

DTL Ancillaries LTD.

HUMAN RESOURCE POLICY MANUAL

CORPORATE OFFICE:

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The vision of DTL Ancillaries LTD is built around the organizational values of 'Passion for Quality', 'Collaboration and Teamwork', 'Entrepreneurial Approach', 'Creativity and Innovation' and 'Professionalism and Integrity'.

DTL Ancillaries LTD. (DTL) appreciates that to deliver this vision and to live these values; the organization must focus on enhancing individual effectiveness of all its employees. For the optimum utilization and contribution by human resources and also for their morale and motivation in the organization, HR Policies are the prime mover. Also, research and experience have shown that written policies promote consistency, transparency, continuity and better understanding within the organization. When policies are put into writing, in the form of a manual, they add visual effect and legitimacy to their overall purpose.

It is in this context that this "Human Resource Policy Manual" has been documented, containing a gist of all the rules, regulations and policies that will help DTL Ancillaries LTD. (DTL) administer its' day to day operations in a consistent and objective manner. These policies will not just be a regulatory document, but also a statement of DTL Ancillaries LTD. (DTL) ethos and practice of giving clear advice to employees and creating a culture where issues are dealt with fairly and consistently.

Each policy and rule/guideline has been explained in the context of its rationale and applicability, outlining eligibility criteria with descriptions provided to make the process of implementation clear and adherence mandatory.

Henceforth these policies will be followed and adhered to. Any policies previously in effect will be null and void.

I hope you will find this manual handy and useful.

Mr. Vijay Mohan Jain
(MANAGING DIRECTOR)

OUR VISION:

DTL Ancillaries LTD. (DTL) will be the preferred solution provider for engineered components for Railway and Automotive Load Bodies and Correlated services. We will leverage knowledge and human capital to develop and deliver superior solutions and value.

OUR MISSION:

To build stakeholder value by being a 'full service provider' and relentlessly driving innovation and cost effectiveness. We will realize this mission by setting and consistently achieving the highest standards in quality, service, reliability and safety in our industry.

OUR VALUES:

- **Passion for Quality**
 - Commit ourselves to a 'quality' culture – zero tolerance for non-compliance
- **Collaboration and teamwork**
 - Involving everyone and actively working together
 - Encourage and celebrate contribution
- **Entrepreneurial approach to servicing clients**
 - Tirelessly seeking solutions and not giving up
- **Creativity and innovation**
 - Designing, developing and delivering 'solutions', products and services
- **Professionalism and integrity**
 - Respect individuals & stakeholders and maintain the highest ethical standards

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EMPLOYMENT TERMS AND CONDITIONS	
NAME OF POLICY	Employment Terms and Conditions Policy
SECTION	(I) Human Resource Management
POLICY NO.	1
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

1.1 EMPLOYMENT CLASSIFICATION:

It is the intent of DTL Ancillaries LTD. (DTL) to clarify the definitions of employee classifications so that employees understand their employment status and benefit eligibility. Each employee will belong to one of the following categories:

- a. Permanent employees:** Are those who are employed at a permanent post and includes any person who has satisfactorily completed the prescribed period of probation in the same or higher or equivalent category in the organization, and has been confirmed in writing. Generally He/She will be eligible for all benefits, subject to the terms, conditions and limitations of each benefit program.
- b. Probationer:** Is one who is provisionally employed to fill a permanent vacancy and whose performance is being evaluated to determine further employment in a specific period. On completion of probation period of 06 (six) months or such extended period. He/She will be notified of new employment classification. He/She will be eligible to most benefits, subject to the terms, conditions and limitations of each program.
- c. Engineering Trainee:** Is one who is engaged essentially in acquiring the skill sets required for the job assigned to him/her at the factory. Diploma holders will undergo a training period of 18 months and Degree holders will undergo a training period of 12 months. After the completion of the training period he/she shall have no right to employment unless & until intimation for continuation is provided by appropriate authority.
- d. Management Trainee:** Is one who is engaged essentially in acquiring the management skill sets required for the job assigned to him/her within a function. He/She will undergo a training period of 12 months. After the completion of the training period he/she shall have no right to employment unless & until intimation for continuation is provided by appropriate authority.

- e. Apprentice:** Is one who is engaged as he/she possesses a skill set necessary. An apprentice can be from an ITI or any other institute and the duration of the apprenticeship can be up to 12 months. After the completion of the training period he/she shall have no right to employment unless & until intimation for continuation is provided by appropriate authority.
- f. Contractual:** Are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- g. Temporary employees:** Retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are not eligible for any of the company's other benefits.

1.2 BANDS AND GRADES:

Employees in DTL Ancillaries LTD. are classified into 7 roles and 12 grades. The same are detailed below for reference. The specific benefits under policies are mentioned either role wise or grade wise. Please refer back to this page for clarifications (if needed).

ROLE DESCRIPTION	GRADE NAME
TOP MANAGEMENT: Lead the organization and formulate vision, mission and strategic action plans for the organization.	CM
SENIOR MANAGEMENT: Head of function/department/unit. Have profit centre or cost centre responsibility along with responsibility of performance of people in levels below.	L1
	L2
MIDDLE MANAGEMENT: Head of sub-function/ sub-department/second in command of an unit. Have administrative responsibility for "people" in their team.	M1
	M2
SUPERVISORY LEVEL: Experts in their domain area and also "task" supervisory responsibility for people in their sub-function/department.	E1
	E2
SPECIALISTS: Expertise in their domain area acquired through experience and advanced on-the job/ classroom training.	S1
	S2
SKILLED CONTRIBUTORS: Perform jobs requiring certain degree of specialized skill or training.	J1
	J2
UNSKILLED CONTRIBUTORS: Perform jobs which are routine in nature and do not require specialized skills.	A

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MANPOWER REQUISITION AND SANCTION	
NAME OF POLICY	Manpower Requisition and Sanction Policy
SECTION	(I) Human Resource Management
POLICY NO.	2
VERSION	01
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2.1 MANPOWER PLANNING AND REQUISITION:

At the start of 4th quarter of each financial year, HR department to create an Annual Manpower Plan consisting of:

- a. the organization structure
- b. existing manpower strength (categorized as per departments and grades)
- c. proposed new positions
- d. manpower budget

For existing vacancies in the organization structure, each department should explore the possibility of being able to do without the proposed increase by internal adjustments, rationalization and job enrichment of existing personnel. For new positions, the HR department should be provided detailed justifications for the same by HOD.

In case the requisition is being raised for a vacancy not existing within the Approved Manpower Budget, detailed justifications for the same will be provided, in addition to the requirements mentioned in the preceding paragraphs.

In case of an internal transfer a 'Internal transfer' requisition form is required.

- Ref of format:- (_____)

2.2 SANCTION:

The annual manpower plan to be approved by the respective Unit/Department Heads followed by an approval from the MD/JMD/ JMD.

Any deviations to the manpower plan during the year to be approved by the HR Head and for senior positions (M2 and above) by the MD/ JMD.

2.3 PROCEDURE:

The respective Manager (at site or corporate) to whom the position will report should initiate the process by raising a Personnel Requisition form (Man power planning form) along with organization structure.

The Personnel Requisition Form should bring out the candidate profile in terms of essential and desirable academic and professional qualifications, experience (years and nature) and critical behavioral attributes. It is recommended that the job requirements, as laid down in the Job Description be used for filling up the personnel requisition forms.

All requisitions, for positions falling below their levels, whether for new positions or replacements, should first be approved by the General Manager, Unit Head or equivalent role at Corporate before forwarding the same to HR for initiating recruitment action.

The HR Manager (at Corporate or Plant) should ensure that the vacancy exists for the position sought to be created/replacement being asked as per the approved manpower plan and then initiate recruitment action.

Additional Manpower Approval:

Manpower Planning Form (MPF) will also be required to be raised where any addition in the manpower in the Business/Department is contemplated by hiring from external sources or hiring on contract basis. Manpower Requisitions shall also be required in case of internal transfers within the Company.

In case of a new position being created, a second requisition should be raised justifying the necessity, benefits, responsibilities and key result areas of the new position. It should be approved by the General Manager, Unit or equivalent role at Corporate before forwarding the same to HR for initiating recruitment action.

To ensure that all concerned respond quickly in processing the Manpower Requisitions, the following criteria should have been met:

- a. In the first place, since we have to conform to the concept of a tight Manning Schedule, the possibility of being able to do without the proposed increase by internal adjustments, rationalization and job enrichment of existing personnel; should be explored.
- b. The proposed increase should be within the Approved Manpower Budget;
- c. In case the requisition is being raised for a vacancy not existing within the Approved Manpower Budget, detailed justifications for the same will be provided, in addition to the requirements mentioned in the preceding paragraphs.

On receipt of the requisition meeting the conditions listed above, the same will be processed by Corporate HR within 48 hours of receipt for approval of the approving authority as the case may be. It will be the responsibility of HR to communicate the decision regarding approval or non approval within a week along with reason for the same.

Whenever the requisition is not approved, or any further clarifications are to be sought, HR will promptly refer back to the concerned Business/Functional Group within the aforesaid period of seven days. If there is to be any delay beyond the aforesaid time-frame, HR will keep the concerned Business/Functional Group informed giving reasons thereof.

Requisitions not accompanying the information on approved Manpower Budget and Manpower Strength as on the date of requisition will be returned to the originator.

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RECRUITMENT AND SELECTION	
NAME OF POLICY	Recruitment and Selection Policy
SECTION	(I) Human Resource Management
POLICY NO.	3
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3.1 GENERAL:

No recruitment will be made without a formal approval, as provided in policy number 2 and without following the prescribed recruitment procedures.

Whenever a vacancy occurs, the first attempt should be to examine whether the work load could be shared amongst others by enriching their work content, or by other alternatives like automation or system restructuring or by upgrading the skills of some existing personnel.

All selections would be made through duly constituted Interview Panels. No recruitment shall be made which widely deviates from the approved job specifications. Temptations to induct over qualified persons should be resisted unless there are clear career possibilities for such professionals within the Company.

3.2 RE-EMPLOYMENT:

An employee who has left the services of the Company will normally not be re-engaged. However, this guideline could be relaxed in exceptional cases, with prior clearance of HR Department and approval of the Top or Senior Management (depending on seniority of position), in cases where there is a clear evidence that the employee concerned has increased his occupational value since leaving the Company, and his service record with the company was consistently good.

In every case of re-engagement, fresh appointment letter should be issued. The norms for re-employment including terms of placement will be similar to any fresh employment from outside taken on merit. It should, however, be ensured on re-engagement that the concerned employee does not get undue advantage in compensation, position etc. vis-à-vis employees who have remained with the company.

3.4 SOURCES:

Following sources should be utilized not necessarily in the order of priority given below while sourcing candidates for recruitment.

a. Internal candidates: Attempts would be made to encourage employees of the Company to apply for a vacancy through internal notification. HR Department will forward copies of all internal vacancy advertisements to other Location HR groups who will then disseminate the same in the location in a suitable manner. The company intranet will have a separate page for such announcement which employees can access easily.

All employees who have the requisite qualification and experience shall be eligible to apply against the advertised vacancies.

The internal resources would fall into the following categories:

- i.** Persons who fit the advertised job requirements and can be spared with or without replacement immediately. In such cases, it would be desirable to release the employee, since this is an opportunity for opening up new career growth options for the candidate. While making a decision regarding the release of the candidates, an overall macro-level view should be taken as distinct from immediate Business'/Function related interest only.
- ii.** Persons may be a near fit to the position requirements, but may require some basic exposure and training. The specific training/exposure required in such cases must be indicated. Such employees should also be encouraged to move over from their present positions in order to provide them with good career opportunities, provided they are good performers and have the required potential for growth.
- iii.** There may be employees who may be excellent for the job in question, but cannot be spared immediately due to exigencies of work. In such cases, it would be desirable that a time frame is agreed together between the concerned Departments/Functions, with any consequential steps for replacement, within which the candidate can be spared.

Whenever an internal candidate has been selected for a particular vacancy, the time period of his release from the current position may be discussed and agreed

upon by the concerned Business'/Departments. Normally, the employee would be required to complete the assignments currently being attended to, and hand over the charge.

b. Data Bank: The HR Groups shall maintain a Data Bank of professionals whose candidature could be considered whenever suitable vacancies occur.

c. Campus Interviews: The HR Managers shall maintain professional contacts with leading academic institutions imparting education and training in the area engineering, technology, management, and any other discipline. In doing so they shall seek active cooperation and support from senior managers in related functions. The Corporate HR Group shall co-ordinate on all-company basis, the induction of all professionals under the Company's Trainee Schemes or at entry levels, as may be necessitated by the business and the manpower requirement plans.

d. Referred Candidates: HR Department to welcome internal employees to refer candidates for job vacancies. Referring employee to be eligible for bonus in case referred candidate is found eligible and joins the organization.

c. Placement Agencies: The services of Placement Agencies would be used selectively where no suitable candidate could be located from other sources or where the sourcing of the professionals has to be done discreetly (head hunting)

d. Walk in interviews: At times, where there is an urgency to fill the vacancy; especially for hire of supervisors, semi-skilled and skilled workers and where responses are likely to be largely from local areas, Walk-in-Interviews could be held for reducing the cycle time for recruitment.

e. Employment exchange: All legal obligations of the Company under the Employment Exchanges (Compulsory Notification of Vacancy) Act should be complied with. However, it is not mandatory to recruit from the candidates referred to by the Employment Exchanges. Those who meet our requirements should be considered along with other candidates. Returns prescribed under the Act and the Rules framed there under should be submitted in time by the concerned Location HR Manager

f. Sourcing through print-media: Sourcing through print media would be resorted to only when we could not locate suitable candidates through other sources or where a national / regional search is advisable in view of the criticality

of positions to be filled in. As placing advertisements in the print media are expensive, the justifications for resorting to the same may be examined critically by the Corporate HR.

3.5 COMPANY'S EMPLOYMENT APPLICATION FORM:

Regardless of the sources, and the position to be filled-in, all candidates who are considered for interview should fill in the company's Application form. Information provided by the candidate in the form is the basis of selection, if an offer is made. If any of the particulars mentioned in the Application Form turns out to be false or inaccurate or there is evidence that any relevant information has been deliberately suppressed, the employment could be terminated without any notice.

3.6 SELECTION PROCESS:

Interview for the recruitment of personnel will be conducted by a selection panel as indicated in the table given below:

Grade	Interview Panel
CM, L1, L2	MD (CM); HR Head (L1/L2); Plant/SBU Head (L1/L2) from other location but conversant with the job involved
M1, M2	Plant Head (L1/L2); Head of another department conversant with the job involved (L1/L2); Location HR (M1/M2)/Head HR (L1/L2)
E1, E2, S1, S2	Plant Head (L1/L2); Requisitioning Department Head (M1/M2); Location HR (M1/M2)
J1, J2, A	Department Head (M1/M2); Requisitioning Manager (M1/M2); Location HR (M1/M2)

For certain specialized recruitment, it may be necessary to retain the services of recruitment consultants for reducing the cycle time and ensuring that there is overall consistency. In such cases, the short listed candidates must be interviewed finally by the Managing Director along with Head of HR.

3.7 INTERVIEW SCHEDULE:

Interview Schedule should be fixed in such a manner that the candidates called for the interview get sufficient enough time to arrange leave and make travel arrangements. Ordinarily, a lead time of at least 5 working days should be given.

Where a cost analysis of holding interviews at various locations by multiple panels proves to be more economical and time saving, the Corporate HR Group will coordinate such nationwide recruitment, wherever necessary, following the principles of formation of the Interview Panel members as mentioned earlier. In such cases, Location HR Managers will form a part of the Interviewing Team.

3.8 PRE-INTERVIEW FORMALITIES:

Before the interview commences, the HR Department should verify the originals of the Certificates/testimonials, including the most recent salary slip. Arrangements for the reimbursement of the travel expenses of the outstation candidates should ideally be completed before the beginning of the interview.

3.9 INTERVIEW PROCESS:

Photocopies of the filled in Company Employment Application Form/CV, or a brief write up giving the particulars of the candidates should be given to each member of the Interview Panel. It is mandatory that before the interview begins the Panel members should formally meet, go through the Company Employment Application Form/CVs, and evolve a strategy for conducting the interview.

Interview assessment and selection recommendations should be on the basis of discussion and consensus among the Panel members.

3.10 REFERENCE CHECKS:

Reference checks of all personnel recruited should be done from the last employer, and also from at least two of the references mentioned. Where the incumbent has worked for less than a year in the employment immediately previous to his joining DTL, the reference should also be sent to the second last employer. In case of Senior Management positions, informal reference check on telephone must also be done after obtaining the consent of the candidate by a Senior Manager. No such reference should be made until the candidate has accepted the offer of employment and agreed to such references being made.

APPOINTMENT AND INDUCTION	
NAME OF POLICY	Appointment and Induction Policy
SECTION	(I) Human Resource Management
POLICY NO.	4
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4.1 TIME PERIOD FOR RECRUITMENT:

Recruitment of staff (EX1 and above) in the normal course is likely to take three months from the date of receipt of the personnel requisition.

Recruitment of workers in the normal course is expected to take one and a half month. Where an internal candidate has been identified and selected for a particular position, the lead time would be dependent upon the agreement arrived at between the concerned Departments.

4.2 EMPLOYMENT OFFER:

No person would be engaged in work unless he/she has received an employment offer in writing, and has accepted the same in writing prior to the date from which the employment becomes effective.

The employment offer should be in a standardized format and duly signed by a competent authority. The employment offer should be accompanied by the general terms and conditions of service. The employment offer, in duplicate, should be prepared by the Location or the Corporate HR and released after obtaining the signature of the competent authority. The selected candidate to whom an employment offer has been made should sign the duplicate copy of the offer in token of his acceptance of the terms of appointment.

Once the candidate has accepted the offer in writing, and indicated the date of joining, the requisitioning Manager should be informed so that his initial induction program and other administrative arrangements can be made well in advance. Relocation assistance for out-station candidates will be provided as per the norms prescribed in the 'Relocation and Transfer Policy'.

4.3 JOINING FORMALITIES:

The selected candidate should complete the prescribed joining formalities on the date of the joining; he/she should produce a relieving certificate from the former employer. The Location HR Department should verify the following and record in writing having done so:

- The certificates/testimonials in original
- The most recent/latest salary certificate
- Relieving letter from the former employer
- Pre-employment Medical examination report, duly certified
- All other information as per the application form i.e. age, qualifications, experience etc. In addition, the candidate should be asked to complete various forms pertaining to Provident Fund, Gratuity etc., a checklist of which will be available with the Location HR.

4.4 NOTIFICATION OF ALL NEW APPOINTMENTS:

Whenever any employee joins the Company, his/her appointment should be notified in the Company by the HR Department.

4.5 INDUCTION GUIDELINES:

A new employee's induction in the company should not be seen as a routine event or as a mere formality but a significant process by which the new employee gets to know the company, internalizes the company's social and behavioral environment and values, as well as the required job related skills and competencies.

No new employee would be engaged on the normal job directly without having been exposed to an Induction Program. It is the responsibility of the HR Manager to plan and arrange, in consultation with the concerned Department Manager, a suitable induction program.

The HR Department shall prepare a detailed induction program for each of the various categories of employees. To facilitate the socialization processes, it would be desirable to nominate a senior colleague from the same/different department to function as a mentor. In addition, the Corporate HR Department is responsible for preparing an Induction Manual for the new joiners. The initial induction will be given by the HR Manager and subsequently, by the Head of the concerned Department.

The duration and extent of the induction to be given to the new employee will depend on the position. However, the following minimum requirements must be fulfilled:

- a. Welcome to the Company
- b. History of DTL and the operations
- c. Company's organization - product range - technology - future plans
- d. Organization of the Company and the location
- e. Company's values and core belief systems - behavioral expectations.
- f. General conditions of work - attendance procedures, late coming - probation - leave rules - performance appraisal - salary administration and related formalities like opening a bank account.
- g. Welfare - PF, medical

The employee should be taken around the Office/Factory, shown the location of the utilities such as dispensary, etc. and introduced to the concerned Department Manager.

The concerned Department Manager will be responsible for the subsequent processes of Induction, which must compulsorily include:

- a. Welcome to the Department.
- b. Organization of the Department - who is who in the department.
- c. Explain the work of the department and its linkages with other departments.
- d. Explain the job and role expected out of the new employee and enquire what support he needs.
- e. Explain the Department's plan in inducting him to his regular job.

Wherever staff joining at senior level needs to be initially introduced to other Departments in the same location, the HR Manager shall take the initiative to prepare such a brief induction program to him/her after ascertaining the availability of all concerned. Such induction may either precede his joining the Department or may be in the course of his working in the Department concerned, depending on the convenience of all concerned.

PROBATION AND CONFIRMATION	
NAME OF POLICY	Probation and Confirmation Policy
SECTION	(I) Human Resource Management
POLICY NO.	5
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5.1 PROBATIONER:

A probationer's one whose performance is being evaluated to determine where further employment in a specific position or with the organization is appropriate. All employees at DTL Ancillaries LTD. (DTL) shall go through a probation period of 6 months after which they shall be confirmed as permanent employees.

5.2 PROBATION PERIOD:

The probation period gives the new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. DTL Ancillaries LTD. (DTL) also uses this period to evaluate employee capabilities, work habits and overall performance.

All new and rehired employees work on probation basis for the first 180 calendar days (six months) after their date of hire. Any significant absence will automatically extend the probation period by the length of the absence. If DTL Ancillaries LTD. (DTL) determines that the designated probation does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for the specific period.

During this period the employee may leave the services of the company after giving a written notice of one month. SiDTLarly the services of the employee may be terminated by the company after giving a notice of one week.

5.3 BENEFITS WHILE ON PROBATION:

During the probation period, the new employees are eligible for those benefits that are required by law. After confirmation, they are eligible for all the benefits as applicable to all permanent employees of DTL Ancillaries Ltd..

5.4 CONFIRMATION:

Upon completion of the probation period, a performance appraisal cum confirmatory discussion with the employee will be held by the supervisor. The probationer is appraised on his/her overall performance and two weeks prior to the expiry of the probationary period, decision is taken on confirmation/extension of probation.

Once confirmed, the employee is issued a letter of confirmation and he/she enters the regular/permanent employment classification.

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TRANSFERS AND RELOCATIONS

NAME OF POLICY	Transfer and Relocation Policy
SECTION	(I) Human Resource Management
POLICY NO.	6
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6.1 GENERAL:

This policy applies to new joiners who are required to move from their current location of stay to company location as per letter of appointment and also to those employees who are transferred from one to another location of the company during their term of service within the company.

6.2 TRAVEL EXPENSES:

New joiners and transferred employees will be entitled to travel expenses for self and family as per the guidelines laid down in Domestic Travel Policy.

Family for this purpose is defined as spouse, children, and employee's dependent parents.

6.3 ACCOMMODATION:

The new joiner/transferred employee will be entitled to transit accommodation for self and family for a maximum period of two weeks:

- Either at a company guesthouse or service apartment,
- Or at a hotel (upper limits for room rates will be as per the corresponding provisions in the domestic travel policy)
- Or employee may make his/her own arrangements for stay.

In all the above cases employees will also be entitled a daily allowance as per the corresponding provisions of the Domestic Travel Policy.

In exceptional cases with the approval of the human resources and recommendation from immediate supervisor the period of stay at guesthouse or hotel accommodation may be extended for a further period of 2 weeks. Any further request for extension will need to be put to Head, Human Resources.

6.4 SPECIAL LEAVE:

All new joiners will be given a special leave of 2 working days for settling down.

6.5 MOVEMENT OF HOUSEHOLD GOODS:

The reimbursement of expenses will be limited to transportation of goods by two truckloads, unless specifically approved by Head, Human Resources. The employee will have to submit quotations from three reputed movers and packers and the minimum quote will be approved by the company

6.6 PROCEDURE:

In case of a new joiner, the requisitioning officer to forward the application for necessary arrangements to the HR department. In case of a transfer, the immediate supervisor should do the needful.

The HR department ensures that all the arrangements are made in time and also that the employee is informed about the same in advance and is given the necessary documents.

6.7 PRE TRANSFER VISIT:

In case of a transfer, with the prior approval of the Department Head, the employee can undertake a pre-transfer visit to the location of transfer for up to a maximum of 5 days to look for suitable accommodation and schooling for children. He/She will be granted leave of 5 days for the same.

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EXITS AND SEPARATIONS	
NAME OF POLICY	Exit and Separation Policy
SECTION	(I) Human Resource Management
POLICY NO.	7
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7.1 RESIGNATION:

An employee who wishes to leave the services of the company will submit the resignation letter to his/her superior. After acceptance of resignation letter he/she will have to serve for the notice period as stipulated in the terms and conditions of employment (as mentioned in appointment letter)

The notice period from the employee is for the company to locate a replacement, and therefore, should be insisted upon. Notice period will not ordinarily be waived unless continued presence of the employee concerned is not in the best interest of the Company.

Before accepting the resignation letter, the Head of the Department will discuss with the employee concerned to find out the reasons for submitting the resignation letter. In spite of such separations being painful for both sides, promises that cannot be met by way of career growth/compensation should not be made.

To maintain uniformity of practice and also to ensure that there is no possibility of any legal complications, the following procedure shall be followed in cases of resignation:

- a. The formal letter of resignation will be forwarded to the HR Manager with the recommendations of the Departmental Head. Such resignation letter will be sent in original.
- b. The HR Department shall obtain in writing on the letter of resignation itself, the decision regarding acceptance of resignation by the Unit Head or equivalent. The processing time for deciding on acceptance of resignation or otherwise should not normally exceed 10 days.
- c. The letter of acceptance of the resignation should be communicated by the concerned HR Manager. The acceptance letter will be sent through the concerned Departmental Head.

- d. After the acceptance of the resignation, the HR Department shall be responsible for obtaining the 'Exit Interview'. On a six monthly basis (i.e. January - June and July - December), the data thus collected from exit interviews will be statistically processed and analyzed with a view to provide feedback to check the employee turnover. The analysis by HR Department will be in terms of location, department, category, academic background, particularly institutions from where they graduated, age, sex and other demographic parameters, length of service, and more importantly, the type of organizations they are moving to, the compensation package offered by them and the precise reasons of leaving the company's service. The analysis so done shall be shared with the Management team.
- e. Once the acceptance of resignation is communicated to the employee, the concerned employee will be responsible to obtain the necessary clearances from various groups/departments on the No Dues Checklist form. The completed checklist should be provided to the HR department at least a week before the due relieving date.
- f. Subject to the above, on the date of the relieving, the employee shall be provided with the following:
 - i. Relieving Letter
 - ii. Service Certificate
 - iii. Final Settlement Due Statement (the actual final settlement will be credited within 3 months of the employees exit from the company)

7.2 TERMINATION OF SERVICES OF PERMANENT EMPLOYEES:

The services of a probationer whose performance was unsatisfactory will be promptly terminated at the end of the probationary period or any extension thereof, which would tantamount to non-renewal of the contract of employment. In all such cases of extension of probation, the probationer will be communicated in writing, reasons for such extension(s) and given an opportunity to improve performance.

Services of permanent employees will be terminated only according to the terms of appointment/employment and after complying with all statutory requirements, by giving the stipulated notice or salary in lieu thereof. Any termination of an employee by the company will need clearance from the Managing Director.

If the services of a permanent employee are to be terminated consequent to disciplinary procedure, it should be ensured that all legal formalities in connection with the domestic enquiry are fully complied with. The HR Manager will be responsible for doing so.

7.3 RETIREMENT GUIDELINES

7.3.1 RETIREMENT AGE:

All employees shall retire from the services of the company on reaching the age of superannuation according to the **terms of appointment** (as per the policy reviewed by company). Ordinarily, no extension will be given beyond the age of superannuation.

The date of birth as shown in the School Leaving Certificate or any other documentary evidence submitted by the employee and accepted by the company at the time of appointment shall be final for determining the age of the employee. Employees shall retire with effect from the last day of the month in which they attain their superannuation age.

7.3.2 PLANNING FOR RETIREMENT:

The HR Manager will be responsible for assisting the employee to prepare for the retirement. Normally, information of retirement should be given at least three months in advance in form of a letter. The employee should be informed of the retirement benefits which will be available to him, like, Gratuity, Superannuation, Leave Encashment, Provident Fund, etc.

7.3.3 UTILIZATION OF THE SERVICES OF RETIRED EMPLOYEES:

The expertise and the experience of the retired professionals of the company could be a valuable resource. Services of outstanding professionals could be selectively used for short duration as self-employed consultants/resource persons. However, before giving the assignments to such employees it is necessary to get the clearance from the MD through Head of HR.

CODE OF CONDUCT	
NAME OF POLICY	Code of Conduct Policy
SECTION	(II) Discipline/Compliance
POLICY NO.	8
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

8.1. OBJECTIVE:

The objective of this policy is to establish basic rules of work discipline and ethics at DTL Ancillaries Ltd. All employees are required to observe the code of conduct specified in this document. The violation of this code or acts of omission/commission leading to violation of this code, will be considered a serious offence by the company and will lead to disciplinary action which may even affect the continuance of the individual's employment in the Company.

8.2 CONFIDENTIAL MATTERS:

No employee shall divulge or use, except in furtherance of the Company's business, any business or technical information that may come to their knowledge in the course of their employment in the Company or its associates companies. The employee both in letter and in spirit should follow any agreement entered into by the Company.

No employee of DTL, except if it is necessary in the course of his/her duty, shall without prior written consent of the Company, retain in his/her private possession, any papers/ documents/specifications, records, etc. relating to the Company's business. Any such material must be returned to the Company on severance of services.

No employee shall acquire any intellectual property rights (Patent, Copyright, Trademark, etc) in relation to any services/products/goods which the Company makes or may make in the course of his/her employment.

8.3 COMPLIANCE WITH LAWS:

The Company attaches high degree of implicit statutory compliances and the employees should ensure compliance with various statutory in his/her area of operation. No employee shall participate in or be associated with any

radio/television broadcast, publication, communication to the press or public speeches/utterances without prior approval of the MD/equivalent if such an appearance involves the employee appearing in his official capacity, involves disclosing business/technical information of the Company or even if the appearance involves the relationship of the employee with the Company being mentioned.

8.4 PRIVATE TRADE/EMPLOYMENT:

Permanent employees of the Company shall not, except with prior written permission of the MD, engage either directly or indirectly in any trade or business or undertake any other employment or consultancy or undertake such trade/business/consultancy, etc. on behalf of anyone else, either with or without remuneration during the course of his/her employment with the Company.

Although an employee may, with prior approval, undertake honorary work of social, charitable or religious nature or occasional work of literary, artistic nature, subject to the condition that such work does not interfere with the performance of his/ her duties and undertakes to discontinue such work if so directed by the company in its sole discretion.

8.5 GIFTS FROM SUPPLIERS/CUSTOMERS:

Any gift so received from any supplier, contractor, customer, or from any person or organization with whom this company has business dealings, other than near relatives or personal friends having no official dealings with the company shall, immediately be declared and surrendered to the Company for disposal.

This will, however, exclude New Year or Seasonal gifts in the form of table items, key chains, etc.

8.6 DEALINGS WITH COMPANY'S SUPPLIERS/CUSTOMERS:

No employee will have, either directly or indirectly, any business arrangements outside the ambit of the company's dealings, or use his/her position for any personal benefits or for any benefits to any friend or relation, with/from any of the Company's customers/agents/suppliers

All employees are directed to declare the extent of their interest, their business and personal relationship with the Company's present suppliers of goods/materials/services (including consultants).

If, in future, there is a likelihood of any conflict of interest on this account, prior written approval of the Company will be necessary and the decision of the Company will be final and binding.

Concealment of such information will be viewed with seriousness by the Company and may lead to termination of services from the company.

8.7 MISCONDUCT:

The following acts will be treated as misconduct and will attract the severest punishments up to and including termination of services:

- Disobedience either alone or in association with others
- Taking bribes, causing sabotage and willful damage, theft or fraud in connection with Company's work or property.
- Giving false information or concealing information regarding age, qualifications, previous employment etc.
- Habitual late attendance or habitual absence from duty
- Habitual neglect of work or negligence.
- Smoking in prohibited areas.
- Refusal to accept any communication from the Company.
- Acting in a manner intended to bring discredit to the Company.
- Drinking/gambling/creating nuisance in the premises.
- Spreading false rumors, giving false information, or such other acts of indiscipline.
- Money lending/borrowing activities on the premises of the Company.
- Writing of anonymous letters/emails or pseudonymous letters/emails or associating with the writing of such letters/emails.

- Striking work or inciting others to strike work or other acts subversive of discipline.
- Threats, coercion, intimidation, using abusive and vulgar language.
- Conviction in court of law for any criminal offence involving moral turpitude.
- Habitual breach of the laws of the land.
- Breach of instructions for the maintenance and operations of any office equipment / department.
- Financial misappropriation and/or fraud.
- Unauthorized removal of company's documents/ drawings/ property from place of work.
- Willful false claims/exaggerated claims.

The above list is only indicative and not exhaustive. All employees are advised to refrain from any acts of omission or commission, which could be viewed as misconduct by the Company.

8.8 CONSUMPTION OF INTOXICATING DRINKS/DRUGS:

Every employee shall take care that he/she does not report to work under the influence of alcohol or drugs.

Every employee shall take due care that the performance of his/her duties is optimum. In any way there should be no influence of intoxicating drinks or drugs.

8.9 OTHER FORMS OF DISCIPLINE:

Other forms of discipline are discussed in this section. Non-compliance to any of these would become cases of indiscipline when a pattern of behavior is observed by your manager(s) and not a single incident. Accordingly, appropriate disciplinary action may be taken.

- ***Commitment Discipline*** - Employees are expected to honor commitments made whether to internal or external customers. Consistently failing to meet professional commitments made amounts to indiscipline.

- **Protocol Discipline** - Consistently bypassing established channels of work flow and communication, insubordination and/or taking undue advantage of confusion in reporting relationships to gain undue personal advantage to the detriment of others or as an excuse for non-performance, amounts to indiscipline.
- **Customer Responsiveness** - Consistently failing to respond to customer needs or to meet commitments made to customers beyond reasonable time / committed time amounts to indiscipline.

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OFFICE TIMINGS AND ATTENDANCE

NAME OF POLICY	Office Timings and Attendance Policy
SECTION	(II) Discipline/Compliance
POLICY NO.	9
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

9.1 OBJECTIVE:

The purpose of this policy is to lay down the rules with regards to office timings, and attendance.

9.2 ELIGIBILITY:

This policy is applicable to all categories of employees of the company. This policy ensures statutory compliance of the rule formulated under the:

- Factories Act, 1948.
- Maternity Benefits Act, 1961
- Shops and Establishment Act of the relevant State/UT

9.3 OFFICE TIMINGS:

The office and factory timings applicable to all employees will be as follows:

Office Timings (at all locations)	<ul style="list-style-type: none"> ▪ 9.30 am to 6 pm weekdays ▪ 6 day week ▪ Maximum 9 working hours per day ▪ Lunch break of 30 minutes after 5 hours of continuous work ▪ Maximum working hours per week exclusive of overtime restricted to 48 hours
Factory Timing (General Shift)	<ul style="list-style-type: none"> ▪ 9 am to 6 pm week days ▪ 24 x 7 working ▪ Weekly off as per schedule ▪ Maximum 9 working hours per day (48 hours in a week) ▪ Lunch break of 30 minutes after 5 hours of continuous

	<p>working</p> <ul style="list-style-type: none"> ▪ Overtime compensated at twice the normal wage rate ▪ Maximum working hours per week inclusive of overtime restricted to 54 hours
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- If employee works on all 7 days in a week then compensatory off will be given and has to be availed of in the same month. If an employee works continuously for 10 days, on the 11th day, the employee will be given a mandatory compensatory-off.
- Compensatory-Off will not be accumulated and will not be en- cashed.
- Employees in Management Cadre (EX and above) will not be entitled to overtime.
- Where functions/departments/offices/location are following different office/shift timings, employees in such functions/departments/offices will be governed by the timings as applicable to the functions/departments/offices/locations.
- All changes in the work timings of employee(s) if any will be notified appropriately by the function/location head or a competent authority. Prior written approval of the MD will be obtained before such notification.

9.4 ATTENDANCE:

Attendance at the various offices and factory will be governed as follows:

- It is the responsibility and duty of each employee to mark daily attendance either manually (attendance register) or through the automated attendance system (swipe card etc.), as applicable.
- Marking the attendance (manually or through automated system) of any other employee(s) (proxy attendance) by an employee will be deemed as a grave misconduct. The same will be dealt with severe action, which may even tantamount to termination of services of either and/or both of the derelict employees involved.
- The timekeeper of each location will be responsible for maintaining an update of the daily attendance data for the concerned location. The timekeeper must finish each week's attendance entries (like, casual leave, outdoor on-duty working, etc.) by end of the day Wednesday in the subsequent week.
- The Timekeeper of each location will be responsible for the authenticity of the attendance data that is being provided to the payroll section/HR Dept. for

processing of payroll, leave records etc. It is the duty of the Timekeeper to bring to notice of the Location head and HR head, all deviations arising out of omissions and/or commissions in a pre-emptive manner.

- Any error of omission and/or commission on the part of the Timekeeper, if detected by the Management, will be treated as a misdemeanor. The same will be dealt with severe action, which may even tantamount to termination of services of either and/or both of the derelict employees involved.

9.5 LATE COMING:

- In order to ensure reporting time discipline and to act as a deterrent for habitual late coming the practice of late marking is introduced. However, employees who are in the L1, L2 and above grades are exempt from such markings.
- In a month if three times a employee is marked late 30 minutes beyond his normal shift reporting time then, for every three days of late coming a half day's leave (CL) will be deducted.
- In cases where, CL is not there to such employee's credit then a half day's PL will be deducted and in the scenario where neither CL nor PL is available then half day's salary/wages will be deducted for that specific month.
- In habitual late coming cases appropriate disciplinary action will be taken as deemed fit.

9.6 OUTDOOR DUTY:

Employees are required to travel while on duty as part of the daily operational requirements and therefore are not able to record their regular in-time or out-time as they are away from their respective units. The Outdoor duty form is required to be filled by an employee to record the below mentioned transactions so as to regularize their attendance records and for payroll purposes:

- When the employee has a planned tour to be taken either to a outstation location or a local destination or Inter unit visit (locally or outstation). The outdoor duty form has to be filled 3 days in advance and the same to be approved by the reporting authority / HOD before embarking upon such tour/travel.

- In cases where, the outdoor visit is during the day or under sudden contingency or emergency then such outdoor duty form is to be filled as per the above procedure during the day before commencement of the travel/tour.
- In cases where, it is not practically possible to fill the outdoor duty form in advance or before commencement of the outdoor tour/travel then in such cases the outdoor duty form is to be filled immediately upon return from the tour/travel as per the above procedure.
- If outdoor duty is undertaken and the requisite form is not submitted duly filled and approved to the unit Timekeeper on or before 26th of each month. The employee will be treated as absent for these days and no arguments in this regard will be entertained. It is mandatory to record the outdoor duty movements with Timekeeper and the onus lies upon the individual employee only.

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SECURITY	
NAME OF POLICY	Security Policy
SECTION	(II) Discipline/Compliance
POLICY NO.	10
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

10.1 OBJECTIVE:

The objective of this policy is to protect and safeguard all employees, materials and processes within the factory premises. Procedures to be followed for the same are detailed below.

10.2 USE OF IDENTITY (ID) CARDS:

All employees are provided with an identity card (ID) which, contain employee particulars. This ID card is given for:

- a. Identification of the employee
- b. Entry and exit from the factory
- c. Attendance recording
- d. Emergency contact
- e. For enjoying facilities, concession and benefits available to him / her as an employee of the company.

The employee shall carry his ID card on him/herself visibly, at all times when inside the factory and present it while entering or leaving the factory or on demand by the security guard, supervisor or the HR department.

The ID cards shall be the property of the factory and should be surrendered to the HR department on cessation of employment.

In no case should the employee produce or surrender his ID card to anybody or authority outside the factory. If any employee is found doing so he / she would be liable for disciplinary action.

Loss or damage of the ID card should be notified to the HR department immediately and a requisition for a duplicate card will have to be applied.

No employee shall be in possession of another employee's ID card within the factory premises.

10.3 MANNER OF ENTRY AND EXIT FOR EMPLOYEES:

Entrance and exit from the premises shall be through prescribed gates only and every employee shall show his / her ID card to the security on duty while passing through such gates.

The gates may be closed during working hours at the discretion of the management and employees must not leave the premises during the working hours without prior written permission from the appropriate authority.

An employee who is not on duty shall not remain on the premises without permission from the manager or his / her authorized official.

Visitors entering into the factory must be first verified via the intercom to check if the person they wish to meet is available and where they are, then the visitor has to register at the security office and obtain a visitors pass.

While leaving, the Visitor should sign in the visitors register again at the security office mentioning his time of exit and return the visitors pass duly signed by the person visited before leaving the factory premises.

Visitors are liable to be checked by security personnel while entering and leaving the factory premises. The visitors are not to be allowed on the shop floor without the permission of the Local HR head / Factory manager.

10.4 MANNER OF ENTRY AND EXIT FOR MATERIALS AND VEHICLES:

Material being brought into the factory premises should be disclosed at the security and a security gate pass to be obtained before carrying it into the factory premises.

Suspicious materials that come into the factory will be stopped at the main gate and thoroughly investigated before being sent into the factory.

Material being taken out of the factory should be accompanied by a gate pass signed by the appropriate authority. The same is to be produced before the security on leaving the factory premises.

Employees found taking out any material(s) belonging to the factory without a valid gate / security pass are liable for disciplinary action.

All personnel bringing their own vehicles should put the security clearance stickers in a prominent place on the vehicles that is visible to the security staff.

All non personnel vehicles that come into the factory premises will be asked to park outside the factory premises. All vehicles are liable to be checked by security personnel while entering and leaving the factory premises.

10.5 SEARCH OF EMPLOYEES:

As deemed necessary; all employees entering or leaving the factory at any time are liable to be searched whilst within the premises by a person authorized to do so by the manager.

To ensure that they are not in unauthorized possession of property belonging to the company or of other employees or of any articles prejudicial to the security of the factory or to other employees.

10.6 MAINTENANCE OF SECRECY:

No employee shall take any paper, book, photographs, instruments, apparatus, documents or any other property of the factory or of the premises nor shall be in any way pass, or cause to be passed or disclose or cause to be disclosed any information or matter concerning the operations of the factory to any unauthorized person, company or corporation without the written permission of the Factory Manager.

If any employee is found doing so he / she would be liable for disciplinary action or may be suspended / terminated from service.

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HEALTH AND SAFETY	
NAME OF POLICY	Health and Safety Policy
SECTION	(II) Discipline/Compliance
POLICY NO.	11
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

11.1 OBJECTIVE:

The objective of this policy is to lay down guidelines to ensure the health, safety and welfare of all employees and other person's engaged in work for the organization and any third parties who come into contact with the business.

11.2 GENERAL DESCRIPTION:

This policy reflects Management's philosophy on health and safety issues. It clearly states overall safety objectives and a commitment to improve health and safety performance.

- DTL intends to conduct business in compliance with environmental, health and safety laws and regularly assess the compliance of its operations against these requirements
- DTL believes all work-related injuries and illness are preventable by identifying and controlling risks.
- Arrangements will be made for continuous plant equipment assessment, risk assessment and risk control, safe handling and use of substances, training for using injury or accident prone equipments and frequent monitoring

11.3 COMPLIANCE TO FACTORIES ACT UNDER CHAPTER III AND IV

Provisions for maintenance of health of employees:

- **Cleanliness**-DTL will keep its factories and plants clean and free from diseases arising from drain, accumulation of dirt, or other nuisance. It will provide conditions of daily sweeping, once in a week washing with disinfectant and effective drainage system. Repainting or revarnishing or white wash as per requirements will be done at least once in 5 years.

- **Ventilation and Temperature**-Effective provision in all working areas for
 - adequate ventilation by circulation of fresh air
 - temperature providing reasonable conditions of comfort at work
 - preventing injury to health
- **Dust and Fume**- Adequate exhaust provisions will be made in rooms where there is a possibility of accumulation or inhaling of dust and fumes in substantial quantities.
- **Lightning**- In every part of the factory or plant where workers are working there will be provided and maintained sufficient and suitable lightning, natural or artificial or both
- **Drinking Water**- Effective arrangements will be made at suitable points conveniently situated for all workers for sufficient supply of clean drinking water.
- **Hygienic toilets**- Separate, enclosed, well lit, ventilated and clean toilets will be provided for male and female workers.

Provisions for maintenance of safety of employees:

- **Fencing of machinery**-All dangerous machinery or parts of machinery like electric generator, a motor, and transmission machinery will be securely fenced by safeguards.
- **Cleaning of machinery**-Cleaning of machinery will not be done while it is in motion.
- **Employment of young person's on dangerous machines**- An employee who handles a dangerous machine will be sufficiently trained and kept under adequate supervision by a person who has thorough knowledge and experience of the machine.
- **Striking gear and devices for cutting off power** - shall be provided and maintained in every working room
- **Hoists, lifting machines, chains and ropes**- all parts of such devices shall be-
 - Of good construction, sound material, adequate strength and free from defects.

- Properly maintained.
- Thoroughly examined by a competent person at least once in a year.
- Prevented from loading beyond prescribed limits.
- **Revolving Machinery-** A notice indicating the maximum safe working peripheral speed of every grindstone and other specifications will be placed next to every grinding machine.
- **Floors, stairs and means of access** - will be of sound construction and properly maintained.
- **Protection of eyes-** Effective screens or suitable goggles will be provided for the protection of persons employed in areas or machines sensitive to eyes.
- **Precautions in case of fire-**To ensure this:
 - There will be safe means of escape for all people.
 - Necessary equipment and facilities for extinguishing fire will be present.
- **Compensation in case of accident or injury-** In case of any accident or injury an employee would be compensated as per the Workmen Compensation Act.

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ENVIRONMENT

NAME OF POLICY	Environment Policy
SECTION	(II) Discipline/Compliance
POLICY NO.	12
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

12.1 OBJECTIVE:

To ensure all legal and mandatory requirements are met with regard to maintaining the environment within and the surrounding area of the factory and reduce / eliminate the degradation of the environment.

The environment within the factory is maintained as per the Factories Act of 1948.

12.2 WATER AND ENERGY CONSERVATION:

Periodically the employees will be given talks or seminars conducted for environment awareness and conservation.

12.3 DISPOSAL OF WATER, EFFLUENTS AND OTHER WASTE:

Effective arrangements will be made in every factory for the treatment of wastes and effluents so as to render them innocuous for their disposal.

The Air within the factory is monitored and maintained at the optimal level for working by air monitoring units.

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LEAVE	
NAME OF POLICY	Leave Policy
SECTION	(III) Benefits
POLICY NO.	13
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

13.1 OBJECTIVE:

To lie down the rules with regards to leaves and holidays. This policy is applicable to all permanent employees of the company. This policy ensures statutory compliance of rules framed under the:

- Factories Act, 1948
- Maternity Benefits Act, 1961
- Shops and Establishment Act of the relevant State/UT

13.2 GENERAL:

The leave entitlements of employees would be governed by their respective terms and conditions of appointment in the Company. Employees on contract, consultancy assignments and others will be governed by leave conditions as stated in their individual contracts.

Leave year will be calculated from January to December. DTL follows a six day work week. Hence, Sundays will be weekly off for corporate office and one weekly off by rotation at factories.

Paid holidays will be a maximum of **9** in a year. The holiday calendar will be released by 25th of December for the coming year.

13.3 CASUAL LEAVE (CL):

- a. Casual Leave is meant for the purpose of immediate/urgent personal work or illness.
- b. Employees will be provided 5 days casual leaves.
- c. Casual Leave will be credited in the employees leave account as on the 1st January of every calendar year for the respective calendar year in advance.

Employees joining in the course of the year will be eligible for pro-rata leave on their date of joining for the period up to 31st December in the year. In case any employee separates from the services of the Company during the year, no recovery on account of casual leave availed by the employee during the year would be made.

- d. Casual Leave cannot be en-cashed.
- e. Unutilized Casual Leave will lapse at the end of the year.
- f. In case of employees availing casual leave, the total period of absence from work on account of casual leave and intervening/prefixed/suffixed weekly offs/holidays should not exceed six days.
- g. Casual Leave cannot be suffixed or prefixed with Privilege Leave. However, Casual Leave can be prefixed or suffixed with weekly offs/holidays.
- h. CL may be taken for minimum of half a day full day at a time. CL will not be given for more than three days at a time.
- i. In cases where, casual leave is planned leave application is to be made vide the leave card and forwarded to the reporting authority/ HOD for approval minimum 2 working days in advance of such planned casual leave.
- j. In cases where, the leave has been availed on an urgent basis then, in these cases once the employee resumes his/her duties immediately the leave taken has to be approved by the reporting authority/HOD vide the leave card.

13.4 PRIVILEGE LEAVE (PL):

- a. Only permanent/confirmed employees can avail Privilege Leave. (However, for probationers, PL will be calculated pro-rata from their date of joining).
- b. Privilege Leave will be credited in the employees leave account on the 1st January of every calendar year for the preceding year. Employees joining in the course of the year will be eligible for pro-rata leave as on 1st January for the service rendered in the preceding year. In case any employee separates from the services of the Company during the year, pro-rata privilege leave would be credited to the employee's leave account for the period of service rendered during the said calendar year.

- c. Employees in the grades from CM to S2 are eligible for 30 PL in a year. Workers in the grades of J1, J2 and A are eligible for 24 PL in a year.
- d. Since the purpose of the Earned Leave (EL) is to provide regular periods of rest and relaxation necessary to maintain health and level of efficiency of the employees, the employees should be encouraged to take 50% of the compulsory every year. In any case, PL/EL should not be taken in more than three installments during any given calendar year. Normally each earn leave period will be for at least three (3) days.
- e. Employees must proceed on leave regularly every year and only a maximum of 20 PL will be carried forward every year. Excess leave over and above the accumulation limits will be en-cashed and paid to the employees in the month of January. Apart from this, encashment of Privilege Leave will be allowed only at the time of separation. For leave encashment, only the basic salary (and dearness allowance, where applicable) will be considered. Income Tax, as applicable, will be deducted at source.
- f. PL cannot be allowed to be taken in advance except in very special cases, such as prolonged sickness, marriage of the employee, or serious sickness/death of a very close relative. Prior sanction of the Unit Head/Equivalent is necessary for this.
- g. PL cannot be availed in conjunction with CL. While availing EL, the intervening weekly off days/holidays will not be counted as PL.
- h. Sanction of leave will be dependent on the nature of work an employee is currently handling. The reporting supervisor may at his/her discretion, refuse the leave or may ask the applicant to change the dates if necessary. Privilege Leave application will be made at least 10 days before the day on which the employee actually proceeds on leave.
- i. If due to exigencies of work it is considered necessary, the reporting supervisor may recall or cancel the leave. In such cases, the employee will be reimbursed the travel cost incurred for reaching his Home Base Unit/station of re-call in accordance with the eligibility under the Travel Rules.
- j. Under normal circumstances, the period of PL once taken will not be subject to extension. However, in case the employee faces very special circumstances,

he/she will be required to apply for extension in writing. The leave will be deemed to be extended, only when the supervisor approves it and a communication is sent to the HR Department

13.5 MATERNITY LEAVE:

- a. Subject to the provisions of the Maternity Benefit Act, 1961, female employees can avail Maternity Leave of 12 weeks, preferably 6 weeks pre-natal and 6 weeks post-natal, for the first two children.
- b. In case of miscarriage, female employees shall be entitled to leave for a period of 6 weeks immediately following the date of the miscarriage.
- c. The concerned employee will have to apply for such leave through his/her Departmental Head.
- d. A female employee suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation shall on production of proof be entitled to additional paid leave for a maximum period of one month.

13.6 PATERNITY LEAVE:

- a. Paternity Leave of 7 days at a stretch beginning on the date of delivery, for the first two children
- b. The employee can also avail leave for 7 days, in case his spouse undergoes a miscarriage.
- c. The overall ceiling for Paternity Leave/Leave for miscarriage of spouse is 14 days, which can be availed on two occasions of 7 days each. The intervening weekly off days/holidays would be counted as leave.
- d. The concerned employee will have to apply for such leave through his/her Departmental Head.

13.7 FOR TRAINEES:

- a. Management/Industrial Trainees/Interns will be eligible for six (6) days Contingency Leave
- b. Un-availed contingency leave will not be accumulated/en-cashed
- c. Trade Apprentices will be eligible for leave as per the Apprentices Act

13.8 LEAVE UNDER NOTICE:

Employees, who have resigned from the services of DTL Ancillaries LTD. cannot adjust their respective leave balances standing to their credit if any, in lieu of the notice period that they are supposed to serve as per their appointment terms & conditions.

- a. Balance PL to be en-cashed at full-n-final

13.9 LEAVE WITHOUT PAY:

- a. On exhaustion of all other types of leave
- b. Only on grounds of illness and to be supported by medical certificate

13.10 SICK LEAVE:

- a. Sick Leave is meant for the purpose of illness of employee.
- b. Employees will be provided 7 days sick leaves.
- c. Sick Leave will be credited in the employees leave account as on the 1st January of every calendar year for the respective calendar year in advance. Employees joining in the course of the year will be eligible for pro-rata leave on their date of joining for the period up to 31st December in the year. In case any employee separates from the services of the Company during the year, no recovery on account of casual leave availed by the employee during the year would be made.
- d. Sick Leave cannot be en-cashed.
- e. Unutilized Sick Leave will lapse at the end of the year.
- f. In case of employees availing sick leave, the total period of absence from work on account of casual leave and intervening/prefixed/suffixed weekly offs/holidays should not exceed six days.
- g. Sick Leave cannot be suffixed or prefixed with Privilege Leave. However, Sick Leave can be prefixed or suffixed with weekly offs/holidays.
- h. SL may be taken for minimum of half a day full day at a time. SL will not be given for more than three days at a time.
- i. In cases where, the leave has been availed on an urgent basis then, in these cases once the employee resumes his/her duties immediately the leave taken has to be approved by the reporting authority/HOD vide the leave card.

13.11 COMPENSATORY OFFS:

- a. Because of work exigencies, a person may be required to work on weekly-offs or paid holidays. In such a situation he/she may apply for a compensatory off.
- b. A single day's Comp-Off will be given for such workings as under :-
 - Full Day's shift working and then continued into the full night shift or vice-versa.
 - Full day working on a Weekly-Off or a Paid Holiday.
- c. Compensatory-offs to be claimed within 10 days of such working vide the Comp-Off application format and the same to be approved by the relevant reporting authority or HOD.
- d. All the Comp-Offs that is liable to lapse due to the above condition will not be considered for encashment on account of lapsation. The objective behind this clause is that, since the employee has done extra work due to the work exigency he needs to be adequately compensated with his physical and mental rest period for such working. Hence, it is binding on the organization and as per law to allow him to avail a compensatory-Off for rest as per the above stipulated periods.

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LAPTOP AND IT	
NAME OF POLICY	Laptop Policy
SECTION	(III) Benefits
POLICY NO.	14
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

14.1 GENERAL:

Employees in Grades CM, L1, L2, M1 and M2 will be provided laptops as per Company's specification. All other employees will be issued laptops based on the functional necessity of their jobs, e.g. Frequency of travel, need for making external presentations/communication, exigencies of work, time-bound projects etc.

In departments where employees travel frequently within/outside the headquarters location, laptops to be used on a pool basis may be considered. The pool laptops will be recommended by the Department Manager and will be approved by the Unit Head/Equivalent

All approved requisitions for purchase/issuance of Laptop(s) will be sent to the Head of the IT Department, who will issue existing laptop(s) or raise a purchase requisition for new laptop(s) as the case may be, by send a consolidated request to the Purchase Department. The cycle time for issuance of a Laptop will be 60 days from date of approval of sanction.

14.2 TERMS AND CONDITIONS OF LAPTOP AND ITS USE:

- a. The computer Lap-Tops and associated accessories issued are company property and utmost care to be taken by the assigned employee in terms of avoiding damage to hardware-software, peripherals at all times.
- b. The employee to use this company facility only for official purpose in the interest of DTL Ancillaries LTD. only. Under no circumstances, this facility should be used for un-lawful-un-ethical-anti-social purposes or intentions.
- c. The employee to ensure that, no malicious soft-wares, data, accessories are uploaded, attached which may have criminal repercussions with reference to general society.

- d. The assigned employee does not have any right to this asset in terms of personal ownership and can-not claim ownership of this property as a matter of right out of authority entrusted/vested upon him/her by the company.
- e. The employee by usage of this facility will ensure that, by no means confidential company related information; data will be transferred, shared with any unauthorized person, entity etc for malicious intent or otherwise.
- f. The employee to ensure that, at regular intervals the data back-up is taken from the computer Lap-Top at the location where he/she is posted with the help of the stationed IT personnel. Issues relating to the maintenance of the hardware-software to be addressed only by the authorized IT personnel at the specific location where the employee is stationed/posted. Under no-circumstances, the employee should attempt to rectify-modify-edit-improvise-repair-set passwords in the assigned computer Lap-Top's software-hardware related aspects by his/her own means and without proper authorization from the concerned IT personnel.
- g. As the computer Lap-Tops are company property and are meant for to deal with confidential & sensitive data related to the company. The appropriate management authority might subject these computer Lap-Tops to random ethical/system audit by authorized personnel from time to time. The assigned employees are expected to extend their full co-operation towards the same without any ambiguity/bias/ill-feelings towards the company.
- h. In the un-fortunate event of loss of the assigned computer Lap-Top by an employee. The employee has to immediately lodge a formal FIR at the nearest local area police station where he/she deems the loss/misplacement to have happened under intimation to his/her concerned HR & Admin department.
- i. In the event of loss of the computer Lap-Top at an international location beyond the country's boundaries. The employee should lodge a formal complaint at the nearest High Commission or Consulate of the Government of India as feasible.
- j. Locally, damage to the computer Lap-Top or associated accessories are to be reported with full details immediately by the employee to the local HR & Admin department where he/she is stationed/ posted.

14.3 HANDOVER OF LAPTOP ON SEPARATION:

- In the event of the employee either resigning or being terminated from the employment of this company. The employee will have to ensure that, while completing his full & final settlement formalities he hands-over the computer Lap-Top in good condition along-with all the original accessories that were issued to him/her at the time of assignment.
- In the event that the employee does not or is not in a position to return the computer Lap-Top & Accessories in proper and good condition on his/her last day of working. The company reserves the right to take necessary legal action, charge penalty and recover these charges from the full & final settlement of the employee or claim such charges by way of legal remedy.

14.4 TERMS AND CONDITIONS FOR DATA CARD USAGE:

Employees in Grades CM, L1, L2, M1 and M2 will be provided Internet Data Card for accessing email through internet & intranet services as per Company's specification. All other employees will be issued data cards based on the functional necessity of their jobs, e.g. Frequency of travel, need for making external presentations/communication, exigencies of work, time-bound projects etc.

In departments where employees travel frequently within/outside the headquarters location, Data Card to be used on a pool basis may be considered. The pool Data Card will be recommended by the Department Manager and will be approved by the Unit Head/Equivalent

All approved requisitions for purchase/issuance of Data Card(s) will be sent to the Head of the IT Department, who will issue existing Data Card(s) or raise a purchase requisition for new Data Card(s) as the case may be, by send a consolidated request to the Purchase Department. The cycle time for issuance of a Data Card will be 60 days from date of approval of sanction.

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DOMESTIC TRAVEL AND ACCOMMODATION

NAME OF POLICY	Domestic Travel and Accommodation Policy
SECTION	(III) Benefits
POLICY NO.	15
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

15.1 OBJECTIVE:

To provide guidelines for initiating travel, expenditure and reimbursement of expenses on accommodation and other related items incurred during business trips within India. Applicable when an employee travels for business within India (beyond everyday travel to work) whether within the city of posting or inter-city/state.

15.2 MODE OF TRAVEL:

For local travel within city of visit/or when travelling intra-city (in city of posting); mode of travel for different levels are defined in table below

Level	Mode of local conveyance
CM, L1, L2	Company car/Pre-booked AC taxi
M1, M2	Company car/Point drop AC taxi /First class local train/AC Bus
E1, E2, S1, S2	Second class local train/Bus
J1, J2, A	Public Transport – Bus, Local train, Auto, shared auto

Company car will be used on approval basis. Where a team is traveling, they should use common/shared conveyance.

Reimbursements will be based on actual and on the submission of bills. No bills required for travel by public taxi and autos (self-declaration to be submitted).

Where employees use their own vehicle, the expenses will be reimbursed on per km basis. Toll tax, if any, will be reimbursed at actual, on production of receipt, in addition to petrol expenses.

Level	Equivalent of vehicle type	Rate of reimbursement (per km)
CM, L1, L2	Honda City/Indigo/Accent	Rs. 8
M1, M2	Zen/Santro/Indica	Rs. 8
E1, E2, S1, S2	Maruti 800/Alto/Wagon-R	Rs. 8

Outstation travel:

For travel undertaken inter-city and inter-state, mode of travel for different levels:

Level	Transport Mode
CM, L1, L2	Air (economy fare)/Train (1st AC/2nd AC/Chair Car)/AC Taxi
M1, M2	Train (2nd AC/3rd AC)/Air (on approval: subject to urgency)/AC Bus/Taxi
E1, E2, S1, S2	Train (3rd AC)/Bus
J1, J2, A	Train (Sleeper Class)/Bus

In case of travel by own car, the expenses reimbursed in such case will be limited to the highest level of the Train Fare applicable as per the level of the employee.

Any cancellation and/or forfeiture charges on travel tickets will be borne by employee, if the same is not approved by his immediate supervisors. Employees are advised to observe caution when the travel plans change

15.3 BOARDING AND LODGING:

In general the following limits will govern the expenses on Boarding and Lodging of an employee who on business tour.

Level	Hotel Stay Expenses			Daily Allowance	Room accommodation
	Class A City	Class B City	Class C City		
CM, L1, L2	5000/-	3000/-	2000/-	1000/-	Single
M1, M2	3000/-	1500/-	800/-	500/-	Twin sharing
E1, E2, S1, S2	1500/-	1000/-	500/-	500/-	Twin sharing
J1, J2, A	1000/-	600/-	400/-	300/-	Twin sharing

- Daily Allowance limit includes food and incidental expenses
- Class A City: Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Ahmadabad, Jaipur, Kanpur, Nagpur, Lucknow, Pune, and Surat.
- Class B City: Kochi, Coimbatore, Vishakhapatnam, Vijayawada, Bhopal, Vadodra, Ludhiana, Agra, Madurai, Nasik, Faridabad, Varanasi, Rajkot, Jabalpur, Jamshedpur, Allahabad, Amritsar, Indore, Dhanbad.
- In locations where company guesthouse is available, preference is for staying in the guesthouse. Only DA will be paid in this case. If provision of food is included in the accommodation, DA will be limited to 60% of eligible value.
- In case employee stays on his own (e.g.: with relatives or friends) employee will be eligible only for DA.
- Bills must be produced for boarding expenses. No bills are required for the DA
- Any expenses beyond the prescribed limits to be approved by immediate supervisor.

15.4 GENERAL:

- Travel Advance: To be provided based on an estimate of expenses to be incurred and approved by supervisor. Please note that the travel advance will be debited to employees' account with finance department and if not settled within 2 weeks from the completion of tour, may be recovered from salary.

- Employee to submit travel expense report within 1 week of completion of travel and settle outstanding against advance
- Day Trip: In case of a day trip to any outstation location (for purposes of meeting, attending seminars etc.) they shall be eligible for reimbursement of conveyance (as per 'Local Travel') and will also be paid DA
- Meal Expenses: Where an employee is having lunch/dinner along with customers/suppliers/government officials in the course of work (not entertaining), the reimbursement could be made on actual with the approval of his superior. The expenses would reflect the status of the outside person concerned. Consumption of alcoholic beverages during working lunches is not reimbursable
- Leave while on business tour: An employee, who wishes to avail leave for personal reasons while on business tour, will seek a prior approval from his immediate supervisor. The employee will inform of the exact dates and the address of the location while on leave. Such employee will not be eligible to claim reimbursement of expenses for the period while on leave. However this will not apply if an employee falls ill while on business tour. A medical certificate detailing the ailment by a Competent Doctor will be submitted by the employee along with the travel expense report.

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MEDICAL BENEFITS	
NAME OF POLICY	Medical Benefits Policy
SECTION	(III) Benefits
POLICY NO.	16
VERSION	01
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DTL will try to implement the following policies for the well being of its employees as per need and availability of resources:

16.1 GROUP MEDICAL POLICY:

DTL will negotiate with an insurance company to arrange for a group medical policy for all permanent and probationers. The policy will cover employee only. Sum assured will be as follows:

Level	Sum Insured per family
CM, L1, L2	5 lac
M1, M2	3 lac
S1, S2, E1, E2	2 lac
J1, J2, A	1 lac

16.2 PERSONAL ACCIDENT INSURANCE:

All employees will also be covered under a personal accident insurance plan.

16.3 MEDICARE FACILITY AT SITES:

- Associate doctors/ clinics/ hospitals will be identified for all employees at each location.
- The medical facility at the plant will include basic First Aid, emergency contact with nearest hospital, a physician and medicines for all contingencies.
- In offices also basic medical kit, first aid kit and a rest room will be provided.

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OTHER COMPANY BENEFITS

NAME OF POLICY	Awards and Celebrations Policy
SECTION	(III) Benefits
POLICY NO.	17
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

17.1 OBJECTIVE:

This policy lays down guidelines for some awards and celebrations that DTL provides to its employees. This policy will be reviewed by HR every alternate year.

17.2 GIFTS:

- Employee getting married will receive a wedding gift from the company as a gesture of good wishes from all of us for his/her happy wedded life. Any gift / article (other than cash) up to a maximum limit of Rs. 2,000/-

17.3 AWARDS:

- **Instant Awards:** Recognize good performance on the daily job / task / assignment given to an individual or display of values of the Company in the course of duty by way of an appreciation letter to be given by the Team Head / Group Head in a team / departmental meeting
- **Individual Achievement Award:** Exemplary performance on the job / task / assignment given to an individual would qualify for this award. Award shall be given quarterly based on nominations received. Any gift / article (other than cash) up to a maximum limit of Rs. 1,000/- per head per award.
- **Team Achievement Award:** An achievement which would not have been possible without the joint contribution of team members is the criteria for this award. Quarterly based on nominations. Any gift / article (other than cash) up to a maximum limit of Rs. 2,000/- per team member per award.

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EMPLOYEE WELFARE	
NAME OF POLICY	Employee Welfare Policy
SECTION	(III) Benefits
POLICY NO.	18
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

18.1 OBJECTIVE:

The purpose of this policy is to lay down the welfare mechanisms to be followed across locations in all factories, plants and offices of DTL. DTL recognizes that its employees are its most valuable resources and that their welfare and well being are important for the organization's sustained growth and progress.

18.2 WELFARE PROVISIONS AS UNDER CHAPTER V OF THE FACTORIES ACT:

- a. Facility for washing, storing clothes and sitting**– DTL will provide washing facilities for the use of the workers which will be well maintained. DTL will also provide workers with space to store their clothes and will also make arrangements for workers to sit and rest during breaks in work.
- b. First aid facilities** – DTL will provide for first-aid kits which will be readily accessible and will be under the charge of a person duly qualified to administer first aid. An ambulance will also be provided under the charge of a medical practitioner.
- c. Shelters and rest rooms** – DTL will provide for well ventilated shelters for employees to relax and take a break. Even places where they break for lunch or tea will be hygienic, properly covered to prevent heat/cold/rain/dust and pleasant to sit and eat.

18.3 PROVISIONS RELATED TO PROVIDENT FUND, GRATUITY AND BONUS:

- a. Provident Fund**- DTL will contribute to the Provident Fund of its employees as per The Provident Fund Act of 1952.
- b. Gratuity**- DTL will provide gratuity to its employees as per the Payment of Gratuity Act 1972. Each employee will be required to nominate one or more

member of his family, as defined in the Act, who will receive the gratuity in the event of the death of the employee.

- c. Bonus** – DTL will provide bonus to all its employees drawing monthly salary of less than Rs. 3,500 as per 'The Payment of Bonus Act, 1965'.

18.4 OTHER WELFARE FACILITIES WHICH DTL PLANS TO PROVIDE:

DTL will try to provide the following welfare facilities to its employees given the availability of resources and need of these facilities:

- a. Recreation**-HR Department will be responsible for arranging recreational activities. These might be different at different locations and plants and may include:
- Provision for indoor games.
 - Cultural evening or get together on founder's day or any festival

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LOAN	
NAME OF POLICY	Loan Policy
SECTION	(III) Benefits
POLICY NO.	19
VERSION	01
DATE OF ISSUE	January 2017
APPROVED BY	

19.1. Objective

This policy is formulated to regulate in smooth administration of the employee loan and advance against salary facility provided by the company. This policy caters to the employees (Staff & Workmen cadres) of **DTL Ancillaries Ltd.** across all its plants/offices for their various personal needs.

19.2. Eligibility & Limits

The employee loan facility is available for the employee grades as under :-

Grade (Lowest to Highest bandwidths)	Minimum Years of Service	Loan Eligible	Loan Repayment Tenure in months	Rate of Interest on reducing balance method
All Grade levels	Minimum 2 Years completed	20% of Gross Annual CTC	24	9%
	4 Years completed	30% of Gross Annual CTC	24	9%
	5 Years completed & above	40% of Gross Annual CTC	24	9%

The employee Advance against salary facility is available for the employee grades as under:-

Grade (Lowest to Highest bandwidths)	Minimum Period of Service	Advance Eligible	Advance Repayment Tenure in months
All Grade levels	90 Days	75% of Gross Annual CTC	1

19.3. Purposes for which loan can be applied for & Documentation required

a. Purchase of house / real estate property for Self Accommodation only for nearby areas where the employee is working/posted:

Documentation:

- Copy of Flat/House/Property agreement
- Copy of proof of Stamp-duty/Registration paid
- Self Declaration or Copy of Self arranged finance that might be availed from banking or non-banking financial institutions or any other source

b. Repairs & maintenance of house/property :

Documentation:

- Estimate/Quotation in original for carrying out such work
- Self Declaration or Copy of Self arranged finance that might be availed from banking or non-banking financial institutions or any other source

c. Medical emergency (Only for Self, Spouse, Children, dependant parents)

Documentation:

- Doctor/Consultant/Specialist report or advice stating the need for undergoing the specific treatment or surgery as the case may be.
- Hospitalization bills, discharge cards, medical examination, test reports for treatment already taken or estimation of the cost to be borne if treatment is yet to be taken at the time of applying for the loan.

d. Marriage (For self only)**Documentation:**

- Original copy of Marriage invitation card

e. Other personal reasons (For purposes that are not covered in the above list)**Documentation:**

- Relevant documentary evidence will be required to be submitted as deemed fit by the management for the reasons that this loan is availed by employees that are other than the above listed specific purposes.

19.4. - Employee Loan application procedure

- 1) The loan applicant needs to submit his loan application in the prescribed format duly completed along with the guarantors signatures & necessary documentary evidence in support to his HOD.
- 2) The respective **HOD** will forward the application to the plant **HR & Admin department** for record and scrutiny of the application. Based on the **Employee Loan Policy criteria** the loan application will be processed and sent to the Plant head for final approval. The approval matrix is mentioned below :-

a) To all Grades – Final approval by M. D./JMD

- 3) Once, the necessary approvals are granted the **HR & Admin department** will convey to the applicant employee whether his loan is sanctioned or otherwise.
- 4) The employee needs to **sign a demand promissory note & a letter of application for sanction of loan cum undertaking to repay** with the company for agreeing to repay the loan as per the terms and conditions that govern this policy immediately and once this documentation is in place the **HR & Admin department** will ensure making arrangements in the payroll process for recovering the resultant EMI as per the loan repayment schedule from their salaries/wages respectively.
- 5) For the purpose of availing this loan facility the employee needs to attest the loan application with two no. of guarantor's signatures/acceptance.

- 6) As a matter of policy and to safeguard the interests of the company and the employees the **willing guarantors cannot stand as guarantors for more than one single loan application.**
- 7) The sanctioned loan amount EMIs will be recovered with effect from the next month in which the loan is disbursed.

19.5. General Terms & Conditions for Employee Loan facility:

- 1) It is to be understood that, this is a welfare measure undertaken by the company senior management for the benefit of its employees.
- 2) The loans need to be applied and will be sanctioned based only on the eligibility and limits criteria as mentioned above along with the relevant documentary evidence in support.
- 3) Under no circumstances should it be assumed that, once the loan application is filled and submitted to the respective **HOD** the loan would be granted even though it may be as per the policy guidelines. Sanction of the requested loan amount is solely at management's discretion. **Management is not under any obligation to sanction Loans and / or assign reasons for refusal of the loan application.**
- 4) All the loan applications that are made will be treated and sanctioned purely on the basis of the genuineness and urgency of the matter or case as put forth by the applicant employees or **in cases of medical emergencies.**
- 5) Employee are advised not to raise any dispute or grievances if for any valid reason as deemed fit by the management the requested loan is not sanctioned. The employees need to accept the final decision as conveyed in an graceful manner and that **non- sanctioning of the loan should not in any way reflect negatively upon his or her normal personal behavior with team members, seniors, juniors, workmen, vendors, customers etc.**
- 6) Based upon the loan amount, tenure, rate of interest the resultant **EMI (Equated Monthly Installments)** will be recovered from the monthly salaries/wages of the employees.
- 7) Employees have to ensure that, there is enough earnings in the respective months to enable the company to recover such amounts as per the EMI schedule. It means that, if there is heavy deduction of salary or wages on account of loss of pay, taxation or for other varied reasons in any month and there is no scope for recovering the EMI amount in that month then in such cases the EMIs will be recovered in arrears in the immediate next salary or wage cycle.

- 8) In the event of the loan employee decides to leave the company or is terminated for whatsoever reasons in between the loan tenure. Then, in such cases the balance outstanding loan principal amount and the pro-rata rate of interest will be recovered from his legal full & final dues including the gratuity, bonus if any as payable by the company. And even if there is a further shortfall, the employee will have to make necessary arrangements on his own to settle this amount or the same **balance amount will be recovered from the salary/wages of the guarantors.**
- 9) It is to be noted explicitly that, till such settlement is done the employee's full & final formalities, clearance certificates, service certificates, testimonials will not be released to the employee.
- 10) Once, the loan is sanctioned there will be no requests entertained during the tenure of the loan for change in tenure, EMI amounts, rate of interest, not to recover in any specific month on account of personal emergencies, festivals etc.
- 11) To save upon the interest contributions the employees have the option of making lump sum payments towards the principal loan amount during the year as per his/her funds availability and this can be requested to be adjusted in that specific month's salary/wages to **HR & Admin/Accounts department.**
- 12) Employees are not allowed to request or apply for a new loan until and unless the existing loan amount is settled in full or the tenure is completed. However, in between the existing loan completion and application for a new loan there should be a compulsory gap of **12 months.** No application will be entertained during this interim period. New Loan may be sanctioned only after verifying the history and track record of the employee on over all basis.
- 13) Sanctioning of any higher loan amount over and above the specified limits by the management in deserving cases will be solely the management's discretion and there will be no disputes entertained in this regard.
- 14) The employees who are desirous of availing this facility need to sign a demand promissory note for repayment of loan and a letter of application for sanction of loan cum undertaking to repay in the specified format **(attached).**

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