

COMPANY HR POLICY

1. Hiring

Selection and recruitment of Employees shall be made on an open competitive basis in accordance with the needs of the Management. The mandate for hiring will be processed with a Manpower requisition which is approved by the HOD and President / MD forward to HR. Successful applicants shortlisted to join the company must submit the list of required documents and complete all formalities at the corporate office to release formal Offer Letter.

2. Induction

Induction is a systematic and formal procedure for integrating a new employee in to the organization. It aims at giving all the relevant information to the new employee and making him comfortable in the new environment of the Organization. Our induction offers an excellent opportunity to new recruits to learn comprehensively about the company.

3. Probation

Probation is a status given to new employees of a company. It is widely termed as Probation period of an employee.

- a) All employees will be on Probation for a minimum period of Six months from the date of their joining.
- b) The probation period may be extended up to maximum of 2 years depending on their performance assessment & Recommendation.
- c) An employee who resigns during probation will have to serve a Notice period of 30 days.

During the Probationary Period, the following factors will be closely monitored:

- His/her Knowledge, Skills and Deliverables
- His/her Attitude towards work and the organization
- His/her Behavior with Superiors and Peers
- His/her Ability to adjust to the requirements of the job
- His/her Adherence to the organization culture, values and discipline

At the end of the probation period the employee will be considered for confirmation based on the review report of the superior and the respective Unit Head.

Probation process:

A Probation Review Report will be sent to the department head, seeking a recommendation on the confirmation of the newly joined employee after completing the Probation Period. HR will further process the report based on the recommendation and assess the employee's status, based on the management decision and issue a confirmation letter.

4. Grade

The employee will categories by the below grade

Executive Grade

S.No	Grade	Designation
1	E1	Jr. Executive / Jr. Engineer
2	E2	Executive / Engineer/ officer/Asst Engineer
3	E3	Sr. Executive / Sr. Engineer / Sr Officer
4	E4	Asst Manager
5	E5	Dy. Manager
6	E6	Manager
7	E7	Sr. Manager
8	E8	AGM
9	E9	DGM
10	E10	GM
11	E11	Director

Staff Grade

S.No	Grade	Designation
1	S1	Jr. Associate / Jr. Operator/ office assistant
2	S2	Associate / Operator
3	S3	Sr. Associate / Sr. Operator
4	S4	Technician / Electrician

5. Performance Management:

In order to set performance expectations and to provide performance feedback to employees and Management, the company will regularly review and evaluate employee performance through a written performance appraisal and discussion with the employee.

Performance reviews are normally conducted once in a year for an employee, where all performance reviews are based on merit, achievement, job description, fulfillment and performance of the KRA's. The yearly bonus or other benefits given to the employee will be to the entire discretion of the Management depending upon the performance of the employees and business scenario of the company.

The appraisal period is January to December

6. Employee Code of Conduct

6.1 Attendance

The Company's office hours are from 9.00 a.m. to 6.00 p.m.
All employees are required to register their daily attendance at their respective places.
Employees reporting late to duty will be considered "Late".

More than 5 late comings in a month will be marked as half day leave.

A Maximum of 2 hrs Permission is permitted in a month. Duration of permission period is 1 hour.

Lunch hour 30 minutes between 12.30 PM to 2 PM and Tea break of 15 minutes in the morning and evening.

6.2 Dress Code:

An Employee is to be dressed appropriately for the type of business and the Employee's position in particular. In addition, certain requirements must be observed.

For Men: On working days from Monday to Saturday appropriate formal wear is recommended. For men, this would require appropriate Trousers, Shirts tucked in and business shoes.

For women: Similarly women shall wear appropriate dress - Sari, Salwar-Kameez or business suits. Floaters and sneakers are not allowed on these days.

This excludes the following wear:

- Faded clothes
- Clothes with holes
- Shabby clothes
- Track pants/Cargos
- 3/4th length pants / Shorts
- Clothes that is transparent or immodest

6.3 Disciplinary code:

- Employee should strictly obey the supervisor order
- Should not damage any company property directly or indirectly
- Unwanted movements, sleeping, Listening music in work area are restricted.
- Using unparliamentarily words or abuse action are prohibited
- Should not disclose any company details and business ethics.

An Employee who is alleged to have breached any of the code of conduct, rules or policies as stipulated in this document shall be informed in writing and shall be entitled to 'due process' and specific disciplinary action may be imposed. Disciplinary actions may range from verbal reprimand to immediate dismissal depending on the severity of the breach committed.

7. Weekly Holiday / Festival/ National Holidays

Weekly Holiday will be Sunday and other Festival and National Holidays as per company's List of Holidays.

8. Leave Approval

Approved leave application from the Reporting officer should be submitted to Human Resources department prior to the date of commencement of leave in case of emergency leave should be given after joining the duty.

On duty form – Employees going out of office for official work has to submit the on duty form approved by the reporting official while leaving the office premises.

9. Leave policy

Earned Leave:

Earned Leave will be accrued only after the completion of six months. Earned leave is 18 days per year.

Casual Leave:

Casual leaves of up to 3 days per year. This leave is for an employee to attend to his/her personal tasks, etc.

Sick Leave:

Sick leave is 3 days per year. This leave can be taken on account of Sickness.

10. Pregnant women - Knowingly pregnant women will not be recruited by the company, if found to be pregnant after joining the organization we will adhere to the factories act.

11. Employee Separation:

When a confirmed Employee intends to terminate his/her employment, he/she shall give the Company a written notice in accordance with the appointment letter 30 days in advance.

Any Employee who terminates employment shall return all files, records, keys, and any other materials belonging to the Company to his/her immediate Superior. No final settlement of an Employee's pay will be made until all items are returned in appropriate condition and payment in lieu, of any, is fully settled and a 'NO DUES CERTIFICATE' must

be submitted to HR Officer by getting it cleared from respective department in charges on or before his/her Last Working Day.

12. Termination of employment

When a employee is found to violate the company rules and regulations or found to indulge in any kind of misconduct directly or indirectly violating the discipline or policy of the company.

The concerned employee will be immediately terminated the final discretion authority will only be by the management.

13.Anti – Bribery Policy.

The company and employees do not, and will not, pay bribes or offer improper inducements to anyone for any purpose, nor do we or will we, accept bribes or improper inducements. We do not, and will not, engage indirectly/directly in form or otherwise encourage bribery.

14.Whistleblowing policy

The Organization protects whistleblowers who speak of malpractices in an organisation. The whistleblower is protected from victimization and the organization will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

Reimbursement and travel policy to be framed.


President / H. J. KANG

Ho Jong Kang
President.