

## **21. Disciplinary actions policy**

- The Company treats each employee with dignity & respect and has never adopted any unfair practices of corporal punishments, threats of violence or other form of sexual, mental, physical & verbal harassment or abuse.
- If so required, disciplinary action for any misconduct or misbehavior on the part of employee is taken as per the standing orders.

## **22. Working Hours Policy**

Each staff member should adopt standard work hours. The normal Workweek will be Monday to Saturday from 9.30 AM till 6:00 PM or as per the attendance policy published by HR. Staff members are allowed up to One hour for a lunch break. It should be taken between 1.00 PM and 2.00 PM. While there is official lunchtime for the department, staff members should arrange their lunch schedules to ensure that someone will be present to respond to telephone calls or visitors to the Office. Every employee is expected to attend work regularly and report to work on time. Requests for leave should be submitted to the Concerned Supervisor in advance whenever possible. When an employee is out on unplanned leave, such as due to illness or adverse weather, he or she should notify the office as soon as possible, preferably within an hour of the normal start of the workday, and fill the request for leave form on arrival to work. If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused. Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action. Employees are expected to work as required to complete the assignments they have been given. Under special conditions, subject to advance approval by the respective Supervisor, compensatory time may be granted during normal business hours for running months, or attending some personal work, depending on case-by-case basis. Employees working in shift (48 Hrs/week) will follow the shift schedule of respective plants.

### **Overtime – extra working hours**

Any work falling under the category of Overtime – extra working hours will be compensated as per the premium rate according to local rules and regulations or compensatory off will be provided.

## **23. Pay Schedule, Leaves and Annual Holiday (Remuneration)**

Employees will be paid on a monthly basis around the 7<sup>th</sup> of the next month for the current month salary. The salary will be directly credited in your bank account. In case of other options, you may contact your immediate supervisor. The pay stub will be available to you when the salary is due. If a paycheck is lost or stolen, notify the office manager or your accountant immediately.

### **1. Employee Benefits**

Depending on the employee category and scale, 20 Microns provides certain benefits to its employees:

# 20 MICRONS

## L I M I T E D

- Group Accident Insurance covering limited Medical cost etc. for the injuries occurred during duty hours.
- Provident Fund ( As per the application law of the government)
- Gratuity ( As per the application law of the government)
- Staff Allowance ( to be decided at the discretion of the company)
- Bonus ( As per the application law of the government)
- Performance linked Incentive (Bonus) may be paid as per the policy published from time to time to all eligible employees based on business performance and at sole discretion of management.
- Holidays & Leaves ( As per the policy of the company but within the limits defined of each state applicable law)
- Housing & Rental Allowance (HRA)
- Conveyance for the company purpose - Vehicle etc.
- Company provided Accommodation (As per the policy of the company)
- Other benefits might be available, depending on the 20 Microns HR policies
- Non-statutory benefits are subject to change at the description of the company without any prior notice.
- Employees who has worked for > 25 years are eligible for Long service award. Eligible amount will be as per the company policy updated time to time.

## 2. Holiday & Leave Policies

### ❖ PRIVILEGE LEAVE, SICK LEAVE & CASUAL LEAVE:

- All permanent employees are eligible for 15 days of Privilege leave, 3 days of Casual leave & 3 days of Sick leave in a year. They can utilize the leaves across the year.
- Every individual must maintain the work-life balance. Employees are requested to plan their leaves and spread them across the year as company believe that having some rest during the year is essential for every employee. All employees are requested to plan their holidays in agreement with their HOD in advance.
- Carry forward of 15 days of Privilege leave is allowed in a Year. No carry forward of Casual leave & Sick leave.
- All types of leaves will be granted if availed for a half day too.
- All types of leaves can be prefixed or suffixed with any other leaves, National holidays, Festival Holidays (paid holiday) and weekly off.
- While on any type of leave, if there is a prefix or suffix working day of weekly off/ National/ Paid holiday is clubbed together, then such weekly off/ Holiday will be counted/ treated as a leave as it has come in intervening leave days of the employee.
- Every employee will get credit of leaves to his/her individual account on the first Day every year as per DOJ.



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### Accumulation:

Accumulation of Privilege leave is permitted up to a limit of 60 days for the full period of the working life, of an employee. Above 60 days PL, it shall be automatically lapse. No accumulation of Casual leave & Sick leave.

### Leave Encashment:

- No leave encashment is allowed in normal working condition as well as on Separation (Termination & Resignation) except retirement from the service of the Company and in case of death in service.
- Encashment Calculation: Basic Salary / 26 days \* number of leaves.
- No deduction, other than Income Tax and other statutory deduction shall be made from the amount payable because of encashment of leave.

### MATERNITY LEAVE:

Maternity leave is a statutory leave as per the Maternity leave Act.

- The probation/training period of the concerned employee will be extended if she avails of Maternity leave during this period.
- Maternity leave can be availed for a maximum period of 26 Weeks.
- Maternity leave would be allowed to a maximum of two occasions during the service.
- Maternity Leave can be combined with Annual Leaves.

### Application Process:

- A written application for the Maternity leave, along with the Certificate from a Registered Gynecologist + Obstetrician should be submitted by the Employee at least one month prior to start of maternity leave.
- This application should also mention the dates and duration of the leave period as well as the resuming date.
- The application should be forwarded to Human Resource Dept after the approval of Line Manager and HOD.

**NOTE:** For detailed information please refer Maternity Benefit Act and any amendments in future will be made applicable

### WEEKLY OFF:

Working days are from Monday to Saturday with Sunday being weekly Off day for employees working in general shift and Employees working in shifts can avail weekly off as per shift scheduled.



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## NATIONAL OR FESTIVAL HOLIDAYS WITH WAGES:

- 10 days of National or Festival holidays shall be declared for each calendar year
- National and festival holidays to be observed in a calendar year shall be displayed on the notice board/circular of the company in English and local language in each year

## GENERAL GUIDELINES:

- Full discretion shall rest with the Management to grant leave, to refuse or revoke such leave at any time according to the exigencies of service of the Company.
- Except in cases of extreme emergency, no leave can be availed without prior sanction.
- In such case of emergency, employee must communicate in writing within 3 days about his absence from the duty to his HOD/ Manager. Once the leave is approved, if employee continues to be absent over and above the said approved leave, it will be deemed as a misconduct and may be liable for disciplinary action.
- An employee: who overstays his leave (except under circumstances beyond his control for which he must tender a satisfactory explanation) shall not be paid for the period he/she overstays and shall further render himself/herself liable to such disciplinary action as the management may deem fit.

The above policy can be review / change / Modify at any time as per the description of the management with or without prior intimation.

Employees working at the corporate office are covered under the Shop & Establishment Act of respective state.

## 24. Loan Policy

Since now loan funds are available from various banks and other private arrangements for the personal reasons, the company is not favoring the financing to the employees, out of business operations funds, for their personal costs except in case self marriage, own unusual medical expense etc. or to meet with expenses of natural disasters etc. The concerned staff/employee should send his loan application in the prescribed format duly filled with the complete details such as loan amount, reasons, joining date, present salary, last loan taken (if any), installment proposed for recovery etc. duly approved by department head/section in charge with the proper remarks to the Accounts Department, at least one week before the date of loan requirement. While approving the loan amount and the installments the approving authority shall consider the guideline provided by the 20M HO. The concerned employee/staff member should get the necessary details recorded on the application form, by the concerned accountant of the region regarding outstanding loan, repayment of installment of old loans etc. Thereafter he should submit the said application to his concerned department head for necessary sanction of loan amount and lastly he should collect loan amount from the concerned cashier. The

