with prior permission or sanction and unused leave shall stand lapsed at the end of each calendar year.

(CL can be availed for a max of 3 days at a time and the absenteeism adjacent to CL is restricted to 4 days. CL cannot be combined with any other leave and cannot be carry forward to next year).

- c) **SICK LEAVE:**

- Each employee who is not covered under the Employees' State Insurance Act will be entitled upto 5 days as sick leave per year.
- If an employee avails of Sick Leave for more than 2 days, he must produce medical certificate from registered medical practitioner as well as medical fitness certificate on the day of resuming duty.

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**AMENDMENT OF LEAVE & HOLIDAYS POLICY**

**d) MATERNITY LEAVE:** Maternity Leave is admissible to female employees as per the provisions of the Maternity Benefit Act, 1961.

**e) NATIONAL AND FESTIVAL HOLIDAYS**

Every Veer-O-Metals employee is entitled to 12 Holidays as declared every year in a Calendar year (January – December) inclusive of all Fixed and Floating holidays.

**f) COMPENSATORY OFF:** - Employee is eligible for compensatory off on next working day if worked for extra time on preceding day, with prior approval of departmental head, as below:-

Extra hours worked 4 to 6 hrs – Eligible for ½ day

Extra hours worked above 6 hrs – Eligible for 1 day

. In very special cases, in the event of project deadlines or customer requirement, if it is not possible for the employee to avail comp off on the very next day (of extra hours worked) departmental head may sanction maximum one day as compensatory off in a month in lieu of extra hours worked in that month as per eligibility mentioned above

Any non-working day/days (National Holidays/Festival Holidays/ Week Ends) falling during the period of any leave (excluding the prefix and suffix) are included in the calculation of number of days of absence and will be treated as part of you leave applied or may be considered as Loss of pay.

**Note: Maximum of 30 days including the current year earned leave shall be allowed to carry forward and remaining leave shall be surrendered.**

**We request employee to follow the amended leave policy and ensure that the leave card submitted at hr department should be in accordance with the leave policy, failing to do so may result in Loss of pay without any further notification.**

FOR VEER-O-METALS PVT. LTD.,

  
AUTHORIZED SIGNATORY



26<sup>th</sup> September, 2013

**NOTICE**

This is to inform the entire company employee that, there is a revision in HR policy in clause no.4 Dress Code Policy.

Please find below the revised normal dress code which shall be enforce w.e.f 01<sup>st</sup> October, 2013:-

Monday & Tuesday	Uniform with Safety Shoes
Wednesday	Formal wear with Safety Shoes
Thursday & Friday	Uniform with Safety Shoes
Saturday	Casual wear with Safety Shoes

Hence every employee who has been issued uniforms is requested to follow the revision w.e.f. 1<sup>st</sup> October, 2013.

**For Veer-O-Metals Pvt.Ltd.**

**Authorized Signatory**







## **Subject : Local Conveyance Policy**

### **A. Purpose:**

To establish guidance and system while travelling on official business and to provide procedures for the approval, reimbursement, and control of travel expenses.

### **B. Scope:**

Local conveyance reimbursement is applicable to all employees when they undertake local travel in connection with official work by their own means of transport.

#### **1. 1. Use of self owned motor cars for business purpose**

Functional heads and Managers who intend to use their motor car for business purposes will have to obtain approval from the reporting authority. The Management shall reimburse expenses at the rate of **Rs. 9.00 per Kilometer** which is inclusive of all expenses such as fuel, Insurance, Tax, repair and maintenance.

#### **2. 2. Use of Company owned motor cars for business purpose**

Functional heads and Managers who intend to use company owned motor car for business purposes will have to obtain approval from the reporting authority. The Management shall reimburse expenses at the rate of **Rs. 8.00 per KMS** which is inclusive of all expenses such as fuel, repair and maintenance.

#### **3. 3. Use of self owned motor cycles for business purpose**

Company Employees who use their owned motor cycle (two wheeler) for business purposes shall be eligible to reimburse at the rate of **Rs. 3.50 per Kilometer** which is inclusive of all expenses such as Tax, insurance, fuel repair & maintenance etc subject to the approval of the departmental head.

#### **4. 4. Use of Company owned motor cycles for business purpose**

Company employees who use company owned motor cycle (two wheeler) for business purposes shall be eligible to reimburse at the rate of **Rs. 2.50 per Kilometer** which is inclusive of all expenses such as fuel, repair & maintenance etc subject to the approval of the departmental head.

In both the above cases, the Management shall not take any responsibility in any unfortunate that occurs while on duty due to any reason whatsoever and if there is any damage to the personnel and/or vehicle, the employee shall submit claim directly to insurance company.

### **Guidelines:**

1. The employees shall take approval / Movement Pass from the department head before they undertake local travel.
2. The local travel must be for business purpose. If the employee during the course of official work embarks on personal work, the conveyance allowance will not be paid for such personal work.
3. The employees need to have valid driver's license and it is mandatory for claiming insurance.



4. Employees shall follow traffic rules and regulation.
5. All the local travel must be via shortest route.
6. Particular care and good judgment should be exercised in incurring expenses as the policy does not provide for an element of profit or remuneration and is not intended to build status through expensive travel.
7. Business tasks are to be performed in an effective and efficient manner.
8. Functional heads may reduce the limits/levels due to budgetary constraints.
9. Approval of an expense report indicates that the approving manager has reviewed the expenses submitted and that in her/his opinion they are necessary, accurate and reasonable, and that they are fully reimbursable in accordance with company policy.
10. The employees must determine if there is a way to meet their objective without travelling.
11. Employees shall take proper precautions to ensure their personal safety and to prevent theft or loss of Company property (e.g., cash, tools, laptop, mobile, etc.) by keeping valuable property with them or locked in a secure location.
12. Employees shall ensure that necessary approvals are available.
13. The toll and parking fees will be paid extra at actual in production of supporting documents.
14. Employees shall submit local travel report immediately after completion of the work to the department head.
15. Local Conveyance form must be submitted for reimbursing local conveyance expense along with duly approved Movement Pass.

This policy will be w.e.f. 01<sup>st</sup> October, 2013 and supersedes all other policies, procedures and practices prevalent on this subject to date. The Company reserves the right to add to, alter or amend, or terminate this policy at its discretion.

#### Travel Rules

The Travel Rules specify the details regarding the procedures and the eligibility for expenditure, related to any travel by any employee, on official purpose. All employees are covered under this rules, and required to strictly follow it. Any change in the clauses in this rule can only be implemented with the written permission of Director.

Employees are categorized in to four as below:

Category I	-	GM and above
Category II	-	Assist Manager to Sr. Manger
Category III	-	Team Leader to Sr. Engineer
Category IV	-	Below Team Leader

