

HR Manual  
Time Technoplast Ltd  
2021

- 01 Common HR Policies for Staff and Workers
- 02 Key Policies for Staff
- 03 Key Policies for Workers

A handwritten signature in blue ink, consisting of a stylized 'A' shape.



**Foreword**

This HR manual intends to keep our employees well versed with the TTL policies and practices. Though the attempt has been made to cover and elaborate all possible factors, however, it is not a conclusion.

This Manual supersedes all earlier amendments or changes communicated from time to time. Going forward, if any amendment or new thing that may arise from time to time shall be processed and communicated to all concerned for additions/deletions.

Broadly, all are expected to adhere to these policies and procedures strictly and exceptional circumstances demanding any deviation may be taken up with necessary approvals from the appropriate authority, supported by due justification.





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## VERSION CONTROL

## POLICY MANUAL TIME TECHNOPLAST

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## KNOW YOUR ORGANISATION

## PREFACE

In pursuant to the revision of Corporate Policies, we take pleasure to revise the policies which comes into effect from 1<sup>st</sup> October, 2021.

The Corporate HR Policies have been reframed with the inputs of the Committee Members comprising of –

- Mr. Bharat Vageria
- Mr. Naveen Jain
- Mr. Sandip Modi
- Mr. Hemant Soni
- Mr. Rameshwar Rammurthy
- Mr. Amit Shyamal
- Mr. Rajesh Bhagat

The policy manual will be treated as a book of reference and rules contained therein may be quoted wherever require to adhere the System & Procedure in the Company.

In this Corporate Policy we have maintained uniformity for all Units, Regional Offices of TTL.

The Corporate Policy will be implemented diligently & effectively under the guidance of Corporate HR Team.

Further amendments shall be informed / recorded to this policy and the manual will be updated from time to time.

## INTRODUCTION

Time Technoplast Ltd (Time Tech) is a multinational conglomerate with operations in Thailand, Malaysia, Indonesia, Taiwan, Egypt, Vietnam, Bahrain, Saudi Arabia, UAE & USA is a leading manufacturer of Polymer and Composite products.

The Company's portfolio consists of technically driven innovative products catering to growing industry segments like, Industrial Packaging Solutions, Lifestyle Products, Automotive Components, Healthcare Products, Infrastructure/ Construction related Products, Material Handling Solutions and Composite Cylinders.

Time Tech group operates production facilities across the globe and is recognized for its innovative plastic products.

Since its inception in 1992, Time Tech has set itself apart from its competition by focusing on research and development, futuristic product designing, superior customer service by setting up various manufacturing units & 8 regional and marketing offices to meet the growing demand of Indian customers in all regions & further to fill the need gap for global customers.

Time Tech is promoted by qualified professionals with decades of experience who believe in working hard for the Company, its customers, its suppliers, its employees, its shareholders and its stakeholders.



## MESSAGE FROM THE DESK OF DIRECTOR

I am delighted to release the HR manual – Corporate Policies which is the outcome of the collective wisdom of a team comprising of Senior Managers.

With ambitious growth and expansion plans in the pipeline, I have no doubt in my mind that the enclosed set of guidelines and instructions will be useful to all operating managers because policies form part of effective implementation in the ongoing process through frontline managers.



(Bharat Vageria)  
**WHOLE-TIME DIRECTOR – FINANCE**

Date: 01 October, 2021



## MESSAGE FROM HUMAN RESOURCES

Dear Colleague,

It is indeed a privilege to have you as a member of Time Technoplast family. It gives us immense pleasure to share this HR manual containing the essence of our HR Policies.

The HR manual provides us with an opportunity to learn about our various HR policies and enhance our understanding of these policies in compliance with laws and company culture. Some of the policies are applicable for the staffs, others are applicable for workers, and some group level policies are applicable for both staff and the workmen. The policies and procedures meet the regulatory requirements at minimum and in some cases are aimed at meeting good international industry practices related to working conditions.

Some of these overarching policies will be applicable for contract workers too. At minimum, the contract workers will have all regulatory provisions as applicable.

We are sure that this manual will make it easy for you to refer to these policies instead of relying on memory. Happy reading!!

## Human Resource

## KNOW THE FAMILY

## Board of Directors

<p><b>Mr. Anil Jain</b> Managing Director</p> <ul style="list-style-type: none"> <li>Degrees in Science, Engineering from Punjab University and Business Management from Delhi University with over 40 years in the field of Polymer Technology and Production.</li> </ul>	<p><b>Mr. Bharat Vageria</b> Whole Time Director, Finance</p> <ul style="list-style-type: none"> <li>Degree in Commerce and a Fellow of Institute of Chartered Accountants (FCA) with over 35 years of experience in the Polymer Industry.</li> </ul>	<p><b>Mr. Raghupathy Thyagarajan</b> Whole Time Director, Marketing</p> <ul style="list-style-type: none"> <li>Degree in Science and Masters in Business Administration from Mumbai University with over 30 years of industrial experience in Polymer Products.</li> </ul>	<p><b>Mr. Naveen Jain</b> Whole Time Director, Technical</p> <ul style="list-style-type: none"> <li>Degree in Engineering from IIT Delhi with over 30 years experience in Production, Quality Management and Projects Management.</li> </ul>
<p><b>Mr. Sanjaya Kulkarni</b> Chairman (Non- Executive &amp; Independent)</p> <ul style="list-style-type: none"> <li>Degree in Engineering from IIT and Business Management from IIM Ahmedabad with over 40 years of experience in Finance Industry.</li> </ul>	<p><b>Mr. Mahinder Kumar Wadhwa</b> Director (Non- Executive &amp; Independent)</p> <ul style="list-style-type: none"> <li>Degree in Science and a Fellow of Institute of Chartered Accountants (FCA) with over 35 years of experience in Accounts and Audits.</li> </ul>	<p><b>Mr. Praveen Kumar Agarwal</b> Director (Non- Executive &amp; Independent)</p> <ul style="list-style-type: none"> <li>Degree in Engineering and Post Graduation in Business Administration with over 40 years of experience in Government Organisation.</li> </ul>	<p><b>Ms. Triveni Makhijani</b> Director (Non- Executive &amp; Independent)</p> <ul style="list-style-type: none"> <li>Degree in Bachelor of Arts with over 30 years of experience in Media and Communication.</li> </ul>



## MISSION & VISION

## MISSION



“ We Don't Mind  
**Seeing Competition  
Ahead Of Us**  
*So Long As They are Few  
Laps Behind* ”

## VISION



“ We Shall be  
**Second to none**  
in our business ”

## CORPORATE VALUES

- ✔ Commitment to Quality
- ✔ Customer Orientation
- ✔ Dedication and Commitment
- ✔ Discipline
- ✔ Honesty and Integrity
- ✔ Learning Organization
- ✔ Openness and Transparency
- ✔ Respect / Care and Concern for people
- ✔ Team Work
- ✔ Trust

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## DEFINITIONS

Unless there is anything repugnant in subject or context thereof, the following words will have meaning assigned to them herein below: -

- (A) COMPANY: - Company shall mean Time Technoplast Limited.
- (B) MANAGEMENT: -Management shall mean Directors/Board of Directors of such other officer of Company who has been authorised by the Management to manage the affairs of the Company.
- (C) MANAGER: - "Manager" means Manager of the company appointed under Factories Act of 1948 or any other officer vested for compliance by the management with authority regarding execution/ observance by these Standing Orders.
- (D) HABITUAL: - Habitual means act of omission or commission, which is repeated three, or more times in twelve months or an act of misconduct for which censure/ warning or any other punishment have been administered.
- (E) NOTICE: -Notice means a notice in writing required to be given or to be posted for the purpose of standing orders.
- (F) NOTICE BOARD: -"Notice Board" means all registered wherein the attendance of the workman is marked and maintained under any law or enactment.
- (G) WORKMAN: -Workman as defined in section 2(i) of Industrial Employment standing Orders Act - 1946.
- (i) "worker" means a person [employed, directly or by or through any agency (including a contractor) with or without the knowledge of the principal employer, whether for remuneration or not], in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with, the manufacturing process, or the subject of the manufacturing process 4 [but does not include any member of the armed forces of the Union];
- (ii) Employee: All workers (including contract workers), staff, supervisors, and management.
- (H) FACTORY: -Factory or works means premises or work carried out in the premises of TTL factories/units.
- (NOTE: -The above definition of Works/ Factory would also include the place of work/duty where any employees is assigned to do any work in connection with the work of the factory/ Establishment which might be anywhere in the Company, outside the premises of the Factory.
- (I) WAGES: -Wages means all remuneration as defined under the provision of Payment of Wages Act- 1936.
- (J) SUPERIOR: -Superior means any person who by nature of his duty, exercises authority, supervision of control on an employee while on duty and/or under connection with the work of Company and includes any officer of the Company.

(K) Word importing masculine gender shall include feminine gender except where expressly mentioned otherwise.

(L) Word importing the singular number shall include the plural number and vice versa.

(M) If any word/terms not defined in this HR manual, it will have same meaning as defined in the Industrial Dispute Act-1947 as amended.

(N) "NIGHT SHIFT" means any Shift which commence after 10.00 P.M.

(O) "TICKET" means and include attendance card.

(P) "CONTINUED ILL HEALTH" means and includes loss of efficiency permanent partial disablement or on account of illness for more than 3 months and his infectious/contagious effect.

(Q) "RESIGNATION" means act of relinquishing his lien on employment by express or implied intention on part of the workmen. The mere acceptance of resignation is informal affirmative act of the employee to accede to his request for settling his account.

(R) "RETIREMENT" means termination, discharge of surplus labour, which does not include termination due to loss of lien, abandonment, and desertion of employment, retirement or continued ill health. The termination other than the condition of employment as incorporated in the Standing Orders shall be termed as retrenchment.

(S) "MEDICAL-CERTIFICATE" means a certificate granted by a registered Medical Practitioner and got countersigned by the Medical Officer of the Hospital or Dispensary run by the State or Company Doctor. The cost of getting the certificate countersigned will be borne by the Company.

(T) CLASSIFICATION OF WORKMAN/WORKER: - The workers shall be classified as under. -

- (a) Permanent
- (b) Probationer
- (c) Temporary
- (d) Apprentice
- (e) Casual
- (f) Badli or Substitute

(a) A "Permanent Workman" is a workman who has been engaged on a permanent basis and includes any person engaged against a permanent post and confirmed as such in accordance with Sub Clause (b) below

(b) (i) A "Probationer" is a workman who is provisionally employed to fill vacancy in a permanent and has not been confirmed as permanent in accordance with these Standing Orders. Ordinarily the period of probation shall be 6 months but it may be extended by a period of three months at a time at the discretion of the Management, if the Management considers it necessary in any case to further adjudge the work and merits of a workman. The maximum probation period shall however, in no case extend beyond two years. If at any time during the period of probation, the workman is found unsuitable or un-fit for the

job, his services shall be liable to be terminated at the sole discretion of the Manager without any notice and compensation and also without assigning any reason whatsoever thereof under information to Corporate HR.

(ii) In computing the period of probation, the days on which the workman was absent due to leave, sickness and maternity leave duly granted by the management, accident lockout or a strike (which is not illegal) or temporary closure of the undertaking shall be included.

(iii) If a permanent workman is employed as a probationer in a new post of a vacancy and his working during probation is not satisfactory, he may at any time during the probation period, be reverted to his substantive post and shall not lose his lien on his permanent post on this account.

(c) A "temporary Workman" shall mean one who has been appointed for work of a temporary nature or which terminates at the conclusion of specified contract time or undertaking or who is temporarily employed as additional employee in connection with a temporary increase in work of a permanent nature or for other reasons.

(d) An "Apprentice" shall mean one who is a learner and is under training with or without an allowance during the period of his training. The maximum period of training shall ordinarily be of two years, but either at the written request of the apprentice or on the requisition of the Head of the Department or in a kind of job requiring highly specialised skill, the period may be extended upto another period of one year.

(e) A "Casual" workman is a workman who is employed for work of a casual nature.

(f) "Badli or Substitute" is one who engaged to the post of permanent workman or probationer who is temporarily absent or on leave on any day, a Badli's name will be entered in the Badli Register and he will not be entitled to any wages or compensation for the day on which he is not provided with work.



(U) ACTS CONSTITUTING MISCONDUCTS: - Misconduct means an act of omission or commission of duty or warranty expressed or implied custom or usage whether specified or herein or otherwise either single or in collaboration with others. Any act of omission which is done in any manner or which is detrimental to the interest of the business discipline reputation or prestige of the Management and the Establishment whether or not expressly regarded, as such small amount to misconduct whether committed within or outside the premises of the Establishment. Without prejudice to the general meaning of the misconduct it shall be deemed to mean and include offence under or against the Standing Orders, specific service condition or service agreement including those listed in Annexure 'A' attached to these Standing Orders, which are illustrated and not exhaustive.



## A. Common Policies for Staff and Workers

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**2. COMMON HR POLICIES FOR STAFF AND WORKERS**

This section covers policies strictly for all staffs and workmen (category of workmen as applicable under different subsections) at all sites of TTL and its subsidiaries in India. Any amendment shall be put as annexure to the policy.

**1.1 CODE OF CONDUCT****1.1.1 POLICY STATEMENT**

The purpose of the Code of Conduct is to set and maintain a standard for acceptable behaviour to all stakeholders at TTL. The Code of Conduct is a reminder to the employees of what is expected from them and how their actions should be always aligned with the ethos of the company.

**1.1.2 OBJECTIVES**

The key objective of this policy is to:

- To set the standards of conduct in line with the ethos of the company; and
- To provide the understanding of consequences and disciplinary actions if the conduct is broken

**1.1.3 PROCEDURE****1.1.3.1 ACTS OF MISCONDUCT**

Without prejudice to the general meaning of the term "misconduct as defined in Standing order" it shall be deemed to mean and include those items enumerated in the Standing Orders for worker and Service rules for staff and management.

**1.1.3.2 FORMS OF PUNISHMENT**

An employee found guilty of misconduct will be liable to any of the following forms of punishment:

- A censure or warning.
- Suspension without pay for a period not exceeding 15/30 days for staff and management and as per the provisions of the standing orders for workmen.
- Withholding of grade increment, reduction of pay or demotion.
- Discharge.

**1.1.3.3 ISSUE OF CHARGE SHEET / LETTER OF EXPLANATION**

If misconduct is reported against an employee, the site HR/management, before taking any disciplinary action against him/her, will issue a charge sheet or letter of explanation as the case may be. The charge sheet / letter of explanation should be served on the employee within 3 working days from the date on which the alleged misconduct has come to light. When for special reasons it is not possible to issue a charge sheet / letter of explanation within 3 days, the time limit may be extended to 7 days from the date the alleged misconduct has come to notice of the competent authority.

**1.1.3.4 REFUSAL TO ACCEPT OR DELAY IN REPLY TO CHARGE SHEET**

An employee who refuses to accept a charge sheet / letter of explanation or fails to reply to a charge sheet within the prescribed time limit of 48 hours (unless otherwise extended by the competent authority) from the time of issue, should not be taken on duty till he accepts or replies to the charge sheet / letter of explanation as the case may be. The Pay Roll Section in HR department should be intimated of the same.

#### 1.1.3.5 EXONERATION FROM THE CHARGE IF REPLY IS ACCEPTABLE

If the explanation given by the employee to the charge sheet / letter of explanation is satisfactory and acceptable, the employee should be informed in writing that he/she has been exonerated from the charges for which he/she was issued charge sheet / letter of explanation.

#### 1.1.3.6 ENQUIRY

If the explanation given by the employee to the charge sheet / letter of explanation is not satisfactory, an official enquiry will be held by an officer(s) appointed by respective site for the purpose. Corporate may be consulted as required. The employee charged with misconduct will be given a reasonable opportunity for explanation and defending his actions. In case the charge sheeted employee gives the names of any employee(s) as witness in his reply to the charge sheet / letter of explanation or at the beginning of the enquiry, the enquiry officer will intimate to such witnesses to be present for the enquiry. It is entirely up to the discretion of such witnesses to appear at the enquiry.

#### 1.1.3.7 SUSPENSION PENDING ENQUIRY

An employee who has been issued a charge sheet / letter of explanation for a serious act of misconduct or if it is felt that his presence at the job is likely to affect the efficient running of the department or the employee concerned is likely to influence the witnesses or there is fear that he may destroy evidences relevant for the enquiry, the delinquent employee may be suspended pending enquiry.

The order of suspension will be in writing and shall take effect immediately on communication thereof to the employee. The suspended employee shall not enter the plant or Company's premises during the period of suspension unless otherwise permitted by the competent authority. An employee under suspension pending enquiry, during the period of such suspension, will be paid subsistence allowance @ 50% of his/her salary up to 90 days. If the enquiry gets delayed beyond 90 days due to the employee's non-availability, the subsistence allowance will be reduced to 25% and if the delay is attributed to the management's inability to conclude the enquiry the subsistence allowance will be paid at the rate of 75% of his/her salary. Payment of subsistence allowance will be made through the employee's account to which salary is remitted.

#### 1.1.3.8 ACTION TO BE TAKEN ON THE CONCLUSION OF AN ENQUIRY

The enquiry into the charge sheet / letter of explanation will be conducted by the enquiry officer appointed for the purpose as per the relevant provision of the Company's Standing Orders / Service Rules.

#### 1.1.3.9 ORDER OF PUNISHMENT

The letter awarding the punishment will be given to the employee concerned by the HOD in the presence of representative of HR. In case an employee refuses to accept such an order it will be deemed to have been served on him if a copy thereof is fixed on the notice board of the department and signed copies are sent to his local and home addresses by registered post with acknowledgement due.

#### 1.1.3.10 PUNISHMENT

- i. Caution: If the misconduct is of a minor nature, the employee may be cautioned verbally or in writing.
- ii. Warning in Writing: An employee who is guilty of misconduct of a minor nature but committed more than once may be warned in writing and copy of the warning letter be kept in his service record (specimen of the Warning Letter is attached in Annexure 21).
- iii. Fines: An employee guilty of a misconduct may be fined in accordance with the provisions of Payment of Wages Act, 1936.
- iv. Suspension: Depending upon the gravity of the misconduct an employee may be suspended without pay as a disciplinary measure for a period not exceeding 15 days.

- v. Withholding of Grade Increment: The grade increment of an employee may be withheld at the discretion of the Management if he is found guilty of misconduct depending upon the gravity of the offence.
- vi. Demotion or Reduction of Pay: An employee who is guilty of a misconduct not grave enough to warrant discharge may be demoted to a lower post or to a lower salary in the same post
- vii. Discharge: An employee who is found guilty of a serious misconduct may be discharged from the services of the Company subject to the provisions governing discharge of an employee. Refer Annexure 5 for Termination Letter.

#### 1.1.3.11 GRADED PUNISHMENT FOR CHRONIC CASES OF MISCONDUCT

##### I. UNAUTHORIZED ABSENCE

An employee who is guilty of absence without information or permission is liable to be punished as follows:

First offence	Warning in writing.
Second offence	Suspension for 3 days.
Third offence	Suspension for 7 days.
Fourth offence	Suspension for 14 days.
Fifth offence	Discharge.

If an employee absents unauthorized for a period of 15 days at a stretch, he will be liable to be discharged from the services of the Company.

##### II. HABITUAL LATE COMING

An employee who is a habitual late comer is liable to be punished as under. A habitual late comer is an employee who comes late for more than three occasions in a month for three consecutive months.

First offence	Warning in writing.
Second offence	Suspension for 1 day.
Third offence	Suspension for 3 days.
Fourth offence	Suspension for 7 days.
Fifth offence	Discharge.

If an employee attends duty punctually for a period of six months, his previous punishment for habitual late coming shall not be taken into account.

##### III. SLEEPING ON DUTY

Sleeping on duty is a misconduct. In the event an employee is found guilty of sleeping on duty punishment will be awarded as follows:

First offence	Warning in writing.
Second offence	Suspension for 3 days.
Third offence	Suspension for 7 days.
Fourth offence	Suspension for 14 days.
Fifth offence	Discharge.

##### IV. LOSS OF IDENTITY CARD

For loss of Identity/Attendance Card attributed to negligence or carelessness on the part of an employee the following punishment would be imposed:

First offence	Warning in writing.
Second offence	Replacement cost and 2nd Warning Letter.
Third offence	Double Replacement cost and 3rd Warning Letter.
Fourth offence	Suspension for 3 days.
Fifth offence	Discharge.

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#### 1.1.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 1.1.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required.

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## 1.2 COMPANY POLICIES AND COMPLIANCES

### 1.2.1 POLICY ON INDUCTION

#### 1.2.1.1 POLICY STATEMENT

TTL ensures, workers are trained with their respective trade skills, company policies and culture upon induction of an employee. The policy also aims to train the workers in accordance with statutory and legal requirements in the country. It is mandatory that any employee recruited will have to first undergo induction training (Annexure 15) before s/he is posted to the parent department.

#### 1.2.1.2 OBJECTIVES

The objectives of induction training are to provide induction training consisting of the following components:

- Familiarity with organization structure
- Familiarity with the job-responsibilities / functions of his/her parent department
- Familiarity with the HR Policies
- Familiarity with products
- Familiarity with their respective work procedure in the premises.

#### 1.2.1.3 PROCEDURE

Class Room induction for new Joinees to be done within the unit. Induction training to cover compulsory class room training for all new Joinees for one day on Group's Vision, Values, Policies, Practices, Processes, Expectations etc.

#### 1.2.1.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 1.2.1.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.

### 1.2.2 POLICY ON WAGE/SALARY DISTRIBUTION

#### 1.2.2.1 POLICY STATEMENT

This procedure has been laid down to streamline the system of distribution of the salary/wages in the various Units. This procedure is applicable to all the Units of the TTL Group.

#### 1.2.2.2 PROCEDURE

The following procedure is laid down for distributing the salary/wages.

- All employees<sup>1</sup> will be paid their wages by cash/ bank transfer on 7th of every month.
- All employees will be paid their salary through bank transfer, where this facility is not available payment will be made via cheques.
- All Employees will get their salary slips along with the salary/wages.
- In case of holiday, weekly off on any mentioned date, the salary will be distributed a day before the date of holiday.

<sup>1</sup> Employees are all members of TTL which include staff, workmen, and contract workmen

**1.2.2.3 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

**1.2.2.4 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/ law as and when required.

**1.2.3 POLICY ON PROHIBITION OF RESTRICTING FREEDOM OF MOVEMENT AND UNLAWFUL DETENTION****1.2.3.1 POLICY STATEMENT**

No employee at TTL shall be denied their basic human right of freedom of movement or subjected to unlawful detention.

**1.2.3.2 OBJECTIVES**

- To uphold the basic human right of freedom of movement
- To ensure prevention of detention, in accordance with prevailing laws of the country

**1.2.3.3 PROCEDURE**

The following activities are strictly prevented as part of the HR policy:

- Limiting access to bathroom facilities or fresh drinking water is a restriction on freedom of movement and denies the basic needs/rights of workers
- Restricting employees from exiting production areas and/or the factory grounds is a form of unlawful detention and forced labour
- Preventing workers from leaving the area or country by retaining personal identification and travel documents or work permits is a form of forced labour

**1.2.3.4 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

**1.2.3.5 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/ law as and when required.

**1.2.4 NON-DISCRIMINATION POLICY****1.2.4.1 POLICY STATEMENT**

All employees at TTL are employed on the basis of their ability to carry out duties of their job responsibilities. Time Technoplast Ltd., believes in excellent results in all areas of performance. TTL believes in equality and therefore does not discriminate any person with regard to race, colour, sex, age, religion/religious beliefs, region, caste, disability, marital status, nationality etc. or any other personal characteristics or beliefs, in line with our constitution.

**1.2.4.2 OBJECTIVES**

- To ensure that no employee is treated differently from another due to any biases
- To uphold the constitutional value of non-discrimination

#### 1.2.4.3 PROCEDURE

No person shall be subjected to discrimination in any aspect of employment.

#### 1.2.4.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 1.2.4.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.

### 1.2.5 POLICY FOR PROHIBITION & PREVENTION OF SEXUAL HARASSMENT

#### 1.2.5.1 POLICY STATEMENT

This statement will be called as a policy for the prohibition and prevention of sexual harassment of any employee either by the opposite sex or by the same sex.

The Company believes that sexual harassment needs to be eliminated and there shall be no compromise with such violations.

Sexual harassment is any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome sexual advances; the use or threatened use of sexual favours as a basis for manufacturing or employment decisions; conduct that creates a hostile, intimidating or offensive manufacturing or working environment; conduct that has the effect of unreasonably interfering with an individual's work performance; and other verbal, nonverbal, or physical conduct of a sexual nature that sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from a organisation's activity.

Although the Sexual Harassment of Women at Workplace Act 2013 mandates for prohibition, prevention and redressal and statutory Internal Committee, the policy as well as the mechanism will be applicable and available to all employees, regardless of their gender. Word importing feminine gender shall include masculine or any other gender.

#### 1.2.5.2 OBJECTIVES

For this purpose, the phrase "sexual harassment" means, any gesture, whether directly or by implications, aims at or has the tendency to outrage the modesty of an employee and includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- i) Physical contact and advances.
- ii) A demand or request for sexual favour.
- iii) Sexually-coloured remarks.
- iv) Showing pornography.
- v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

To prevent the above, if anyone violates the above rules or commits any of the above acts will be dealt with strictly under the law and the Company rules & regulations.

#### 1.2.5.3 PROCEDURE



Redressal of Sexual Harassment shall be handled Internal Committee (IC), established and functioning under the mandate of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), 2013 Act and the Rules. Some examples of sexual harassment may include:

- Pressure for a dating, romantic, or intimate relationship
- Touching, kissing, hugging, or massaging
- Pressure for or forced sexual activity
- Unnecessary references to parts of the body
- Remarks about a person's gender or sexual orientation
- Sexual innuendoes or humour
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Stalking or cyber bullying
- E-mail and Internet use that violates this policy
- Sexual assault

#### **Circumstances which will be considered as sexual harassment**

- Implied/explicit promise of preferential treatment in employment
- Implied/explicit threat of detrimental treatment in employment
- Implied/explicit threat about present or future employment status
- Interference with work or creating an intimidating/hostile environment
- Humiliating treatment, likely to affect health or safety

#### **Constitution of Internal Committee**

A committee will be formed to be known as 'Internal Committee'. Internal Committee shall consist of the following members

- a) Presiding officer who shall be a woman employed at a senior level at workplace from amongst employees. If a senior level woman employee is not available at the workplace, the presiding officer shall be nominated from other workplaces, offices or administrative units of TIME Technoplast Ltd.
- b) Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge
- c) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

At least one half of the total members so nominated shall be women.

Other rules of the Internal Complaints Committee will be as mentioned in the 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013'.

#### **Complaint of Sexual Harassment**

- a) Provided where the aggrieved woman is unable to make complaint due to her physical inability, the complaint can be made by
  - Her relative or friend
  - Her colleague
  - An officer of National or State Commission of woman

- o A person appointed by written consent of aggrieved woman who has all information of the Incident
  - i) Provided where the aggrieved woman is unable to make complain due to her mental inability, the complaint can be made by
    - Her relative or friend
    - A specially trained teacher
    - A qualified psychologist or psychiatrist
    - A guardian under whose care she is getting treatment or being cared upon
    - A person who has all the information of the sexual harassment jointly with a specially trained teacher, a qualified psychologist or psychiatrist or a guardian under whose care she is getting treatment or being cared upon
  - ii) Where due to any reason the aggrieved woman is unable to make complaint, the complaint can be made by a person appointed by written consent of aggrieved woman who has all information of the incident
  - iii) Where the aggrieved woman dies, the complaint will be made by a person who has all the information of the incident with the consent of legal heir of the aggrieved woman

#### Grievance Redressal Procedure

- o The complaint should be made within 03 months of the incidence to Internal complaints committee (reason of delay beyond 03 month should be recorded in writing).
- o 'Internal Committee' will send one of the copies to the accused within 07 days of receiving the complaint.
- o The accused will submit his reply along with list of documents & name/address of the witnesses within 10 days of receiving the copy of complain
- o The Internal Committee will give unilateral decision, if complainant or accused remains continuously absent during 03 hearings of the committee :
  - However unilateral decision will be taken only after giving a notice of 15 days to concerned party
- o The parties will not be allowed to represent their matter before the committee by a legal practitioner
- o The inquiry will only be conducted when at least 03 members of the committee are present including the presiding officer or chairmen of the committee
- o If the aggrieved woman requests for a settlement after complain being made to the committee, the committee will settle the case; however
  - The settlement cannot be in monetary terms
  - The committee will record the settlement and will forward the record of settlement to concerned parties
  - No further inquiry will be required
- o If the aggrieved woman does not request for settlement after complain being made to the committee, the committee will conduct inquiry:
  - The principle of natural justice to be followed while conducting the inquiry
  - The time period to complete inquiry will be 90 days
  - Inquiry report will be submitted to employer & the parties
- o Following interim relief will be given during the pendency of the enquiry upon written request by the aggrieved employee
  - Transfer the aggrieved woman or the respondent to any other workplace
  - Grant leave to the aggrieved woman up to a period of three months

- If allegations are not proved:
  - No action will be taken
  - Internal Complaints Committee to inquire into whether the allegations were made with a malicious intention.
  - Inability to substantiate the complaint or provide adequate proof will not amount to malicious intention
- If allegations are proved:
  - Punishment will be decided as per service rules
  - Punishment of monetary penalty can be decided; payable to the aggrieved woman
- If the parties are not satisfied with the decision of the committee they may appeal in the court or tribunal

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#### 1.2.5.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 1.2.5.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.

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### 1.2.6 POLICY ON ETHICAL STANDARDS

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#### 1.2.6.1 POLICY STATEMENT

Time Technoplast Ltd (TTL) as a part of its philosophy, way of working style and culture believes to implement strict standards of high morals and integrity. As a part for the achievement of there, TTL firmly believes that and will also act for that.

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#### 1.2.6.2 OBJECTIVES

- No employee will receive or give any bribe to any fellow employee, any customer or any trade partner including the vendor.
- TTL as a responsible body corporate will also not receive or give any bribe to any individual or a body in whatsoever form the accomplishment of any work and/or job in full or part.
- TTL abides by central as well as state labour laws which mandate the formation and functioning of statutory committees such as Works Committee, Health and Safety Committee, Grievance Redressal Committee or any committee proposed by workers.

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#### 1.2.6.3 PROCEDURE

- A mechanism will be in force to look into the implementation of the policy of non-bribery and also to investigate any complaint received from any individual and/or body corporate for the alleged violation of incident brought into the knowledge of the management.
- Nominated officer to ensure the implementation of the policy on the ethical standards will be HR Head and Head of Operations/ Unit Head.
- TTL commits to provide training, support, allot space, allot time, assist in problem resolution and recording of meetings and activities with respect to the formation and functioning of workers' committees.

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#### 1.2.6.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 1.2.6.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.

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### 1.2.7 POLICY ON FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

#### POLICY STATEMENT

All employees at TTL are welcome and encouraged to exercise their right to Freedom of Association and Collective Bargaining.

#### OBJECTIVES

The main objective of this policy is that the management shall respect lawful freedom of association and the right of the employee to join a Trade Union of their choice inside or outside the factory and bargain collectively.

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#### 1.2.7.1 PROCEDURE

At TTL we have an open attitude towards the activities of trade unions and their organizational activities. The management shall not hinder the development of parallel means for independent and free association and collective bargaining. It is ensured that any Employee representatives are not discriminated against and have access to carry out their representative functions in the workplace.

We look globally and act locally to continual improvement in Freedom of Association among for all persons with influence of sphere. This Policy will be regularly reviewed and updated in accordance with developments in Legislation, with particular reference to identifying points that are critical to Freedom of Association for all persons with influence of sphere.

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#### 1.2.7.2 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 1.2.7.3 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.



**1.2.8 SECURITY POLICY****POLICY STATEMENT**

Security is a feeling of being protected, being invulnerable, and being sheltered, a feeling of safeness, impenetrability, impenetrability and inviolability. TTL commits to ensuring security at its premises of business.

**1.2.8.1 OBJECTIVES**

It is the policy of Time Technoplast Ltd that in conducting its affairs recognition will be made of the need to:

- To maintain security of the property, Men, Machinery, Material, Building, Plant, Vehicles and any other products or sub products of the Company.
- To regulate entry and exit of the employees/visitors and search including their belongings.
- Checking, Recordings and regulating the incoming and outgoing material.
- Movement checking/recording of vehicle/personnel/material/product etc.
- Vigilance to prevent pilferages, theft and also drawing information, regarding untoward activities/incidents.
- Responding to protests from the employees/ nearby community without the use of armed force and in coordination with the local administration.
- Apart from the above they are required to attend any other assignment given by the management from time to time.

**1.2.8.2 PROCEDURE**

In Achieving the above elements of Security Policy, it is aimed that standards shall be worked out and effectively implemented so that

- Physical Security
- Access control
- Truck and Container Security
- Personnel Security
- Information Technology security is best at their level.

In achieving the objectives, procedures shall be worked out documented, implemented, reviewed and educated to all consumers-internal as well as external.

**1.2.8.3 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

**1.2.8.4 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/ law as and when required.

**1.2.9 ANTI-CORRUPTION & BRIBERY POLICY****1.2.9.1 POLICY STATEMENT**

Time Technoplast Ltd Group Business Principles set out our commitment to operate responsibly wherever environmental and ethical impact of our activities in the different markets in which we operate. Our First principle, 'integrity in corporate conduct', states that Time Technoplast Ltd does not engage in bribery or any form of unethical inducement or payment including facilitation payments and 'kickbacks.'

This policy shall be applicable to all the units of Time Technoplast Ltd.

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1.2.9.2 OBJECTIVES

- To prevent Corruption and Bribery
- To facilitate a Corruption and Bribery free business environment

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1.2.9.3 PROCEDURE

All employees are required to avoid any activities that might lead to, or suggest, a conflict of interest with the business of the Company. Employees must declare and keep a record of hospitality or gifts accepted or offered, which will be direct or indirect contribution to political parties.

We will uphold law relevant to countering bribery and corruption in all the jurisdictions in which we operate, particularly laws that are directly relevant to specific business practices.

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1.2.9.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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1.2.9.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.

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1.2.10 VENDOR MANAGEMENT POLICY

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1.2.10.1 POLICY STATEMENT

The Vendor Management Policy aims to lay down guidelines and procedure for evaluation of suppliers' quality system evaluation criteria, and thereby take decisions on management of business with business/vendor/supplier partners. The policy will cover all supply chain risks pertaining to labour and working conditions, child labour, forced labour, etc., in accordance and compliance with laws and regulations.

The scope of this procedure applies to all purchases by our Company.

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1.2.10.2 OBJECTIVES

To provide for the evaluation of suppliers' quality system who provide services or materials/products to our Company.

Responsibilities:

- Purchase - shall be responsible for maintaining and enforcing the requirements of this procedure.
- Finance - is responsible for adhering to the requirements defined in this document.
- Quality Assurance - is responsible for adhering to the requirements defined in this document.
- Ensure labour compliance at vendors sites

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1.2.10.3 PROCEDURE

1. Request for Evaluation

The Purchasing Department will request the supplier to be evaluated when it is necessary to approve a new type supplier, examine a current approved supplier or when deemed necessary by Purchasing/Quality Assurance.

2. Vendor Identification / Development

Potential Vendors should be identified / developed based on the following criteria:

- Product / Service
- Location
- Manufacturing facility / Capacity
- Infrastructure
- Annual Turnover
- Financial Strength
- List of major customer & sub vendors
- Material Handling System
- Quality Management
- Packing & Shipping facility
- Market Reputation
- Certification & documentation

### 3. Vendor Registration / Approval

Vendors should provide the information in the prescribed format:

- Offsite evaluation carried out by vendor management cell to judge the vendor capability

Onsite evaluation of vendor carried out by the Internal audit team by visiting the vendor premises Vendors are registered / approved based on the visit report of CFT of internal audit team (The audit will cover compliances on labour and working conditions on aspects such minimum wages, overtime, child labour, forced labour). The audit will cover compliances on labour and working conditions on aspects such as minimum wages, overtime, child labour, forced labour etc.

- In case of existing vendor of TTL group, government companies, reputed manufacturers with proven track record and past experience, associate / sister concerns of already registered vendors, authorized dealers of the approved vendors etc., deemed to be considered as Registered / Approved vendor and onsite evaluation may not require to be carried. However, the information of such vendors must be available in the vendor database through the prescribed format.
- However, the information of such vendors must be available in the vendor database through the prescribed format
- Group companies' recommendation also considered for the approval of vendor
- HOD can approve the vendor without onsite evaluation

Approved vendors are registered for a period of 3 (Three) Years. At the end of the period, the vendor is evaluated again to assess if they continue to meet the selection criteria of the company. However, decision about business continuation can be taken based on periodical Vendor Performance Monitoring

### 4. Vendor Performance evaluation

Based per the vendor evaluation methodology, Vendor is evaluated on the following criteria: –Price –Quality –Delivery- Compliance

### V. GUIDELINES FOR VENDOR BLACKLISTING:

Cases of vendors requiring review for blacklisting are summarized below:

- Non-compliance with Company's ethical policies
- Infringement of ethical standards in business dealings
- Resorting to malpractices that resulted in or might have resulted in loss to the Company
- Using Company's assets/rights/names etc. to vendor's own advantage etc.

- Issues of child labour, forced labour, violation of minimum wage will be zero tolerance issues and will lead to black listing.

Any decision to blacklist a vendor is taken only after considering the entire performance of vendor, above criteria and the Company in the context of the procurement as a whole. The performance also includes the respective roles and obligations of the vendor and Company under the terms and conditions of the PO. The vendor database clearly shows the "BLACKLISTED" status against each such vendor. System not allows raising any PO against blacklisted vendor.

Registering a Blacklisted vendor again shall be done only with the approval of MD/Director.

#### 1.2.10.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 1.2.10.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.

### 1.2.11 STATUTORY COMPLIANCES (AS APPLICABLE)

The following statutory compliances will be reviewed and accordingly revised when the labour codes are implemented.

Table 1-1: Checklist of Statutory Compliances

S. No.	Name of the legislation	Description	Date of submission of return	Remarks
1.	The Factories Act, 1948	Annual Return of the average daily employment and particulars of employment including man-days worked, leave with wages etc. to be submitted to the Inspector of Factories/ACL in FORM 34 (under Rule 125).	Latest by 15th January of the following year.	
		Half Yearly Return of the average daily number of male and female workers separately for adults, adolescents and children and particulars of employment to be submitted to the Inspector of Factories/ACL in FORM 35 (under Rule 100).	Latest by 15th July of the current year.	
		Annual Return of the number and name of fatal/non-fatal accidents during the year and details of number of persons injured and man days lost to be submitted to the Inspector of Factories/ACL in FORM 31 (under Rule 107(4)).	latest by 15th January of the succeeding year.	

S. No.	Name of the legislation	Description	Date of submission of return	Remarks
		Renewal of Factory license through submission of FORM 2 (under Rule 4) to the Inspector of Factories/ACL.	latest by 31st December of the current year.	
		Report of accident, including dangerous occurrence resulting in death or bodily injury, along with the details of the accident and particulars of the persons affected to be submitted to the Inspector of Factories/ACL in FORM 18 (under Rule 123).	within 12 hrs. of occurrence of the accident.	
2.	The Employees' Provident Fund and Miscellaneous Provisions Act, 1952	ECR (Electronic Challan cum Return) filing of the monthly provident fund contribution (both employer and employee). The challan is to be generated online through 'Employer e-Sewa' Web page and submitted along with cheque to be submitted in authorized banks like SBI.	To be done latest by 15th of the succeeding month.	
		Annual individual contribution card (Form 3A) and consolidated annual contribution statement (Form 6A) to the Regional PF Commissioner.	latest by 30th April of the succeeding year.	The annual return will not be required due to online filing.
3.	Employment Exchanges (Compulsory Notification of vacancies) Act, 1959	Quarterly Return of the number of persons employed on full-time basis on the company's payroll and the vacancies occurred and numbers filled during the quarter, to be submitted to the Asst. Employment Officer in FORM ER-I (under Rule 6).	within 30 days after the end of the quarter concerned i.e., 31st March, 30th June, 30th September and 31st December.	
		Occupational Return of the number of employees in each occupation and the number of vacancies in each occupation likely to be filled during the next calendar year due to retirement, expansion or reorganization to be submitted to the Asst. Employment Officer in FORM ER-II	once in two years by 30th September of the second year.	
		Requisition of vacancies stating the nature of vacancy, post, job description and qualification to be submitted to the Local Employment Exchange in FORM X-6.	As and when vacancy arises.	

S. No.	Name of the legislation	Description	Date of submission of return	Remarks
4.	The State Labour Welfare Fund Act, 1965	Annual submission of employee and employer contribution towards state labour welfare fund through FORM F to the Welfare Commissioner	Latest by 31st January of the succeeding year	Not Applicable in the states of Jharkhand & Odisha
		Renewal of the Abstract Of The Maternity Benefit Act to be submitted to the Inspector of Factories in FORM K (under Rule 15)	latest by 31st January of the succeeding year.	
		Annual return of the details regarding the no. of hospitals, no. of beds in the hospital, no. of creches etc. at the mine to be submitted to the Inspector of Factories in FORM L (under Rule 16).	latest by 21st January of the succeeding year.	
		Annual return of the aggregate no. of women permanently or temporarily employed, discharged or dismissed during the year along with the details of number of claims for maternity benefit, medical bonus etc. to be submitted to the Inspector of Factories in FORM M (under Rule 16).	latest by 21st January of the succeeding year	
		Half Yearly return of the maximum number of men, women, children employed on any day during the half year, number of man-days worked, amount of wages paid and details of facilities like canteen, rest-room, drinking-water, first-aid etc. provided, to be sent by the Contractor to the Licensing Officer in FORM XXIV (under Rule 82(1))	latest by 31st January and 31st July.	
		Annual Return of the total number of contractors who worked in the establishment during the year, their period of work, the nature of work, maximum number of workmen employed directly on any day during the year, number of man days worked by contract labour etc. to be sent by the Principal Employer to the Registering Officer in FORM XXV (under Rule 82(2))	latest by 15th February of the succeeding year.	
5.	The Contract	Return/Notice of commencement or	within 15 days of	

S. No.	Name of the legislation	Description	Date of submission of return	Remarks
	Labour (R&A) Act 1970	completion of each contract by the principal employer to be submitted in Form VI-B (under Rule 81(3)) to the Inspector appointed u/s 28 of the Act intimating the actual date of commencement / completion of such contract work	commencement / completion of the contract work.	
6	The Minimum Wages Act, 1948	Annual Return of the average daily number of persons employed during the year, total wages paid in cash/kind, deductions made during the year, to be submitted in FORM III (under Rule 21 (4A)) to the labour Inspector	latest by 1st February of the succeeding year	
7	The Payment of Wages Act, 1936	Annual Return of the total wages paid during the year and deductions made to be submitted to the Inspector of Factories/Labour officer in FORM IV (under Rule 13)	latest by 15th February of the succeeding year.	
8	The Motor Transport Workers Act, 1961	Annual Return in FORM IV to the Asst. Commissioner of Labour.	By 1st February	
		Application for renewal of the registration certificate to be made in FORM I (under Rule 8) and submitted to the Inspector (so appointed for the purpose of this act).	At least 60 days before the expiry of the registration certificate.	
9	The Apprenticeship Act, 1961	Half Yearly Return of the number of apprentices under training, their particulars and number of apprentices to be engaged during the year, to be submitted to the Dy. Apprenticeship Advisor in FORM APP-2.	latest by 30th April and 31st October	
10	The Employees' State Insurance Act, 1948	Half yearly return of employees' and employer's contribution (month wise) towards ESIC to be submitted to the ES: Regional Commissioner in FORM 6.	latest by 11th May and 11th November.	
		Challan for Remittance of monthly contribution (employer and employee) towards ESIC to be generated online and submitted with the cheque in the authorized banks like SBI.	latest by 21st of the succeeding month	
		Report of Death/fatal accident to be submitted in Form 12 or online also to the ES: Local Office & dispensary.	Immediately after the death and within 48 hrs. in ordinary cases.	

S. No.	Name of the legislation	Description	Date of submission of return	Remarks
		Claim form (FORM 16) for payment of dependent's benefit, in case of fatal accident, duly signed by the claimant, to be submitted immediately to the CSI Local Office & dispensary.		
11	The Employees' State Insurance Act, 1948	Annual information about the factory / establishment to be submitted in Form 01(A) under regulation 10C to the regional office (RO) or Sub RO or divisional office.	Latest by 31st January of the succeeding year.	
12	The Employees' Compensation Act, 1923	Report of serious bodily injuries / fatal accidents to be submitted in Form EE to the concerned Commissioner appointed under the act.	within 7 days of accident	
13	The State Shops and Establishment Act, 1953	Annual Return of the details of employees, such as, hours of work, leave availed, remuneration paid and deductions made by the employer during the year to be submitted to the Labour inspector in FORM G (under Rule 14).	latest by 30th September.	
		Annual Renewal of License through submission of FORM AA to the Labour Inspector.	latest by 30th September	
		Renewal of Registration certificates.	On expiry of the certificates	
14	Professional tax Act, 1976	Renewal of Enrolment through submission of cheque to the Asst. Professional Tax Officer	Latest by 30th September.	
		Monthly Return of the professional tax deducted from the employees stating the monthly salary range, the rate of professional tax applicable and the number of employees in that range, to be submitted to the Asst. Professional Tax Officer in FORM V	latest by 15th of the succeeding month.	
15	The National & Festival Holidays Act, 1963	Application for approval of holidays with list to be submitted to the Labour Officer in FORM I & FORM IV.	By 30th November	
16	The Payment of Bonus Act, 1965	Annual Return of the bonus paid to the employees for the accounting year to be submitted to the Asst. Labour Commissioner in FORM 3 (under rule 5)	within 30 days from the date of payment of bonus. The bonus payment is to be made within 8 months from the	

S. No.	Name of the legislation	Description	Date of submission of return	Remarks
			accounting year ending	
17	Payment of Gratuity Rules	Notice of opening of the establishment stating the details of the establishment, employer and number of employees to be submitted to the Controlling Authority in FORM A (under Rule 3(1)).	Within 30 days of the rules becoming applicable to the establishment.	
		Notice of change in respect of the establishment to be submitted to the Controlling Authority in FORM B (under Rule 3(2)).	Within 30 days of any change in name, address, employer or nature of business.	



## B. Key Policies for Staff

A

### 1.3 IT BASED COMMUNICATIONS

This chapter contains details of various channels of communication available in the Company for disseminating information, instructions and opinions across different levels of organizational hierarchy. The objective is to strengthen two-way communication and create transparency in the organization.

1. MD's Online
2. Open House Forum
3. Vartalaap
4. E-mail
5. Common Information Platform
6. Training News
7. Video Conferencing

#### A) FINANCE DIRECTOR'S ONLINE

Director's Online, popularly known as 'Log-on-to Director', is an initiative for employees to directly approach the Finance Director through a number (022-7111 9209) and communicate their views, grievances and suggestions.

The number has been activated at various units of Time Technoplast Group. When an employee calls on this number, he gets connected to Executive Assistant at Finance Director's Office. The employee can leave his views in the form of a message along with his Employee Code or any other relevant details to indicate his identity. The messages get noted with the EA and the same is been discussed with the Director for suggestions. This system is restricted to Director's Office only and care is taken to maintain utmost confidentiality.

#### B) OPEN HOUSE FORUM

This is a two-way communication between the Director and the employees at various levels to support the Company's objective of creating an open and transparent organizational culture. The forum is primarily meant to share Company related information, discuss improvement ideas related to workplace, inputs, processes, safety, cost, marketing, business growth etc. Discussion on individual grievances is discouraged. Open House is organized for all levels of employees.

#### C) VARTALAAP

'Vartalaap' is similar to Open House forum which is conducted by the Unit Heads accompanied by the Unit HR Head and other senior executives. The objective is to meet employees in one to one basis to understand their concerns and grievances and address them appropriately. It covers employees at the levels of supervisory, office staff<sup>2</sup> and management staff up to Sr. Manager. The forum is conducted weekly/fortnightly/monthly, depending upon the convenience and issues prevalent at the respective locations but not less than once in a month.

Record notes of the proceedings are prepared and corrective action is taken. A copy of the record notes is sent to the Managing Director / Corporate HR Head.

<sup>2</sup> Staff: Employees who are involved in intellectual work, supervision and are not in manual labour, maintenance or machine operator or direct or indirect manufacturing processes.

#### D) E-MAIL

The Company uses Microsoft Outlook as its Official E-mail System. This is the most commonly used mode of communication for sharing data and information between employees, departments and the Organization as a whole. E-mail id is allotted to an employee based on job requirement. The person concerned has to request the departmental head for allotment of e-mail id in the prescribed format and the same is sent to the IT department for email id creation. Use of internet is governed by the Security Policy of IT Department and is accessible to limited sites only. Some basic guidelines for using corporate E-mail id:

1. The management has the right to access and disclose all e-mail messages transmitted or received via the Company's computer system. The Company is free to exercise its legal right to monitor employees' e-mail activities. When it comes to e-mail, employees should have no expectation of privacy.
2. The e-mail system is reserved primarily for business use.
3. The use of corporate e-mail system for personal communications is strictly prohibited.
4. Unnecessary or large file should not be attached in the mail.
5. Misuse of passwords, sharing of passwords with non-employees, and/or the unauthorized use of another employee's password will result in disciplinary action including termination of service.
6. Privacy does not exist when using Company's computer system including desktop computers, laptops, and handhelds. Confidential or personal information should never be sent via e-mail because it can be intercepted. Employees should exercise extreme caution to ensure that the intended recipient's e-mail address is correct.
7. Proper care must be taken while distributing e-mail messages. Client-related messages should be carefully guarded and protected like any other written materials.
8. Employees are prohibited from sending jokes via e-mail. Jokes, which often contain objectionable material, are easily misconstrued when communicated electronically.
9. Employees must not waste computer resources and thus others' time. E-mail messages and copies should be sent only to those with a legitimate need to read your message. Chain messages and executable graphics should be deleted, not forwarded, as they can overload the system.
10. Do not overuse the 'high priority' and 'reply to all' option.
11. Do not request Delivery and Read receipts.

#### E) COMMON INFORMATION PLATFORM

"CIP" the in-house online platform of Time Technoplast Group, is updated once in every three months on our HR related activities. This communication medium is designed with the objective of providing a common platform, for sharing information related to the significant happenings across the Group with all employees. It features important information about the Company, significant achievements, achievement of individual employees both at work and in their professional field, installation of new facilities, awards and accolades, HR updates and the activities pertaining to Corporate Social Responsibility (CSR) carried out by the Company in and around its different units.

#### F) VIDEO CONFERENCING (VC)

Skype for Business is used for conducting meetings between two or more locations simultaneously. This is a very effective tool for keeping in contact with the key personnel posted at various locations and knowing the status of operational activities and sort out critical issues. Skype for Business facility is available at the locations/ Offices where ever is required.

The Skype for Business facility is maintained by the IT Department at the respect locations.

## 1.4 COMPENSATION, ENTITLEMENTS AND BENEFITS

## 1.4.1 POLICY STATEMENT

The Policy on Compensation, Entitlements and Benefits aims to provide information to management, staff and workers about the payroll process and grade structure followed in the company. Compensation and Benefits payable to all regular employees of the Company except those who are covered under any separate agreement.

## 1.4.2 OBJECTIVES

- To define the payroll process
- To define grade structure
- To define components of compensation
- To provide eligibility criteria and available entitlements/benefits applicable to all employees
- To provide employee benefits in accordance with employment laws

## 1.4.3 PROCEDURE

## 1.4.3.1 POLICY ON PAYROLL PROCESS APPLICABLE FOR ALL EMPLOYEES

Payroll of all regular employees (staff and regular workmen) is processed by the HR Department at the respective locations. The salary of new employees who join in HQ/ RO/ Units before 25th date of a month will be processed during the same month. But if any new employees join after 25th of a month then their salary will be processed in the next monthly salary processing cycle. The employees will necessarily have to provide a copy of their PAN card at the time of joining so that there is no delay in crediting the salary and the details are as mentioned below:

## 1.4.3.2 GRADE STRUCTURE

The following table shows the designations and corresponding grade at various levels of organizational hierarchy:

Table 1-2: Organisational Hierarchy: Grades and Corresponding Levels

Grade	Description	Grade	Description
<b>MANAGEMENT STAFF</b>		<b>SUPERVISORY STAFF (TECHNICAL)</b>	
A1	Managing Director	S2	Sup. Prod
A2	Director TTL	S3	Jr. Sup Prod
A3	Director Sister Concerns	S4	Trainee Sup
V1	Sr VP	<b>GENERAL STAFF (OFFICE/ NDN-TECH.)</b>	
V2	VP	SS1	Sr Service Staff (Peons / Office Boys)
V3	AVP	SS2	Service Staff (Peons / Office Boys)
M1	GM	SS3	Jr. Service Staff (Peons / Office Boys)
M2	DGM/AGM	<b>WORKERS (company workers)</b>	
M3	Sr Manager	U1	Skilled Workers

M4	Manager	U2	Semi-skilled Workers
M5	Dy. Manager	U3	Unskilled Workers
M6	Asst Manager	D1	Sr Driver
E1	Sr Executive	D2	Driver
E2	Executive	D3	Jr. Driver
E3	Jr. Executive / Trainee	T1	Sr Technician (Fitter / Welder / Turner etc. )
SUPERVISORY STAFF (TECHNICAL)		T2	Technician
PE1	Sr. Production Engineer	T3	Jr. Technician
PE2	Production Engineer	W1	Sr Watchman
PE3	Jr. Engineer / Trainee	W2	Jr. Watchman
O1	Sr Officer	OA1	Office Asst / Office Boy
O2	Officer	OA2	Office Asst / Office Boy
O3	Jr. Officer / Trainee	OA3	Office Asst / Office Boy

#### 1.4.3.3 COMPONENTS OF SALARY (CTC)

The following table shows the percentage of monthly gross salary (CTC) as Basic Pay to various levels of employees.

Table 1-3: Employee Levels: Average CTC Range

Level	Grade	Percentage of monthly Gross*
Management Staff	A1-E3	30%
Supervisory / Office Staff	PE1 and SS3	35%
Workmen	U1 to OA3	35%

Note: \*absolute figure rounded off to nearest ten digit

#### VI. HOUSE RENT ALLOWANCE (HRA)

Employees are paid House Rent Allowance between 25% to 50% of Basic Salary based on the Grade structure and variance of maximum 20% based on Cities.

#### VII. LEAVE TRAVEL ALLOWANCE (LTA)\* APPLICABLE ONLY FOR MANAGEMENT AND STAFF

Leave travel allowance are guided by the following provisions:

- i) Management and Staff are paid 8.33% of Basic Salary per month as LTA.
- ii) Payment of LTA
  - a. Management staff (V1 & above) are paid LTA annually as per grade structure.
  - b. Employees, other than those in Management cadre, are paid LTA through monthly salary.
  - c. Employees are entitled for payment of LTA per year of service on pro-rata basis.
- iii) Management and staff availing LTA under the provisions of Income Tax Act will be governed:
  - a. Year is defined as calendar year. Only two journeys in a block of four years are exempt from income tax.

- b. The amount exempt under IT Act is the value of travel concession received from the employer for the employee and his family in connection with proceeding on leave to any place in India.
- c. LTA amount payable is the actual expenditure incurred by the employee and his family for travelling subject to a maximum of one month's basic salary per annum.
- d. Family in relation to member means, (a) Spouse and children (b) Parents, minor brothers and sisters who are wholly or mainly dependent on him.
- e. The leave for availing LTA may either be CL, PL, Holidays or combined.
- f. LTA should be claimed in the prescribed form. Approval of leave must be attached at the time of claiming LTA.
- g. Proof of expenditure will have to be submitted while claiming non-taxable LTA.
- h. The IT exemption is allowed only in respect of fare. Expenses incurred on portage, conveyance, boarding and lodging during the journey do not qualify for exemption.
- i. Accumulation of unclaimed LTA is allowed up to two years within the block of four years specified under the Income Tax Rules. However, the fourth year's LTA cannot be carried forward to the next block period.
- j. LTA amount is paid as reimbursement; it shall not be paid in advance

#### VIII. BONUS / EX-GRATIA

- i) Employees are paid Bonus / Ex-gratia @ 8.33% of monthly Basic Salary as part of CTC, i.e., up to one month's basic salary per annum.
- ii) Bonus / Ex-gratia for a particular financial year is paid in the month of October-November of the next financial year (Diwali Festival)
- iii) Bonus / Ex-gratia is paid on pro-rata basis for part year of service.

#### IX. PROVIDENT FUND (EMPLOYER'S CONTRIBUTION)

Employer's contribution to Provident Fund of an employee is 13% (Including other Charges) of basic salary per month. For example, employees drawing basic salary of more than Rs. 15000/- per month, the basic salary is deemed to be Rs. 15000/- per month and a PF contribution of Rs. 1950/- per month is to be deposited as employer's contribution to PF.

Out of the employer's contribution of 12%, 8.33% subject to a maximum of Rs.1250/- per month is diverted to Employee Pension Fund and the remaining 3.67% will be diverted to Provident Fund under the PF Act.

#### 1.4.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 1.4.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.



## 1.5 POLICY ON LEAVE

### 1.5.1 POLICY STATEMENT

The Policy on Leave aims to provide information to management, staff and workers on availability of different paid and unpaid leave entitlements such as Paid National Holidays, Compulsory/Restricted holidays, Accident Leave\*, Casual Leave, Privilege Leave, Sick leave, Maternity Leave, Leave without Pay, Transit/OD/Official Leave, Special Leave, Compensatory Off. This chapter will provide a framework for the submission and consideration of requests for leave.

### 1.5.2 OBJECTIVES

- To give provision to the employees to balance their personal as well as professional life
- To define the policy and procedures employees leave entitlements
- To fulfil statutory requirements regarding leave and holidays

### 1.5.3 PROCEDURE

#### 1.5.3.1 TYPES OF LEAVES

The provisions of leave as contained in this Chapter are applicable to permanent employees working in all units of the company.\* Subject to the conditions attached to each, employees are eligible for the following types of leave and paid holidays:

- Accident Leave (Injury on Works)
- Joining Leave
- Casual Leave
- Privilege Leave
- Sick Leave/ESIC leave
- Maternity Leave
- Leave Without Pay
- Transit Leave (OD) and
- Special Leave / Optional Leave.

#### 1.5.3.2 PAID NATIONAL HOLIDAYS

- 26th January – Republic Day
- 1st May – International Labour Day / Maharashtra Day
- 15th August – Independence Day
- 02<sup>nd</sup> October – Gandhi Jayanti

Units will avail Govt. Holidays every year based on the above while the other holidays will be availed as per the practice being followed & Unit Committee decision.

#### 1.5.3.3 COMPULSORY / RESTRICTED HOLIDAYS

Annexure 1 shows the Festival Holidays admissible at various locations.

#### 1.5.3.4 ACCIDENT LEAVE (INJURY ON WORKS)\* - APPLICABLE ONLY FOR WORKERS

The provision for accident leave is as follows:

- An employee, who is otherwise not governed by the provisions of Employees' Compensation Act, 1923 and ESIC, if he/she meets with an accident while on duty is granted accident leave money during the period of his/her temporary disablement due to the injury sustained by him while on duty as certified

by the Company's medical authority. The accident leave money so paid will include basic pay and all other allowances.

- ii) An employee who is on accident leave and whose retirement falls within the period during which he/she is still undergoing medical treatment for the accident should be continued on service and paid accident leave money until he/she is declared fit or his/her disability is finally assessed.

The payment of accident leave money is subject to adjustment against the amount paid under Group Personal Accident Insurance policy, if any.

#### 1.5.3.5 CASUAL LEAVE

The provision for Casual leave is as follows:

- i) An employee is entitled to 7 (seven) days casual leave in a calendar year which is credited to his/her account on 1st January. For an employee joining employment during the year, casual leave is credited on pro-rata basis. Casual leave cannot be carried forward and not to be encashment to the following year and shall lapse if not availed of during the calendar year.
- ii) Casual leave cannot be granted for more than 2 (two) days at a stretch in a calendar month.
- iii) Weekly Off, National Holidays or Paid Holidays, either Compulsory or Restricted, falling in between Casual Leave will be counted as Casual Leave.
- iv) Casual Leave cannot be suffixed or prefixed with any other type of leave.
- v) Casual Leave can be availed of for a minimum of half-a-day.

#### 1.5.3.6 PRIVILEGE LEAVE

An employee is entitled to 15 days privilege leave in a calendar year. Privilege Leave on pro-rata basis in respect of an employee who joins employment during the year, gets credited to his/her leave account on 1st January of the following year and he/she is entitled to avail of the same with effect from 1st January.

- i) Privilege leave can be granted for a minimum of half-a-day.
- ii) Privilege leave cannot be suffixed or prefixed with any other type of leave.
- iii) Weekly off, national holidays and paid holidays, compulsory or restricted leave, falling during privilege leave will be count as privilege leave.
- iv) Privilege leave can be accumulated up to a maximum of 60 days beyond which it lapses.
- v) The Management may, at its discretion, grant pro-rata privilege leave to an employee, including a new entrant, to cover the period of sickness duly supported by a medical certificate to the management's satisfaction. Pro-rata privilege leave is the quantum of leave which has accrued to the employee but he/she has not become eligible to avail of the same.

#### 1.5.3.7 SICK LEAVE

An employee is entitled to 8 days Sick Leave in a calendar year.

- i) Sick Leave can be availed of without medical certificate up to two days. Beyond two days an employee needs to submit medical certificate issued by a Registered Medical Practitioner along with his/her sick leave application.
- ii) A new entrant who joins employment during middle of a year is entitled to sick leave on pro-rata basis.
- iii) Sick leave can be availed of for a minimum period of half-a-day.
- iv) Sick leave falling on a Weekly Off, National Holiday or Paid Holidays, Compulsory or Restricted, is counted as Sick Leave.

- v) Sick Leave can be prefixed or suffixed with any other type of leave as per case to case.
- vi) An employee who is covered under Employees' State Insurance Scheme is entitled to sick leave as per the provisions of the Act.
- vii) Sick leave can be accumulated up to a maximum of 48 days beyond which it lapses.

#### 1.5.3.8 MATERNITY LEAVE

Subject to the provisions of the Maternity Benefit Act, 1961 and Maternity Benefit (Amendment) Act, 2017, a female employee who has worked for a period of not less than 240 days in the 12 months immediately preceding the date of her expected delivery, is entitled to Maternity Leave with pay as follows:

- i) The act is applicable to all those women employed in factories, mines, and shops or commercial establishments employing 10 or more employees.
- ii) The duration of paid maternity leave available for women employees is 26 weeks.
- iii) However, for those women who are expecting after having 2 children, the duration of the leave is 12 weeks.
- iv) Benefits are available to the adoptive and commissioning mothers by providing them 12 weeks of maternity leave from the date of adoption. Note: The commissioning mother has been defined as a biological mother who uses her egg to create an embryo planted in any other woman or surrogate mother.
- v) The paid maternity leave can be availed 8 weeks before the expected date of delivery. Before the amendment, it was 6 weeks. Remaining 18 weeks can be availed post childbirth.
- vi) "Work from home" can be exercised after the expiry of 26 weeks leave period. Depending upon the nature of work, a woman employee can avail of this provision on such terms that are mutually agreed with the company
- vii) A crèche facility will be available for every unit employing 50 or more employees. The women employees will be permitted to visit the facility 4 times during the day.
- viii) Women employees will be educated about the maternity benefits available to them at the time of their appointment.
- ix) Company will communicate to a pregnant woman in written or e-mail about her rights and the details thereof.
- x) A pregnant employee is by default, exempted from the regular performance appraisal cycle.
- xi) The company will not give a pregnant employee difficult tasks, including long-standing working hours, ten weeks before the delivery, such that it might affect both mother and child.
- xii) The company will ensure the health and safety of the female employer and mandates that she should not be involved in any work six weeks following the delivery as well as miscarriage.
- xiii) The company will ensure that no female employee will be dismissed or discharged during the maternity leave period.
- xiv) The maternity leave payment is at the rate of the average daily wage for the period of absence.
- xv) A medical bonus of Rs. 3500 is entitled in addition to the 26 weeks of paid leave & 12 weeks of paid leave for already a mother of two

#### 1.5.3.9 LEAVE WITHOUT PAY

An employee who has exhausted all his leave may be granted leave without pay not exceeding 10 days in a calendar year, either at a stretch or intermittently subject to the discretion of Management. The employee will be required to obtain prior approval of the approving authority before proceeding on leave.

- i) An employee may be granted leave without pay on medical grounds, including a female employee on expiry of maternity leave, up to a maximum of 30 days subject to certification of the sickness by a Registered Medical Practitioner.
- ii) Weekly off and Holidays falling between Leave without Pay will be treated as Leave without Pay.



## 1.5.3.10 TRANSIT / OD / OFFICIAL LEAVE

Employees posted at sites, availing of sanctioned leave are entitled to transit leave in a calendar year subject to the following:

- i) The transit leave has to be availed of during the calendar year in which it is sanctioned otherwise it will lapse.
- ii) An employee will be entitled to transit leave provided the sanctioned leave is availed of outstation for which the employee concerned will have to produce proof of travel, such as, railway/bus ticket.
- iii) If an employee avails of leave outstation after exhausting transit leave, he will not be granted attendance for the day before commencement of his leave and/or one day after end date of his leave as at present. He has to avail of his earned leave for these two days also.
- iv) On expiry of the leave spent outstation, if an employee does not report for duty in time, he has to either apply for transit leave/due leave or else the employee concerned shall be marked absent.
- v) The application for transit leave has to be submitted to the H.R department which will maintain record of the leave availed.
- vi) If an employee joins employment on any day after 1st January, he will be eligible for proportionate transit leave, i.e., one day's transit leave for every two months.

## 1.5.3.11 SPECIAL LEAVE

An employee, subject to the discretion of the management, may be granted special leave with pay for any of the following reasons:

- i) Blood Donation – One day's special leave is granted for donating blood at an authorized Blood Bank Centre or hospital provided such a donation is made with the knowledge and permission of HOD.
- ii) Employees working in general shift are allowed up to four hours release from duty on special leave for casting vote during State Assembly/Parliamentary elections.

## X. GENERAL PRINCIPLES AND PROCEDURE FOR GRANT OF LEAVE

All leave is granted at the discretion of the Management. Nothing can limit the discretion of the management to refuse, revoke or curtail leave subject to the exigencies of work.

- i) The authority to sanction leave shall be such officers of the Company as may be authorized by the management.
- ii) Weekly Off, National holidays and Paid Holidays, Compulsory or Restricted, may be prefixed and suffixed to any leave subject to the provision governing grant of such leave.
- iii) An employee who desires to avail of leave has to make an application in the prescribed Leave Form or through e-HR (Leave Management System). Refer Annexure 2.
- iv) Application for leave of absence for three days or less should ordinarily be made at least 24 hours prior to the beginning of the period for which leave is required. Such leave application is to be disposed of immediately.
- v) Application for leave of absence for more than three days shall ordinarily be made at least 7 days before the date from which the leave is required. The leave application in such cases is to be disposed of within three days.
- vi) An employee who desires to extend his leave shall make an application in writing to the leave sanctioning authority before expiry of the leave already sanctioned. If the application for leave is on medical grounds, he has to submit a medical certificate issued by the Registered Medical Practitioner stating the probable period for which leave is required. On receipt of such an application the HR

department will immediately inform the employee in writing at the address given by the employee whether the extension of leave has been sanctioned, and if so, for what period, or whether extension has been refused.

- vii) Employees separating from Company's service may, if they so desire, get their notice period adjusted against privilege leave due to them on the date of resignation, but it will be at the discretion of the management through HR.

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#### 1.5.3.12 ENCASHMENT OF LEAVE ON SEPARATION FROM SERVICE

Employees shall be entitled to receive pay (Basic Pay) in lieu of privilege leave due to them in the following cases only:

- i) Death.
- ii) Resignation after due intimation.
- iii) Discharge or termination of service.

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#### 1.5.3.13 COMPENSATORY OFF

Compensatory off, in lieu of having worked extra hours or working on Weekly Off or National Holidays, or Paid Holidays, Compulsory or Restricted, is allowed to employees, as applicable, in units.

- i) An employee who attends duty for minimum six hours on Weekly Off, National Holidays, Paid Holidays, Compulsory or Restricted or works extra hours beyond duty on a particular day is eligible to get one day's Compensatory Off for such duty.
- ii) Compensatory Off is to be availed of within 90 days from the date it becomes due beyond which it lapses.
- iii) An employee can avail of two days Compensatory Off in a week.

Compensatory off can be prefixed or suffixed with Weekly Off, National Holidays, Paid Holidays, Compulsory or Restricted or Privilege or Sick Leave.

Refer Annexure 3 for Leave Register.

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#### 1.5.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 1.5.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.



## 1.6 GRIEVANCE REDRESSAL MECHANISM

### 1.6.1 POLICY STATEMENT

The policy on Grievance Redressal Mechanism (GRM) aims to reinforce TTL's commitment towards providing fair and equitable work opportunities to all employees. This policy aims to provide a mechanism for individual employees to raise a grievance arising from their employment. The policy will also ensure that such grievances are dealt with promptly, fairly and in accordance with other related policies of the company. This policy is applicable to all categories of employees including contract workers at TTL.

### 1.6.2 OBJECTIVES

- The Grievance Redressal Procedure seeks to provide an easily accessible machinery for settlement of grievances
- It ensures expeditious settlement of grievances at lowest level of authority
- At organizational level it seeks to promote a fair and equitable mechanism to minimize discontentment and dissatisfaction amongst employees

### 1.6.3 PROCEDURE

#### 1.6.3.1 DEFINITION

Grievance for the purpose of this scheme would mean a grievance related to any staff or worker company or contractual/ directly hired or indirectly hired any employee arising out of the implementation of the policies/rules or decisions of the organization. It can include matters related to leave, increment, allowances, bonus, non- extension of benefits under rules, interpretation of service rules, etc., of an individual nature. The following is an illustration (including but not limited to) of probable situations giving rise to individual grievances :

- i) Economic: Wage fixation, wage computation, Bonus, etc. Employees feel they are getting less than what they ought to get.
- ii) Work environment: Poor working condition, defective equipment and machinery, tools, materials, safety appliances, etc.
- iii) Supervision: Disposition of the superior towards the employee. Perceived notions of favouritism, nepotism, bias, etc.
- iv) Work group: Strained relations or incompatibility with peers. Feeling of neglect, seclusion or victimization, sexual harassment in any form, physical assault.
- v) Work Organization: Rigid and unfair rules, too much or too less work responsibility, lack of recognition etc.
- vi) Disciplinary Action: Discharge, dismissal, suspension, fines, or any other form of punishment arising out of an act of misconduct. (Grievances under this category may be taken up directly at Stage III).

#### 1.6.3.2 APPLICABILITY

The procedure is applicable to any staff or worker company or contractual/ directly hired or indirectly hired.

#### 1.6.3.3 PROCESS TO HANDLE GRIEVANCE

The process to redress grievances has three tiers as explained below:

**Grievance Redressal Committee:**

The total number of members of the Grievance Redressal Committee shall not exceed more than six and will comprise of the following:

Table 1-4: Grievance Redressal Committee: Members

	Grievance Redressal Committee Member	Designation
1.	Head of the Plant/Unit	Member
2.	Head of HR/IR	Member/Secretary
3.	HoD	Member
4.	Contract workers representative	Workers representative
5.	Company workers representative	Worker Representative
6.	Company/Contract workers representative (who so ever is higher in proportion)	Worker Representative

Grievance Redressal Committees (GRC) will be functional at corporate as well, which will include HR manager, plant operations and staff representative.

Some key points regarding the functioning of the GRC:

- The chairperson of the Grievance Redressal Committee shall be selected from the employer and from among the workmen/staff (as applicable for corporate or site) alternatively on rotation basis every year.
- Provided that there shall be, as far as practicable, one-woman member if the Grievance Redressal Committee has two members and in case the number of members are more than two, the number of women members may be increased proportionately. Selection of workers representative should be via process of election among workers.
- Grievance Redressal Committee will meet monthly (every 30 days).
- The Grievance Redressal Committee will be the nodal authority for receiving, tracking and addressing the grievances.

#### I. DISCLOSURE OF THE GRIEVANCE REDRESSAL MECHANISM

- The Grievance Redressal Mechanism (GRM) will be disclosed on the company's intranet portal/ regular mail/induction training/ ongoing training and importantly through display at prominent places at the company premises (staff canteen, meeting areas, entry gate etc.)

#### II. GRIEVANCE SUBMISSION & RECEIPT OF GRIEVANCES

- An aggrieved employee shall take-up his grievance in writing in the prescribed form (Annexure 6)/ or in any format with his immediate superior/ directly to Grievance Redressal Committee or through any means such as walk in person/ phone call/ complaint in suggestion box, etc. and the GRC will give hearing and enquire into the matter to resolve the grievance.
- Employee can approach via suggestion box in case they want to maintain anonymity.
- Suggestion box is placed at various locations and sites such as canteen, washroom and other common areas. They will be placed away from CCTV monitoring and places where management representatives or security guards are present, to respect anonymity of aggrieved person.

- iv) Suggestion box every week will be opened (on a particular day decided by management and GRC) by HR and in presence of grievance committee members. Grievances will be recorded in presence of GRC

### III. RECORDING OF GRIEVANCES

- i) The GRC through HR Manager (at the corporate and site level) will keep record of the grievance and facilitate obtaining details from the concerned departments.
- ii) A record of the grievance receipt, content, type of grievance, date of grievance, concerned department, action taken, outcome, closure/ pending status will be maintained by the GRC (or the HR as member of the GRC).

### IV. GRIEVANCE REDRESSAL

- i) The Head of HR/IR at the respective locations will be the Member/Secretary of the Grievance Redressal Committee and provide the necessary secretarial support to the Committee.
- ii) The GRC with the help of HR Manager/ or any designated member of the GRC, specifically nominated by the unit/plant HR Head, will enquire into the details of the issue. Apart from site level GRC, corporate level GRC will be functional as a nodal point for grievances from department heads.
- iii) The GRC will share the relevant details and documents with the concerned department heads. The GRC will be fully associated with the process of resolving the grievance and facilitate obtaining all the details required by the head of the department.
- iv) During the course of examination of the grievance by the GRC, the Committee may ask the aggrieved employee to be present during the meeting and produce such records/documents as he may wish to do in support of his grievance.
- v) In case of anonymous complaint HR will investigate the matter. Committee will respect anonymity of aggrieved employee strictly.
- vi) The unanimous decision of the Committee shall be communicated to the employee concerned by the Member/Secretary within three days of the Committee's Meeting.
- vii) The Grievance Redressal Committee may complete its proceedings within forty-five days on receipt of a written application by or on behalf of the aggrieved party.
- viii) Every decision made will be given to aggrieved in writing within period of 45 days of receiving the complaint. In case of anonymous complaint, decision should be posted on notice board.
- ix) The workman who is aggrieved of the decision of the GRC may prefer an appeal to the employer against the decision of GRC and the employer shall, within one month from the date of receipt of such appeal, dispose off the same and send a copy of his decision to the workman concerned.
- x) All meeting minutes of GRC will be posted on notice-board.
- xi) If the Committee is unable to take a unanimous decision on any grievance, the same should be referred to the Director within three days. If the employee is not satisfied with the decision or fails to receive a reply within 45 days or he may present his grievance for consideration to the Director.
- xii) In a unit where there is a recognized union, corresponding number of union representatives may be associated as Members of the Grievance Redressal Committee. In other units corresponding number of Employee Representatives may be nominated as members of the committee.
- xiii) In case the employee is still not satisfied, the company will not object if the employee chooses recourse to law.
- xiv) The company will not take retaliatory action against the employee for raising grievances or choosing legal recourse.

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**V. GRIEVANCE TRACKING**

- i) Grievances, suggestions and action taken will be discussed in monthly meeting.
- ii) The GRC will maintain and update the grievance register and track the pending grievances on a monthly basis.
- iii) The status of the grievances will be shared with the senior management on a monthly basis.

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**1.6.3.4 GENERAL GUIDELINES**

- i) Only individual grievances of employees will be entertained under this procedure. Joint representation or collective grievances will be outside the Scope of Grievance Redressal Procedure.
- ii) Matters falling within the ambit of collective bargaining which are decided in consultation with the trade union in some of the Units will be outside the scope of the Grievance Redressal Procedure.

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**1.6.4 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

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**1.6.5 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/law as and when required.



## 1.7 SUGGESTION SCHEME

### 1.7.1 POLICY STATEMENT

The policy on Suggestion Scheme aims to provide employees with the information on the objectives, procedure and benefits of the Suggestion scheme. The Suggestion Scheme policy aims to encourage and implement innovative suggestions to improve productivity at TTL, and also reward employees who provide valuable suggestions.

### 1.7.2 OBJECTIVES

The Company believes that an employee on the job knows the best and can contribute significantly towards its growth and prosperity by enthusiastically participating in management of the affairs of the Company. The Employee Suggestion Scheme gives an opportunity to employees at all levels to participate in the affairs of the Company and to achieve the goal set by the Company by giving their innovative and creative ideas and getting them implemented through a structured process (specimen of the Suggestion Form is attached in Annexure 7).

The Scheme is introduced with the following objectives:

- To stimulate creativity and constructive thinking.
- To enhance participation and belongingness among the employees.
- To recognize constructive ideas by personal rewards.
- To recognize Supervisors / Managers who motivate employees and implement the suggestions.

### 1.7.3 SCOPE

#### 1.7.3.1 ELIGIBLE EMPLOYEE(S)

All permanent employees on the Company's rolls including Trainees are eligible to participate in the scheme. They are however, eligible to submit suggestions pertaining to safety and other items connected with the plant in general.

#### 1.7.3.2 ELIGIBLE SUGGESTIONS

It should be an original idea which will lead to:

- i) Increased production, higher productivity or improvement in products or their design;
- ii) Improved product quality
- iii) Improvement in methods, machinery, equipment or tools and layouts process and procedures;
- iv) Reduction of costs, wastes or spillage;
- v) Removing bottle-necks
- vi) Reduction in the frequency of idle time or repairs and maintenance of machinery, equipment or tools;
- vii) Increase in the utility, quality, yield or output of products;
- viii) Conservation of materials, energy or time in processes or their utilization for better purpose;
- ix) Import Substitution;
- x) Increased safety and prevention of accidents, better housekeeping, improving the environment etc.
- xi) Any suggestion, which is beneficial to the Company.

### 1.7.3.3 NON-ELIGIBLE SUGGESTIONS

- i) Suggestions on Government Policies and other activities beyond management's control.
- ii) Suggestions which are already under consideration of management or already implemented.
- iii) Suggestions on problems of planning, capital intensive schemes or works development and management.
- iv) Matters of collective bargaining or industrial relations.
- v) Repeated suggestions.
- vi) Suggestions on matters which are the primary responsibility of the suggester.
- vii) Suggestions without feasible solutions.
- viii) Suggestion simultaneously initiated by and in line with the management thinking.
- ix) Routine maintenance and normal services.

### 1.7.3.4 NUMBER OF SUGGESTIONS

A person / group of persons can submit any number of suggestions.

### 1.7.4 PROCEDURE FOR SUBMITTING SUGGESTION(S)

- i. Suggestion should be in writing (Hindi or English) in the prescribed form.
- ii. Suggestion can be submitted by individual or jointly by eligible employees (not more than four).
- iii. Suggestions will be submitted in prescribed form to the Suggestion Committee through the concerned HOD. The HOD concerned will forward the suggestion to the Suggestion Scheme Secretariat within 48 hours of the receipt of the suggestion from the employee.
- iv. Employees may also, if they so wish, drop their suggestions in the Suggestion Boxes kept at conspicuous places in the plant.

#### 1.7.4.1 SUGGESTION COMMITTEE

The Suggestion Committee shall consist of four members from the management (excluding the Chairman) and two Employees' Representatives. In addition, there will be a Member- Secretary. One of the members must be from Accounts Department. The period of membership is limited to two years. The Committee will meet at least once in a month. Names of the Committee Members will be declared separately.

#### 1.7.4.2 SUGGESTION PROCESSING

- i. Receipt of suggestions will be acknowledged and the suggester will be informed of the action taken.
- ii. The Suggestion Committee will examine the suggestion on the aspects of quality, savings and viability, which results in benefit to the Company either in terms of monetary savings or otherwise. After discussing the suggestions at the Suggestion Committee meeting, feasible suggestions will be forwarded to appropriate persons for implementation.
- iii. Formal approval for award will be taken from COO/Plant Head. Awards will be given at suitable functions in the presence of other employees.
- iv. Whenever a suggestion is found not practicable or implementable, it shall be intimated to the suggester with reason thereof.
- v. The Member-Secretary of Suggestion Committee shall maintain department-wise statistics of suggestions received, disposed of and implemented. These reports will be submitted to the Suggestion Committee once in every quarter for record. A quarterly MIS will be simultaneously sent to the higher management.

- vi. The suggester will be given an option either to remain anonymous or disclose his/her identity. Correspondence from the Suggestion Committee will be sent either to his/her departmental address or to his local address, as indicated by the suggester.
- vii. Due to urgency, if the suggestion has been implemented with the approval of departmental head, the suggestion should reach Suggestion Committee within 30 days from the date of first implementation with certification by the heads of the departments concerned.
- viii. The Member-Secretary will facilitate further examination of a suggestion in case it needs more data or consultation with multiple agencies or any other intervention.
- ix. The Suggestion Committee will take such measures from time to time as would promote the culture of creativity and innovation amongst employees.

#### 1.7.4.3 AWARDS

- i. **Token award scheme for every suggestion:** In order to imbibe the culture of participation and a sense of ownership, a token gift worth Rs.100/- (Rupees One Hundred only) will be given to the suggester even if the suggestion does not fall within the scope of non-eligible suggestions (Clause 4.0) i.e. irrespective of its subsequent acceptance / non-acceptance for implementation. The system of giving token award may be reviewed after one year of implementation of the Scheme.
- ii. Awards for Implementable Suggestions:

Table 1-5: Award Amount Entitlement for Implementable Suggestions

S. No.	Type of Savings for Company	Award Amount
1.	For intangible / tangible savings	minimum award Rs.1000/- or Gift item
2.	For intangible benefits –	maximum award will be Rs.10000/- or gift item
3.	For one-time saving	10% of the yearly saving subject to a maximum of Rs.100000/- or gift item
4.	For recurring saving	10% of the yearly saving for a period of five years subject to a maximum of Rs.1,00,000/- in a year or gift item

**Extension of Suggestion:** Suggestions, which are not new / original in idea but are similar to those accepted earlier and considered suitable for implementation, will be called "Extension of Suggestion". Any such extension of suggestion under this category also qualifies for a reward which will be limited to a maximum of 15% of the value of the original award given.

#### 1.7.5 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 1.7.6 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required.



## 1.8 TRANSFER AND DEPUTATION

### 1.8.1 POLICY STATEMENT

The policy on Transfer and Deputation is to provide TTL employees with information on conditions and process of transfer.

### 1.8.2 OBJECTIVES

- To facilitate transfer of any employee according to business requirements or to accommodate personal considerations of the employee
- To facilitate deputation of any employee according to business requirements

### 1.8.3 PROCEDURE

#### 1.8.3.1 TRANSFER

Employees are liable to be transferred in their own designation, grade and rate of pay from one department to another within the same Unit or from one Unit to another Unit in the Group based on work requirement.

- An employee who is medically unfit to continue on his/her job may, as a measure of rehabilitation, be transferred to another department or another job.
- If an employee is transferred from one department to another department within a unit or from one unit to another unit at the instance of the Management, he/she will retain his/her seniority based on the date of entry into his present designation and grade.
- The effective date of transfer of an employee from one unit to another will always be first of the month. However, in an exigent situation if the transfer has to take place from any date other than first of the month, while the employee may physically report to the new unit, the date of transfer will be effective only from first of the following month. The attendance for the intervening period will be certified and sent to the old unit by the HR Head of the new unit. Whenever an inter-company transfer takes place the HR Department of the existing Unit will arrange to transfer the service record of the employee concerned to the new Unit. The details of the employee should also be sent in the prescribed format (specimen of Transfer Letter is attached as Annexure 8).

#### 1.8.3.2 DEPUTATION

An employee may be deputed to work on special assignments at another location within the Group if such assignments require his services at least for a month but not exceeding six months at a stretch. In the event of such deputation the employee concerned will be provided with boarding and lodging facilities at Company's cost and a deputation allowances will be paid as per mutually accepted amount and period of stay.

Deputation of an employee beyond six months should be reviewed for continuation on deputation or for transfer on permanent basis.

### 1.8.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

### 1.8.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required.

## 1.9 LOANS AND ADVANCES

## 1.9.1 POLICY STATEMENT

The policy on Loans and Advances aims to provide employees with information on eligibility and process of obtaining advance against salary and loans.

## 1.9.2 OBJECTIVES

- To assist employees with financial assistance by way of advance against salary and establish procedure for the same
- To assist employees with financial assistance by way of loans and establish procedure for the same

## 1.9.3 SCOPE

## 1.9.3.1 INTRODUCTION

An employee may be considered for payment of advance against salary or loan, subject to the provisions mentioned below, for any of the following purposes:

- Marriage (self / son/daughter / sister / brother)
- Medical / prolonged illness (self / spouse /son/daughter / parents)
- Death in the family
- Educational assistance (son/daughter)
- Natural calamities
- Religious functions
- Meeting unforeseen financial exigencies (Non-Recurring nature)

## 1.9.3.2 ELIGIBILITY

Permanent employees of the Company who have completed at least six months' service are eligible for payment of advance against salary and those having completed at least two years' service are eligible to apply for loan. The entitlement amount and the method of recovery are mentioned subsequently.

## 1.9.3.3 ADVANCE AGAINST SALARY

An employee can apply only once in a financial year for payment of advance against salary for an amount not exceeding 70% of one month's net salary. The amount so advanced will be adjusted against his salary for the following month.

## 1.9.3.4 LOANS

Loans of the following amounts can be paid to employees at various levels subject to recovery as mentioned against each :

Table 1-6: Loan Entitlement for Various Employees Level

Category	Amount of Loan	Recovery in equal instalments
Senior Management Staff	4 months basic pay subject to a maximum of Rs. 3,00,000/- only	Up to a maximum of 24 instalments*
Supervisory & Office Staff	4 months basic pay subject to a maximum of Rs. 1,00,000/- only	Up to a maximum of 24 instalments*
Workers	6 months basic pay subject to a maximum of Rs. 50,000/- only	Up to a maximum of 24 instalments*

(\* loans sanctioned on or after 01.04.2019)

## VI. INTEREST CHARGE ON LOAN

An interest @ 12% (2% over the average Bank Rate at 'Reducing Balance Method' i.e. 10 % + 2%) will charge on any loan, in excess of Rs.20,000/- (Rupees Twenty Thousand only), granted to all categories/grades of employees irrespective of the grounds on which such a loan is sanctioned. . A post-dated cheque for any amount exceeding Rs.20,000/- will be taken from the employee concerned as 'security' which will be returned to him after recovery of the amount paid as loan.

## 1.9.4 PROCEDURE

At the beginning of every financial year a fund will be allocated to the respective locations including Corporate Office at Mumbai from which disbursement of loan can be made to employees.

- i) An employee seeking an advance/loan should apply in the prescribed form (specimen of the Loan Application Form is attached in Annexure 9) mentioning specifically the purpose for which the advance/loan is required duly supported by relevant documents, as applicable. The form should be submitted to the HOD who will forward the same to the Head of HR of the respective location with his recommendation.
- ii) An employee seeking a loan will be required to produce an employee-guarantor and sign a Surety Bond in the prescribed format, as follows:

Table 1-7: Surety Bond Requirement for Loan

Category	Condition for Surety Bond
Management Staff	Loan amount of Rs.1,50,000/- or more
Supervisory & Office Staff	Loan amount of Rs.1,00,000/- or more
Workers	Loan amount of Rs.50,000/- or more

- iii) The HR Head will check the eligibility of the employee concerned as per the Policy and forward it to Accounts department with his approval of the amount of advance/loan to be granted.
- iv) The sanctioned amount of advance/loan will be paid through an Account Payee cheque to the employee concerned.
- v) The HR Head will also advise the Salary Section / Payroll officer for deduction of the amount paid as advance or loan with interest, as applicable, from the salary of the employee concerned in the approved number of installments from the following month.
- vi) If an employee has already taken a loan of any amount and has not completely repaid it to the Company, he will not be eligible for another loan of any nature.
- vii) Loan can be drawn only once in one financial year by 'Management staff and Supervisory & Office staff' employees and twice in one financial year by 'Workers' provided the amount of loan taken earlier has been fully repaid.
- viii) Those desiring to repay the entire outstanding loan in lump sum, at any stage, may do so, but this does not entitle the employee for another loan during the same financial year, as mentioned above for specific category of employees.
- ix) Nothing in this policy prevents the Company from recovering the loan in lesser installments, if the circumstances so require, or recover from any amount other than salary that may become payable to the employee at any time during the period when the loan is outstanding.
- x) Approval of loan and advance purely depend on employee performance and discretion of the management.



**1.9.5 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

**1.9.6 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/law as and when required.



## 1.10 POLICY ON SEPARATION

## 1.10.1 POLICY STATEMENT

This policy deals with the procedure to be followed in case of separation of employees (applicable to Staff & Workers as per the Table 1-8 below) from the services of the Company (that is, in the event that an employee ceases to be part of the company's workforce).

## 1.10.2 OBJECTIVES

An employee is separated from his/her services with the Company due to the following:

1. Resignation
2. Termination
3. Retrenchment
4. Separation due to Death
5. Superannuation

The objectives of the policy are:

- To lay down guidelines to be followed at the time of separation of employees
- To ensure separation from services of the company is complete in all respects
- The employment separation process is as clear as possible so misunderstandings and distrust between the employee and the company can be avoided
- The company is bound to handle any cases of termination of employment as dictated by law with discretion, professionalism and official documentation

## 1.10.3 PROCEDURE

## 1.10.3.1 RESIGNATION

- i) An employee leaving the organization should address his letter of resignation in writing to the immediate superior.
- ii) The employee concerned will be required to serve a notice period as per the below mentioned details before the date of his release from the services of the Company. An employee on probation will be required to serve a notice period of 15 Days.

Table 1-8: Notice Period Full & Final Settlement

S. No.	Designation	In Probation Period (0 to 6 Month)	After Probation Period (6 Month to 1 Yr.) *	After (1 Yr. to 3 Yrs.)	After (3 Yrs. & above)	Full & Final Settlement will be cleared after
COMMON STAFF						
A	Manager and Above	15 Days	45 day	60 Days	90 days	90 days
	Up to Dy. Manager (Common Services)	15 Days	25 days	35 days	45 days	45 days
	Up to Dy. Manager (Sales/	15 Days	25 days	35 days	45 days	60 days

	Marketing)					
	PRODUCTION & TECHNICAL STAFF					
B	Trainee Engineer to Jr. Engineer	15 Days	25 days	35 days	45 days	45 days
	Engineer to Dy. Manager	15 Days	30 days	45 days	60 days	60 days
	Manager and Above	15 Days	45 days	60 Days	90 days	91 days

\* Probation period can be extended based on the performance of the candidate.

Complete or partial waiver of notice period will require the approval from HR & HOD of one of the directors.

- An employee may, if he so wishes, adjust his privilege leave due to him against the notice period.
- If the resignation of the employee is accepted, the application should be forwarded to the Head HR of the respective location who, in turn, will process the same. The Head HR will issue a Resignation Acceptance Letter to the employee concerned. The payroll for the employee should be tagged and payment should be made along with the final settlement dues. In case an employee is serving three months' notice period, his salary may be paid for the first two months. The third month's salary either in full or part thereof, as the case may be, will be paid along with F & F dues.
- Once the resignation is accepted, the HR department will arrange an Exit Interview (specimen of the Exit Interview Form is attached in Annexure 10) of the employee (All Staff Grade) concerned with the functional head and the Head HR / Unit HR. The proceedings of the Exit Interview will be recorded in the prescribed format.
- The HR department will give the 'No Dues Certificate' form (specimen of the No Due certificate is attached in Annexure 11) to the employee for obtaining clearance from the departments concerned.
- The respective functional heads should verify outstanding dues, if any, and put remark "No Dues/ Dues recoverable" in clear monetary terms with communication to the employee.
- The employee concerned should submit the 'No Dues Certificate' form to the HR department for settlement of his full and final dues. The 'No Dues Certificate' form will be processed by the HR department in the event the employee himself is not present to do so. The HR Department will also arrange for the F & F dues, if any, to be deposited in his bank account.
- In case of workmen, Full and Final should be done as per local law.

#### 1.10.3.2 TERMINATION

The Services of an employee may be terminated on disciplinary grounds and for poor performance/loss of confidence after following the laid down procedure. In case of termination, the employee concerned will be released based on the decision of the management. Full and final dues, as may be admissible, will be paid as per the above-mentioned table regarding Notice Period and Full & Final Settlement. In case of termination of worker full and final should be settled in 48 hours.

#### 1.10.3.3 RETRENCHMENT

Retrenchment means the elimination of a number of work positions or the dismissal or layoff of a number of workers by the company, generally by reason of plant closing or for cost savings. Retrenchment does not cover isolated cases of termination of employment for cause or voluntary departure. Retrenchment is often a consequence of adverse economic circumstances or as a result of a reorganization or restructuring. Retrenchment is something akin to downsizing. When a company or government goes through

retrenchment, it reduces outgoing money or expenditures, or redirects focus in an attempt to become more financially solvent.

Procedure:

- i) Prior to implementing any collective dismissals, TTL will carry out an analysis of alternatives to retrenchment. The analysis will assess the number of positions saved due to application of each alternative, and a cost analysis to determine viability of alternatives. As an alternative to dismissal, the company will/ may consult workers about the possibility of adopting a range of other measures, including reduction in hours; productivity improvements; and salary reduction (within regulatory permissible limits). Such measures would only be introduced after a period of consultation, and in full agreement of the workers affected. The duration of these measures will have a determined and agreed time limit.
- ii) If the analysis does not identify viable alternatives to retrenchment, a retrenchment plan will be developed and implemented to reduce the adverse impacts of retrenchment on workers. The retrenchment plan will be developed to address issues such as the consideration of alternatives to retrenchment; schedule of dismissals, if unavoidable; retrenchment methods and procedures; selection criteria; severance payments; offers of alternative employment or assistance in retraining efforts; and job placement. The company will undertake consultations with the workers, workers representatives (as applicable) to ensure that the development of plans reflect workers' concerns as well as their ideas about ways to avoid or minimize layoffs, criteria for selection and compensation payments.
- iii) The retrenchment plan will be based on the principle of non-discrimination and selection criteria for those to be laid off will be objective, fair, and transparent. The retrenchment, if any will not be based on personal characteristics unrelated to inherent job requirements. The retrenchment plan will reflect TTL consultation with workers, their organizations (as applicable), and, where appropriate, the government, and comply with collective bargaining agreements if they exist.
- iv) TTL will comply with all legal and contractual requirements related to notification of public authorities, and provision of information to, and consultation with workers and their organizations. At minimum, the company will ensure that,
  - a. The workman has been given one month's notice in writing indicating the reasons for retrenchment and the period of notice has expired, or the workman has been paid in lieu of such notice, wages for the period of the notice.
  - b. The workman has been paid, at the time of retrenchment, compensation which shall be equivalent to fifteen days average pay [for every completed year of continuous service] or any part thereof in excess of six months; and
  - c. Notice in the prescribed manner is served on the appropriate Government (or such authority as may be specified by the appropriate Government by notification in the Official Gazette).

TTL would ensure that all workers receive notice of dismissal and severance payments mandated by law and collective agreements in a timely manner. All outstanding back pay and social security benefits and pension contributions and benefits will be paid:

- i) On or before termination of the working relationship to the workers,
- ii) where appropriate, for the benefit of the workers, or
- iii) Payment will be made in accordance with a timeline agreed through a collective agreement. Where payments are made for the benefit of workers, workers will be provided with evidence of such payments.

\*Company will follow retrenchment procedure as mentioned in Industrial Dispute Act 1947 and IFC Performance Standard 2 whichever is more favourable to workers

#### 1.10.3.4 SEPARATION DUE TO DEATH

- i) In the event of death of an employee, the entire process starting from No Dues Clearance to payment of F & F dues of the deceased employee will be handled by the HR Department. The admissible dues will be paid as per the guidelines mentioned in para 5 below.
- ii) The payment of the dues shall be made to the legal heir/ nominee(s) of the deceased employee subject to certification of the claim by the HR Department.

#### 1.10.3.5 SUPERANNUATION

- i) An employee will retire from the services of the Company on attaining the age of superannuation i.e. 60 years, as per the date of birth recorded in the Company's records.
- ii) The management may, at its discretion, grant extension beyond the age of superannuation to an employee. Alternatively, the employee concerned may be engaged on contract basis on mutually agreed terms and conditions.
- iii) The Head HR/IR at the respective locations will intimate, in writing to the retiring employee, three months in advance, about his/her impending retirement through the Head of the Department.
- iv) During the above intervening period, the employee will be required to obtain necessary clearance from all concerned departments so that there is no delay in payment of F & F dues.
- v) The full and final settlement dues will be processed by the HR representative as per the above-mentioned table regarding Notice Period and Full & Final Settlement.

#### 1.10.3.6 CALCULATION OF FULL AND FINAL DUES

- i) The payment of final settlement dues will take place subject to submission of the following:
  - a. PC / Laptop Computer with all accessories, if any.
  - b. Company provided SIM, if any.
  - c. Company provided accommodation, furniture and car, if any.
  - d. All relevant official documents & files under the employee's purview /control.
- ii) Types of outstanding dues payable at the time of separation
  - a. Outstanding monthly salary
  - b. Encashment of Privilege Leave due as on the date of release, subject to eligibility and maximum encashable limit as per Leave Policy unless any portion of PL is adjusted against notice period.
  - c. Gratuity- Payable to employees who have completed at least 5 years' service in Time Technoplast Group. 15 days' last drawn basic salary for every completed year of service provided the employee concerned is otherwise eligible.
  - d. Last Drawn Basic Salary X No. of completed years of service X 15 / 26
  - e. LTA, Medical Reimbursement and Ex-gratia, dues, if any.
  - f. Notice pay – if the employee does not serve the notice period or the notice period has not been waived, he/she shall be required to pay shortfall notice period amount or part thereof in lieu of notice period.
  - g. Other reimbursements / recoveries, if any.

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**1.10.3.7 FULL & FINAL PAYMENT**

The payment will be made through Account Payee cheque only or by crediting the amount payable to the bank account of the separating employee. Refer Annexure 12 for Full and Final Settlement Account.

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**1.10.3.8 SERVICE CERTIFICATE**

The Company will issue a Service Certificate to the separating employee at the time of his/her release. Refer Annexure 13 for Relieving Letter and Annexure 14 for Experience Certificate/Service Certificate.

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**1.10.4 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

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**1.10.5 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/ law as and when required.



## 2. KEY POLICIES FOR STAFF

### 2.1 SCOPE

This section is for policies strictly for Staff (A1 to E3 and PE1 and SS3) at all sites of TTL. Any amendment shall be put as annexure to the policy.

### 2.2 HIRING POLICIES

#### 2.2.1 POLICY STATEMENT

An organization to have smooth functioning must have concise hiring policy so that it can have the best talent from the pool of candidates. TTL believes that the organization must follow set procedures based on the proper strategies. This policy clarifies and outlines all the procedure for employee hiring. To ensure the effective and ethical hiring of each employee at all levels to avoid any conflict.

#### 2.2.2 OBJECTIVES

- Clarity on strategy to be employed for implementation of hiring policy.
- The policy must be based on the principle of non-biasedness.
- Clear cut guidelines to be followed for every procedure.
- All stakeholders must have defined responsibilities.
- Stress should be on recruiting the right talent as mentioned under recruitment and selection policy.
- Entire recruitment selection and induction must be based purely on merit.
- Focus should also be on selection of candidates whose value aligns with that of organization.
- Clear guideline on approval flow at the time of selection process
- Clarity on job description
- Clarity on employment contract and its terms and conditions
- Clarity on following the employee hierarchy

#### 2.2.3 PROCEDURE

##### 2.2.3.1 RECRUITMENT

This Policy is applicable to recruitment of personnel for all positions on rolls of the Company in Management, Supervisory and Office Staff categories, including Trainees and those recruited on consultant basis for fixed terms. The Policy covers the functions mentioned subsequently.

##### 2.2.3.2 MANPOWER PLANNING & BUDGETING

The Unit Head-HR of respective locations will, in January every year, prepare a Manpower Budget, based on the sanctioned force for the location concerned in consultation with HODs and the Unit Head, taking into account the following:

- i) Present manpower in various categories along with the cost;
- ii) Manpower in various categories required during the ensuing financial year and the cost thereof keeping in view the Business Plan;

- iii) The manpower projected for the year will also take into consideration the likely attrition during the year;
- iv) Cost of recruitment of additional manpower on account of 'replacement' or 'additional requirement';
- v) Contingencies on account of leave and terminal benefits;

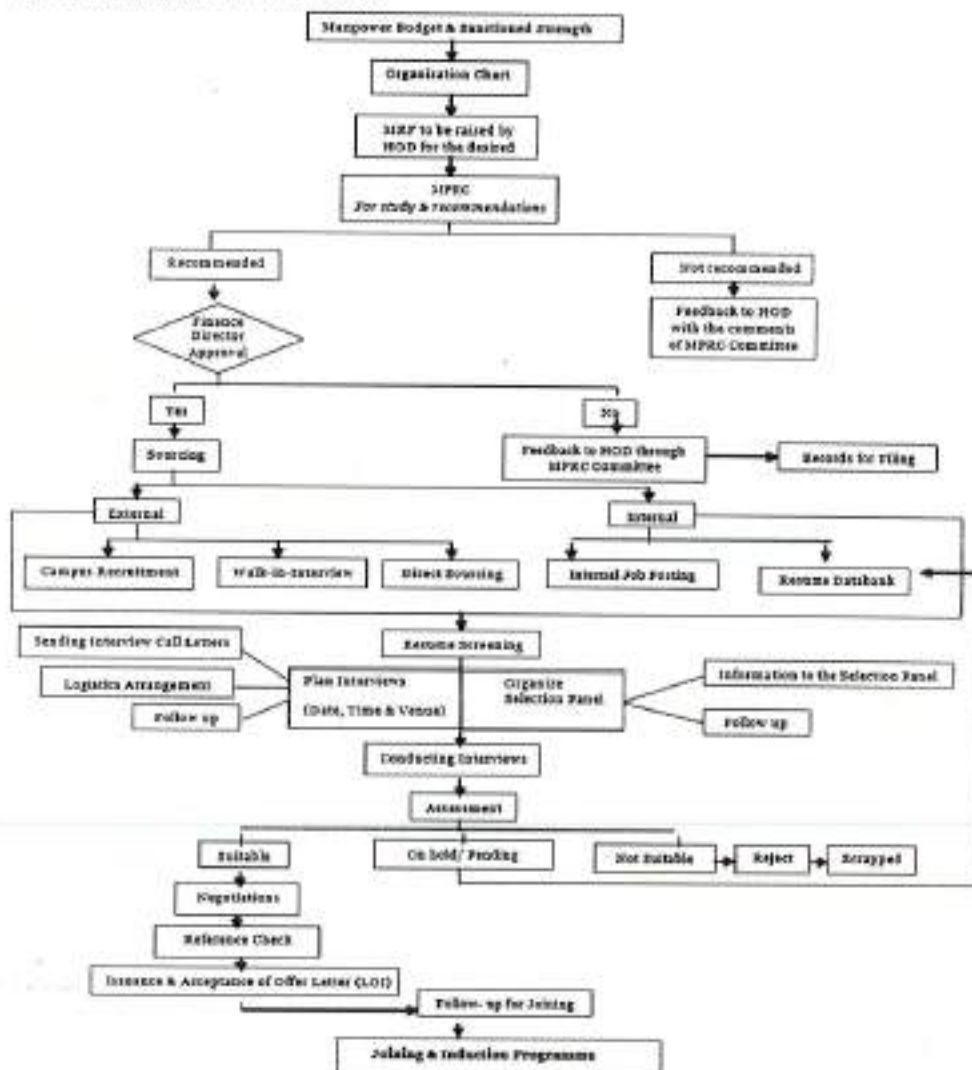
The Corporate HR will consolidate all Manpower Budget proposals and submit to MD / Director for approval by 15th March for each year. The approved Manpower Budget, which, inter-alia will form the basis for recruitment of manpower during the year, will be communicated to the respective Unit Heads and Unit HR Heads.

Any recruitment over and above the approved Budgeted Manpower will require prior approval of MD / Directors. In such cases, the approved manpower plan will be required to be updated by Corporate HR and a copy of the document made available to the Unit Head/Unit HR Head concerned.

### 2.2.3.3 PROCESS OF RECRUITMENT AND SELECTION

The following flow chart depicts the 'Recruitment & Selection' process in the Company:

Figure 1: Recruitment & Selection Process



## I. MANPOWER REQUISITION FORM (MRF)

The recruitment process begins with raising a Manpower Requisition Form (MRF) by the HOD, facilitated by the Unit Head-HR and duly approved by Unit Head. The MRF contains details of the position(s) to be filled, such as, the nature of requirement (replacement / additional), number of positions, prescribed minimum qualification and experience for the post, designation, grade and other relevant details. These details are obtained from the manpower sanctioned for the department and the 'Organization Chart'. The MRF duly filled-in is submitted to the Manpower Planning & Review Committee for further processing. A specimen of the MRF is attached in Annexure 16.

While all recruitment must begin with raising an MRF, there may be stray exigent situations where recruitment may take place even before an MRF has been raised. In such cases, the respective Unit HR Heads will ensure that the MRF is raised post-recruitment.

## II. MANPOWER PLANNING &amp; REVIEW COMMITTEE (MPRC)

The MPRC comprising the following facilitates sourcing of manpower at Unit and Corporate levels based on approved manpower budget, deployment of manpower across Group companies and manpower planning and control:

Table 2-1: Channels of Recruitment

Director - Technical	Chairman
Head – Group HR	Member
Unit Head HR	Member
Unit Head	Member
MD/Director's office	Approving Authority

For recruitment at any level, MRF duly filled-in by the HOD and approved by the Unit Head is submitted to the MPRC. The MPRC scrutinizes the requirement carefully and submits its recommendation with regard to sourcing the manpower to the MD / Director for his approval. The MPRC conveys the decision to the concerned Unit HR Head for further action.

The MPRC meets as often as necessary as but not less than twice in a month. In finalizing the recommendation in respect of the manpower requirement for a Unit.

Sourcing manpower from within the organization would normally take about two to three weeks and from outside four to six weeks' time from the date the MRF is approved. The HR Heads at Unit and Corporate levels are required to carry out HR audit once in a year to ensure effective utilization of the existing manpower and maintain department / section-wise updated employee records at all time, including their personal details, job description (Annexure 17) and reporting relationship.

## III. SOURCING OF CANDIDATES

Sourcing of candidates for filling an approved position may take place either through external or internal recruitment based on the recommendation of Manpower Planning & Review Committee. On receipt of the approved MRF, the Unit HR Head concerned/Business HR Head initiates the process of sourcing of candidates. They also ensure statutory compliance, if any. The channels of recruitment comprise the following:

Table 2-2: Channels of Recruitment

I. Lateral Recruits	(i)	Internal Job Posting
	(ii)	Placement Consultants
	(iii)	Job Portals and Direct Sourcing
	(iv)	Press Advertisements/Walk-in-Interviews
	(v)	Re-hiring of ex-employees
	(vi)	Employee Referral
II. Fresh Hires	(vii)	Campus Recruitment

#### IV. INTERNAL JOB POSTING (IP)

Whenever a vacancy takes place, endeavour must always be made to meet the manpower requirement, as far as possible, from within the Unit / Group with the objective of (i) optimizing the Company's manpower and (ii) ensuring growth of employees from within the organization. The process of filling vacancies from within the organization is as follows:

- If it is decided to fill a vacancy through internal job posting, in the first stage, the position should be advertised by the HR Head of the unit amongst employees in that particular unit. The advertisement will contain details, such as, number of positions, level, grade, department, section, minimum academic qualification and experience required for the position and any other requirement. Employee candidates found eligible in terms of the advertisement will be called for interview and selection made. If no applications are received in response to the advertisement made in the unit within seven days the position will be advertised in the group.
- While raising the MRF, the HOD may recommend filling the position through internal job posting in case he has reasonable information that the position can be filled by a person from down the line from his own department through selection interview.
- If no one is found suitable for a position advertised within a unit, within two weeks from the date of advertisement, the vacancy, in the second stage, will be advertised in all units of the Company. Employees found eligible in terms of the advertisement will be called for interview and selection made.
- Where no suitable candidate is expected to be found within a unit or where there is a need to fill a vacancy through Internal Job Posting on urgent basis, the two stages may be combined, and the vacancy should be advertised in the Group at the first stage itself on the condition that the candidate belonging to the Unit will be given preference.
- An employee eligible in terms of the advertisement for a position will apply to the Unit HR Head/Corporate HR Head through his departmental head in the prescribed format (Annexure 18).
- Once an employee is selected for an advertised position within a unit or the group, he will be released at the earliest but not later than 30 days to join the new assignment.
- An employee is eligible to apply against a position one step higher than his own level or a position same as that of his own level.
- Promotional benefit will be admissible only in the event of selection for a position one step higher than the existing level of the selected candidate.
- Promotional benefit will include suitable increase in CTC plus revised perquisites admissible for the higher position.

## V. PLACEMENT CONSULTANTS

Depending upon the criticality of a position, services of a professional Placement Consultant from out of the approved panel of Placement Consultants can be engaged. The following is the process of selection, payment and evaluation of Placement Consultants:

- a) The Corporate HR selects the Placement Consultants based on their current clientele, size of database, past performance records and feedback from peer industries. The Placement Consultants, so selected, form a Panel duly approved by MD / Director.
- b) The Corporate HR obtains prior approval of MD/Director of the terms of engagement negotiated with all the Placement Consultants.
- c) On the date of the candidate's joining, HR department communicates to the Consultant about the CTC offered to the candidate, based on which the Placement Consultant raises the invoice. Payment is made to the consultant after one month of joining of the candidate.
- d) Annual evaluation of the services provided by the existing Placement Consultants is done to decide termination/renewal of the contract.

## VI. JOB PORTALS AND DIRECT SOURCING

Sourcing of candidates may also take place through job portals subscribed by the Company from time to time. Presently, the Company is subscribing to two job portals, namely, Monster.com & Naukri.com. The process of sourcing candidates through job portals is as follows:

- a) Job portals can be used both for posting of jobs and for searching resume database for the position to be filled.
- b) Once the resumes are identified for the position to be filled, these are verified for correctness and willingness of the candidates to be considered for the position.
- c) Short-listing of candidates is done in consultation with the Head of the Department or his nominated representative.
- d) Short-listed candidates are called for selection interview.

## VII. NEWSPAPER ADVERTISEMENTS /WALK-IN-INTERVIEWS

Where sourcing of candidate(s) is decided to be done through press advertisement, the Corporate HR Head should prepare the text of the advertisement containing the (i) title, level, grade and number of position, (ii) Department/function (iii) prescribed minimum qualification and experience of the position, (iv) special requirement, if any, (v) brief job description (vi) whom and when to apply (vii) particulars required from the candidates and (viii) any other relevant details. The Corporate HR Head will scrutinize the text of the advertisement and forward the same to the Chief, Corporate Communication for preparation of the lay out and obtaining estimates. The Corporate HR Head thereafter obtains approval from the MD/Director and forwards the same to the Chief, Corporate Communication for publication of the advertisement. Where the manpower is urgently required and the number to be recruited is large, the press advertisement may be followed by a Walk-in-Interview at appropriate location(s). If recruitment is to be made through Walk-in-Interview, a mention to this effect is to be made in the press advertisement.

## VIII. RE-HIRING OF EX-EMPLOYEES

An employee who leaves the Company can be considered for re-hiring subject to the following:

- a) The employee concerned must have had a good track record of performance and satisfactory conduct while he was in Company's employment;
- b) Increased salary and/or higher designation on re-hiring may be considered generally in the same proportion as he would have got had he continued in Company's employment;

- c) Re-hiring will be treated as fresh employment and the past service will not be considered for any purpose whatsoever.

#### IX. EMPLOYEE REFERRAL

Permanent employees of the Company may refer resumes of persons known to them for consideration of their candidature against positions which are required to be filled through external sources under Employee Referral Scheme and claim Employee Referral Incentive subject to the following:

- a) Employees, other than those of the level of G.M. and above and those belonging to HR department, irrespective of levels, are entitled to participate in this scheme. Those belonging to the levels of G.M. and above and employees of HR Department may refer resumes of suitable candidates, if they so wish, but will not be entitled to claim Employee Referral Incentive.
- b) The referrals have to be made in the prescribed format giving details of the candidate and the nature of acquaintance.
- c) Subject to verification of the details submitted, the candidate concerned will be called for interview for assessment of his/her suitability for the post.
- d) If the same resume is received from two or more employees, the one received first will be considered.
- e) Any referral will remain valid for a period of six months from the date it has been referred; it will lapse thereafter.
- f) If the resume of a candidate referred by an employee already exists in the database of the Company, it will not be treated as referral.
- g) Referral of a candidate, who has been interviewed by any of the group companies for a similar position within last six months will not be considered.
- h) Canvassing for the referred candidate by the employee concerned in any form whatsoever during the recruitment process will disqualify the candidate so referred.
- i) On completion of six months satisfactory service by the referred candidate, the employee concerned may claim payment of Employee Referral Incentive in the prescribed format.
- j) The amount of incentive payable by Cash / Gift for respective positions: is given in the following table:

Table 2-3: Incentive payable by Cash / Gift Voucher for respective positions

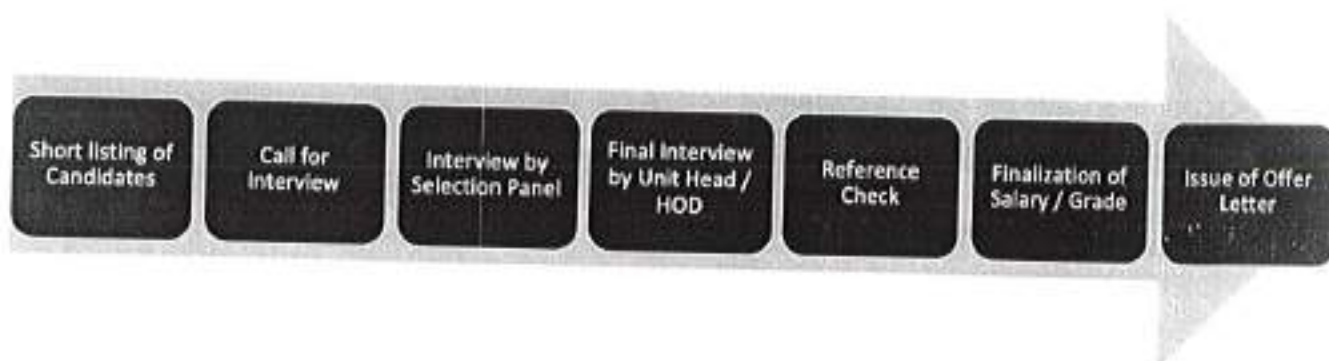
Position	Grade	Amount of incentive or Gift
Sr. Manager to DGM	M-3 to M-2	Rs.2,500/-
Executive to Manager	E1-1 to M-4	Rs.1,500/-
Below Executives	Rs.1,000/-	



## 2.2.3.4 SELECTION PROCESS OVERVIEW

The diagram below depicts the selection process in the Company.

Figure 2: Selection Process Overview



## I. SELECTION PROCESS

## i) For Lateral Recruitment against Internal Job Posting the process is as follows:

- The application received against a position advertised within a Unit/Group will be scrutinized in consultation with the HOD concerned or his representative.
- Employees considered eligible in terms of the advertisement will be issued call letters for interview in the prescribed format.
- Interview panels will be constituted as per the Selection Committee Chart given below.
- Corporate HR Head/Unit HR Head or their representative will facilitate holding of the selection interview at an appropriate date, time and venue.
- Members of the interview panel will allot marks on certain given dimensions for each candidate in the prescribed format.
- Selected candidate(s) will be issued letter of "transfer" or "transfer on promotion", as the case may be, in the prescribed format.

## ii) For Lateral Recruitment of External Candidates, the process is as follows:

- Interview Call Letter (Annexure 19) to the shortlisted candidate(s) will be sent in the prescribed format.
- Once the candidate reports for interview, pre-interview formalities, namely, filling of the employment application forms, verification of documents submitted by the candidate
- (Academic qualification & experience, current designation and salary and one passport size photograph), filling of travel expenses reimbursement form, are completed
- Interview panel is constituted as per the Selection Committee Chart given below and members are informed, sufficiently in advance, about the date, time and venue of the interview.
- Candidates reporting for interview are allotted marks on certain dimensions in the prescribed format by each member of the interview panel.
- Candidates found suitable in the interview are issued letter of intent (LOI) in the prescribed format.

## iii) For Campus Recruitment the process is as follows:

- Corporate HR will ascertain the requirement of cadre recruits in various streams from the respective units and after scrutiny obtain management's approval for fresh recruitment from campuses. The process of obtaining approval should be completed by end of November.
- In December every year, Corporate HR will coordinate with the Placement Officers of good institutes for campus visits.
- Requirement of Trainees for various cadres, namely, Management Trainees, Graduate Engineer Trainees, Diploma Engineer Trainees, ITIs in terms of number and discipline will be derived from the approved manpower budget.
- Pre-campus recruitment planning including constitution of selection committees and schedule of visits will also be done by Corporate HR.
- HR representative associated with the campus visit will facilitate the recruitment process at the respective campuses.
- List of selected candidates will be handed over to the Placement Officer at the campus itself and LOIs issued subsequently.

## II. SELECTION COMMITTEE

Constitution of Selection Committees for recruitment of candidates both internal as well as external will be made as follows:

Table 2-4: Constitution of Selection Committees for Candidates Recruitment

Designation/ Grade	Preliminary Round	Final Round
V1 – M4	CMD / Director, COO and Corporate HR Head	
M5 - E3	Functional Head & HR Head	COO, Business Head
PE1 - S3	Functional Head & HR Head	Unit Head
PE3, O3, S4	Selection Team for the Campus Recruitment to constitute of Technical Discipline experts (HOD or nominee of HOD not below the AGM level) & HR Team	

## III. REFERENCE CHECK

In order to ensure credibility of candidates recruited through internal source Reference Check (specimen of the Reference Check Form is attached in Annexure 20) is carried out before issuing an LOI as follows:

- Reference Check is carried out for all candidates recruited through external sources other than campus recruitment.
- For candidates recruited through consultants, apart from the HR resource, the check is carried out by the consultant concerned. In case of job portals or direct recruitment the Reference Check is done by the recruitment process owner.
- A minimum of two references should be taken for each candidate. The referees should generally be persons who have been professionally associated with the candidates or have supervised his work; they should not be immediate relatives.
- If the references provided by the candidate do not provide enough information, the candidate should be asked to provide more references.
- Comments from references should be preferably taken in writing. However, the same can be obtained telephonically and then documented as well.

## 2.2.3.5 COMPENSATION (CTC) NEGOTIATION &amp; OFFER LETTER (LOI)

Once a candidate is finally selected and it is decided to recruit him, Corporate HR / Unit HR negotiates the CTC to be offered based on salary structure of the Company, salary level of employees similarly placed and the current compensation package of the candidate. Once the CTC offered is accepted by the candidate and Reference Check is completed, the selected candidate is issued a Letter of Intent (LOI)/ Offer Letter in the prescribed format (Annexure 21). In an exigent situation where recruitment is to be made on an urgent basis a Letter of Appointment instead of a Letter of Intent may be issued.

## 2.2.3.6 JOINING FORMALITIES

The HR representative at the respective locations facilitates the joining formalities of a new recruit as follows:

- A "Welcome Kit" containing a welcome letter (specimen of the welcome Letter is attached in Annexure 22), Employee handbook (a brief version of HR Manual/ Service Rules including Code of Conduct), and other stationery will be given to the new recruit.
- Filling of various forms (Joining report, Employee Personal detail Form, PF, Gratuity nomination form, etc. specimen of the Joining Checklist is attached in Annexure 23) by the new incumbent should be ensured.
- It should also be ensured that all documents as mentioned in the LOI are submitted by the candidate.
- After due authentication and receipt of all documents, the Appointment Letter (LOA) (Annexure 24) will be issued to the new incumbent within 7 days of his joining.

## 2.2.3.7 JOINING EXPENSES NORMS (OUTSTATION CANDIDATES)

Applicable to all new recruits except Trainees, as mentioned:

Table 2-5: Joining Expenses Norms for Outstation Candidates

Grade/Category Entitlement for	GM & above	Mgr. to DGM	Executive to Dy. Mgr.	Below Executive
Travelling expenses for self on joining (one time)	3rd AC train Five days	3rd AC train Five days	3 AC train Five days	Train Sleeper class / Bus fare at actuals
Joining leave- without Pay for bringing family & household effects				Three days
Transportation expenses** for household effects on shifting (inclusive of packing, loading, transportation, unloading, unpacking, insurance, etc.)	Actuals for one full truck load.	Actuals for one full truck load Maximum - DGM/AGM - Rs.35000/- Sr. Mgr./Mgr - Rs.30000/-	Actuals for one full truck load Maximum - Rs.25000/-	Actual expenses, Maximum - Rs.10000/-

\*\* In case the incumbent leaves the organization within 1 year of his joining, then he will be required to refund the entire amount of transportation expenses to the company and if he leaves the organization within 2 years of his joining, he will be required to refund 50% of amount of transportation expenses to the company.

## 2.2.3.8 INDUCTION / ORIENTATION

The new recruits would undergo an Induction programme, from the date of joining or as per the schedule given by the department HOD:

## I. SENIOR MANAGEMENT STAFFS (V1 TO M5): DURATION OF FIVE DAYS

Table 2-6: Induction Programme: Senior Management

Activity	Responsibility	Other attendees
Organizational Orientation, Corporate Presentation, Session with all Business Verticals Plant visit	HR Head/HOD	MD, COO, HR Head, Business Head, Functional HODs, Unit Heads
Functional Orientation- Induction with the group members, Briefing about the role and responsibility	HR Head/ HOD/ COO	Department Members

## II. OTHER OFFICERS (M6 &amp; BELOW) : DURATION OF TWO DAYS

Table 2-7: Induction Programme: Other Officers

Activity	Responsibility	Other attendees
Organizational Orientation, Corporate Presentation	HR Head/HOD	COO, Unit Head, Functional Heads
Functional Orientation- Induction with the group members Briefing about the role and responsibility	Location HR Reporting Officer and HR	Department Members

As part of the Induction, the HR Department will also ensure the following:-

- Introducing the new recruit to his superior and other colleagues.
- Joining circular containing a brief profile of the new incumbent is to be emailed to all concerned HOD's
- ID card along with Attendance Machine registration, Email-ID (Annexure 25 Biometric Registration) is to be made available to the new incumbent within 3 days of joining.

## 2.2.3.9 PROBATION &amp; CONFIRMATION

- Employees joining the services of the Company in all grades will be on probation for a period of six months from the date of joining.
- The progress of an employee will be closely monitored during the probationary period and a periodical assessment of his work shall be kept on record. Services of an employee will be confirmed subject to successful completion of the probationary period (Confirmation Letter is attached in Annexure 26).
- The HR executive concerned will forward the "Employee Assessment Form" (specimen of the Employee Assessment Form is attached in Annexure 27) to the HOD concerned to be filled-in by the incumbent 15 days before the due date of completion of probationary period so that confirmation of probation takes place immediately on completion of the probationary period.
- For unsatisfactory work and conduct or both, the probationary period of an employee can be extended for a further period of three months but not exceeding six months in all, after giving him

due notice of the deficiencies found in him. He must also be communicated in writing that he will not be confirmed unless he improves his/her performance.

In case the performance of the employee does not improve even after six months' extension, the HR Head concerned will initiate action for termination of his services.

## 2.2.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

## 2.2.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required.



## 2.3 LEARNING AND DEVELOPMENT

### 2.3.1 POLICY STATEMENT

TTL believes that the skill, knowledge, experience and training and development are the crucial part in securing the necessary competence to undertake project effectively and safely.

Our Employee Development company policy refers to the company's learning and development programs and activities. In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the company. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

The organization is committed to implementing this training policy by identifying training needs, setting training objectives and achieving training goals through use of internal training and development and specialist and Specialist training provided by approved and appropriately accredited suppliers

### 2.3.2 OBJECTIVES

- Training new employees
- Equal employment opportunity
- Understanding of new systems or policy changes
- Better improvement opportunities
- Helping employees in finding ways to apply knowledge to their work

### 2.3.3 PROCEDURE

This Chapter describes the policy and guidelines for training and development and covers the following:

1. Cadre Training for Graduate Engineer Trainees (GETs)
2. Cadre Training for Diploma Engineer Trainees (DETs)
3. Training for nominees of Displaced Families
4. Training for Regular Employees
5. Paid and Unpaid vocational training

#### 2.3.3.1 GRADUATE ENGINEER TRAINEES (GETS)

Graduate Engineers from premier engineering colleges in different disciplines are recruited every year, based on manpower plan, as Graduate Engineer Trainees (GETs) to strengthen the technical cadre and supplement the leadership pipeline in plants and mines. Each batch undergoes rigorous training (which, at present, is one year) before joining the mainstream of the organization. A structured training calendar is prepared which include the following modules:

- Visit to Group Companies
- Discipline-Specific Training
- Project Work
- Managerial Training
- Behavioural Safety
- TPM Training
- Problem Solving Techniques
- Quality Management Systems

- Environment Management Systems
- ERP/SAP Training
- Visit to another metal drum plant
- On-The-Job Training

#### I. EVALUATION

The learning by the trainees is periodically evaluated by select panels of technical experts. Scores obtained from such evaluation are taken into account to prepare merit lists which are used for their eventual placement.

#### II. MENTORING

There is a system of mentoring the GETs joining through campus recruitment with an objective to acclimatize them quickly into the organization and provide them all round guidance during the training period. Senior executives in the Plants and Mines are selected as Mentors and are assigned one or two GETs each during their training period.

The Training Managers in the respective Units supervise the mentorship process and monitor its effectiveness.

#### III. PLACEMENT

Placement of GETs is done based on the evaluation scores and requirements prevailing in various departments at the time the GETs complete their training. Preference of placement is given to those departments who may have requisitioned placement of GETs in advance.

##### 2.3.3.2 DIPLOMA ENGINEER TRAINEES (DET)

Diploma Engineers in different disciplines are recruited from reputed Polytechnics and engineering institutions every year, based on manpower plan, as Diploma Engineer Trainees (DETs) to strengthen the technical cadre in Plants and Mines. The candidates so recruited undergo six months' rigorous training before being absorbed against regular vacancies. A structured training calendar is prepared for each batch which include the following modules:

- Plant Observation Training
- Visit to Group Companies
- Discipline-Specific Training
- Project Work
- TPM Training
- Quality Management Systems
- Environment Management Systems
- ERP Training
- On-The-Job Training

#### I. EVALUATION

The learning by the trainees is periodically evaluated by select panels of line executives. Scores obtained from such evaluations are used to prepare a merit list based on which their eventual placement takes place.

#### II. PLACEMENT

Placement of DETs is made based on the evaluation scores and requirements in various departments of the plant at the time the DETs complete their training. Preference in placement is given to departments who may have planned induction of DETs and intimated the requirement in advance.

## 2.3.3.3 TRAINING FOR REGULAR EMPLOYEES

Training to regular employees is imparted either through In-house or External Training programmes. Refer Annexure 28 for Annual Training Plan.

## I. IN-HOUSE TRAINING

The following constitute the training processes in the respective Units:

- i) Training Need Identification
- ii) Training Design
- iii) Training Delivery
- iv) Training Effectiveness Measurement

All training programmes or modules are need-based and are designed and delivered to address specific need(s) of employees. In addition, certain Awareness Programmes on subjects like Safety, Health and Environment are conducted for the benefit of all sections of employees.

## II. TRAINING NEEDS IDENTIFICATION

Training Managers in the Units review all the training and developmental needs of employees before finalizing the training module, participants list, venue, faculty etc. Any or combination of the following provide the input for training need of employees (Refer Annexure 29 for Training Needs Identification Form):

## INDIVIDUAL DEVELOPMENT PLAN

An employee may register his/her training needs in Training module of e-HR. In the absence of e-HR, the training need can be registered in the prescribed Individual Development Plan form. The training needs are categorized into functional and managerial training needs.

## COMPETENCY ASSESSMENT

Training needs, both functional and managerial, are identified through Competency Assessment taking place from time to time.

## PERFORMANCE APPRAISAL SYSTEM

Training needs are also sourced from Performance Appraisal as identified by the Ratee and Rater.

## BUSINESS PLANS (INCLUDING VISION &amp; MISSION STATEMENTS)

Changes in business plans, such as, revision of production or sales targets or product mix are used as triggers for training.

## AUDIT REPORTS

Audit findings by internal or external auditors are used as inputs for designing training modules. Audit reports on Quality Management System, Environment Management System and Safety Performance provide training need inputs for Awareness Programmes meant for cross section of employees.

## CUSTOMER REQUIREMENTS/CLAIMS

New or changed customer requirements may generate training need and used as inputs for designing training programmes.

## LOSSES IN PRODUCTIVITY, QUALITY AND EQUIPMENT AVAILABILITY

Losses in production, internal rejection and equipment downtime are used as inputs for designing training programmes. Positional training needs are identified with the help of functional and divisional heads.

## NEW/UPGRADED TECHNOLOGY



Training needs from acquisition of new or modified equipment, facility or technology are identified and used in designing training programmes.

#### IMPROVEMENT INITIATIVES

New initiatives such as TPM, Employee Suggestion Scheme implemented as per management's directives are considered as sources of training needs.

#### JOB ROTATION/MODIFICATION

Job rotation/modification of employee(s) may generate training need.

### III. TRAINING DESIGN

The outcome of need identification in the form of Skill Matrix or Spider Chart are used to design and schedule training programmes. Inputs from line executives are also sought for designing training programmes.

### IV. TRAINING CALENDAR

prepared annually is circulated to all departments and is also uploaded in Training Module of e-HR Portal. The calendar includes the following details:

- Date & Timing
- Programme Title
- Programme Objectives/Outline
- Faculty Details
- Venue
- Resources
- Intended Participants

Compliance of training calendar is monitored and reported on weekly basis. An employee can register his nomination with the Training Module of e-HR Portal based on self-assessment. He will, however, be called for training only after the nomination is vetted by his superior/ head of the department. Managers can also nominate their sub-ordinates for training programmes depending on their need. Except for Awareness Programmes, nominations are finalized not later than two days ahead of the date of the programme. Training materials such as hand-outs, Power Point presentations and Pre-Test/Post-Test Questionnaire in sufficient numbers are kept ready for distribution to all the participants.

### V. TRAINING DELIVERY

Training delivery is ensured through the following:

- **Training Aids and Facilities:** Adequate training aids and facilities such as Classrooms, Computers, LCD Projectors, Screens, White Boards, Furniture and other stationery are made available for efficient and effective delivery of training.
- **Classroom Training** is used to explain and share theoretical part of the contents. Efforts are made to make the classroom sessions interesting, interactive and effective.
- **On-the-Job Training:** Wherever necessary, training is imparted On-the-Job, that is, at the workplace, for effective transfer of learning. Efforts are made to increase the proportion of On-the-Job training for shop-floor employees.
- **Internal Faculty Resource:** Employees in respective Units including senior executives are encouraged to participate in the employee development process by serving as internal faculty resource. A suitable

incentive scheme is in place to recognize their efforts in designing and delivering training sessions. (For details of the incentive scheme please refer to section on Reward & Recognition.)

- **External Faculty Resource:** An external faculty may be invited to conduct either the entire training programme or part thereof where required expertise is not available in-house.

## VI TRAINING EFFECTIVENESS MEASUREMENT

Training effectiveness is measured at four levels as below:

### LEVEL 1: REACTION

Feedback on the training programme and faculty is taken from the participants on a 5-point scale in the prescribed format immediately after the training session. The programme quality is evaluated on the following parameters:

- Fulfilment of programme objectives
- Adequacy and quality of study material given
- Learning ambience
- Adequacy of teaching aids
- Faculty is evaluated on the following parameters:
  - Ability to generate interest in learning
  - Ability to clarify doubts/ queries
  - Teaching Technique (Flow, Communication etc.)

Results of feedback and suggestions, if any, in respect of the programme are used for improvement. The feedback about the faculty is communicated to them. The details of the Feedback at this stage are uploaded in Training Module of e-HR Portal.

### LEVEL 2: LEARNING

Pre and Post Training tests are conducted to evaluate the degree of learning of the participants which may have taken place in a training programme. The scores from pre training and post-training tests are used to compute "Learning Index" for each participant using a prescribed format. Following is the formulae for calculation of Learning Index:

$B - A$

Learning Index =  $\frac{B - A}{100 - A} \times 100$

100 - A

Where A = Pre-Test Score (%) B = Post-Test Score (%)

The details of Learning Index are uploaded in Training Module of e-HR Portal (CIP)

### LEVEL-3: BEHAVIOUR (TRANSFER OF LEARNING)

Transfer of knowledge, skills, and/or attitudes from classroom to the job (change in job behaviour due to training program) is evaluated at this stage. This evaluation occurs between 3-6 months post training while the trainee is performing the job. Evaluation usually occurs through observation. However, there is also a practice to evaluate the extent of change in job behaviour in the prescribed format.

### LEVEL 4: RESULTS

The final results that occurred because of attendance and participation in a training program (can be monetary, performance-based) is measured at this stage. Delay based training programmes and programmes designed

as a result of process/equipment failure, customer complaints regarding quality etc. are amenable to measurement of business results. Refer Annexure 30 for Training Feedback Form.

## VII. EXTERNAL TRAINING

Employees are deputed to attend external training programmes organized by reputed training agencies from time to time based on the training need identified. The Training Managers at the respective Units maintain training calendar of various such institutes/agencies. Nomination of employees to attend external training programmes is also made in response to the announcements of such training programmes by the training providers. The selection of nominees is made based (i) on the training need identified for the individual employee and (ii) inputs from the functional head about the quality and relevance of the programme. Where it is intended to cover a larger number of employees to an external programme, the faculty from the training provider is invited to conduct the programme in Company's premises. The above steps ensure delivery of cost effective and relevant external training programmes. On the return of a participant from an external training programme, a "Knowledge Sharing Session" is conducted in-house within one month from the date of external training attended by the employee. This helps in dissemination of knowledge gained from an external programme among larger number of employees and review of the quality of the external programme.

## VIII. RECORDS AND REPORTING

Training records including "Attendance Record" are maintained and uploaded in Training Module of e-HR Portal. MIS Reports in prescribed format is generated and circulated to senior management including the Managing Director on a weekly basis. A bulletin titled "Training News" is published every month highlighting the important training and development activities taking place across the Group. The Training News is circulated in hard copy to senior executives and in soft version to others. This is also uploaded in Training Module of e-HR Portal.

### 2.3.3.4 PAID & UNPAID VOCATIONAL TRAINING

#### I. POLICY RELATING TO PAID SUMMER INTERNSHIP

##### SCOPE OF THE POLICY:

- This policy covers candidates selected by the Company to carry out project work which can be completed in 6-8 weeks duration and which are important and relevant for the Company. Such project work can be in Technical or Management field where expertise of a student pursuing a professional course can be utilized.
- Students pursuing their MBA course and students pursuing their B.E., B. Tech., M. Tech. courses will be eligible for paid-internship in management and technical areas respectively, where it forms a part of their academic curriculum.
- Up to a maximum of ten students may be offered paid- internship in a year.

#### II. PERIOD OF PAID INTERNSHIP

Paid-internship will be available to the selected candidates once in a calendar year- during summer months. The duration of paid internship would normally range from 6 to 8 weeks during summer months from April to June.

##### ELIGIBILITY:

- Students pursuing their MBA would be considered eligible for paid-internship after completion of their second semester or one year of study.

- b) Students pursuing their Degree in Engineering (B.E./B. Tech) would be considered eligible after completing two years of study which may be expressed in terms of semester or trimester system.

#### PROCEDURE FOR SELECTING THE CANDIDATES:

- a) Based on the identified projects, the Training & Development Department would communicate to the Institute/s, from where paid interns are selected, the title of the project work, skill and competencies required or area of specialization, the duration of the project work, the place of project work and the facilities and stipend that the Company would offer.
- b) Depending on the response from the Institute a team of competent managers would visit the Institute/s and select suitable candidates.

#### SELECTION OF A PROJECT GUIDE:

The summer interns would carry out the project work under a guide to be selected by the department concerned.

#### SUBMISSION OF THE PROJECT REPORT AND ISSUANCE OF CERTIFICATE:

- a) After completion of the project work an intern would be required to submit a project report containing the details of the project, findings and recommendations.
- b) The intern would also be required to make a presentation before the management about the details of his/her project, findings and recommendations.
- c) After successful completion of the project and submission of Project Report an intern would be provided a Certificate of Training.
- d) Issue of Certificate of Training may be withheld if a trainee fails to successfully complete his/her project, or in case of any disciplinary reason.

#### SAFETY & DISCIPLINE DURING INTERNSHIP:

- a) In matters of safety and discipline a summer intern would observe all rules and regulations which apply to regular employees of the Company.
- b) The normal working hours will be 8.30 am to 5.30 pm. During the period of stay in the Company's premises an intern would exhibit the required standard of discipline.
- c) Before beginning the project work an intern would undergo safety induction to be given by the safety department.
- d) An intern would be required to wear safety helmet, safety shoes (PPEs) which would be provided by the Company.
- e) An intern would be responsible for his/her own safety during the period of his/her stay in the Company.

#### STIPEND & COMPANY FACILITIES:

- a) **Stipend:** A paid summer intern will receive a stipend of Rs. 5000/- (Five Thousand only) per month during the internship period. The management has the discretion to pay a higher stipend based on the criticality of the project. The stipend would be paid in two equal instalments, one mid-way of the project, and the other at the end of the project after submission of the project report.
- b) **Conveyance:** A paid summer intern will be provided available conveyance by Company vehicle for coming to and going back from Company's premises.
- c) **Canteen Facility:** An intern will be allowed to avail of canteen facility in the Company on payment of prescribed charges if available at site.
- d) **Boarding & Lodging Facility:** Outstation summer interns will be provided boarding and lodging facility in Company's guesthouse.

- e) **Use of Office Equipment/Stationery:** An intern will be provided access to computer, and he/she would be provided stationery and other items required in connection with his/her project work.
- f) **Authority for implementation:** The EVP (T&D) is authorized to implement the above policy. Requirement of project work by paid summer interns may be sent to him in the prescribed format.

#### Appendix -1

List of Areas where a Paid Summer Intern can be Selected:

1. Finance / Accounts
2. Marketing
3. Personnel Management & IR
4. Logistics & Systems
5. Electrical Engineering
6. Mechanical Engineering
7. Electrical & Instrumentation
8. Production Engineering
9. Operations
10. Technical

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#### 2.3.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 2.3.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required.

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#### 2.4 COMPENSATION, ENTITLEMENTS AND BENEFITS

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##### 2.4.1 POLICY STATEMENT

The determination of salary and benefit entitlements is applicable for all staff employed by TTL must be in accordance with the Compensation Policies approved by TTL management and govt guidelines. Compensation Policies are the collection of rules that govern the calculation of salary and benefit entitlement for all individuals employed by TTL Group.

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##### 2.4.2 OBJECTIVES

- To ensure that managers are made aware of the Compensation Policies that affect employees' salary and benefit entitlement
- To identify any compensations situations which are inconsistent with these policies and notify the Human Resource
- To ensure that their employees are made aware of the Compensation Policies that affect their salary and benefit entitlement
- To report to their Manager if there is any discrepancy in any employee's salary and benefits

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##### 2.4.3 PROCEDURE



## 2.4.3.1 BUSINESS EXPENSES &amp; ENTITLEMENTS

## III. CAR POLICY

Car Facilities & Reimbursement of expenses as per Appointment Letter based on the category.

## IV. MOBILE CALLS REIMBURSEMENT POLICY

The grade-wise entitlement of Mobile Call Reimbursement is as follows:

Table 2-8: Grade Wise Entitlement: Mobile Reimbursement

Sr.	Description	Grade	Pan India
			Monthly Limits
1	Managing Director / Director	A1 & A2	Actual
2	Asst. Vice President / Vice President & Above	V1 & V2 & V3	1000
3	Dy. General Manager / General Manager	M1 & M2	750
4	Manager / Sr. Manager	M3 & M4	500
5	Asst. / Dy. Manager	M5 & M6	300
6	Filed Executive / Executive/ Sr. Executive	E1 & E2	300

\*\* In special case where business requirement necessitates a higher call limit, the same can be forwarded by the HOD to the management for consideration and approval.

- i) **Procedure:** Employees who have joined the organization or are presently working in the organization may avail of mobile calls reimbursement, as per entitlement, and should adhere the above given norms.
- ii) **Procedure for deduction of mobile call charges over entitlement:** After receiving Mobile call bills from service provider through IT department, Admin department will collate and calculate the mobile call charges over specified entitlement limit per month and send the list for deduction from monthly salaries of the employees concerned to the respective Payroll Officers;
- iii) **Other provisions:**
  - a. Employees will be required to keep their phones always active for all official communication.
  - b. Allotment of mobile sets to employees or any deviations from the above policy will require prior approval of MD/Director/COO/Corporate. Data card may be issued to executives on need-based basis only with the prior approval of MD/Director.
  - c. Tax implication, if any, will be borne by the employee concerned.

## V. TRAVEL EXPENDITURE

## INTRODUCTION AND APPLICABILITY

Outdoor work should be carried out, as far as possible, using phone, fax, e-mail, video conference etc. However, it may become necessary at times to travel outside one's location of work in connection with Company's work. In such an event effort must be made to undertake travel at the minimum possible cost without in any way compromising the quality of work and the image of the Company. The Company aims to ensure safe and convenient travel for all its employees while keeping all expenses to the required minimum.

This Chapter outlines the Travel Expenditure Rules applicable to all Group Companies. The rules are applicable to all employees of the Company including those on temporary or contract basis who are required (i) to travel on outdoor work beyond a radius of 50 Kms and (ii) local travel within a city/town's limits. The

rules also apply to candidates called for interview who will be eligible for reimbursement of travel expenditure corresponding to the designation for which they have been called for interview.

Employees are expected to strictly conform to the laid down rules. Any deviation will need prior written approval of one of the Directors. The Company shall take strict action against any employee misusing or attempting to misuse the travel expenditure rules with possible financial and legal implications.

#### PROCEDURE

##### Planning

Travel should be planned well before the date of commencement of travel, allowing the most efficient use of time during travel. Duration of travel should be minimized as far as possible. Prior to the commencement of travel, an employee is required to submit Outdoor Application in Employee Self Service on e-HR portal for approval of the tour. The authority to sanction Travel Expenditure Bills rests with the Plant/Unit/Functional Heads. In exceptional circumstances where the requirement to travel urgently does not allow sufficient time for obtaining formal approval, the employee must get verbal approval prior to travel, and apply for regularization within the same payroll cycle. Each departmental head is responsible for all travel expenses in his department, and should ensure compliance with policy and budget.

##### Booking Travel

All travel bookings should be made through the Travel Desk attached to the HR/Administration Department of the Company as per the eligibility of the individuals travelling on Company business. Person in charge of the Travel Desk may seek help of Time Technoplast Group offices or travel agencies and ensure that corporate rates are fully leveraged for all transport and accommodation requirement.

#### TRAVEL ADVANCE

Payment of advance against travel is normally discouraged. In case an advance is to be paid the employee is required to submit the Travel Requisition Form/Travel Advance Form (Annexure 31) to the Accounts Department duly approved by the concerned authority at least two working days prior to the proposed date of travel. In general, the travel advance amount should not exceed the total eligibility towards hotel accommodation (if the employee has to settle the bill himself), meals and incidental allowances for the travel being undertaken.

Any travel advance should normally be drawn from the location where the employee is based. However, in case of absolute need when an employee is on tour, he can draw an advance of the minimum amount required from any office of the Company with intimation to his parent location. The Accounts Department will not consider any application for travel advance if the employee concerned has not settled any such earlier advance. Any outstanding balance of an employee shall be deducted from the following month's salary.

If, for any reason the proposed travel is not undertaken, the advance taken should be returned immediately to the Accounts Department.

#### DAILY ALLOWANCES

- i) Daily allowance during journey: An employee travelling on Company's work below 5 hours will be entitled to daily allowance during journey at the rate of 50% of the admissible daily allowance.
- ii) Employees availing guest house facility: Employees availing guest house facility while travelling for Company's work will not be entitled to claim any Daily Allowance; they will, however, be eligible to get Incidental Allowance as actual on submission of bill.

- iii) Daily Allowance for travel within city / town limits: Employees required to travel on Company's work within the limits of city or town of his place of work will be allowed daily allowance as per subject to approval of outdoor duty by the immediate superior.

#### APPORTIONING OF DAILY ALLOWANCE AND INCIDENTAL ALLOWANCE

Employees will be reimbursed actual expenses on meals and incidentals, up to the maximum amount as per the Travel Policy. In case, where an employee spends less than a full day out of their place of work, the applicable amount will be calculated, based on the amount of time spent outside the place of work, as given below:

Table 2-9: Proportion of Applicable Daily Allowance

Period of Travel	% of Daily Allowance
More than 10 hours	100%
Between 5 - 10 hours	75%
Below - 5 hours	50%

#### NON-REIMBURSABLE EXPENSES

The following expenses, if claimed by an employee on tour, will not be reimbursed and will be deducted from the following month's salary:

- Any expenses incurred beyond the permissible limits for boarding, lodging, transport and incidentals, unless there is a specific approval from the Competent Authority.
- Laundry or dry-cleaning expenses unless the employee is travelling for more than 3 days at a stretch, or is compelled to extend his trip unforeseeably, in which case he may seek specific approval from the Competent Authority and submit the same along with his Travel Expense Statement.
- Alcoholic beverages unless otherwise specifically approved.
- Entertainment expenses for guests and customers, unless prior specific approval is taken from one of the Directors.
- Hotel phones used for outgoing calls only with specific approval. Employees should use their mobile.

#### PROCEDURE AFTER COMPLETING TRAVEL

##### Travel Expense Statement

All employees should submit their Travel Expense Statement to their respective approval authority for endorsement within three working days from the date of return from their trip. Accounts not settled for more than seven days after the return from the trip, especially where a cash advance has been taken, will be reported to the respective authority for deduction of the advance from the following month's salary.

Originals of all applicable bills (meals and accommodation) should be attached with the Travel Expense Statement. If the expenditure is recoverable from any client, there should be a clear indication to that effect on the Expense Statement and the respective bills. Boarding passes in case of air travel should be submitted. In case of railway tickets being purchased by the employee the ticket / ticket number should be given on the Expense Statement. For incidental expenses where no bills can be submitted, hand-written notes should be used, and clearly itemized in the Travel Expense Statement.

The Travel Expense Statement will then be verified and settled by the Accounts Department in accordance with the eligibility of the employees. If for any reason the proposed travel is not undertaken, prompt action should be taken to cancel bookings so as to avoid unnecessary expenses.

#### TOUR REPORT

Depending on the nature of travel, employees are required to submit a tour Report to their approving authority.

#### TRAVEL ON ACCOUNT OF TRANSFER

If the Company decides to transfer an employee from one location to another, the Company shall pay the travel costs for the employee, his/her spouse and dependent children corresponding to the designation of the employee.

The Company will reimburse actual transportation costs, subject to production of proper bills, incurred by the employee for moving his belongings. In addition, actual packing charges are also reimbursable.

For employees moving from one house to another in the same city/town, the Company will meet no packing or transportation costs, unless the shifting has taken place at the Company's instance. (For travel and transportation expenses related to new recruits please refer to Recruitment & Selection Chapter)

#### FOREIGN TRAVEL GUIDELINES

The Company seeks to ensure safe and convenient travel for employees travelling overseas on Company's work, within justifiable expenses. Employees are expected to adhere to the limits laid down below. Any deviation needs to be approved in writing by one of the directors.

#### ELIGIBILITY / ENTITLEMENT

The table below shows the grade-wise entitlement of daily expenses incurred by an employee which includes hotel tariff, food, local conveyance and incidental expenses for different countries.

Table 2-10: Daily allowance for International Travel

Countries	GRADE	Daily Allowance up to a maximum of (USD)
USA, Europe, Canada, Middle East Countries, South Africa, South Korea, Japan, Australia, New Zealand, Latin American Countries.	V1 - V3	300
	M1 - M6	250
	Up to E1	200
Bangladesh, Sri Lanka, Pakistan, Malaysia, Hong Kong, China, Taiwan, Other South East Asian Countries, Singapore and any other countries.	V1 - V3	275
	M1 - M6	225
	Up to E1	175

#### GENERAL RULES

- i) Except for President and above, all other employees would be provided economy class travel. The selection of airline and ticketing will be done by the travel desk as per Company's laid down policy.
- ii) If a travel advance is required to meet the expenses within India either before commencement of travel abroad or on return, the same will be paid as per the provision contained under domestic travel.
- iii) The Passport Fee, wherever required and Visa charges will be borne by the Company separately.
- iv) Airport Taxes, as applicable will be paid separately on production of proper documents.
- v) An employee travelling abroad on Company's work is not allowed to extend his stay overseas on personal leave without prior approval of Managing Director / Director.
- vi) Foreign Travel Expenditure Statement should be submitted along with tour report within seven days of return to the Accounts department through proper channel. Any balance money must be refunded in foreign currency only.
- vii) The foreign exchange is to be utilized strictly for the number of days spent away from the country. As per RBI regulation, a 24-hour cycle will be considered as a day for counting the number of days.
- viii) Travel to Nepal and Bhutan will be governed by the Domestic Travel Rules.

#### 2.4.3.2 EMPLOYEE STOCK OPTION PLAN (ESOP) – AS PER SCHEME APPROVED BY BOARD, SHAREHOLDERS, & STOCK EXCHANGE

- i) It is an Option granted to an employee, which gives him the right, but not an obligation, to purchase or subscribe at a future date the Shares underlying the Option at a pre-determined price.
- ii) The Company strongly believes that an equity component in the compensation goes a long way in aligning the objectives of an individual with those of the organization. The underlying philosophy of ESOP is to enable the employees, present and future, to share the wealth that they help to create for the organization over a certain period of time.
- iii) The objective is to reward the employees for their past association and performance as well as to motivate them to contribute to the growth and profitability of the Company in future. The Company also intends to use this scheme to attract and retain talent in the organization.
- iv) The ESOP is established with effect once management declares and shall continue to be in force until;
  - a. its termination by the Board or the Compensation Committee
  - b. the date on which all of the Options available for issuance under the ESOP will be announced by the management.
- v) The appraisal process for determining the eligibility of employees will be specified by the Compensation Committee and may be based on criteria such as role / level of employee, past performance, service record, future potential, criticality of the position, and/or such other criteria as may be determined by the Committee at its sole discretion.
- vi) Employee Stock Options that expire / lapse / get cancelled shall become available for future grant subject to compliance with all the Applicable Laws.
- vii) The Scheme is applicable to the Company, its subsidiaries and any successor Company as deem fit by the authority concerned and Stock Options may be granted to the employees and Directors of the Company and its subsidiaries as determined by the Compensation Committee at its sole discretion. Grant of Employee Stock Options shall be evidenced by the Employee Stock Option Agreement in such form, as the Compensation Committee shall determine from time to time.
- viii) Employee Stock Options granted to an employee shall be subject to the terms and conditions set forth in this Plan and the Agreement as approved by the Compensation Committee.
- ix) No money is required to be paid by the Option Grantee at the time of Grant of Options. However, an Option Grantee is required to pay the Exercise Price at the time of exercising the Vested Options.
- x) Vesting of Options would be subject to continued employment with the Company and thus the Options would vest on passage of time. However, in addition to this, the Compensation Committee may also, if it feels necessary in certain or in all cases, specify certain performance parameters – corporate, individual or a combination – subject to which the Options would vest. The specific Vesting Schedule and Vesting Conditions subject to which Options would vest would be detailed in writing and provided to the Option Grantee at the time of the Grant of Options. In the event it is found that the Option Grantee has not met the prescribed performance criteria, the Compensation Committee at any time may withdraw or reduce Unvested Options.
- xi) The Company shall have the right to deduct from the Employee's salary, any tax obligations, whether of the Company or of the employee, arising in connection with the Employee Stock Option or the Shares acquired upon the exercise thereof.
- xii) The Compensation Committee may, if it deems necessary, vary the terms of ESOP subject to the SEBI Guidelines, the Applicable laws and the shareholders' approval.



Requirements of vesting and period of vesting:

**Grant** means issue of Options to the employees under the ESOP

- i) The Options granted shall vest so long as the employee continues to be in the employment of the Company and its subsidiaries, as the case may be. In addition, the Compensation Committee of the Company may, at its discretion, lay down certain performance parameters on the achievement of which the granted options would vest.
- ii) The options would vest not earlier than one year and not later than six years from the date of grant of options.

**Vesting:** means the process by which the Option Grantee is given the right to exercise the Employee Stock Options granted to him in pursuance of the ESOP subject to fulfillment of exercise conditions.

**Vesting Condition:** means any condition subject to which the Options granted would vest in an Option Grantee.

**Vesting Period:** means the period during which the Vesting of the Employee Stock Option granted to the Employee, in pursuance of the ESOP takes place.

**Vested Option:** means an Option in respect of which the relevant Vesting Conditions have been satisfied and the Option Grantee has become eligible to exercise the Option subject to fulfillment of exercise conditions

**Exercise Price:** The options will be granted at a price equal to the market price, being latest available closing price, prior to the date of the meeting of the Board of Directors / Compensation Committee, in which options are granted, on the stock exchange on which the shares of the Company are listed. If the shares are listed on more than one stock exchange, then the stock exchange where there is highest trading volume on the said date shall be considered.

**Exercise Period:** The Exercise Period would commence from the date of vesting and will expire not later than two years from such date. The shares arising out of exercise of options will not be subject to any lock in period after such exercise.

\*Guidelines reference to ESOP must be in compliance of SEBI Regulations existing and Amendments from time to time.

#### 2.4.3.3 ADMINISTRATIVE FACILITIES

Administrative Facilities constitute the following and are admissible to employees depending upon their grade and level.

#### VII. TRANSIT ACCOMMODATION POLICY

New incumbents joining the Company may, if they so wish, avail of Company's Transit Accommodation Facility, wherever available, for their initial boarding and lodging, subject to availability of accommodation, as per the following eligibility and terms:

Table 2-11: Guest House Facility: Employee Levels

Grade / Category Entitlement	M.P. above	Sr. Manager to AVP	Executive to Manager	Below Executive
Initial Joining Stay period (free boarding and lodging for self)	Two weeks	Two weeks	Two weeks	Two weeks
Extended stay with permission of management	One week	One week	One week	One week

#### PROCEDURE

- i) A new incumbent desirous of availing of Company's Transit Accommodation Facility either for initial or extended period of stay has to make a written request to this effect to the Head of HR/IR

concerned who, in turn, will advise the Administration Department for making the necessary arrangements.

- ii) The person in charge of Administration will advise the Accounts Department for deduction of charges as mentioned above for the extended period of stay.
- iii) No House Rent Allowance will be payable for the period a new incumbent avails of Company's Guest House facility including the extended stay.
- iv) Once a new incumbent vacates the Guest House and moves into alternative accommodation, he should send intimation to this effect in writing to the Head of HR/IR concerned so that payment of HRA commences.

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#### 2.4.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 2.4.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required.



## 2.5 PERFORMANCE APPRAISAL

### 2.5.1 POLICY STATEMENT

Time Technoplast LTD. strives to provide an environment where all employees understand the impact their contributions have on the achievement of organizational goals and are provided the opportunity for ongoing personal growth. One way we can accomplish this goal is through a strong performance based management program that culminates in an annual performance review. The performance management process is continuous as we plan, manage, review, and reward performance.

### 2.5.2 OBJECTIVES

The performance appraisal system of the company is developed based on the long-term goal. The objectives of performance appraisal policy are:

- To create awareness among our employees about their future prospect in the company.
- To create a supportive environment in the company to discuss the career aspirations and developmental

### 2.5.3 PROCEDURE

#### 2.5.3.1 PERFORMANCE MANAGEMENT SYSTEM

##### I. OBJECTIVE

The Performance Management System aims at setting goals, reviewing and measuring performance and rewarding employees. The dual objectives of the System for the organization and the individual are as follows:

For the organization:

- a) To set goal for individual employees based on business plan of the Company.
- b) To ensure commitment of employees towards organizational goal.
- c) To evaluate performance for reward and recognition.
- d) To identify opportunities for training and development of the individual with reference to job and career demands.
- e) To aid in succession planning.
- f) To aid in decisions related to job rotation.

For the individual:

- a) To help employees manage (plan, monitor and review) and improve their performance.
- b) To serve as a basis for coaching and counselling of the individual by the superior.
- c) To facilitate personal and professional development of the employee
- d) To act as a motivating factor and encouragement for employees to perform.

##### II. PERIOD AND SCOPE OF PERFORMANCE MANAGEMENT SYSTEM

The Performance Management System in the Company is a process applicable for a financial year – from 1st April of the year to 31st March of the following year. The system covers all permanent employees, except those in the workers' category, who have worked for a minimum period of three months during the appraisal year. The system has a provision of a mid-year review to give feedback and guidance to employees for enhanced performance.

### III. KEY PLAYERS & THEIR ROLES IN PERFORMANCE MANAGEMENT SYSTEM

- i) **Appraisee:** An Appraisee is the person whose performance is being reviewed. He ought to have a clear understanding of what is expected of him, what are the measurement criteria, what he needs to do to achieve the targets and the constraints involved therein. The Appraisee initiates the process by filling in the Employee Appraisal Form (specimen of the Employee Appraisal Form is attached in Annexure 32) on scheduled time.
- ii) **Appraiser:** The Appraiser is the immediate superior of the Appraisee. It is his responsibility to set goals for the Appraisee, provide the necessary support and resources for achieving the targets set, work jointly on how to overcome the constraints, discuss and identify the training and development needs of the Appraisee, give mid-term and annual feedback and explain ratings.
- iii) **Reviewer:** The Reviewer is the superior of the Appraiser. He is responsible to ensure that fairness and impartiality have been maintained while assessing the Appraisee without the Appraiser being too strict or too liberal while rating the former. It is his rating which prevails. He also takes responsibility for timeliness of the process.

### IV. INSTRUMENTS OF PERFORMANCE MANAGEMENT SYSTEM

#### i) **Balanced Score Card**

It applies to employees at the level of Dy. Manager and above. The Balanced Score Card translates organizational strategy into tangible objectives and measures, organized into four perspectives, viz.,

- (a) Financial, (b) Customer, (c) Internal Processes and (d) Employees & Learning.

The specimen of Balanced Score Card is attached.

#### ii) **KRA based Appraisal System**

It applies to employees at the level of Asst. Manager (M3) to Executive (M1). The KRA based system provides employees the role clarity and gives them a sense of direction. It outlines the key accountabilities / responsibilities of the employees and defines focus area of their role in a particular year. The performance measures under this exercise encompass the major areas of the employee's job and are aligned to department goals. The Appraisee and the Appraiser have to agree upon the performance measures and targets. The specimen of the Form used is attached.

#### iii) **Appraisal Rating Sheet**

It applies to employees at the level of Supervisory & Office Staff (O&S). The HR Manager prepares a detailed list of employees department-wise, eligible for Appraisal during the financial year and discusses with the immediate superior and the head of the department concerned for their performance rating in the Rating Sheet on a 5-point scale (5 being highest and 1 being lowest).

The entire Performance Management System is administered on-line through e-PMS module in the e-HR portal.

### V. RATING SCALE OF PMS

Performance of the employee assessed through any of the three instruments is determined on a five-point scale as given below.

Table 2-12: Scale for Performance Assessment of the Employees

Rating Level	Rating Title	Description
5	Outstanding	Performance that sets new standards
4	Very Good	Performance that is significantly better than what we expect
3	Good	Performance that is exactly what we are looking for
2	Average	Performance that is below expectations
1	Below Average	Performance that is much below standard

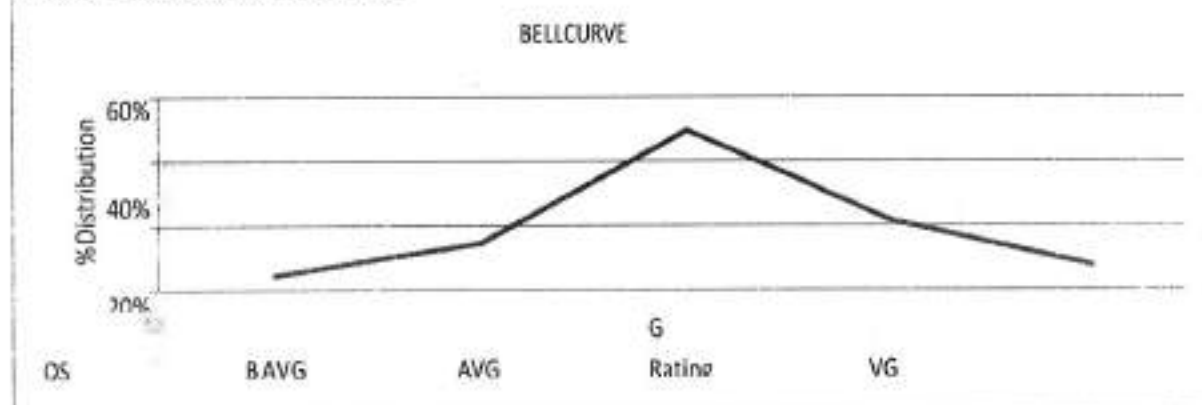
The principle of Bell Curve is followed as a normalization process of the ratings given to employees. This means that the performance of the majority of a given population will tend to gravitate towards the centre that is the "average" while the extremes would comprise of either the "Below Average" performers or "Outstanding" ones. The curve is primarily used as a control mechanism. The ratings given to employees through a particular instrument for a given section/ department should, by and large, conform to the following ratio:

Table 2-13: Percentage Distribution of Rating Scale

Rating	1	2	3	4	5
%Distribution	5	15	50	22	8

In an ideal situation the ratings given to employees in a section/ department and the Unit as a whole should correspond to a Bell Curve as given below:

Figure 3: Percentage Distribution Bell Curve



## VI. PROCEDURE OF PMS

The process begins with goal setting with focus on key deliverables. The business plan for the year determines the objectives for all the business units and the departments. The targets for all the business heads and functional heads are driven down from the business plan. Subsequently, the objectives are cascaded down for the employees in all divisions and functions.

Table 2-14: Goal setting Timelines for Employees

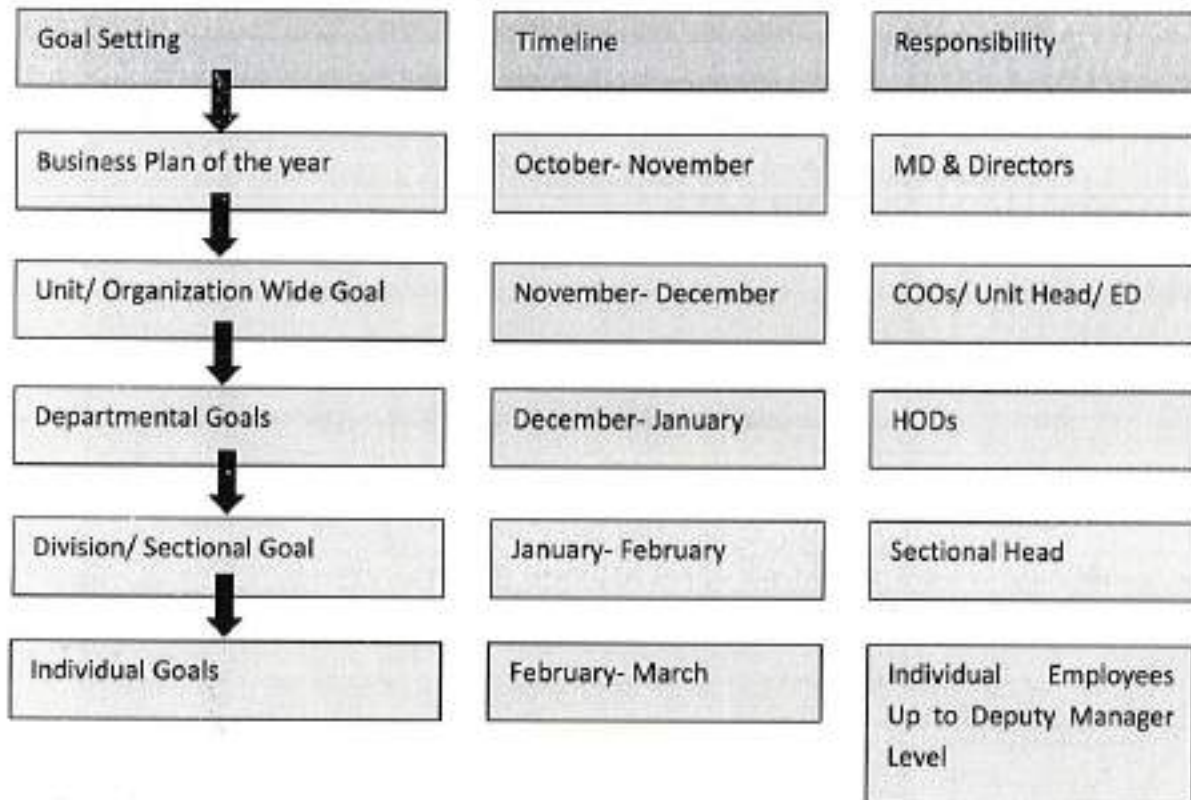
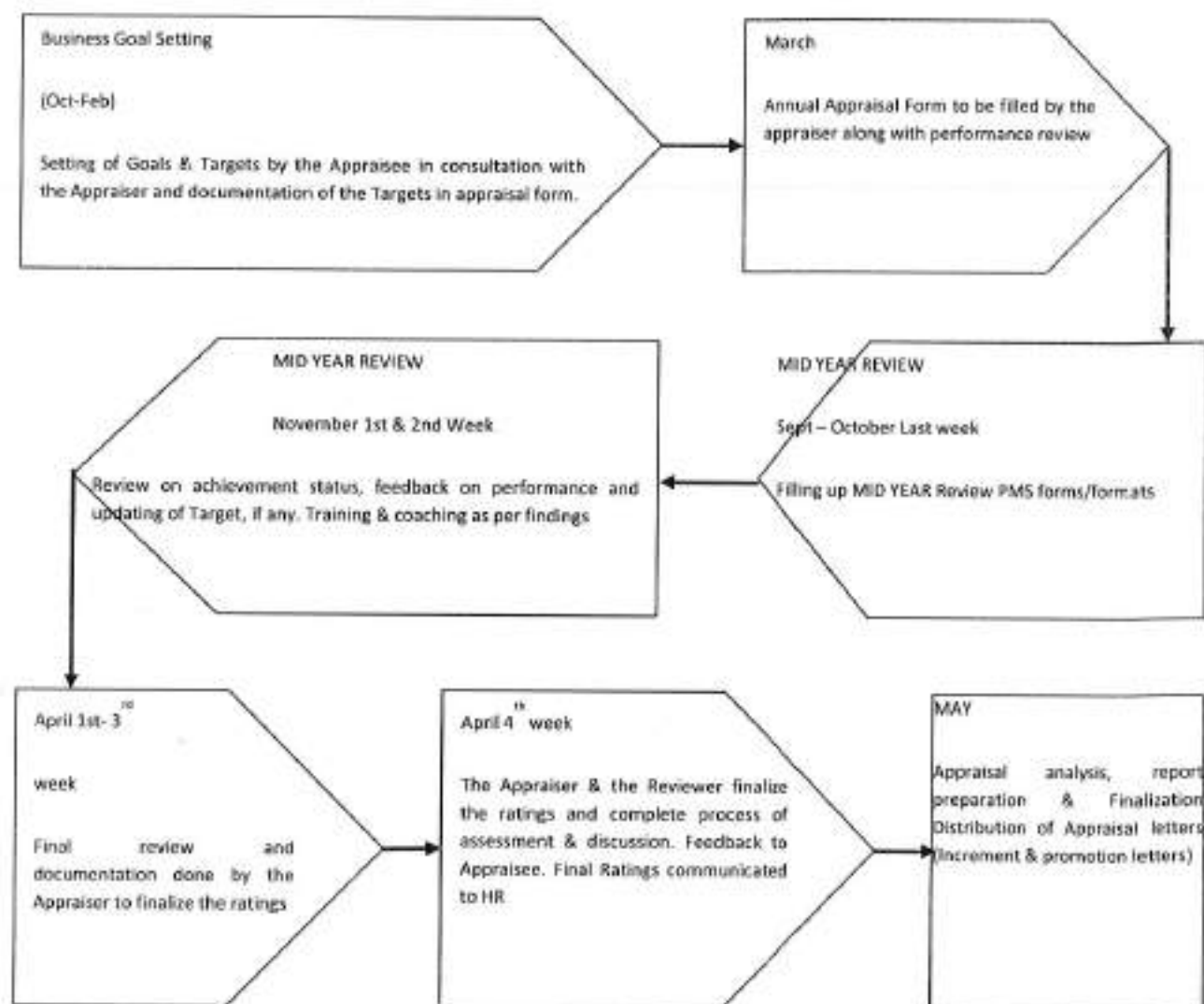


Table 2-15: PMS: Activity Table

Process	Activity	Completion target	Responsibility
Goal Setting & Performance Planning	Setting up Targets/ Goals Organizational, Departmental, sectional and Individual Goals	October-January	Appraisee, appraiser & reviewer
	Documentation of Targets & Filling up PMS Forms/formats	October February	Individual employees
	Submission to HR	March 2nd – 4th week	Appraiser
Midyear performance review	Filling up PMS Forms/ formats for Mid-year Review	September 1st week	Individual employees
	Mid-year review	October 3rd week	Appraisee, appraiser & reviewer
	Submission to HR	October 4th week	Reviewer
Feedback & Coaching	Feedback on performance and upadation of target	November 2nd week	Appraiser (Facilitation by HR)
	Coaching and mentoring for improvement	Continuous process	Appraiser (Facilitation by HR)
*Annual performance assessment	Filling up PMS Forms/formats for annual Assessment	March 1st week	HR dept.
	Annual assessment	April 3rd week	Appraisee, Appraiser & Reviewer
	Submission to HR	April 4th week	Reviewer
Normalization	Normalization	May 1st week	Performance Management Committee
	Preparation of Appraisal analysis report	May 1st week	HR dept.
	Finalization of appraisal sheet and increment	May 1st week	Final Accepting Authority
Acting on appraisal findings	Rewards and recognition (distribution of Increment & promotion letters)	May 3rd week	HR dept.
	T & D activities etc.	Continuous process	HR dept. & T&D dept

## VII. ACTIVITY CHART OF PMS

Figure 4: PMS Activity Chart



### 2.5.3.2 INCREMENT POLICY

**Objective:** To better overall performance through recognition of individual's contribution, bringing in accountability for individuals, promote teamwork and bring in focus on Company's success as a whole.

Excellent performance needs to be recognized and appropriately rewarded. Simultaneously, for non-performers areas of improvement need to be identified and necessary corrective action initiated.

Annual Increment is based on the following parameters:

- Individual performance
- Company's performance
- Last year's increment trends
- Industry trend

Increment is based on percentage increase in CTC and is disbursed once in a year. The range of percentage increase is decided taking the above factors into account. In cases of exceptional performance or where the Management feels it necessary, increase in CTC beyond the range may be considered. Refer Annexure 33 for Increment Letter.

### 2.5.3.3 PROMOTION POLICY

**Objective:** To reward potential of individuals.

**Process:** A promotion is a career opportunity for an employee that involves greater responsibilities and may also involve an increase in salary. Promotions of employees generally take place within their own Unit. However, depending upon business requirement an employee may be transferred and promoted to a position outside his own Unit / Department provided the employee possesses the requisite qualification and experience for the post. An employee has to complete at least Two years' service in his existing designation to be considered eligible for promotion to a higher position. Promotions will generally take place from 1st April along with grant of annual increments (specimen of the Promotion Letter is attached in Annexure 34). In cases of exceptional performance or where the Management feels it necessary, promotion out of turn may be considered.

## 2.5.3.4 REWARD & RECOGNITION

### 1. STAR PERFORMER OF THE MONTH

#### OBJECTIVE

The Scheme envisages objective selection of high performing employees at various locations as "Star Performer of the Month" (specimen of the Star Performer of the month is attached in Annexure 35) and reward them with the following objectives:

- Bring in achievement orientation amongst employees and thus creating an organization nurturing performance and innovation
- Reward & Recognition to high performers
- Recognize every employee as a valuable asset of the organization by participating in and celebrating his special moments.
- To view this Scheme as an effective way of increasing employee morale and motivation.

#### ELIGIBILITY

All permanent employees on the rolls of The Company of the level of Senior Manager (M-6) and below

#### METHODOLOGY

The following is the methodology for nominating and rewarding an employee as "Star Performer of the Month"

- i) The immediate superiors will observe during the month the work and conduct of their direct reports and identify the star performers based on the following seven attributes.
  - a. Job Performance
  - b. Job Knowledge
  - c. Cost Consciousness
  - d. Safety Consciousness
  - e. Reliability and Dependability
  - f. Inter-personal Relationship
  - g. Discipline
- ii) The employee(s), so identified will be rated jointly by the immediate superior/sectional head and the HOD on a scale of 1-3, where 1= Good, 2= Very Good and 3= Outstanding in the prescribed Nomination Form (specimen of the Nomination Form is attached in Annexure 35). In the event of a difference of opinion regarding nomination of an employee as "Star of the Month", the decision of the HOD will prevail.
- iii) The HOD will forward the Nomination Form, duly filled in, in a sealed envelope to the Head of HR/IR of the respective locations by 25th of every month. The prescribed Nomination Form is available in each



department under the custody of the HOD. If no nomination is being made in a particular month, intimation to this effect should be sent to the Head HR/IR by 25th of the month.

- iv) Head-HR/IR of the respective locations will collate the Nomination Forms received from all departments and prepare a department-wise list ranking the nominees based on their scores.
- v) There will be a Committee chaired by the Head of the Unit with the Head HR/IR and the HODs concerned as Members which will decide the "Star Performers of the Month". An executive of the HR/IR Department will be nominated as Secretary of the Committee who will provide the necessary secretarial assistance.
- vi) Once all the nominations are received the Committee will convene a meeting to select the "Star Performers of the Month" such that the selection is announced on the 1st of the month with the photographs of the winners displayed at conspicuous places. The selection should be unanimous. However, in the event of a difference of opinion the decision of the Head of the Unit will prevail. In case the nomination received more than 3 we have followed chit system for 3 top performer names.
- vii) The "Star Performers of the Month" are rewarded with a gift voucher/cash which at present is Rs. 2,100/- (Rupees Two Thousand One Hundred only) each which is presented by the Head of the Unit/Head of Department in the presence of other senior executives.
- viii) Once an employee is rewarded as "Star Performer of the Month", his re-nomination can be made only after a gap of three months.
- ix) If an employee is selected "Star Performer of the Month" four times in a year, he/she will be selected as "Star Performer of the Year" and rewarded with cash/gift voucher worth Rs. 5,100/- (Rupees Five Thousand One Hundred only).
- x) The photographs and details of the "Star Performers of the Month" should be sent to the Chief Corporate Communications, Mumbai, who will arrange to publish the same in Company's in-house publication, CIP.

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#### 2.5.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 2.5.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.



## 2.5.5.1 MP MEMORIAL COMMITMENT, INTEGRITY, LOYALTY (CIL) AWARD

## II. Objective

To promote the culture of Commitment, Integrity and Loyalty within the organization by rewarding employees who exhibit these attributes in their day-to-day work performance.

## III. Scope

Permanent employees on the rolls of the Company up to Deputy Manager across all levels and all units of Time Technoplast Group of Industries.

## IV. Quantum &amp; Frequency:

This reward is given once every quarter. The employees are rewarded with gift voucher or cash of Rs. 2,500/- along with a Certificate of Appreciation.

## V. METHODOLOGY

- i) The HOD will fill in the nomination form stating the specific example/s of how the nominee has demonstrated commitment, loyalty and integrity in the workplace and how the same has affected the business. The filled in nomination form must be sent latest by 25<sup>th</sup> of the third month of the quarter to the Head-HR/IR.
- ii) The Head-HR/IR of the respective locations will collate the Nomination Forms received from all departments and prepare a department-wise list of the nominees.
- iii) There will be a Committee chaired by the Head of the Unit with the Head HR/IR and the HODs concerned as Members which will decide the recipient of the award. An executive of the HR/IR Department will be nominated as Secretary of the Committee who will provide the necessary secretarial assistance.
- iv) Once all the nominations are received the Committee will convene a meeting to select the recipient of the award. The selection should be unanimous. However, in the event of a difference of opinion the decision of the Head of the Unit will prevail.
- v) The award will be presented by the Managing Director during his visit to the plant/unit.
- vi) An employee once rewarded under this category can be re-nominated only in the next financial year.
- vii) The photographs and details of the recipient of 'MP Memorial CIL Award' should be sent to the Chief Corporate Communications, Kolkata, who will arrange to publish the same in Company's in-house publication, Disha.

## 2.5.5.2 REWARD FOR OUTSTANDING SAFETY PERFORMANCE

## VI. OBJECTIVE

This reward scheme seeks to encourage and motivate the departments to improve their safety performance and is in addition to the rewards given to individual employees for their contribution to promote safety and other recognition measures prevalent in various Units.

**CATEGORIZING DEPARTMENTS:** For the purpose of this Scheme, the departments in a particular Unit shall be divided into three categories, namely, (A) Core operation and maintenance departments (B) Technical support services and (C) Support or staff functions. The categorization takes into account the difference in degree of difficulty with respect to safety hazards dependent on the processes and functions of each department.

**MEASUREMENT OF SAFETY PERFORMANCE:** The Safety Performance is measured in terms of the accident-free man-hours achieved by a department or a group of departments against a given target. Since the degree

of difficulty for the three categories of the departments mentioned above is different, the corresponding target for the department/s is also different. Lost time accidents including road accidents inside the plant will be treated as "accident" for this purpose.

While departments in Category "A" may compete for the reward based on their individual performance, those in Category "B" and Category "C" may be clubbed together since their individual manpower may be too small to fetch a reward within a reasonable period of time. Departments in Category "A" will be eligible to get the reward on achieving 0.25 million accident-free man-hours; Category "B" and Category "C" may become eligible for the reward on achieving 0.5 million and 1 million accident-free man-hours respectively calculated on the basis of their combined manpower strength.

**QUANTUM OF REWARD:** The quantum of reward is a picnic grant of Rs. 75/- (Rupees seventy five only) per employee. A department in Category "A" will be entitled to a picnic grant of Rs. 75/- multiplied by the men-on-roll in the department on achieving 0.25 million accident-free man-hours. The men-on-roll will be calculated on the day the department achieves the target. Further, for every additional 0.25 million accident-free man-hours such a department will be entitled to another picnic grant of Rs. 100/- per head.

Similarly, departments under Category "B" and Category "C" taken together will be entitled to a picnic grant of Rs. 75/- multiplied by men-on-roll in the two categories on the day they achieve 0.5 million and 1 million accident-free man-hours respectively. For every additional 0.5 million and 1 million accident-free man-hours achieved by Category "B" and Category "C" respectively they will be entitled to a picnic grant of Rs. 100/- multiplied by the men-on-roll on the day they achieve these mile stones.

**CALCULATION OF ACCIDENT-FREE MAN-HOURS:** For the purpose of calculating "accident-free man-hours", men-on-roll will be multiplied by 8 hours (of a shift) and again multiplied by number of days worked (80% of the total working days will be considered to account for leave, off etc.)

#### 2.5.5.3 REMUNERATION AND RECOGNITION FOR INTERNAL TRAINING FACULTY

##### VII. OBJECTIVE

Recognition of employees participating in designing and delivering in-house training sessions.

##### Procedure for Empanelment

- i) Every year, in the month of February, a Circular is issued by the Training Managers in the respective Units inviting applications, in a prescribed format, from employees who would like to serve as internal faculty. In addition, whenever an employee at Managerial level joins the organization, he/she is provided with the prescribed format for opting to become an Internal Faculty, if he/she so wishes.
- ii) Depending on the area of expertise, the faculties are invited to deliver training.
- iii) As per existing policy, payment of a remuneration of Rs. 300/- (Rupees Three Hundred only) is made per session ranging from one-and-half hours to two hours duration. The payment is made along with the salary for the month on advice from the Training Manager at the respective Units to the Pay-roll Section.
- iv) The performance of in-house trainers is assessed from time-to-time based on the feedback given by the participants. Those who secure less than 3 on a 1 – 5 point scale on three consecutive sessions are taken out of the panel; they may be considered for re-enrolment after six months.
- v) An annual function is organized to recognize the Best, Second Best and the Third Best Internal Trainers based on the number and quality of the training sessions conducted by them. The employees so nominated are felicitated with Cash Awards or Gifts of Rs. 10,000/-, Rs. 7,500/- and Rs. 5,000/- respectively and a Certificate of Appreciation by the Managing Director.

## 2.6 EMPLOYEE SENSE OF ENGAGEMENT

### 2.6.1 POLICY STATEMENT

TTL believes that the building employee engagement (and retention) starts from their first day at the office, when you introduce them to your company's culture through sharing the company's policies and procedures. A company's policies give employees an immediate sense of what the company stands for — its values, business ethics and personality. TTL looks forward for participation of employees in decision making processes for better ownership and engagement of employees.

The TTL group committed to creating a high performance work environment characterised by high levels of employee engagement. Where practicable, employees will be consulted over key aspects of the management of their working life and their involvement and feedback will be taken on board and seen as a pre-requisite for the successful implementation of initiatives.

### 2.6.2 OBJECTIVES

- Align Employees with the Organization's Goals and Values
- Increase in employee productivity
- Enhance Employees' Sense of Well-being Provide open and honest communication to employees on both business and individual performance
- Seek input from employees on important initiatives that impact on their role and work environment
- Seek employee views on a regular basis
- Collaborate on the development of business and individual objectives
- Carefully consider employee feedback and where appropriate act on suggestions offered and/or concerns raised
- Provide mechanisms for the investigation and resolution of grievances
- Improve Workplace Conditions that Drive Engagement
- Understand the Attitudes of your Employees
- Employee motivation

### 2.6.3 PROCEDURE

#### 2.6.3.1 BIRTHDAY GREETINGS TO EMPLOYEES

**Objective:** to greet employees on their Birthday

**Scope:** All permanent employees of the Company

**Procedure:**

- i) All permanent employees of the Company are greeted on their birthdays with a greeting from the HR.
- ii) Head of HR/IR in respective units prepares a list of employees with their date of birth falling during the calendar year and arrange for birthday greetings on the dates of their birth.
- iii) The Head of HR/IR will submit to the Chief-Corporate Communication every quarter the list of employees to whom greeting card and token gifts were handed over.

#### 2.6.3.2 LONG SERVICE AWARD & FAREWELL GIFT

**Objective:** To recognize long and meritorious service put in by employees and encourage them to plan long term association with the Company.

**Scope & Eligibility:** Permanent employees of Group Companies who have completed 10 and 15 years of service in the Company will be eligible for Long Service Awards as follows:

Table 2-16: Award Range: Years of engagement with company

Length of Service	Award
10 years	Rs. 10,000/- cash award or Gift
15 years	Rs. 15,000/- cash award or Gift

#### I. CALCULATION OF SERVICE:

The length of service for the purpose of Long Service Awards will be computed from the date of joining employment, subject to the condition that breaks up to 30 days or less between two stints of permanent employment will be condoned. The period of break will, however, be excluded for calculating the length of service.

- Short service up to a period not exceeding 30 days for a separating employee (retirement and death while in service) may be condoned to make an employee eligible to receive Long Service Award.
- Training period of an employee (GET, MT, DET etc.) will be considered as service for calculating the length of service where such training is immediately followed by regular employment on successful completion of training.
- Any period of leave-without-pay (LWP) in excess of 30 days either at a stretch or in aggregate taken in a calendar year will not be included as service.
- Employees with unsatisfactory service record having been suspended for proven acts of misconduct will not be considered eligible for Long Service Award. Such instances will be dealt with on a case-to-case basis. Further, an employee whose services are terminated for unsatisfactory service or misconduct will not be considered for Long Service Award.

#### II. PRESENTATION OF AWARDS

The presentation of Long Service Awards should be made on suitable occasions, such as Diwali, visit of Directors to the Units or any other departmental functions as follows:

Table 2-17: Presentation of Long Service Awards

Grade	Awards to be given by
All Grades	MD/Directors / CEO/COO/President/Unit Head

#### III. PROCEDURE FOR PROCUREMENT AND DISTRIBUTION OF LONG SERVICE AWARDS

The entire process of procurement and distribution of Long Service Awards will be facilitated by the HR Department at Corporate Office and the respective locations.

- The HR Department will prepare a list of employees completing the required number of years of service and eligible to receive Long Service Awards at the time of Diwali Occasion.
- Based on the list so prepared, the HR department will raise indent for procurement of wrist watches or silver Coin with inscription.
- In addition to procuring the Awards, the HR Department will also prepare Long Service Award Certificate in the prescribed format. The Certificate duly signed should be handed over along with the Long Service Awards



- iv) It will be the responsibility of HR Department to organize Long Service Award functions on suitable occasions in such a manner that no employee waits longer than a month to receive the Award which has already become due to him.
- v) While arranging the function, care should be taken to ensure that sufficient number of colleagues of the Long Service Awardees are present at the function. A citation should be prepared and read out at the function and arrangements made for refreshment and photography. A photograph duly framed should be given to the employee concerned after the function. Arrangement should also be made for publication of the photograph in the Company's house magazines with the assistance of **Corporate Communication Department**.

#### IV. FAREWELL GIFT AND LETTER TO RETIRING EMPLOYEES

Permanent employees who retire from the services of the Company after completing continuous service of at least five years or more are presented Farewell Gifts and issued Farewell Letters. Farewell Gifts: Gift Vouchers of the following value are awarded to employees depending on their level and grade:

**Table 2-18: Employee Levels: Entitlement for Farewell Gifts**

Grade	Designation	Amount
V2 and above	Vice Presidents and above	Rs. 10,000/- or Gift
V3 to M1	AVP / Sr.GM / GM	Rs. 7,500/- or Gift
M-2 to M-5	DGM/AGM/Sr. Manager/Manager/Deputy Manager	Rs. 5,000/- or Gift
M-6 and below	Assistant Manager and below	Rs. 3,000/- or Gift

**Presentation of the Awards:** Heads of HR/IR at the respective locations will prepare a list of retiring employees every three months and arrange Gift Vouchers of appropriate value. It is also their responsibility to ensure that the Farewell Gift is awarded to the retiring employee, as far as possible, on the last working day by the Head of the Department concerned in the presence of other employees in a formal function. In the event it is not possible to award the Farewell Gift for any reason to the retiring employee, an amount equivalent to the Gift Voucher should be paid to the retiring employee along with his Full & Final Dues.

**Farewell Letters:** Farewell Gifts to retiring employees should be accompanied by a Farewell Letter to be issued by the following authorities in the prescribed format (Refer sample Farewell Letter in Annexure 37)

**Table 2-19: Employee Level: Farewell letters Issuance**

Grade	Designation	To be issued by
M1 and above	GM and above	MD/Directors
M2 and below	DGM and below	CEO/COO /President/Unit Head

**Preparation of Farewell Letter:** As in the case of Farewell Gifts, it will be the responsibility of Head HR/IR of respective locations to have the Farewell Letters prepared and signed by the respective authorities sufficiently in advance so that the Gifts are presented along with the Farewell Letter.

#### 2.6.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 2.6.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.

## 2.7 COMPANY POLICY/COMPLIANCE

### 2.7.1 POLICY STATEMENT

TTL is committed to compliance with all relevant laws (acts and regulations), standards, codes, and policies. TTL believes that is required to comply with numerous obligations relating to its key activities and stakeholders, and effectively integrate these into day-to-day operations. Compliance is fundamental to the organization for achieving its strategic, operational and business objectives, and good governance. This Policy is also consistent with the safe workplace which upholds the organization's commitment to the highest standards of excellence, integrity and ethical behaviour.

### 2.7.2 OBJECTIVES

This policy demonstrates TTL group's commitment to compliance. It Support and facilitates good governance, through a proactive approach to compliance management. This helps to develop and promote a culture that values compliance across the organization and enable continuous improvement in compliance, in order to effectively meet the needs of the organization

### 2.7.3 PROCEDURE

#### 2.7.3.1 POLICY ON RECORD KEEPING


Factory HR is responsible to obtain copies of the local labour laws and any regulations relating to health, safety and environmental requirements and have to report to TTL Head (Corporate HR department) for any support required. The factory management system includes the guidelines on basic systems of record keeping and personnel filings. All records are maintained on site and can be accessed in a convenient and timely manner. Factory HR will update the obtain copies of the local labour laws and any regulations relating to health, safety and environmental requirement in Legal Tracker Software (Lexcare) and corporate audit team confirm the compliance on monthly basis. Human Resources/Personnel are responsible for supervising the labour and HSE management systems.

### 2.7.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

### 2.7.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required.



## C. Key Policies for Workers



**3. KEY POLICIES FOR WORKERS****3.1 SCOPE**

This section is for policies strictly for company workers (U1 to OA3) and other categories of workers (if expressly listed below) at all sites of TTL. Any amendment shall be put as annexure to the policy.

**3.2 POLICY ON RECRUITMENT OF WORKERS****3.2.1 POLICY STATEMENT**

It is TTL's commitment to have fair, non-discriminatory, ethical and transparent recruitment process. This policy is applicable to all the units of TTL Group.

**3.2.2 OBJECTIVE**

To streamline the procedure of the workers' recruitment in the TTL Group.

**3.2.3 PROCEDURE**

Respective Unit/Factory HR department to plan recruitment as per following guidelines.

- For assembly, worker/ operator should be recruited & they have to undergo colour blindness test and hand movement test to ascertain their suitability
- Concerned department will forward the requirement of manpower to corporate HR duly approved by Head – Manufacturing. Factory HR will check the requirement against Manpower Budget.
- Factory HR will arrange for Bio-Data from its own data bank or other sources. As far as possible, operator should be recruited through reference of an existing employee, who would assure his/her conduct and past record and will give declaration in the prescribed format
- Candidates, who successfully clear the first round of interview, will undergo practical skill test. For skill test, skill machine/equipment should be used. Practice is allowed to the candidate for operation of machine for ten minutes. The skill machine should be designed to test one's concentration and coordination of eyes and hands.
- Candidates who clear the skill test should be called for final interview by selection committee. Selection committee to consist of concerned Departmental Head along with Factory HR Head
- An appointment letters will be issued to all operators upon joining.
- The period of probation will be 6 months.
- The need to extend the probationary period beyond 6 months can only arise in the case of an average or mediocre performer who needs to be given "another chance".
- Department Head may extend the probationary period up to a maximum of three months for two times.
- In case of temporary workers, these "Temporary Operators" will be entitled to EL / CL / SL as applicable to regular operators. i.e. EL - 15, CL - 7, SL (If no ESI) - 7.

- During the period of 6 months, their performance shall be judged for confirmation of decision at the end of the 6 months. Salary for the Temporary operators will be finalized at the time of increments in the month of April every year.
- These "Temporary Operators" will also be entitled to ESI & P.F. as applicable to regular employees.
- Temporary Employees will be provided canteen/bus facility as provided to permanent employees.
- Bonus will be given to temporary operators as per Bonus act.
- NOTICE PERIOD: For all probationary appointments, the notice period should be 15 days on either side.

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#### 3.2.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 3.2.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required. (Monitoring by Internal Compliance Committee)



### 3.3 POLICY ON RECRUITMENT OF CONTRACT WORKMEN/OPERATOR AND CONTRACTOR

#### 3.3.1 POLICY STATEMENT

Policy aims to ensure fair hiring of contractors and contract workers. This policy states TTL commitment towards ensuring compliance to legal laws with respect to national laws. TTL is committed to non-discriminatory practices between company appointed labourers and contract labourers.

#### 3.3.2 OBJECTIVES

- To ensure fair and ethical hiring of contract workers
- To ensure legal compliances of contractors
- To ensure non- discriminatory practices for contract workers

#### 3.3.3 PROCEDURE

Contractor Manpower shall be engaged as per Contract Labour Act. The following points to be checked, in accordance with the Act:

- Valid registration number of the contractor from labour department.
- Engage contractors who are included in registration.
- The Contractor should have valid Registration licences, under the Contract Labour Act, PF Act and ESI Act.
- There must be a valid agreement between the Employer and the contractor.
- Factory HR has to check whether the Contractor has made the payment to his people and has filed the statutory return on a monthly basis. No bill will be paid without attaching PF, ESI, etc. deposit challans of previous month's payment.

For detailed policy, refer Contract Worker Management Manual.

#### 3.3.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 3.3.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required. (Monitoring by Internal Compliance Committee)

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### 3.4 LEARNING AND DEVELOPMENT

#### 3.4.1 POLICY STATEMENT

Through our Learning & Development (L&D) platform we provide opportunities for all workmen to maintain and develop capabilities, assisting them to achieve their career goals and ensure that TTL has a workforce that can be deployed to successfully deliver on the Group's business strategy.

Sec.7A of the Factories Act stipulates the duties of occupier in general. Clause (c) of Sub-section (2) of section 7A requires that the occupier shall provide information, instruction, training and supervision as are necessary to ensure the health and safety of all workers at work. The Factory Rules of the States enumerate various health and safety measures for the safety and welfare of the workers. The following trainings are mandatory for factory workers:

- i) Health & Safety Training
  - Fire & safety
  - First aid training
  - Electrical safety training
  - Hazardous communication training
  - Elements of Safety Program
- ii) Behavioural Trainings
  - Supervisory effectiveness training
  - Leadership development trainings
  - Communication trainings
  - Workplace violence
  - Stress Management
- iii) Regulatory Compliance Trainings
  - Prevention of sexual harassment training
  - Grievance Redressal Mechanism training
  - Employee Benefits training
  - Works Committee training

#### 3.4.2 OBJECTIVES

TTL believes that a workforce that is supported in ongoing learning and capability development is best equipped to:

- Meet the challenges of a highly dynamic work environment;
- Deliver high performance in a sustainable fashion; and
- Mitigate business continuity risks by having a pool of skilled internal candidates for promotion.

#### 3.4.3 PROCEDURE

TTL recognises that L&D costs must – like any other cost – be managed prudently and as a result provides a budget that is distributed between centrally provided L&D, manager directed learning and external education assistance. The TTL is committed to ensuring that 100% of eligible TTL workers have a Development Plan in place and takes steps to achieve this by 31<sup>st</sup> December of each calendar year. For

individuals with a Development Plan already formulated, TTL aims to ensure that it is being actioned and seeks evidence of progress (including recommending development conversations between individuals and managers at least twice a year during the mid and new development planning annual cycle).

L&D framework is built upon how individuals internalise and apply what they learn based on how they acquire the knowledge through the 70/20/10 approach that describes how learning occurs:

- 70% from experience - real life and on-the-job experiences, tasks and problem solving;
- 20% from exposure - feedback and from observing and working with role models, mentors and coaches; and
- 10% from education - formal training.

Managers are responsible for:

- Supporting and encouraging employees to put in place and act on individual Development Plans;
- Identifying capability gaps in individuals and working with them and/or Learning & Development to implement solutions;
- Managing resources accordingly to allow individuals to undertake necessary development;
- Ensuring that development outcomes are achieved and that there is an appropriate return on the development investment evident in on the job contribution and performance

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#### 3.4.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 3.4.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required. (Monitoring by Internal Compliance committee)



### 3.5 SOCIAL WELFARE POLICIES

#### 3.5.1 POLICY STATEMENT

This Policy aims to provide rules and regulations of welfare to staff and workers (categories of workers are as expressly listed for subsections of the policy) at plants. As per our social welfare policy we try to provide a safe environment and mitigate risks for our employees.

#### 3.5.2 OBJECTIVES

The objective of the social welfare policies is summarized below:

- To provide guidelines for providing welfare facility for employees/ workers working at sites/factories at TTL
- To provide better life and health to the workers
- To make the workers happy and satisfied
- To relieve workers from industrial fatigue and to improve intellectual, cultural and material conditions of living of the workers

#### 3.5.3 PROCEDURE

##### 3.5.3.1 GROUP PERSONAL ACCIDENT INSURANCE POLICY

The Company contributes to a Group Personal Accident Insurance Policy in respect of permanent staff and workmen on the rolls of any of the Units of the Company. Contract staff or workmen are not covered under Group Personal Accident Insurance Policy. The Policy provides for payment of compensation to an employee in the event of his/her meeting with an accident, except under circumstances listed in the Policy. The "sum insured" is individualized and actual compensation is dependent upon the nature of disability suffered by the employee insured. The scheme is centrally handled by the HR Department, Corporate Office at Mumbai. Along with the group insurance policy, all workers regardless of their permanent or temporary nature of work, benefits from the ESIC scheme as well. The salient features of the Policy are as follows:

##### I. BENEFIT UNDER THE POLICY / CLAIM DOCUMENTS & PROCEDURE

The benefit payable to or in favour of the Insured Person will be as per the following Categories but not exceeding the Capital Sum Insured the details of which are available with the Corporate Office, Mumbai. The list of Insured Persons and the Capital Sum Insured are available with the Heads of HR of each Unit.

- i) **Death:** The Capital Sum Insured (100%) will be paid if the death of the Insured Person is within a period of twelve months from the date of bodily injury, and such bodily injury is the sole and direct cause of the death of the Insured Person.
- ii) **Permanent Total Disablement (PTD):** If such injury shall within twelve months of its occurrence be the sole and direct cause of the total and irrecoverable loss of
  - a) Sight of both eyes, or of the actual loss by physical separation of two entire hands or two entire feet, or one entire hand and one entire foot, or of such loss of sight of one eye and such loss of one entire hand or one entire foot, then the Capital Sum Insured (100%) as applicable to such Insured Person.
  - b) Loss of use of two hands or two feet, or of one hand and one foot, or of loss of sight of one eye and loss of use of one hand or one foot, then the Capital Sum Insured (100%) as

applicable to such Insured Person.

- c) The sight of one eye, or of the actual loss by physical separation of one entire hand or one entire foot, then fifty percent (50%) of the Capital Sum Insured as applicable to such Insured Person.
  - d) Total and irrecoverable loss of use of a hand or a foot without physical separation then fifty percent (50%) of the Capital Sum Insured as applicable to such Insured Person.
  - e) Note: For the purpose of clause (c) and (d) above, physical separation of a hand or foot means separation of hand at or above the wrist, and of foot at or above the ankle.
  - f) If such injury shall as a direct consequence thereof, immediately, permanently, totally and absolutely, disables the Insured Person from engaging in being occupied with or giving attention to any employment or occupation of any description whatsoever, then a lump sum equal to hundred percent (100%) of the capital sum insured as applicable to such Insured Person.
- iii) **Permanent Partial Disablement (PPD):** If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and/or partial irrecoverable loss of use or the actual loss by physical separation of the following then the percentage of the Sum Insured payable to such Insured Person is in the manner indicated below. (Refer Annexure 38 Percentage of Capital Sum Insured for Permanent Partial Disablement)
- iv) **Temporary Total Disablement (TTD):** If such injury shall be the sole and direct cause of the temporary total disablement, then so long as the insured person be totally disabled from engaging in any employment or occupation of any description whatsoever, a sum at the rate of one percent (1%) of the Capital Sum Insured will be paid per week, but in any case not exceeding Rs.5000/- per week, under all policies.  
Provided that the compensation payable under the forgoing clause shall not be payable for more than 100 weeks in respect of any one injury calculated from the date of commencement of disablement and in no case shall exceed Capital Sum Insured as applicable to such Insured Person.
- v) **Medical Expenses:** Medical Expenses payable on actual not exceeding 40% of above benefits(ii, iii, iv, v) subject to a maximum of Rs 50,000/- or 10% of sum insured whichever is less triggered only when claim is admissible under above benefits (ii, iii, iv, v).
- vi) **Carriage of Dead Body:** In the event of death of the Insured Person due to accident as defined in the policy outside his residence, the Company shall reimburse in addition to the amount payable under clause (i) above, expenses incurred for transportation of Insured's dead body to the place of residence subject to a maximum of 2% of Capital Sum Insured or Rs.2,500/-, whichever is less.
- vii) **Children's Education Grant:** In the event of death or permanent total disablement of the Insured person due to accident as defined in the policy, the policy shall also pay the following amount as education grant for dependent children of the Insured.
- One dependent Child (Below age 25 years) 10% of Capital Sum Insured subject to maximum of Rs. 10,000 /-
  - More than One dependent child (Below age 25 years) 10% of Capital Sum Insured subject to maximum of Rs. 20,000 /-
- viii) **Claim Procedure:** Upon the happening of any event giving rise or likely to give rise to a claim under the Policy:

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- a) The Head HR/IR of the Unit shall give immediate notice thereof in writing to the Corporate HR, Mumbai for lodging claim to the Insurance Company.
- b) The Insured shall deliver to the Company, within 14 days of the date on which the event shall have come to his knowledge, a detailed statement in writing as per the claim form and any other material particularly relevant to the making of such claim.
- c) The insured shall tender to the Company all reasonable information, assistance and proofs in connection with any claim hereunder.
- d) Claim Documents: The Head HR/IR will be required to furnish the following to the Corporate HR, Mumbai in support of a claim:
  - Duly completed claim form
  - Doctor's Report
  - Post Mortem Report & Police report, wherever necessary
  - Death certificate, wherever necessary
  - Medical Bills, wherever applicable

In no case whatsoever, shall the company be liable, for any expenses after the expiry of 30 days from the date of completion of treatment, unless the claim is the subject of pending action or arbitration; it being expressly agreed and declared that if the Company shall disclaim liability for any claim hereunder and such claim shall not within 12 calendar months from the date of disclaimer have been made the subject matter of a suit in court of law then the claim for all such purposes be deemed to have been abandoned and shall not thereafter be recoverable hereunder. (For any further clarification about the provisions of the Policy the Corporate HR, Mumbai may be consulted).

### 3.5.3.2 EMPLOYEES STATE INSURANCE ACT, 1948

The employees of factories/ establishments, that fall within the ambit of coverage, and earning wages not exceeding Rs. 21,000/- per month (Rs. 25,000/- per month in case of persons with disability) are covered under the ESI Scheme. For further details, refer to <https://www.esic.nic.in/attachments/files/fag.pdf> & <https://www.esic.nic.in/publications>

#### I. BENEFITS UNDER THE ESI SCHEME

- i) Medical Benefit
- ii) Sickness Benefit (SB):
  - a. Temporary Sickness Benefit
  - b. Extended sickness Benefit (ESB)
  - c. Enhanced sickness Benefit
- iii) Maternity Benefit
- iv) Disablement Benefit
  - a. Temporary disablement benefit (TDB)
  - b. Permanent disablement benefit (PDB)
- v) Dependents' Benefit (DB): In case of death, as a result of employment injury, the dependents of an insured person are eligible for periodical payments. Pension at the rate of 40% more than the Standard Benefit Rate will be paid periodically to widow (s) and children in accordance with the prescribed share. An eligible son or daughter is entitled to dependent's benefit up to the age of 18 without any proof of education; the benefit is withdrawn if the daughter marries earlier.
- vi) Funeral Expenses: Funeral benefit is a cash payment payable on the death of an insured person towards the expenses on his funeral, the amount not exceeding Rs.10, 000/-.

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#### 3.5.3.3 EMPLOYEES GROUP ACCIDENTAL SCHEME

All staff of the company/establishments are covered under the GPA Scheme. All company workers & contract workers, other than those covered under ESIC, are covered by Workmen Compensation policy in various Pan India locations.

##### I. DEPENDENTS' BENEFIT

In case of death, as a result of employment injury, the dependents of an insured person are eligible for 100 times of last drawn Basic Salary as Compensation.

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#### 3.5.3.4 EMPLOYEES COMPENSATION ACT, 1923

An employee not covered under ESI Scheme is governed by the Employee Compensation Act 1923.

##### I. DEPENDENTS' BENEFIT AND PROCEDURE

- i) In case of death an amount equal to 50% of the monthly wage multiplied by the relevant factor as given in Schedule IV of the Act or Rs. 80,000/- whichever is more.
- ii) In case of permanent total disablement, it is 60% or Rs. 90,000/- whichever is more and
- iii) In case of permanent partial disablement, the compensation payable is proportionate to the disability arrived at as per (ii) above.

In case of permanent partial disablement, the compensation payable is proportionate to the disability arrived at as per (ii) above.

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#### 3.5.3.5 PROCEDURE

As mentioned in Compensation policy in Section 1 (Common HR Policies for Staff and Workers).

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#### 3.5.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

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#### 3.5.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required. (Monitoring by Internal Compliance Committee).



### 3.6 COMPANY POLICIES AND COMPLIANCES

#### 3.6.1 MINIMUM WAGES POLICY

##### 3.6.1.1 POLICY STATEMENT

As TTL, we are committed to ensure rights of workers and hence we are also committed to ensure minimum wages to all our workers.

No regular or contract employee shall be paid less than the minimum wage. Employees shall be paid minimum wages as applicable including revisions from time to time in each state or more as determined by management in accordance with the skill and seniority of the employee. The determination of minimum wages as part of the total salary will be in line with the EPFO requirements and other relevant judgements. The overtime payment will be calculated in line with the applicable minimum wages.

##### 3.6.1.2 OBJECTIVES

- The minimum wages applicable to the different states in India are applicable
- It is the responsibility of the Factory HR Heads to have up-to-date information of the minimum wages applicable to the employees working under their units
- The impact of minimum wages changes shall be incorporated during appraisal and increment

##### 3.6.1.3 PROCEDURE

As mentioned in Compensation policy in Section 1 (Common HR Policies for Staff and Workers).

##### 3.6.1.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

##### 3.6.1.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required. (Monitoring by Internal Compliance Committee).



### 3.6.2 WORKING CONDITIONS

#### 3.6.2.1 POLICY STATEMENT

AT TTL, all workers are treated with respect and dignity and provide them with a safe and healthy environment. Workers must not be subjected to corporal punishment or any other form of physical, psychological, sexual or verbal harassment. Any form of harassment is zero tolerance issue at TTL.

#### 3.6.2.2 OBJECTIVES

- To provide safe work environment to all workers
- To provide a platform for complaint, suggestions and improvement
- To improve employee engagement

#### 3.6.2.3 PROCEDURE

- We shall comply with all applicable laws and regulations relating to working conditions, including workers' health and safety.
- Lighting must be adequate in all areas.
- All work areas shall be well ventilated and have windows, fans, air conditioners or heaters.
- We shall have sufficient, clearly marked, accessible exits which allow for orderly evacuation of workers in case of any emergency.
- We shall have adequate fire alarm systems. Fire extinguishers must be appropriate to the types of possible fires in the various areas of the factory; It must be regularly maintained and charged, the date of last inspection must be displayed and it must be mounted so they are visible and accessible in all areas.
- We shall conduct evacuation drills annually.
- Machinery used in factories must be equipped with operational safety devices and must be inspected and serviced on a regular basis.
- We shall provide drinkable water for all workers and must allow reasonable access to it throughout the working day.
- We shall have well-stocked first aid kits and employees trained in basic first aid. A procedure must be in place for handling injuries that require further medical evaluation and/or hospitalization.
- We shall maintain clean and sanitary toilet areas that are available to employees throughout their working hours. Will ensure that there must be no unreasonable restrictions on their use.

#### 3.6.2.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 3.6.2.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/law as and when required. (Monitoring by Internal Compliance Committee).



### 3.6.3 OVERTIME POLICY

#### 3.6.3.1 POLICY STATEMENT

TTL is committed to upholds rights of all workers (company workers as well as contract workers (or any other category of worker listed in categories of workmen under definitions)), hence it prohibits any overtime (OT) beyond legal limits. As per its overtime policy, TTL commits to pay overtime at double the normal wages or ordinary wages for extra working hours beyond the normal working hours (8 hours in a day and 8.5 hrs in general shift). This policy is to also ensure distribution of overtime in non-discriminatory manner.

#### 3.6.3.2 OBJECTIVES

- To ensure legal OT is not crossed
- To ensure OT is allocated in non-discriminatory manner
- To ensure payment of OT at double the normal wages or ordinary wages for extra working hours beyond the normal working hours (8 hours in a day and 8.5 hrs in general shift).

#### 3.6.3.3 PROCEDURE

If a worker works in a factory for more than nine hours in any day or for more than forty-eight hours in any week, she/he shall, in respect of overtime work, be entitled to wages at the rate of twice their ordinary rate of wages.

- the total number of hours of work in any day shall not exceed 9 hours
- the spread over inclusive of intervals for rest, shall not exceed 10 hours in any one day
- the total number of hours of work in a week, including overtime, shall not exceed sixty
- the total number of hours of overtime work shall not exceed 48 for any one quarter
- the workers are entitled to receive at least one day off during each seven day period

#### 3.6.3.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 3.6.3.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required. (Monitoring by Internal Compliance committee)



### 3.6.4 MIGRANT WORKER POLICY

#### 3.6.4.1 POLICY STATEMENT

TTL is committed to an organizational culture which implements a policy of support for workers of any Geographical Region, State, Race, Community, Religion, Country to work with equal opportunity in organization based of his or her skill. TTL employees workers from all over India and hence it is our commitment to ensure compliance to local laws to ensure rights of workers as well as to provide them protection.

#### 3.6.4.2 OBJECTIVES

TTL seeks to identify, asses and manage migrant workers impacts within TTL spheres of influence and activities in line with national law and ILO framework.

#### 3.6.4.3 PROCEDURE

1. The migrant workers at TTL will be treated as per ILO's Declaration on Fundamental Principles and Rights at Work, including non-discrimination, prohibition of child and forced labour, and freedom of association and the right to engage collective bargaining.
2. Suppliers and Contractors to establish and maintain appropriate procedures to evaluate and select major suppliers and contractors, based on TTL's migrant workers and social policies, and to monitor their performance where appropriate. These processes should be in compliance with The Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979.  
Also, to advance the application of the ILO Declaration on Fundamental Principles and Rights at Work through engagement and collaboration where necessary.
3. To respect the cultures, customs and values of the people in communities in which TTL operate.
  - To contribute, within the scope of TTL capabilities, to promote the fulfilment of migrant workers through improving economic, environmental and social conditions and serve as a positive influence in communities in which TTL operate.
  - To seek to have open dialogue with stakeholders and participate in community engagement activities.
  - To aim to ensure the provision of security is consistent with international standards of best practice and the laws of the countries in which TTL operate, using security services only where necessary and requiring the use of force only when necessary and proportionate to the threat.

#### 3.6.4.4 DESIGNATED AUTHORITY

All business unit heads are responsible along with HR for implementing this policy.

#### 3.6.4.5 REVIEW AND MONITORING

This policy may undergo change after review by management and as per revision of act/ law as and when required. (Monitoring by Internal Compliance Committee).

### 3.6.5 CHILD LABOUR POLICY

#### 3.6.5.1 POLICY STATEMENT

Time Technoplast Ltd as a part of its corporate vision believes in compliance with all applicable statutory laws and as a part fulfilment of this will always ensure not to engage any child labour as defined under various legislations. TTL has strict zero tolerance towards child labour and strictly allow no worker of less than 18 years of age.

**3.6.5.2 OBJECTIVES**

To prohibit child labour employment in TTL and not to support use of Child Labour.

**3.6.5.3 PROCEDURE**

- Ensure to ascertain the age right at the time of employing any person and retain the documentary proof of birth certificate/SSC/PAN/Aadhaar card/Voter card by all the personnel deployed within our premises.
- The minimum age for recruitment for all levels of employees shall be 18 years and above.
- TTL shall establish, document, maintain, and effectively communicate to personnel and other interested parties, policies and written procedures for remediation of children found to be working in situations which fit the definition of child labour above.
- It is ensured that any contract employees engaged through contractors and working in company office/farms/plants shall also be above the minimum age set by TTL.
- At the time of employment, it is ensured that all employees are above or at least of minimum age as set by TTL. This is ensured by checking the age of all employees from age records as evidenced by birth certificates, PAN/Aadhaar card/Voter card, school records or certificate of age proof from a certified Dental surgeon.
- TTL retains a copy of the document submitted by the employee as proof of age, after suitable verification, in the personnel file.
- At the time of employment, TTL also obtains signed application forms from the employee stating among other things his/her age and date of birth.
- If there are any cases of violation concerning issues related to child labour, such cases shall be investigated and suitable remedial action shall be initiated as per provisions of the act.
- In the absence of certificate of age, can be referred for decision of prescribed medical authority.
- Display of abstract of Section 3 pertaining to said act prohibiting employment of children and the provision for penalties.

**3.6.5.4 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

**3.6.5.5 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/ law as and when required. (Monitoring by Internal Compliance Committee).



**3.6.6 BONDED LABOUR, HUMAN TRAFFICKING AND FORCED LABOUR POLICY****3.6.6.1 POLICY STATEMENT**

TTL Group prohibits using forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise. No employee may be compelled to work through force or intimidation of any form, or as a means of political coercion or as punishment for holding or expressing political views.

**3.6.6.2 OBJECTIVES**

To ensure by no means any worker/s (company or contractor) are associated with TTL in form of bonded or forced labour.

**3.6.6.3 PROCEDURE**

- TTL provides appointment letter in local language/ language understood by the workers to ensure that they understand their terms of employment.
- TTL ensures correct communication of policy by contractor and labour agent in case of hiring.
- TTL internally audit our workplaces for unfair employment practices and any potential situation of exploitation, including forced labour.
- TTL ensure our supplier and contractor agreement mentions of forced/ bonded/trafficked labour as zero tolerance issue.
- TTL ensures every employee contract or company has direct access to local HR to ensure workers are not subjected to any type of forced labour or bonded labour.

**3.6.6.4 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

**3.6.6.5 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/law as and when required. (Monitoring by Internal Compliance Committee).



**3.6.7 POLICY ON DORMITORY, LIVING CONDITIONS AND SECURITY****3.6.7.1 POLICY STATEMENT**

TTL ensures, workers are treated with respect at their workplace as well as their living spaces provided by TTL. TTL ensure workers have safe, secure and hygienic living condition in accommodation provided by the company.

**3.6.7.2 OBJECTIVES**

- Ensure respectful and dignified living space
- Ensure clean and hygienic living space
- Ensure secure living space

**3.6.7.3 PROCEDURE**

- Where the factory has dormitories, migrant workers are given a choice of living in the factory dormitories or outside. Information regarding accommodation and transport options to and from the factory should be provided by the factory.
- The TTL Group Health & Safety Guidelines (Refer Annexure 39) regarding dormitory conditions should be observed.
- The factory should maintain good communication with local police or public security regarding the presence of migrant workers in the factory and local community, to avoid any unnecessary detention or harassment against migrant workers by the local authorities.
- Some factories have adopted the practice of issuing workers with special identity cards that demonstrate to the satisfaction of the police that they belong to the factory and are legal workers. This means that workers do not need to have their passport, work visa or other identity documents on them at all times. Communicate with, and provide guidelines to, workers on how to react if they are stopped by police and clarify how the factory will support them if they run into any difficulty.
- The factory recognizes workers' religious observance and customs, and provides the necessary space for prayer or other religious activities, which may also involve allowing workers time off during working hours.
- Factory and dormitory canteens should take into account any dietary needs of the migrant workers in meal planning, related to religious or health requirements.

**3.6.7.4 DESIGNATED AUTHORITY**

All business unit heads are responsible along with HR for implementing this policy.

**3.6.7.5 REVIEW AND MONITORING**

This policy may undergo change after review by management and as per revision of act/law as and when required. (Monitoring by Internal Compliance Committee).

