

# HR MANUAL



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# INOX INDIA PVT LTD

BARODA, KALOL, KANDLA & SILVASSA

## HR MANUAL

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## **LEAVE RULES FOR STAFF W.E.F. 01-01-2022**

The objective of the Leave Policy is to give provision to the employees to balance their personal as well as professional lives. Following are the types of leave provided by the company:

- PL (Privilege Leave)
- CL (Casual Leave)
- SL (Sick Leave)

### **PRIVILEGE LEAVE**

Every staff who has worked for a period of 240 days or more with the company during a calendar year shall be allowed leave with pay during the subsequent calendar year.

However, staffs that join during a calendar year are given the Privilege Leave on pro-rate basis. Other rules relating to PL are as under:

- 1) PL shall be applied for minimum 3 days or more.
- 2) Any holidays and weekly off occurring during the period of leave will also be included in the PL. However, any holidays or weekly off occurring at either end of period of leave will not be included in PL.
- 3) For calculating the period of 240 days, the days of any kind of authorized leave enjoyed in the previous year shall be included in this period.
- 4) Staffs are allowed to carry forward PL to succeeding year, subject to maximum 63 or 70 days of PL, as applicable based on location of posting.
- 5) Normally an application for PL should be made at least fifteen (15) days in advance.
- 6) Advance PL leave application will be entertained only as a special case and should be authorized by the HOD and the HR Head.

## **CASUAL LEAVE**

Every staff will be allowed to enjoy casual leave with pay during a calendar year. However, proportionate CL will be given to staff that joins during the calendar year. Other Rules relating to CL are as under:

- 1) CL shall be applied for maximum 3 days.
- 2) CL is exclusive of all holidays whether occurring during or at either end of period of leave.
- 3) Staff will be allowed to enjoy CL proportionately during the calendar year and in accordance with company's convenience.
- 4) Normally, an application for CL should be made three days prior to the day for which leave is requested for. However, CL not exceeding half day may be requested for on the same day.
- 5) Encashment of CL will be made on basic salary paid for December month.
- 6) CL can't be clubbed with PL & SL.
- 7) CL shall not be allowed to be carried forward.

## **SICK LEAVE**

Every staff those who are not covered under ESIS will be allowed to enjoy SL with pay during the calendar year. However, proportionate SL will be given to staff that join during the calendar year.

The other rules relating to SL are as under:

- 1) SL is exclusive of all holidays whether occurring during or at either end of the period of leave.
- 2) Barring extra-ordinary cases, staff will be allowed to enjoy SL proportionately only.
- 3) Staff members who fall sick must intimate/apply for SL as soon as possible during the tenure of sickness. An application must be made on the day he/she resume back the duties, if not applied during sickness.
- 4) SL exceeding 2 (two) days must be supported by medical certificate issued either by company's nominated doctor or other competent Registered Medical Practitioner.
- 5) Staffs are allowed to carry forward SL not exceeding 30 days to succeeding year. Leave exceeding 30 will be lapsed and no encashment will be allowed for such leaves.

The location-wise details of leave entitlement & weekly off are mentioned as per the below tables:

<b>(A) Leave Entitlement w.e.f. 01-01-2022 in a Calendar Year for Kalol, Kandla, Silvassa Plants</b>	
<b>PL</b>	24 Days/Year
<b>CL</b>	13 Days/Year
<b>SL</b>	10 Days/year
<b>Paid Holidays</b>	9 Days/year
<b>Accumulation Limit:-</b>	
<b>PL</b>	70 days
<b>SL</b>	40 days
<b>Encashment of leave:-</b>	
<b>PL</b>	Maximum 11 Days of unutilized PL every year  (Minimum 13 days to be utilized in a year after attaining accumulation limit of 70 days PL)
<b>CL</b>	Maximum 6 days of unutilized CL every year  (Minimum 7 CL to be availed during the year)

<b>(B) Weekly Off &amp; Leave entitlement w.e.f. 01.01.2022 for Baroda &amp; Marketing Offices at Bangalore, Chennai, Kolkata, Delhi</b>	
<b>Week Days :-</b> 6 days or 5 days per week ; 2 <sup>nd</sup> & 4 <sup>th</sup> Saturdays Off	
<b>Working Hours:-</b> 9:00 Hours/Day	
<b>Leave :-</b>	
PL	21 Days/year
CL	7 Days/year
SL	7 Days/year
Paid Holidays	9 Days/year
<b>Accumulation Limit:-</b>	
PL	63 days
SL	37 days
<b>Encashment of leave:-</b>	
<b>PL</b>	Maximum 10 Days.  (Minimum 11 days to be utilized after  attaining accumulation limit of 63 days)
<b>CL</b>	Maximum 3 days of unutilized CL  (Minimum 4 days CL to be availed during the year)

## **LEAVE RULES FOR WORKMEN**

### **TYPE OF LEAVE :**

- A] Annual Leave with Wages (PL)
- B] Casual Leave with Wages (CL)
- C] Sick Leave with Wages (SL) for those who are not covered under ESIS.

### **ANNUAL LEAVE WITH WAGES (PL):**

In accordance to section 79(I) of all factories Act 1948, every workmen who has worked for a period of 240 days or more in a factory during the calendar year shall be allowed during the subsequent calendar year, leave with wages for a number of days calculated at the rate of one day for every twenty days of work performed by him during the previous calendar year. However, a workman who has joined during a calendar year and has worked for a period of 2/3<sup>rd</sup> working days or more in a factory during that calendar year from his date of joining shall be allowed during the subsequent calendar year, leave wages for a number of days @ one day PL for attendance of every sixteen days up to 240 days attendance and thereafter @one day PL for every 10 days attendance of work performed by him. The other rules relating to PL are as under:

- 1] PL is exclusive of all holiday's whether occurring during or at either end of period of leave.
- 2] In calculating the period of 240 days, the days of Lay off and the authorized leave enjoyed in the previous year shall be included in this period. However, no leave is earned for these days.
- 3] Workmen are allowed to carry forward PL not exceeding 45 days, to succeeding year.
- 4] Normally, an application for PL should be made at least 15 days in advance.
- 5] The leave due can be availed during any year not exceeding three times.
- 6] A workman who has been allowed leave for not less than four days, shall be paid, the wages due for the period of his leave allowed, before leave begins.
- 7] Quantum of PL not enjoyed in calendar year will be encashed in January of the subsequent year. Encashment will be made Basic + (plus) Special Allowances + FDA amount paid per day in January month.



## **CASUAL LEAVE WITH WAGES (CL):**

Every workmen of the company will be allowed to enjoy casual leave with wages @ one day CL for every 40 days of work performed by him during the calendar year. Workmen who join during a calendar year too, will be allowed to enjoy CL in the same calendar year.

The other rules relating to CL are as under:

- 1] CL is exclusive of all holiday weather occurring during calendar or at either end of period of leave.
- 2] Workman will be allowed to enjoy CL proportionately during the calendar year and in accordance with company's convenience.
- 3] Normally an application for CL should be made three days prior to the day for which leave is requested for. However CL not exceeding half day may be requested for on the same day.
- 4] CL due can be availed maximum up to three days together.
- 5] Quantum of CL not enjoyed in calendar will be encashed in January of the subsequent year encashment will be made Basic + (plus) Special Allowances + FDA amount paid per day in January month.
- 6] In calculating leave, fraction of leave of half day or more shall be treated as full day's leave, and fraction of less than half day shall be omitted.

## **SICK LEAVE WITH WAGE (SL)**

Every workmen of the company those who are not covered under ESIS will be allowed to enjoy sick leave with wages @ 1 (one) day SL for every 40 (forty) days of work performed by him, during the calendar year, however SL proportionate SL will be given to a workman who join during a calendar year, not covered under ESIS too, will be allowed to enjoy SL in the same calendar.

The other rules relating to SL are as under:

- 1] SL is exclusive of all holiday weather occurring during or at either end of leave.
- 2] Barring extra-ordinary cases, workmen will be allowed to enjoy SL proportionately only.
- 3] A workman who falls sick must intimate /apply to company for SL as soon as possible during the tenure of sickness. An application must be made for SL, if not applied during sickness.
- 4] SL exceeding three days must be supported by sickness/medical certificate, issued either by company's nominated doctor or other competent Registered Medical Practitioner.
- 5] A workman is allowed to carry forward SL not exceeding 30 days to succeeding year.
- 6] In calculating leave, fraction of leave of half day or more shall be treated as one full day's leave, and fraction of less than half day shall be omitted.

### GENERAL:

An employee (weather staff or workman) will not be allowed to club different kinds of leave together. However, in extra-ordinary cases of sickness/accident, an employee would be allowed to club any kind of leave in excess of due SL.

## **PAID & PUBLIC HOLIDAYS**

An employee (Staff & Workers) will be allowed nine (9) Paid Holidays in a calendar year so that they can enjoy the festival with their family members and friends. The list of Paid Holidays will be declared by the Management in the beginning of the calendar year.

Management reserves the right to change/cancel the Paid Holidays.

# **TRAINEE RULES**

## **1) TYPES OF TRAINEE**

Following types of trainees will be taken under company's training program.

- a) Management Trainees – Engineers with MBA (MT)
- b) Post Graduate Engineer Trainees (PGT)
- c) Graduate Engineer Trainees (GET)
- d) Diploma Engineer Trainees (DET)
- e) Special /Trade Trainees (Welder/Fabrication Fitter)
- f) General Trade Trainees (Electrical/Maintenance Fitter/Painting etc.)

## **2) TRAINING PERIOD**

- a) MT/PGT/GET will have to undergo one year training
- b) All other types of trainees will have to undergo two years training
- c) However in specific cases, wherein an individual has already undergone similar type of training in some other organisation and to the satisfaction of the management, a portion of training period, not exceeding six months will be reduced in such cases.

## **3) CLARIFICATION**

- a) The stipend and allowance shall not deem to be wages/salary.
- b) Trainees will not be entitled to benefits given to the regular employees except requirement of Labour Laws.

## **4) EMPLOYMENT OFFER**

Subject to the availability of vacancies, the company may offer the employment as probationer on successful completion of training or any time thereafter.

## **TRAINING BOND**

Individual selected as GET / PGET / MT will have to furnish a bond to the company that he/she will serve the company for a period of at least two years from the completion of his/her training. In the event of his/her leaving the company before the end of 2 years , he/she will have to pay the amount decided at the time of engagement to the company in lieu of training period stipend, cost of fees, travelling expenses and other expenses made by the company on account of the said training program.

- a) The amount will be decided as the case may be considering location, travelling expenses and other expenses for training etc.

**Allowance as under:** Production Incentive is based on monthly production. This is just average figure. The actual amount may vary from month to month and can be less or more than Rs. 750/-

**Requisition for Booking of 1) Train, 2) Air, 3) Taxi 4) Advance for undertaking tours:**

Before undertaking any tour, if an employee wants to book tickets for Train/Air/Taxi and/or avail travel advance, he should register the request in the ERP by using transaction ID "FIADV". The same Format will be used for Air/Train/Taxi/Request for Advance. The request made in the ERP should be signed by the HODs of the employee undertaking tour for booking of ticket for Train/Air or Taxi or availing travel advance.

The HR Department on receipt of the duly signed ERP request for Train/Air/Taxi will process the same at their end and attach the duly signed ERP request with the bills of Train/Air/Taxi. The ERP request form must contain HOD's signature and also clearly specify the purpose of the visit. In case a HOD is sending the ERP request for undertaking his own tour then his signature will be sufficient on the ERP request format. The HODs who can sign on his own ERP request for travel are as below.

1. CEO
2. COO (Head of Production/Operations)
3. Head of Marketing Dept.
4. Head of Accounts/Finance Dept.
5. Head of HR Dept.
6. Head of LNG
7. Head of CSD

If the total bill of taxi used by HOD exceeds Rs. 10000/- for single trip, then CEO approval will be required on ERP request as well as on the pertaining taxi bill.

In case the tour is to be undertaken at a very short notice then it will be duty of the concerned employee to ensure that duly signed ERP request should reach to HR Department within 2 days of his return from the tour.

**SUDHIR SETHI  
CHIEF PEOPLE OFFICER & HEAD LEGAL**

## TRAVELLING EXPENSES RULES

### SCOPE AND COVERAGE OF TRAVEL EXPENSE RULES

An employee travelling on company's business shall be entitled to claim travelling expenses. This is in the nature of reimbursement of reasonable expenses incurred by an employee while travelling and halting at an outstation official duty.

These rules shall be applicable to all employees of the company including probationers. Trainees under the company's trainee scheme will be covered by the category in which they are likely to be absorbed after training.

### **DETAILS OF ENTITLEMENT OF TRAVELLING EXPENSES (Amendment Rules w.e.f. 01-10-2021)**

Level of employee	Mode of Travel	Lodging per day		Revised boarding allowance per day		Local Conveyance
		Metro +A cities	Other cities	Metro +A cities	Other cities	
VP/AVP	By Air 1AC Rly.	Actual upto 5 Star Hotel	Actual upto 5 Star Hotel	Actual with vouchers	Actual with vouchers	Actual (by taxi)
GM/DGM/AGM/ Sr. Manager Gr. 2,3,&4	By Air 1AC/2AC Rly	Actual upto 4 Star Hotel	Actual upto 4 Star Hotel	Actual with vouchers	Actual with vouchers	Actual (by taxi)
Manager/Dy. Manager Asst. Manager Gr. 5,6,& 7	By 2 AC Rly	Actual upto Rs. 2800/-	Actual upto Rs. 2300/-	Actual with vouchers or Rs. 725/-	Actual with vouchers or Rs. 675/-	Actual (by taxi)
Executive/officer Gr. 8 & 9	By 1 Class/3AC/ AC Chair car/ AC Chair car	Actual upto Rs. 2000/-	Actual upto Rs. 1650/-	Rs. 650/-	Rs. 575/-	Actual (by Auto)
Jr. officer/Assistant Gr. 10 & 11	By Chair Car 2 Class/Bus	Actual upto Rs. 1350/-	Actual upto Rs. 1100/-	Rs. 575/-	Rs. 500/-	Actual (by Auto)
Supervisors & Foremen	By 2 Class Rly. Or Non AC Bus		Daily allowance of Rs. 1850/- per day, for A+ metro cities. Rs. 1650/- per day, for other cities. While travelling the daily allowance will be Rs. 800/- per day	The daily allowance include lodging, boarding, and local conveyance. Apart from this no other reimbursement will be made to workmen.		
Workmen	By 2 Class Rly. Or Non AC Bus		Daily allowance of Rs. 1750/- per day, for A+ metro cities. Rs. 1550/- per day, for other cities. While travelling the daily allowance will be Rs. 750/- per day	The daily allowance include lodging, boarding, and local conveyance. Apart from this no other reimbursement will be made to workmen.		

1. Lodging amount mentioned above is exclusive of taxes. Employees who are travelling to Kandla, Silvassa, Odisha, West Bengal, Tamil Nadu and Maharashtra states are advised to carry the GST number of that particular state as specified in the attached annexure and ensure that it is mentioned in the hotel bills where the employee stays. This will enable the Company to get credit on GST paid for the hotel stay.

2. While travelling by air, only economy class will be permitted.
  
3. For grade 5, 6 & 7 if one side rail or road journey exceeds 15hrs, then economy class air travel will be permitted with the approval of HOD.



## **REIMBURSEMENT NOT ALLOWED AS TRAVEL EXPENSES:**

1. The bills related to entertainment of customers and sales promotion during the official tour which involves expenses towards consumption of alcoholic beverages, entertainment expenses incurred on customers, gifts/ souvenirs given to the customers, etc. shall be treated as sales promotional expenses. Such bills shall be sanctioned by the concerned authorities separately and shall not be submitted with travelling expense reimbursement claim.
2. Reimbursement of expenses incurred during the tour without bills will not be made. However, in case of General Manager (Grade-2) & above employees, the expenses without bills will be allowed up to a limit Rs.2500/- per trip.
3. Expenses related to consumption of alcoholic beverages, purchase of books, gifts, souvenirs, availing services in SPA/Massage Parlor/beauty parlor, Movie tickets and other luxuries which are generally not indulged into during official travelling shall not be reimbursed as travel expenses.

## **CONDITIONS FOR GRANT OF TRAVELLING EXPENSES:**

1. Metro + A cities are Delhi(NCR), Mumbai, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Nagpur, Ahmedabad , Surat , Chandigarh, Ludhiana, Panjim, Jaipur, Bhopal , Vijayawada, Coimbatore, Indore or any other city which is a state capital.
2. All tours should be planned properly and must be authorized by the concerned controlling officer. For booking purpose requisition for Travel Booking must be filled in ERP system by the employee undertaking the tour and submitted to the Administration department.
3. The employee must travel by mode and class of accommodation admissible to his grade. If the employee travels in a lower class, he shall be entitled to the fare of the class actually travelled.
4. The HOD can permit an employee to travel by a higher class than that admissible to him. However, a brief justification for the reasons to allow the employee in higher class. HOD's are requested to allow the deviation under most compelling exigencies only.
5. Employees are advised to avail sufficient advance to take care of all expenses during travel. The practice of borrowing additional funds either from branches or customers should not be resorted to as far as possible.
6. After returning from journey the employee must submit the travelling expenses bill within 3 days and also deposit the balance money, if any, to the cashier immediately. Otherwise the same shall be deducted from the salary.

7. Tour advance and final claim of travel expenses must be sanctioned by controlling officer, not below the level of Manager.
8. Service charges up to Rs.75/- per ticket to Travel Agent are admissible for booking of tickets by self. As far as possible, tickets should be booked through the regular travel agent of the company after filling the requisition for booking of tickets/taxi. Charges for Tatkal are allowed up to Rs.300/- per ticket or actual whichever is less.
9. Cancellation charges will be reimbursed if journey cannot be undertaken for reasons beyond the control of the employee.
10. Where the company has provided rented house/guest house, the said facility should be availed for lodging purpose and no lodging bills of hotels will be entertained in such cases.
11. Lodging allowances shall be admissible for each night spent outside headquarters while on tour, excluding the night spent on travel. However, where overnight travel is involved and work at destination does not involve night halt, lodging allowance will be allowed for even day halt at actual against hotel bills.
12. Discounts offered by hotels should be availed wherever available. Exit from the hotels should be regulated as per hotel timings.
13. In addition to lodging, daily cash allowance shall be provided to meet expenses on breakfast, lunch, dinner, tea, coffee, laundry and other expenses as mentioned above.
14. If an employee claims boarding charges on actual basis with bills, daily cash allowance will not be permitted. The actual amount of such expenses should not exceed the amount of eligible daily cash allowance plus maximum 20% of the cash allowance.
15. An employee who makes his own lodging arrangements when on official duty out of town, shall not be eligible for hotel accommodation charges, but shall be eligible only two times the daily cash allowance admissible in his cadre. In similar case, for Senior Manager & Above Rs.1000/- per day will be paid.
16. No cash allowance will be paid for less than 6 hrs. 50% cash allowance will be paid if the outdoor duty is between 6-12 hours and for above 12 hrs. Outdoor duties in a calendar day full cash allowance will be paid. A tour shall commence from the date and time of departure from residence/office and terminate on return to headquarter/residence.

17. Employees, to whom company's transport is provided, cannot claim conveyance. However who use their own personal vehicle for official purpose in excess of performing their normal duties will be reimbursed at the following rates.

Two Wheeler	:	Rs. 6.00 per km
Car	:	Rs. 10.00 per km

18. In the case of frequent local use of own vehicle, employee has to submit the reimbursement claim weekly in the prescribed format to the controlling officer. No reimbursement should be claimed for official work done on the way while going to work- place or returning from work place.
19. Employees proceeding on official duty to out station such as Kalol-Baroda, Kalol-Godhra, Baroda-Waghodiya, Por, etc. and return to headquarter on the same day are allowed for daily cash allowance at the rate of 50% of their entitlement or actual to meet their lunch and or refreshment expenses at outstation. During such travel wherever lunch/diner is arranged by the company, daily cash allowance cannot be claimed. In this case condition number 15 is not applicable.
20. If an employee from one location travels to another location and stays for one day or more, he will be entitled to full daily cash allowance. If lunch/dinner is provided by host site than a deduction of Rs.50/- per meal will be made from the daily cash allowance.
21. When an employee is nominated to attend a seminar, conference, training program in the interest of the company he will be entitled to travelling expenses on tour as per his entitlement. If lunch and refreshments are provided by the organizers or the programme is residential, 50% cash allowance may be claimed for the days of training.
22. Miscellaneous expenses for official purposes such as for telephone/fax are admissible against vouchers.
23. Travelling bills are to be submitted to HR&A Head at Baroda / Kalol /Kandla in the prescribed format for scrutiny of Travelling Expenses bills.
24. In case of deviation, circumstantial, special permission/approval in writing of a) CEO for Baroda employees and b) President (WORKS) Kalol/Kandla/Silvassa employees is required.
25. Brief summary or Tour Report or Tour Agenda/plan for work done during travel must be attached with TA bill so that official nature of tour expenses can be established in Income Tax and other Government Department.

## **GENERAL**

- a. Employees are expected to maintain economy while on tour.
- b. Generally, tour should be planned in advance.
- c. Submission of fake bills and dishonesty in Travelling Expenses claim by an employee will be treated as misconduct and would be liable for disciplinary actions.
- d. Management reserves the right to alter or amend these rules at any time and in any way it deems fit.
- e. Management's interpretation of these rules shall be final and binding.

### **State wise GST Registration.**

<b>Company Name</b>	<b>State</b>	<b>GST No</b>
Inox India Pvt Ltd.,Kalol [Gujarat]	Kalol- Gujarat	24AAACI4416P1ZH
Inox India Pvt Ltd.,Kandla [SEZ Unit] [Gujarat]	Gujarat-SEZ unit	24AAACI4416P2ZG
Inox India Pvt Ltd.,Silvassa[UT] [Dadra & Nagar Haveli]	Silvassa- Dadra & Nagar Haveli	26AAACI4416P1ZD
Inox India Pvt Ltd.,Vadodara [Input Service Distributor] [Gujarat]	HO- Gujarat	24AAACI4416P3ZF
Inox India Pvt Ltd.,Odisha	Odisha	21AAACI4416P1ZN
Inox India Pvt Ltd.,Tamilnadu	Tamilnadu	33AAACI4416P1ZI
Inox India Pvt Ltd.,Maharashtra	Maharashtra	27AAACI4416P1ZB
Inox India Pvt Ltd.,West Bengal	West Bengal	19AAACI4416P1Z8

## CONDITIONS GOVERNING OFFICIAL FOREIGN VISIT OF I IPL EMPLOYEES

### 1. TRAVEL ABROAD ON OFFICIAL DUTY

Foreign travels by officers and staff may be undertaken with the prior approval of the CEO/MD for official purposes. Travel by Air will be allowed by the shortest possible route. Employees while undertaking tours abroad will travel only by economy class and for air/road/marine travel within a foreign country. Actual reasonable expenses incurred on rail/road journeys within a foreign country for official purpose will be reimbursed.

VP and above can travel in Business Class with prior approval for international travel (excluding local travel within the foreign country) by the shortest possible route

The tour itinerary in respect of the employee deputed abroad for official purpose needs to be approved by the CEO before the booking of air tickets. Return journey should also be made along with the onward journey as per the approved tour itinerary. It will be obligatory on the part of the employee proceeding on tour abroad to ensure compliance of these instructions. All the Air ticket booking shall be done by Travel Desk or by the authorized agent through travel desk.

### 2. Reimbursement of expenses in Foreign Currency

Lodging, boarding and expenses incurred on local rail/road journeys within a foreign country for official purpose will be reimbursed at actual up to the maximum limit given below:

<u>Category of employees</u>	<u>Maximum in USD/day</u>
1. Dy. GM and above	USD 300
2. Manager/Sr. Manager/AGM	USD 250
3. Executive and above	USD 200
4. Others	USD 125

All expenses are reimbursed on actual basis. However, considering the feedback received from the travelers that they are not able to produce bills for small amounts most of the times, it is considered that employees can claim boarding charges without supporting bills as per following

<u>Category of employees</u>	<u>Maximum in USD/day</u>	<u>With Bill/day</u>	<u>Without Bill/day</u>
Dy. GM and above	USD 300	225	75
Manager/Sr.Manager/AGM	USD 250	190	60
Executive and above	USD 200	150	50
Others	USD 125	85	40

Company Contractors/Agents deputed for foreign assignments will be reimbursed the actual boarding charges and USD 25 per day as service charge.

However, if reimbursement of actual expenses are higher than the above limits, if any, due to any abnormal circumstances may be separately justified by the employee concerned for the approval of CEO, in each case.

For tour to European countries, the USD will be replaced by EURO.

### **3. Conveyance Expenses**

Conveyance expenses will be reimbursed at actuals on production of bills. Conveyance expenses claimed without supporting will not be entertained/reimbursed. However, if conveyance bills are not available in some country, such expenses should be approved by CEO for reimbursement.

### **4. General**

1. The bills related to entertainment of customers and sale promotion during the official tour which involves expenses towards consumption of alcoholic beverages, entertainment expenses incurred on customers, gift/souvenirs given to customers etc. shall be treated as sales promotion expenses. Such expense shall be sanctioned by the concerned authorities separately and shall not be submitted with travelling expense reimbursement claim.
2. Expenses related to consumption of alcoholic beverages, purchase of books, gifts, souvenirs, availing services in SPA/massage parlor/beauty parlor, movie tickets and other luxuries which are generally not indulged into during travelling shall not be reimbursed as travel expenses.
3. After returning from the journey the employee must submit the travelling expenses bill within 3 days and also deposit the balance foreign currency, if any, to the cashier immediately, otherwise the same shall be deducted from the salary.
4. Brief summary of tour report or tour agenda/plan for works done during travel must be attached with TA bill so that official nature of tour expenses can be established in income tax and other Government departments, as well as for management's reference.

- 5. Employees are expected to maintain economy while on tour.
- 6. Generally, tour should be planned in advance.
- 7. Submission of fake bills and dishonesty in Travelling Expenses claim by an employee will be treated as misconduct and would be liable for disciplinary actions.
- 8. Management reserves the right to alter or amend these rules at any time and in any way it deems fit.

Management’s interpretation of these rules shall be final and binding.

**5. Deputation Allowance**

**a) Minimum Period:**

Foreign deputation allowance will be paid to the employees who are deputed on official duty to any other country outside India for a period which is not less than 30 days excluding the journey period.

**b) Salary in India:**

During the deputation abroad the employee will continue to draw the salary and other monetary benefits as applicable to him in India, including the incentives.

**c) Deputation allowance:**

The employee who is posted in some foreign country will be paid net foreign deputation allowance as under:

<b><u>Category of employees</u></b>	<b><u>Maximum in USD</u></b>
1. GM and above	USD 2000 Per month
2. Sr.Manager to DGM	USD 1800 Per month
3. Executive to Manager	USD 1500 Per month
4. Others	USD 1200 Per month

All the payments made to the employee on account of deputation allowance will be subject to the Income Tax rules in India as well as the country the employee deputed to. The employees who are eligible to receive the deputation allowance will not be able to claim the reimbursement under clause 2 mentioned above.

**d) Accommodation:**

Apart from the monthly deputation allowance the employee will be provided with full reimbursement of the rent for the accommodation of reasonable standard to the employee or the accommodation will be arranged by the Company. The rent will be subject to prior approval from CEO. Apart from the monthly rent, electricity charges, cooking gas, local property taxes, brokerage etc will also be reimbursed at actuals on production of supporting document.

**e) Conveyance:**

Reimbursement of conveyance expenses on actual basis or company will make the arrangements for transportation of employees from the place of his/her stay to the place of work. Conveyance charges without supporting will not be entertained/reimbursed and same shall be adjusted against the deputation allowance.

**6.Travel Bag and Attire**

Any employee proceeding on overseas travel will be allowed to purchase following items :

1. Suit case worth Rs. 5,000/-
2. Attire worth Rs.7,500/-
3. (Attire includes suit, shoes, tie, socks etc.)

**NOTE :-**

- Above expenses will be reimbursed to the employee, who is going on official foreign visit, on production of original purchase bill duly certified by his/her HOD.
- Any employee leaves the company within a period of 1 (one) year from the date of his/her last overseas tour, the suit case should be returned to the company, failing which the amount will be deducted from his/her full and final settlement amount.
- If any employee leaves the company within a period of one year from the date of purchase of attire, the total cost of the attire will be recovered from the employee
- Frequent overseas travelers will be allowed to purchase travel bag and attire, within the stipulated limit, once in every 3 years.



## **7. Foreign Exchange**

The travel request for release of foreign exchange through ERP should be submitted to Administration department atleast 5 days in advance of the travel date. Bills for the currency exchanged, showing the exchange rate and commission/conversion charges, if any, should also be attached with your travelling bill for proper accounting of the expenses. Unspent foreign exchange should be remitted back to the company within 3 days from the date of your return from the overseas trip.

## **8. Submission of Travel Bill**

The employee will have to submit the Travel Expenses bill and return the unspent currency to the company within 5(five) days of his resuming duty along with all supporting documents. The T.E bill is required to be approved by HOD/CEO.

## **9. Effective date & interpretation of the Rules**

The above conditions governing foreign visit of employees come into force with immediate effect. i.e 01<sup>st</sup> April 2019. Management reserves the right to alter or amend these Rules at any time and in any manner which deems fit. Management at its discretion may wave any of the conditions mentioned above. Management's interpretation of these Rules shall be final and binding.

## **TIPS FOR OVERSEAS TRAVEL**

- 1) Make sure that following documents are received by you before leaving office for your tour:
  - a) International/Domestic Flight ticket(s)
  - b) Overseas Medclaim policy
  - c) Foreign currency
  - d) Passport
  - e) Matrix SIM/Data Card/Activation of I-ROAM
- 2) When travelling to USA/Europe, get 110V adopters for your Laptop/Mobile from the Administration Department.
- 3) Carry luggage as per limit prescribed by the Airlines.
- 4) Keep a copy of your tickets and medclaim policy separately.
- 5) While in overseas, keep your passport always with you.
- 6) Keep your passport and money separately.
- 7) While in overseas, please do not use your idea/ airtel mobiles for receiving/making calls. USE ONLY THE MATRIX card.
- 8) Circulate your Matrix number to all concerned before start of your journey.
- 9) Try to minimize India calls.
- 10) Please obtain money change receipts always.
- 11) Obtain bills of expenses wherever possible.
- 12) Do not bring local currencies other than USD/EURO/GBP/SINGAPORE DOLLAR/AUSTRALIAN DOLLAR/UAE DIRHAM/QATARI RIYAL/KUWAITI DINAR.
- 13) Remit the balance currencies to company as soon as you returned from overseas tour.
- 14) Attach tickets, boarding passes (domestic and international) and all bills/receipts with your Travelling Expenses bill with numbering, should be submitted within 3days from the date your return.

## **GUIDELINES FOR USE OF MOBILE/BLACKBERRY IN ABROAD**

It has been observed that Mobile/BB bills of the employees who are travelling abroad are sometimes exorbitantly high because of ignorance of the tariff plan and data downloading charges. To avoid this, following guidelines for Mobile/BB usage are suggested while visiting abroad.

- 1) Carry SIM card from Matrix company and put on the mobile phone/black berry before landing on the foreign land.
- 2) The Indian mobile connection should not be used for any voice calls, outgoing/incoming, as the international roaming charges are very high and unpredictable.
- 3) It is advised to keep the Indian mobile connection switched off. However, if it is not be possible in some cases, then please ensure that all the applications like GPS/GPRS, Whats App, Google, Skype etc. are switched off.
- 4) **Use Wi-Fi** wherever available. **Do not FORGET** to switch off mobile network while using Wi-Fi network to download any data. In many cases it is observed that due to weak Wi-Fi signals, the data gets downloaded through mobile/black berry network.
- 5) Keep the Black Berry on voice call mode which will reduce the charges significantly.
- 6) Use Webmail services wherever possible for accessing your mail box.
- 7) Never use Indian Service Providers' data card on your laptop.
- 8) Avoid making/taking unimportant calls.
- 9) Personal calls should be notified to the Administration Department so that the expenses incurred on personal calls can be debited to the user.
- 10) In case frequent travel is required in a particular counter, i.e. more than once a month or so, then it is advisable to purchase local SIM card instead of carrying Matrix Card.



INOX INDIA LIMITED

FOREIGN TRAVELLING EXPENSES BILL

Name of the Traveller : \_\_\_\_\_ Emp. Code \_\_\_\_\_

Date of visit : From \_\_\_\_\_ To \_\_\_\_\_

Country visited : \_\_\_\_\_ Unit: \_\_\_\_\_

Purpose of visit : \_\_\_\_\_  
(in detail)

ASS CODE / JOB CODE : \_\_\_\_\_

Name of your bank : HDFC / AXIS / BOB / IDBI Account No. \_\_\_\_\_

1. Details of Fare

Departure			Arrival			Class/ Mode of Travel	Amount in currency	Paid by Co.	Paid by Self
Place	Date	Time	Place	Date	Time				

2. Details of Lodging Expenses

Date	Bill No.	Particulars	Amount (in currency)	Name of the country

Equivalent in Rs. \_\_\_\_\_ US\$ \_\_\_\_\_

3. Details of Boarding Expenses

Date	Bill No.	Particulars	Amount (in currency)		Name of the country
			With bill	Without bill	

Equivalent in Rs. \_\_\_\_\_ US\$ \_\_\_\_\_

4. Details of Miscellaneous Expenses

Date	Bill No.	Particulars	Amount (in currency)		Name of the country
			With bill	Without bill	

Equivalent in Rs. \_\_\_\_\_ US\$ \_\_\_\_\_

5. Conveyance Expenses

Date	Bill No.	Particulars	Amount (in currency)		Name of the country
			With bill	Without bill	

Equivalent in Rs. \_\_\_\_\_ US\$ \_\_\_\_\_

6. Currency Exchange:

Sr. No.	Currency	Exchanged to	Exchange rate

Currency taken : \_\_\_\_\_  
 Currency use : \_\_\_\_\_  
 Currency surrendered : \_\_\_\_\_  
 Eligibility USD \_\_\_\_\_ Per  
 day

Note:

2. Air tickets and supporting expense bills must be enclosed with TA Bill for each travel.
3. Separate T.A bill for domestic tour for going to foreign tour
4. Proof of exchange rate to be enclosed with TA bill
5. All foreign travel expenses should be submitted within 5 days from the date of arrival duly approved by HOD/CE.

# REIMBURSEMENT OF EXPENSES FOR PERSONAL VEHICLE USED

## FOR OFFICIAL PURPOSE

Sr. No.	DATE	PURPOSE OF TRAVEL	KM TRAVELLED	REMARKS

Reimbursement Amount Rs \_\_\_\_\_ @ RS. \_\_\_\_\_ per km  
for \_\_\_\_\_ km

## **AMENDMENT TO FOREIGN TRAVEL POLICY**

In continuation to the condition governing official foreign visit of IIPPL employees, while undertaking tours abroad, VP and above can travel in Business Class for international travel (excluding local travel within the foreign country) by the shortest possible route. All other terms and conditions will remain unaltered.

## **POLICY NOTE FOR CONTRACT WORKMEN**

### **SCOPE AND COVERAGE OF T.E. RULES**

An employee working on contract basis travelling on company's business shall be entitled to claim travelling expenses. This is in the nature of reimbursement of reasonable expenses incurred by an employee while travelling and halting at an outstation on official duty

These rules shall be applicable to all employees of the company other than workers on contract labour. He/She will be reimbursed the expenses as under:

1. Rs.300/- for Metro cities and Rs.200/- for non-metro cities will be paid as lodging charges
2. Boarding charges will be reimbursed at Rs.200/- for metro cities and Rs.150/- for non-metro cities.
3. Conveyance, if required will be reimbursed extra at actuals.
4. If travelling is required, 2nd class railway fare/non-AC bus fare will be reimbursed on producing the proof of travel.
5. Company contractors/agents deputed for foreign assignments will be reimbursed the actual boarding charges and USD 25 per day as service charge.

### **CONDITIONS FOR GRANT OF TRAVELLING EXPENSES:**

1. Metro + A cities are Delhi(NCR), Mumbai, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Nagpur, Ahmedabad , Surat , Chandigarh, Ludhiana, Panjim, Jaipur, Bhopal , Vijayawada, Coimbatore.
2. For outstation travel on behalf of the company and if night stay is not required, Rs.100/- will be paid towards boarding charges.
3. Employees are advised to avail sufficient advance to take care of all expenses during travel. The practice of borrowing additional funds either from branches or customers should not be resorted to as far as possible.
4. After returning from journey the employee must submit the travelling expenses bill within 3 days and also deposit the balance money, if any, to the cashier immediately. Otherwise the same shall be deducted from the salary.
5. Tour advance and final claim of travel expenses must be sanctioned by controlling officer/HR department.
6. Where the company has provided rented house/guest house, the said facility should be availed for lodging purpose and no lodging will be entertained in such cases.
7. Lodging allowances shall be admissible for each night spent outside headquarters while on



tour, excluding the night spent on travel. However, where overnight travel is involved and work at destination does not involve night halt, lodging allowance will be allowed for even day halt.

8. In addition to lodging, daily cash allowance shall be provided to meet expenses on breakfast, lunch, dinner, tea, coffee, laundry and other expenses as mentioned above.
9. No cash allowance will be paid for less than 6 hrs. 50% cash allowance will be paid if the outdoor duty is between 6-12 hours and for above 12 hrs. Outdoor duties in a calendar day full cash allowance will be paid. A tour shall commence from the date and time of departure from residence/office and terminate on return to headquarter/residence.
10. Employees proceeding on official duty to out station such as Kalol-Baroda, Kalol-Godhra, Baroda-Waghodiya, Por, Karjan etc. and return to headquarter on the same day are allowed for daily cash allowance at the rate of 50% of their entitlement, if lunch/refreshments are not provided by the company.
11. In case of deviation, circumstantial, special permission/approval in writing of a) CEO for Baroda employees and b) COO(India) for Kalol/Kandla/ Silvassa employees is required.

## **TRANSFER RULE**

As per the terms and conditions of employment in Inox India Ltd., an employee during the tenure of his services is liable to be transferred at any time from an establishment to any other establishment existing or established in future, or any associated concerns of the company.

### **Transfer benefits.**

An employee who is transferred from the present place of posting to another place shall be entitled for the following benefits.

#### **1) Transport of baggage.**

For transport of own house hold articles to the new place of posting an employee will be reimbursed actual transportation charges incurred up to the charges of one full truckload. Reasonable packing, loading/ unloading charges will also be reimbursed at actual.

#### **2) Family shifting**

For shifting of the family to the new place of posting an employee will be reimbursed actual bus/train fare incurred for self, spouse and dependent children. The class of eligibility will be as per the eligibility of the employee mentioned in the Travelling Rules.

#### **3) Transfer leave.**

For packing and forwarding and travelling actual time taken up to one week's leave will be granted to an employee as transfer leave which includes the journey period also.

### **Project Site Tour:**

Employees proceeding on Project Site are eligible for accommodation in the Company's Guest House/Lodging allowance and also Daily cash allowance as per T.A. Rules of the Company.

#### **GENERAL:**

- 1) Management reserves the right to alter or amend these rules at any time and in any way it deems fit.
- 2) Management's interpretation of these rules shall be final and binding to all employees.

## **Flexible working hours for Baroda office employees**

The Baroda office will work from 9.30 AM to 6.30 PM w.e.f. 01-01-2022.

Accordingly, incoming timings of the employees working in Baroda HO will be 9.15 am to 10.00 am. The employees will have to work for 9 hours every working day which includes 30 minutes lunch time also.

For example, the employee who reports at 9.15 am will have to work till 6.15 pm. Similarly, an employee who reports at 10.00 am will work till 7.00 pm. Any employee who reports after 10.00 am will be marked as LATE. In a month, an employee will be allowed to come late i.e. between 10.01 am to 10.30 am 3 (three) times only. The 4<sup>th</sup> late incoming by an employee who reports after 10.00 A.M. will be treated as HALF DAY and the employee will have to apply for half day leave or short leave as per the existing rules. Reporting after 10.30 AM, even on the first occasion, will be treated as half day or short leave, as the case may be.

Any employee who leaves early without completing working day of 9 hours will have to apply for short leave or half day leave.

## **Late Coming Relaxation**

With a view to extend facility to those employees who have to sit late due to exigency of work, following changes are made in the existing flexitime rules.

If an employee has worked for more than 11 hours on a particular day, then on the following day he will be allowed to report late for an additional grace period equivalent to the time he has worked late beyond 11 hours. For example if an employee has reported for work at 9:30 A.M and has worked upto 9:00 P.M i.e. for 11 hours & 30 minutes in the day, then he will be allowed to avail additional grace period of 30 minutes and will be permitted to report for work till 10:30 A.M on the following day.

The present condition of working for minimum 9 hours will continue. For example, the employee who reports at 10:30 A.M will have to work till 7.30 P.M.

## **POLICY FOR MOBILE FACILITY**

**PURPOSE** : To provide mobile allowance to the employees for better communication in day to day working in the organisation.

**SCOPE** : Employees working in the staff category shall be covered for the above Benefit.

**RESPONSIBILITY:** HR & Administration department.

- POLICY** :
1. Mobile allowance shall be given in the monthly salary as per category/ Grade wise as under"
    - A. Grade 4 & above : Actual reimbursement
    - B. Grade 7 & up to grade 5 : Rs.750-p.m.
    - C. Grade 8 and below : Rs 500/-p.m.
  2. The company shall provide the above allowance to meet the expenses for The use of mobile in the organisation for effective communication in day To day work.
  3. The company shall not provide mobile instrument except the above Charges paid as allowance in the monthly salary.
  4. The employees shall be required to give cell phone numbers to the Admin Department and also inform the change in the number thereafter.
  5. The mobile allowance will attract ESI, Professional Tax and Income Tax as per existing legislation.
  6. If no cell phone number or wrong number is given to the company by the Staff member then the amount will be treated as taxable and if the copy of The bills are provided to the P & A department in August and February Every year then it shall be treated as tax free to that extent.
  7. If the company has provided Mobile facility to any staff member such Staff member shall not be given mobile allowance as mentioned above.
  8. Actual STD charges for company's work will be reimbursed separately by The Company provided the same is certified by their HOD

## **Mobile Phone Handset Procurement Policy (W.E.F. 01-07-2008)**

The proposed policy for providing mobile phone instruments to Managers is as under.

The Manager and above will be provided with the mobile phone instrument once in 3 years of following value.

<b><u>Grade</u></b>		<b><u>Cost</u></b>
Manager	V	Rs.6000/-
Sr. Manager	IV	Rs.7000/-
AGM	IV	Rs.7500/-
DGM	III	Rs.8000/-
GM	II	Rs.10000/-
AVP		Rs.11000/-
VP	I	Rs.12000/-
Above VP		Actual

- ii The concerned person who wants to avail this facility will purchase mobile instrument of his/her choice from an authorized shop and will submit the bill to HR & Admn. Dept. of the location. The reimbursement will be made based on the actual expenses incurred in purchasing the handset or the specified limit applicable to his/her category, whichever is less.
- iii This instrument will be given once in 3 years. After completion of 3 years the mobile instrument will be retained by the Manager. In case one leaves the organization in before the end of 3 years from the date of purchase of mobile, then the original value of the mobile phone will be deducted or the mobile phone must be returned to the Company.
- IV If the mobile instrument is lost or becomes non- operational because of mishandling then it will be individual manager's responsibility to replace the mobile instrument at his own cost.
- v If due to exigency or requirement of work the mobile instruments are given to any other officials below Manager Level, then such mobile instruments will be attached to the department and it will be the responsibility of HOD to give it to the concerned persons of the department whose job requires frequent travelling and communication with the organization and will monitor the expenses related to such mobile connection.
- vi Those who have been already given the mobile instrument by the Company will be able to get the new mobile instrument when it is due as per the policy i.e. after three years of the purchase of existing mobile phone.

## **POLICY OF REFRESHMENT ALLOWANCE (MEAL COUPONS/MEAL CARD)**

The employees of Inox India Pvt.Ltd are eligible to receive the Refreshment Allowance as below:-

1. Grade 8,9, 10 & 11 - Rs.850/-
2. Grade 7,6 & 5 - Rs.1700/-
3. Grade 4 & above - Rs.2550/-

The employee has option of either taking Refreshment Allowance in salary or avail option of Meal Coupon/Meal Card. The payment through meal coupon/Meal Card is not taxable whereas if an employee avails the option of Refreshment Allowance in salary, it is taxable under Income Tax Rules.

The Refreshment Allowance either taken in salary or through Meal Card/Meal Coupon is part of the CTC.

Those employees who opt for Meal Coupon/Meal Card, will be issued Meal Card (smart card from Edenred (India) Pvt.Ltd which is presently our service provider of Meal Voucher). The HR Department on every 25<sup>th</sup> of month will send the intimation to the Edenred (India) Pvt.Ltd regarding the amount to be uploaded on the Meal Card of each and every month. The couple of employees have not opted for card hence they will be provided the traditional voucher. For such employees, the Meal Voucher will be ordered separately.

The option to change the Refreshment Allowance to Meal Coupon and vice-versa will be allowed to be exercised only in October & April of every year.

## LOAN POLICY

- 1) Presently there is a policy of granting loan to all the permanent employees to meet with the financial hardships.
- 2) With effect from 1/08/2011 the interest free loan would be granted to employees under the following framework:

Updated in February'22

Reason for loan	Max. loan permissible (No. of month's basic salary) and recovery period					
	No. of years of service/recovery period					
	1-3 years period	Recovery period	3-7 years	Recovery Period	7 Years and above	Recovery period
To construct, renovate or purchase of new house.	3 months basic salary	12 months	5 months basic salary	18 months	10 months basic salary	30 months
For education of children (Max. 2). Marriage of self, marriage of children or sister (Max. 2) or medical emergency involving self, spouse children or parents.	3 months basic salary	12 months	5 months basic salary	18 months	7 months basic salary	24 months

- 3) The employee will be eligible for availing loan after he/she completes 1 year of continuous service with ILL.
- 4) The employee will have to submit documentary evidence for the reason for which the loan is required by them.
- 5) Only one loan can be availed at one time. If the employee wants to avail loan for another time, he / she can apply for the same only after repayment of the full amount of loan disbursed to him/her earlier.

The continuation of loan policy will depend on company's financial situation. The loan policy, at the discretion of the management, may be put in abeyance / hold from time to time. The decision of granting loan will solely rest with management and cannot be treated as right of the employee.

## Site Deputation Allowance

Presently we have got the policy of site allowance which is as below.

SR. NO.	CATEGORY	SITE ALLOWANCE PER MONTH
1	GM/DGM/Sr. Manager	Rs2500/-
2	Manager/Dy. Manager/Asst. Manager	Rs.2000/-
3	Executive/Engineer	Rs.1500/-
4	Jr. Officer/Assistant	Rs.1000/-
5	Workmen	Rs.800/-

At the project site, accommodation is provided to our employees by the Company by hiring Guest Houses. In case the Guest House is not hired because of less number of people involved in the project, viz, LNG operations, the personnel deputed at such sites will be compensated for the expenses incurred towards making arrangements for house on rent. This compensation will be as follows:

- 1) For metro A+ cities Delhi (NCR) ,Mumbai, , Thane (and surrounding areas) ,Kolkata, Chennai, Bangalore, Hyderabad, Pune, Ahmedabad, Nagpur , Surat, Chandigarh ,Ludhiana, Panjim, Jaipur, Vijayawada, Coimbatore & Bhopal- Rs3500/- per month
- 2) For cities other than mentioned above Rs2500/- per month.

The deputation allowance will be paid over and above the existing site allowance mentioned as above.



## **DEPUTATION ALLOWANCE ON FOREIGN ASSIGNMENT**

Presently, the employees going abroad on official work are reimbursed the daily expenses subject to the limit prescribed for the category they belong to. The existing policy is as below:

<u>Category of employees</u>	<u>Maximum in USD</u>
1. Dy.GM and above	USD 250 per day
2. Manager/Sr.Manager/AGM	USD 200 per day
3. Executive and above	USD 150 per day
4. Others	USD 100 per day

The employee is reimbursed the expenses based on the bills submitted by him and the number of days he has remained on tour.

In view of development of new manufacturing units abroad and expansion of overseas business, the requirement of deputing the employees at foreign location for longer period is increasing. This deputation for longer periods cannot be equated with the foreign travel of shorter durations lasting a few weeks, as it involves the stay of longer duration and handling different responsibilities.

It is proposed to implement this policy on deputation allowance as mentioned below w.e.f.01.07.2012.

Efforts should be made to minimize the expenditure when employees are deputed for longer period of time on foreign travel.

### **1. Minimum Period:**

Foreign deputation allowance will be paid to the employees who are deputed on official duty to any other country outside India for a period which is not less than 30 days, excluding the journey period.

### **2. Salary in India:**

During the deputation abroad the employee will continue to draw the salary and other monetary benefits as applicable to him in India, including the incentives.

### **3. Deputation allowance:**

If there are no local regulations / laws related to the wages / remunerations applicable in the foreign country, then the employee who is deputed in foreign country will be paid net foreign deputation allowance as below.

<b><u>Category of employees</u></b>	<b><u>Maximum in USD</u></b>
1. GM and above	USD 2000 Per month
2. Sr.Manager to DGM	USD 1800 Per month
3. Executive to Manager	USD 1500 Per month
4. Others	USD 1200 Per month

If the employee is sent on deputation to a foreign country where the local laws specify the wages/remuneration to be paid, then the concerned employee will be paid as per the local regulations. In such case deputation allowance will not be paid and the remuneration paid to the employee will not be considered as deputation allowance.

All the payments made to the employee on account of deputation allowance will be subject to the Income Tax rules in India as well as the country the employee deputed to.

## **POLICY FOR EMPLOYEES RECREATION ON BIRTHDAY**

**PURPOSE** : To identify and to provide recognition to the staff members as family members of Inox Parivar through recreational activity.

**SCOPE** : Employees working in staff category (regular, fixed term and trainee) shall be covered for the above Benefits.

**RESPONSIBILITY** : Administration Department

**POLICY** :  
On the birthday each eligible staff member will get a gift of a birthday prepaid gift card of Rs 1000/- . This card can be used online as well as at any commercial outlet where the credit/debit cards are accepted. After making transaction equivalent to Rs.1000, this card may be discarded. The envelope handed over to the employee will contain a gift card as well as IPIN for online shopping and POSPIN for shopping at any outlet.

No alternative benefits/facility shall be provided by staff members in lieu of this gift card.

## **POLICY FOR RETENTION OF EMPLOYEES (LOYALTY BONUS)**

**PURPOSE** : In order to provide motivation to the employees for long term Association in the organisation and to maintain stable growth retention Policy.

**OBJECTIVE** : To establish stable growth of Organisation by retaining competent Employees.

**SCOPE** : Employees working in staff category shall be included for the Benefit of retention amount, but does not include the employees Engaged as a) Apprentice b) Trainees c) Temporary/fix term Employees d) Workmen e) Contract Labour.

**RESPONSIBILITY** : Director/Unit Head/HR dept.

**POLICY** :

- 1) The benefit of Retention Amount shall be given to the existing employees w.e.f.1<sup>st</sup> October 06 and those who will join the organisation in future shall be eligible from the date of confirmation or as advised by the Management.
- 2) The Minimum period the employees required to work in the organisation shall be continuous 3 years and the payment of amount shall be released after completion of 3 years only.
- 3) The benefit is given only for the year where the performance of the employee is above average as per appraisal done by the company and for 2006-07 w.e.f.01.10.2006 as per appraisal done by the company in April 06 or afterwards at the time of confirmation, etc.
- 4) On completion of 3 years continuous service, concerned employee shall be eligible to get the benefit of Retention Amount. The Retention Amount shall be one month average actual basic salary paid during each completed year of service. It shall be accrued after completion of 3 years only. The payment of Retention Amount shall be without interest. No retention is accrued to any employee, if he left or resigned before completion of 3 years period as per this scheme.
- 5) After completion of 3 years, the same scheme will be repeated for a period of next 3years and the employee will continue to get this benefit till completion of 9<sup>th</sup> year of his/her service.
- 6) Those employees, who will leave the organization for any reason before completion of 9

years, shall not be entitled to get accumulated retention amount for the last 3 years' block.

- 7) After completion of 9 years, i.e. after loyalty paid for the 3<sup>rd</sup> block, if an employee leaves the organization, he/she will be paid the loyalty bonus accrued to him/her for the period during the current block of 3 years.

**EXCEPTION:** In case of any employee who is due for retirement falling within the block of 3 years shall be entitled to get retention amount on pro rata basis In such case completion of 3 years is not required or any specific decision by the Management of the Company.

**GENERAL:**

- 1) The management reserves the right to alter or amend these rules at any time and in any way it deem fit.
- 2) Management's interpretation of these rules shall be final and binding to all employees.

**Policy for early coming and late working for official work (Compensation, Conveyance & Food Expenses)**

**Objective** : To have clear guideline regarding the compensation/refreshment to staff/sub-staff /Drivers coming early to the office or going late from the office/plants.

**Applicability** : This policy will be applicable to all sub-staff & staff upto Grade-6 including staff engaged as regular, FT, retainership and consultancy basis. Grade-5 and above employees will not be covered under this policy. The sub-staff will include peon, housekeeping staff and photo copy attendants whether on company rolls or engaged through contractor. Driver category includes drivers of company provided cars to certain senior employees who are engaged through a contractor.

**1. Employees reporting earlier than scheduled time:**

The staff/sub-staff reporting for work before 8.00 a.m, or 90 minutes before the scheduled starting time of 9.30 a.m. and work till 6.30 p.m (Minimum 10 hours & 30 minutes) will be paid Rs.100/- for the extra hours of work done by them.

**2. Employees working late for more than 2 hours:**

Employees working late after scheduled work hours (9 hours) in the evening will be paid Rs.150/- for minimum 2 hours of working. If the extra working hours exceed 2 hours then the staff employee will be paid at the rate of Rs.150 per hour to take care of his dinner expenses and hardship faced. The sub- staff employee will be paid Rs. 75/- per hour. Similarly, the drivers will also be paid Rs. 75/- per hour.

The maximum refreshment allowance payable for working extra hours shall be limited to a maximum amount of Rs. 600/- per day.

For eg. if an employee reports at 9.30 AM , then his scheduled 9 hours will get over at 6.30 PM. Hence, his extra hours will be calculated from 6.30 PM onwards.

Employees working in Plants (Kalol, Kandla, Silvassa) will be provided transport facility at the scheduled hours only as per existing practice.

3. No dinner will be provided by the Company to any employee working extra hours. However, only tea will be provided as per the reasonable requirement.

**4. Employees reporting for work on a weekly off or paid holiday:**

The employees who report for work on a paid holiday/weekly off will be compensated as below:

- Upto 2 Hours - Nil
- Minimum 2 hours and upto 4 hours - Rs.75/- per hour

- For more than 4 hours - Rs.115/- per hour over & above 4 hour

No lunch will be provided to the employees. However, tea shall be provided as per the reasonable requirement.

### 5. Sub-staff employee working beyond 9.30 PM

The substaff category employee working late beyond 9.30 PM will be paid the conveyance reimbursement not exceeding Rs. 100/-. In case of drivers the conveyance reimbursement will not be applicable.

6. If the extra working time is in minutes then it will be rounded off to preceding hour. For eg. if an employee has worked extra for 2 Hr and 35 minutes then for calculation purpose it will be considered as 2 hours only. Rounding off to nearest zero of higher value will not be permitted.
7. The payment made to employees for working late will be termed as “Refreshment Reimbursement”. The employee who stay back and work extra hours should fill-up, the Refreshment Expenses Form as per the attached Format and should forward the same to HR dept. after taking the approval of his HOD. The Form should be sent weekly basis and not at the end of the month to avoid any miscalculation or amount to be paid.

Revised wef June'22

Extra Hours	Working Days		Conveyance Allowance	2 <sup>nd</sup> -4 <sup>th</sup> Saturday Off	*Weekly Off (Sunday)	Paid Holiday
	Staff	Sub Staff		Sub Staff Only		
Less than 2 Hours	0	0	0	0	0	0
2 Hours	150	150	0	80	150	150
1 Hr	0	0	0	0	0	0
2 Hrs	150	150	0	80	150	150
3 Hrs	300	225	0	120	225	225
4 Hrs	450	300	0	160	300	300
5 Hrs	600	375	0	230	415	415
6 Hrs	600	450	0	300	530	530
7 Hrs	600	525	0	370	645	645
8 Hrs	600	600	0	450	760	760
After 9:30 PM			100			

\*If any staff reports for work on 2<sup>nd</sup>/4<sup>th</sup> Saturday, the payment of refreshment allowance shall be done as per the amount mentioned in Weekly Off (Sunday) column.

**REQUEST FOR REIMBURSEMENT OF REFRESHMENT EXPENSES**

Name : \_\_\_\_\_

Dept: \_\_\_\_\_

DATE	Reporting time (IN punch)	Leaving time (OUT punch)	Total extra hours	Reason for extra work

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Signature of HoD



## **GUEST HOUSE FACILITY FOR EMPLOYEES**

**PURPOSE** : In order to provide residential accommodation near the factory to bachelors/ unmarried employees.

**OBJECTIVE** : To provide convenient atmosphere near the factory location and to avoid Hardship of long hour distance travelling.

**SCOPE** : Bachelor/ unmarried Trainee Engineers and Engineers

**RESPONSIBILITY:** Vice President HR /Head

- POLICY** :
1. Company's Guest House facility at Kalol shall be provided near the location of the factory which included Trainee Engineers and Engineers.
  2. The Guest House facility includes, Electricity, water, aqua guard, Lockers, TV, Refrigerator, necessary utensils, Fuel, Cots, Gas, Geysers, Lockers and cook servant but does not include food items like Tea, Nasta, Lunch, Dinner, maid servant for housekeeping work like sweeping, floor moping, cleaning of bathroom, Latrine cleaning & washing of clothes etc.
  3. The employee engaged as trainee Engineer shall be provided Guest House without any charges since the same is the requirement of Management during training period.
  4. The Trainee Engineer who complete their training period successfully and if He is absorbed in the services of the company due to vacancy are given benefits of HRA in the salary along with other heads like Basic, Conveyance, B&P, Education Allowance etc. As per the existing system, such engineers or the employees who opt to stay in the Guest House of Kalol plant, 50% amount of HRA allowance will be deducted from his salary for availing guest house facility. For employees working in Kandla & Silvassa plant, no deductions will be made.
  5. The concerned Engineer as and when vacates the Guest House and arrange an Accommodation at other locations in such cases HRA shall be given 100% as per the terms of Appointment Order. The concerned engineer shall be required to give declaration for vacating the Guest House.
  6. During the tenure of the stay of the concerned employee engaged as Trainee

Engineer/Engineer damage the properties of Guest House facility, the damages shall be recovered from dues with stern action.

- 7 Consuming alcohol, smoking & chewing pan masala, tobacco are totally prohibited at Guest House premises. Further, unwanted articles, materials and lethal weapon are not allowed to keep in the Guest House.
  - 8 Friends/ visitors are not permitted to stay in the Guest House. Further any Activities which the room partners and neighbours are not allowed in the Guest House.
1. Safe keeping of bags/costly items to be maintained by living persons & in case of stolen any goods responsibility lies to himself.
  2. Cleaning & hygienic conditions shall be maintained by all occupants in the Guest House and all concerned will cooperate and coordinate for such activities.
  3. Any illegal activities which can spoil the company's reputation are strictly prohibited.

## **Policy for organizing Annual Picnics in the Organization**

In order to promote harmony and good relations among the employees of Inox India, the practice of go-ing on picnic location wise is adopted since years.

The picnics are one of the best medium to achieve the above objectives. To regularize this activity fol-lowing guidelines shall be adhered to.

- 1) Destination for picnics shall not exceed 150 KMs. or 3 Hrs. journey whichever is less. This will enable the picnic goers to spend the quality time with each other on actual picnic site as it will restrict the travel time and will also eliminate the tiring journey.
- 2) The picnic shall be organized with family as the interaction among family members will facilitate better inter personnel relation ships. Family will strictly mean spouse and children. No friends, members of extended family, parents, brothers, sisters, fiancée, fiancé will be permitted on the picnics arranged by the Company.
- 3) The prior approval for location as well as expenses will be required by the respective HR De- partment before going on picnic in writing from CEO.
- 4) Presently an amount of Rs. 500/- per person is fixed as the limit of expenses on picnic. This amount is subject to review and change after approval of CEO after every 3 years.
- 5) It is advisable that the respective HR Department should organize the picnic in such a manner that all the participants can be involved in various group activities, games, talent shows etch and can enjoy the time spent together.
- 6) Consumption of alcohol shall be strictly prohibited on picnics. The employees going on picnic are expected to behave in the responsible manner and follow the advise given by the organizers of picnic/HR dept. Any kind of indiscipline by any employee or family member will be liable to strict disciplinary action against the concerned employee.
- 7) The Company or the picnic organizing committee will not be responsible for any accident, mis- hap, injury or any unfortunate incident happening during the picnic or while travelling to and from the picnic spot.

# **Policy for Dress Code and Etiquettes to be followed in the Company**

## **Policy Statement:**

INOX India Ltd. believes in maintaining a professional work environment that reflects the commitment to quality, safety and productivity. This policy outlines the dress code and etiquettes that employees must adhere to while on company premises. It aims to promote a positive image, ensure safety and foster a sense of professionalism among all employees.

## **1. General Dress Code:**

1.1. All employees are expected to dress in a manner that is clean, neat and appropriate for their job functions.

1.2. Clothing should be in good condition, free from offensive slogans and not revealing or provocative. While wearing the formal clothes like shirt, trousers and jackets are preferred.

T- Shirts and jeans may be allowed with the following restrictions:

- Jeans should be medium or high waist which should not be torn or rugged from anywhere.
- T- Shirt or top should be of proper length reaching at least two inches below the waistline of the jeans.
- Sleeveless and low neckline T- shirts and tops should not be worn. Similarly shorts and bermuda will not be allowed in the office.
- Skirts without slit covering the knees may be worn to the office.

1.3. Dress appropriately for the nature of the work performed, keeping in mind safety and hygiene requirements.

1.4. Footwear must be sturdy, closed-toe (for plant operations), and suitable for the tasks to be performed.

## **2. Safety Requirements:**

2.1. Personal protective equipment (PPE), such as safety helmets, goggles, gloves, safety shoes must be worn in designated areas as per job requirements and company policies.

2.2. Any specific safety-related clothing or equipment mandated for particular job roles must be worn and maintained in good condition.

## **3. Special Occasions and Events:**

3.1. On special occasions or during company events, employees may be allowed to dress casually or wear specific attire as communicated by management.

3.2. Employees should still ensure their attire is respectful, modest and aligns with the company's overall dress code guidelines.

#### **4. Non-Compliance:**

4.1. Failure to comply with the dress code policy may result in counseling or disciplinary action, depending on the severity and frequency of the violation.

4.2. Employees are encouraged to report any concerns or violations of the dress code policy to their immediate supervisor or the HR department.

#### **5. Review and Amendments:**

5.1. This dress code policy will be periodically reviewed and may be subject to amendments or updates as necessary.

5.2. Employees will be notified of any changes to the dress code policy in a timely manner.

By adhering to this dress code and etiquettes policy, employees contribute to the professional image and success of the company.

## **PERSONNEL REQUISITION FORM**

For addition of new permanent vacancies or engagement and  
renewal of F.T.E/trainees

DATE:-

1. DEPARTMENT

2. NEW POSITION

3. STATUS (PERMANENT / FIX TERM / TRAINEE )

4. If F.T.E. or trainee ,Please mention tenure : From \_\_\_\_\_ to

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5. GRADE

6. REASONS FOR CREATION OF NEW VACANCY

7. REPORTING RELATIONSHIP

OF NEW VACANCY

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WORK EXPOSURE

10. ROLES & RESPONSIBILITIES:-

11. COMPETENCIES:-

12. APPROX CTC

13. . REMARKS (if any)

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INITIATED BY

---

GM (OPERATION)

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CHIEF PEOPLE OFFICER &  
HEAD LEGAL

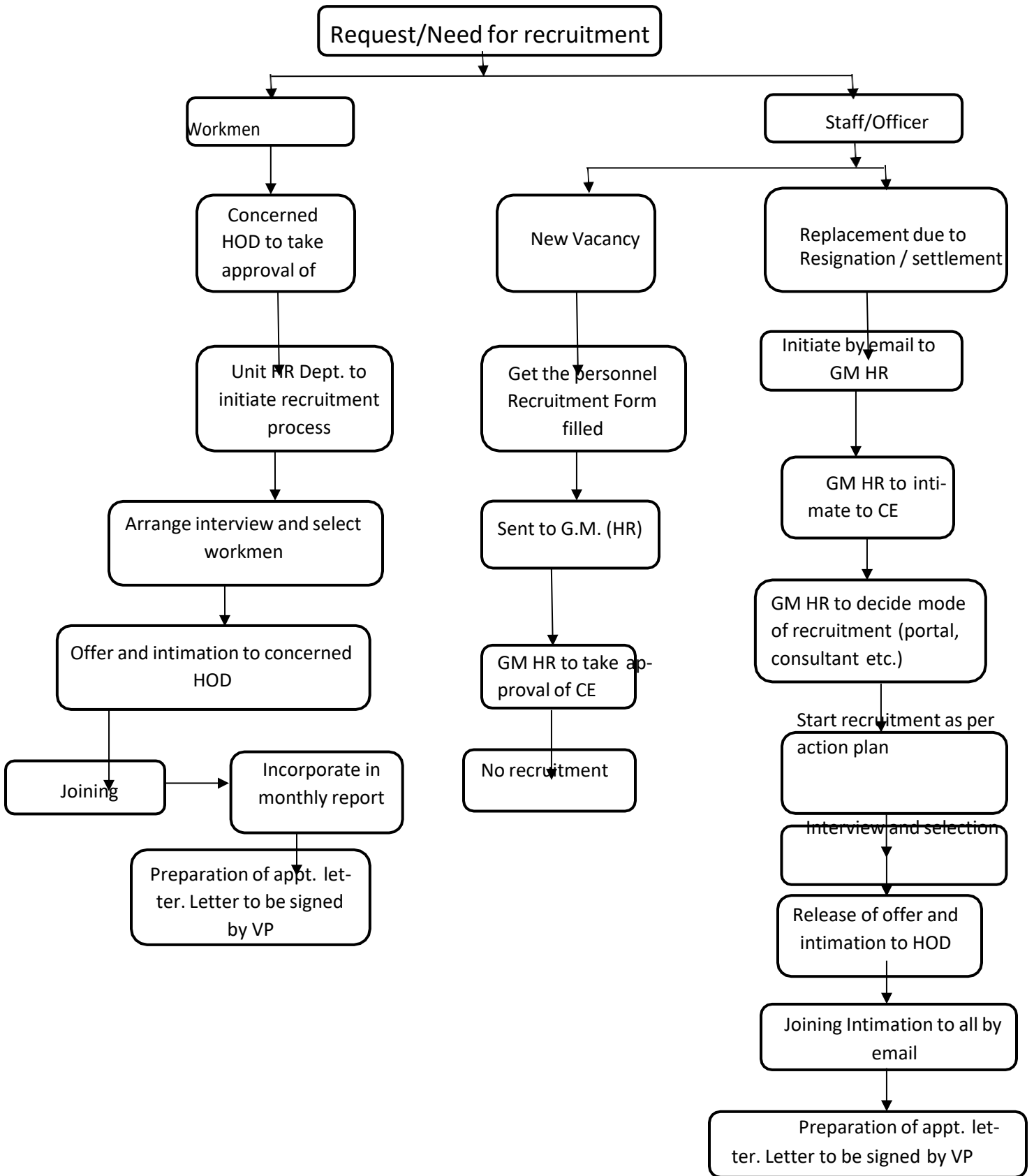
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APPROVED BY CEO

## **RECRUITMENT APPROVAL PROCEDURE**

In order to control and monitor the recruitment process below mentioned procedure will be followed with effect from 1<sup>st</sup> December'07.

1. All the recruitments shall be done after the approval of C.E. This will be applicable in case of replacement also in staff and officer category. However, the workmen category the replacement may be done after getting written intimation from concerned HOD through V.P. (Works). This will be applicable to all the locations i.e. Head Office, Kalol, Kandla & Silvassa.
2. The strength as on 30/11/2007 will be taken as the benchmark strength and any addition/deletion to this strength will be done with reference to the strength as on 30/11/2007.
3. If any recruitment is necessitated due to new addition or replacement then the "Personnel Requisition Form" which is attached herewith shall be filled-up and sent for approval of C.E by the concerned HOD. In case of replacement in worker category, this Personnel Requisition Form shall be authorized by the V.P.(Works). However, proposal for any addition in the workers strength over and above the strength as on 30/11/2007 shall be sent for approval to C.E. through H.R Dept. (H.O). This Personnel Requisition Form shall be filled for all the categories of employees i.e. Managers/Officers/Workmen/Fix term employees/Trainees/Temporary Employees/Full time Consultants/Full time retainers. The duly filled form shall be routed through H R Department at Head Office for processing and subsequent approval of C.E. In case any position is not approved for the recruitment then the H.R Department will intimate the concerned HOD.
4. While renewing/extending the contract/term of full time consultant/retainer and fixed term employee, the proposal for extension shall be sent to C.E's office through H.R. Department (H.O) at least 3 weeks before the expiry of the existing term. If the proposal is not approved before the date of expiry of the term then the said employee's term shall be assumed to be completed and his services shall be discontinued forthwith.
5. After the Personnel Requisition is approved, the HR Dept. shall start the recruitment process. Nevertheless, in case of exigency the HR dept. may initiate the recruitment process pending approval. But appointment offer shall be given to the selected candidate only after receipt of duly approved Personnel Requisition.
6. The personnel requisition forms for the position which are already approved and/or vacant prior to 30/11/2007 shall not be required to be sent to VC for approval.



<b>STANDARD OPERATING PROCEDURE</b>		
<i>Title: Background Check Policy, Pre-Employment Health Check-Up Policy and Post Engagement Policy</i>	<i>Department: HR</i>	<i>Date: 04/08/2020</i>

## **BACKGROUND CHECK POLICY**

### **Scope & Purpose**

The policy refers to the company's guidelines for investigating the job candidates' backgrounds as part of the hiring process. Background checks help in:

- Getting valid information about candidates' background
- Ensuring the company hires reliable employees
- Verifying candidates' information for accuracy
- Screening if candidates are involved in any serious criminal behavior

### **Policy elements**

Background checks may include:

- Verification reports (like previous employment, education etc.) from some BGV Agency
- Reference checks
- Police clearance certificate from the candidate
- Criminal records
- Self-declaration about clean criminal/civil/customs records

Any or some of the above may be initiated depending on the situation, as all candidates are not required to pass through every type of background check. Each position has its own requirements.

### **Procedure**

The company aims for a transparent hiring process that respects candidates' rights for which the below mentioned procedure is followed for background screening:

- Hiring managers and HR should discuss on the type of background check to be initiated for a position
- When the final candidate is selected, the HR should contact the candidate to get a written permission for background checks and explain the process
- If candidate refuses to go through background screening, HR informs him/her that he/she won't be considered for the position. If candidate provides with the written permission, the background-check can be initiated

- Once HR receives background check results, it is discussed with the hiring managers to decide next steps for the candidate and the position, in case of negative review
- The candidate is informed about the decision. The HR also gives the information about negative findings to the candidate in case he/she needs to dispute a report or address any issues a background check turns up

## **PRE-EMPLOYMENT HEALTH CHECK-UP**

### **Scope & Purpose**

The policy ensures and informs the company the present health status and well-being of the newly hired candidate on work and is applicable to all the new hires.

### **Policy Elements**

Employee health check-up is the company's responsibility and may include the following:

- Complete medical & physical examination
- Laboratory investigations
  - Complete blood count
  - Blood sugar test (FBS & PP2BS)
  - Blood Group & Rh Factor
- Chest X-Ray
- ECG
- Eye Test

### **Procedure**

- All candidates shall undergo the health check-up before joining the company
- Medical check-up shall be performed by a qualified physician only
- All original records are handed over to the employee and a copy of the same shall be maintained by the HR department
- In case the candidate is found unfit, he/she shall not be recruited, which will be informed to the candidate

## **INDUCTION & ORIENTATION**

It is to be ensured by the HR representative that any new employee who joins the company is properly inducted about the policies & systems in place, starting from guiding them in filling up the joining documents to explaining them about the HR policy & briefing them about all the departments. Below is the checklist to be recorded & maintained for the same.

## NEW JOINER'S INDUCTION-ORIENTATION CHECKLIST

Name:

Date of Joining:

Designation:

Department:

Location:

Sr. No.	Particulars of the Formalities	Completion (Yes/No)
1	Filling up of the all the joining documents	
2	Reading & understanding of HR Manual	
	a) Leave Policy	
	b) Travel Policy	
	c) Sexual Harassment Policy	
3	Brief introduction to all the departments/organization/website	

Induction Carried Out By: (Name & Sign)

\_\_\_\_\_  
Signature:

## **DISENGAGEMENT (TERMINATION/SEPARATION) POLICY**

### **Scope & Purpose**

The policy refers to the event that an employee ceases to be part of the company's workforce and applies to all prospective or current employees of the company in regards to possible separation of employment. Disengagement of employment may be by:

- Resignation
- Retirement
- Dismissal

### **Policy elements**

The policy aims to handle the cases of termination of employment as dictated by law with discretion, professionalism and official documentation.

### **Procedure**

Following procedure is incorporated for an outgoing employee in the company:

- Before the employee leaves, the concerned department should ensure proper handover of the work
- The HR must ensure that the assets & belongings of the company (Simcard, Laptop, mobile phone, data card, official papers & documents like Power of Attorney etc.) that are in possession of the employee are taken back on or before his/her last day of working in company by respective department
- The HR should ensure that outgoing employee's application login id including access to ERP system, access to the Bio-Metric System etc. gets blocked. He/she should get clients de-mapped from his/her system. Recover any loss from the employee
- The HR should make sure that the outgoing employee does not have any pending dues by making him/her fill up the no due form and getting it signed by the respective authorities
- The HR is responsible to get the exit feedback form filled up by the employee and discuss with the respective HOD in case of any comment/suggestion that needs an attention to.
- The HR should ascertain that the outgoing employee signs an undertaking of not getting engaged with a company in the same business line as Inox India Pvt. Ltd. at least for next two years of leaving the company



## **EMPLOYEE REFERRAL POLICY**

This policy for encouraging employees to refer good candidates for recruitment in the organization. Under this policy, an employee who refers a candidate for any vacant position in the company and the referred candidate gets selected, then the concerned employee will be rewarded as below:

<b>CATEGORY OF SELECTED CANDIDATE</b>	<b>REWARD</b>
Asstt. Manager (Grade 7) and below	Rs 5,000
Dy. Manager (Grade 6) and above	Rs.10,000

The following terms & conditions will be applicable in this policy.

1. The reward for referring candidate shall be applicable only on the vacancies which are notified to all the employees by HR department.
2. The recruitment of GET/PGET and other trainees are excluded from this scheme.
3. This reward scheme will not be applicable if the referred candidate is spouse, blood relative of self and/or spouse.
4. The reward shall be paid only after completion of probation period of the successful candidate.

## **ETHICS POLICIES (W.E.F. 01-10-2021)**

### **→ Business Ethics Policy**

INOX India Pvt. Ltd. is committed to conduct its business in utmost ethical manner, which shall benefit the people, communities, localities and the country.

We are an equal opportunity employer and all the employees are treated as equal, irrespective of their race, cast, religion, colour and sex.

All the employees of INOX India Pvt. Ltd. shall follow the ethical guidelines mentioned below.

1. No discrimination on the basis of race, caste, religion, colour, language and sex shall be practiced with the existing employees as well as recruitment of new employees.
2. INOX India Pvt. Ltd believes in complying with all the legal and statutory provisions laid down in the law and follows the ethical practices for conducting the business.
3. No employee shall receive directly or indirectly, any illegal payments, remuneration, gift or any other favour from its suppliers and vendors.
4. All the employees shall devote all their abilities and time for company's work and no employee shall involve himself/herself directly or indirectly in any business, employment, part time or full time, or freelance consultancy with or without remuneration.
5. The technology, method and process used by INOX India Pvt. Ltd for developing and manufacturing its products is its intellectual property and employee shall not, during the tenure of services or thereafter, disclose, divulge or make public or shall personal use for his/her gain any of the materials, process, accounting transaction, dealings, information etc. whether the same may be confined to him/her or known during the course of services or otherwise and all such information shall be treated as confidential.
6. The company has adopted zero tolerance policy towards sexual harassment at workplace. Any instance of such nature shall be referred to the committee constituted for this purpose and if found correct, shall be dealt in most stringent manner.

**PARAG KULKARNI**

## → Policy On Prevention, Prohibition And Redressal Of Sexual Harassment Of Women At The Workplace (POSH)

### 1) Introduction:

The management of IIPPL has zero tolerance towards sexual harassment of employees. As required by and subject to the provisions of the “**The Sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013,**” a committee has been formed to enquire/redress complaint/s of victims of sexual harassment. This committee shall investigate all the complaints of sexual harassment placed before it.

A gist of definition of sexual harassment, the steps that INOX will undertake and details of the committee formed to handle sexual harassment complaints are as follows:

### 2) Objective:

To provide protection against sexual harassment of women at workplace and for the prevention, prohibition and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

### 3) Definition:

The policy states that:

- I. Sexual harassment will not be tolerated. Individuals who engage in such behavior will be subject to disciplinary action up to and including termination.
- II. Sexual harassment is prohibited whether it occurs at the workplace or elsewhere in the course of employment responsibilities or working relationships.
- III. Management is responsible for ensuring that the work environment is free from sexual harassment. All sexual harassment complaints and responses are confidential subject to the requirements of this policy.

#### i) What is Sexual Harassment?

1. Objectionable, coercive or lewd comment of a sexual nature to a person or persons, that is known or ought reasonably to be known as unwelcome.
2. Actions or communications with a sexual connotation that create an intimidating, demeaning, or offensive work environment.
3. Unwanted sexual request or advance, inappropriate touching or sexual assault.
4. An implied or expressed reprisal or threat of reprisal, or denial of opportunity for refusing to comply with a sexual request.
5. Any implied or expressed reward for complying with a sexually oriented advance or request
6. Displaying pornographic, offensive or derogatory pictures or text.
7. Reprisal or threat of reprisal against an individual for any action they take following this policy and its procedures.

#### ii) What is NOT Sexual Harassment?

Sexual harassment does not refer to normal conversation that all parties affected find acceptable. It does not refer to office relationships that are freely entered into without intimidation or coercion.

#### iii) What Can Employees Do If They Think They Are Being Sexually Harassed?

1. Talk to their Manager or Dept. of HR.

2. The Company has formed an Internal Complaints Committee (ICC) as per the provision of The Sexual Harassment at The Workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013. The list containing names of ICC is displayed on the notice board. An aggrieved employee can file a written complaint to the chairperson of ICC. The redressal will be done as specified in the above act.

**iv) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:**

- a. Implied or explicit promise of preferential treatment in her employment; or
- b. Implied or explicit threat of detrimental in her employment; or
- c. Implied or explicit threat about her present or future employment status; or
- d. Interfering with her or creating an intimidating or offensive or hostile work environment for her; or
- e. Humiliating treatment likely to affect her health or safety

**4) Sections Of The Indian Penal Code (Ipc) - Sexual Harassment And Punishment For Sexual Harassment:**

Under the Indian Penal Code, the newly introduced Section (S. 354A) which deals with sexual harassment has made this a 'cognizable offence' i.e. a person charged with sexual harassment may be arrested without a warrant.

1. A man committing any of the following acts:

- i. Physical contact and advances involving unwelcome and explicit sexual overtures; or
- ii. A demand or request for sexual favours; or
- iii. Showing pornography against the will of a woman; or
- iv. Making sexually coloured remarks shall be guilty of the offence of sexual harassment

2. Any person who commits the offence specified in clause (i) or clause (ii) or clause (iii) above shall be punished with rigorous imprisonment for a term which may extend to three years, or with fine or with both.

3. Any man who commits the offence specified in clause (iv) above shall be punished with imprisonment of either description for a term which may extend to one year, or with fine, or with both.

In addition to Section 354A set out above, acts of sexual harassment may also constitute other offenses under IPC including Section 354 (assault or criminal force to woman with intent to outrage her modesty), Section 354C (Voyeurism), section 354D (Stalking), Section 375 and 376 (Rape) and Section 509 (word, gesture or act intended to insult the modesty of a woman) of the IPC.

**5) Consequences:**

If any person is found guilty of any of the above acts of sexual harassment, the management shall take very strict disciplinary action against the concerned employee/s, including dismissal from the services and filing a complaint, against the concerned employee with the local police authorities as decided by the committee. However, if the complaint of sexual harassment is found to be false or fictitious in nature, appropriate disciplinary action shall be initiated against the complainant.

As per Sec 12(1), during pendency of an inquiry, on written request made by aggrieved woman, the Internal

Committee or the Local committee, may recommend to the employer to -

- a) transfer the aggrieved woman or respondent to any other workplace
- b) grant leave to the aggrieved woman up to a period of 3 months (in addition to the entitled leaves)
- c) grant such other relief as may be prescribed

**6) Procedure for handling sexual harassment complaints:**

- All sexual harassment complaints should be reported in writing to the Chairperson of the ICC. In case a complainant is not in a position to submit her complaint in writing, any member of the ICC shall render all reasonable assistance to the aggrieved woman / victim to write her complaint.
- The ICC will initiate steps to investigate the complaint in a fair and appropriate manner at the earliest and may at the request of the complainant, settle the matter between the complainant and the respondent. The settlement shall not involve any amount of money and shall be recorded down in writing, duly signed by both the parties.
- Within ten days of completion of the investigation, the committee shall forward its report to the management, with a copy to the complainant and the respondent, for appropriate action.
- If the allegations against the respondent are not proved or that complaint is found to be frivolous, the committee shall recommend in its report to the management that no action be taken against the respondent and/or an appropriate action against the complainant be recommended.

**7) Powers of the Internal Complaints Committee:**

As per Section 11 (3), for the purpose of an enquiry under sub-Section (1), the internal committee shall have the same powers as are vested in a civil court-

- Summoning and enforcing the attendance of any person
- Examining him on oath
- Requiring the production and discovery of any documents
- Any other matters which may be prescribed

**i) Maximum time frame for complaint:**

As per Section 11 (4), within a period of three months from the incident faced, and in case of series of incidents, within a period of three months from the date of last incident, the complaint shall be registered. The time period may be extended, after recording the reasons in writing, if it is satisfied that the circumstances were such which prevented a woman from filing a complaint within the said period.

**ii) Duties and responsibilities of Internal Complaints Committee members:**

- To treat all complaints seriously and take immediate action as deemed fit
- To keep all complaints / reports and identity of complainant “confidential at all times”
- To obtain feedback in writing from the complainant about the overall handling / redressal of the complainant’s complaint

- To keep the management informed about any incident taken place
- To provide assistance to the complainant if the complaint is of grave in nature and the complainant chooses to file the complaint to the police under the Indian Penal Code (45 of 1860) or any other law for the time being in force.

**iii) Timelines for completion of inquiry:**

- As per Section 11 (4), the inquiry under sub- Section (1) shall be completed within the period of ninety days.
- The members of Internal Committee shall always be accessible to any complainant in this regard.
- The Human Resources team will always be available to assist / guide in the entire procedure.

**iv) Composition of Internal Complaints Committee for Baroda Office:**

1. Ms. Jenifer Dixon (Chairperson)
2. Ms. Varsha Nair
3. Ms. Shila Nityanand
4. Ms. Diti Thakkar
5. Ms. Ashumi Mehta
6. Ms. Sreedevi Nair
7. Ms. Dipali Vaidya
8. Mr. Sudhir Sethi (Management Representative)
9. Mr. Dipak Shukla (Management Representative)
10. Ms. Archana Shrivastava (NGO Member- External)

**v) Composition of Internal Complaints Committee for Kalol Plant:**

1. Ms. Jenifer Dixon (Chairperson)
2. Ms. Unnati Patel
3. Ms. Sameeksha Radhakrishna K.
4. Ms. Nishaben Parmar
5. Ms. Ashaben Parmar
6. Mr. Sudhir Sethi (Management Representative)
7. Mr. Dipak Shukla (Management Representative)
8. Ms. Archana Shrivastava (NGO Member- External)

**vi) Self-Declaration to the ICC:**

Since people of opposite sex spend time together at work place, there are chances of forming relationships that extend beyond being acquaintances at work. Employees of opposite sexes developing an intimate relationship except that of a professional one which may lead to dalliance/involvement/amour etc. are instructed to declare such a relationship to the ICC at the earliest, along with filling up the self-declaration form as below. The same is applicable to the new recruits as well.

INOX INDIA PVT. LTD.

**WORKPLACE RELATIONSHIP DISCLOSURE FORM**

It is the policy of INOX India Pvt. Ltd. to ensure Zero Tolerance towards sexual harassment at workplace. In view of the same, as per clause number (vi) of point number (7) under the Policy On Prevention, Prohibition And Redressal Of Sexual Harassment Of Women At The Workplace (POSH Act) in our HR Manual, below is the self-declaration form.

I, \_\_\_\_\_, the undersigned, have gone through the Sexual Harassment Policy in detail as mentioned in the HR Manual and am clear about the same.

I hereby declare that I shall abide by the policy and as stated in the policy, the declaration of developing a relationship with any co-worker that extends beyond the professional boundaries involving dalliance/amour etc., shall be made to the Management immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## → Whistle Blower Policy (W.E.F. 01-10-2021)

The Company is committed to conduct its business by adopting the highest standards of professional integrity and ethical behaviour and comply with all the regulatory requirements under the laws and regulations prevailing from time to time. The Whistle Blower Policy is a mechanism which encourages all concerned to take positive actions which are not only commensurate with the Company's values and beliefs but are also perceived to be so. Through this Policy, the Company seeks to provide a procedure for all the Employees and Directors of the Company to disclose any concern about any Improper Act. The Company provides adequate safeguards against victimization to all Whistle Blowers for making Protected Disclosures.

Section 177(9) and (10) of the Companies Act, 2013 makes it mandatory for listed and other prescribed companies to establish a vigil mechanism called the "Whistle Blower Policy" for all its Employees and Directors to report Improper Acts. Accordingly, this Policy is formulated with a view to providing such a mechanism.

### **Objective:**

1. To provide all Employees and Directors a mechanism to report Improper Acts.
2. To provide adequate safeguards against victimization for making Protected Disclosures.

The Management reserves the right for any amendment in this policy at any time.

**Scope:** The Whistle Blower's role is that of a reporting party with reliable information. A Whistle Blower is not required or expected to act as an investigator or finder of the facts, nor would the Whistle Blower have a right to participate in any investigative activities unless requested by the Investigator.

**Definitions:** The definitions of some of the key terms used in this Policy are given below.

- a) "Director" means a member of the Board of Directors of the Company.
- b) "Employee" means every employee of the Company (whether working in India or abroad) including the Directors in the employment of the Company.
- c) "Improper Act" means any concerns about unethical behaviour, actual or suspected fraud.
- d) "Investigator" means those persons authorized, appointed, consulted or approached by the Chairman of the Audit Committee including Auditors of the Company and the police.
- e) "Policy" means this Whistle Blower Policy.
- f) "Protected Disclosures" means any communications made by a Whistle Blower in good faith that expresses concerns of Improper Acts.
- g) "Whistle Blower" means an Employee or a Director making a Protected Disclosure under this Policy.

**Eligibility:** All Employees and Directors of the Company are eligible to make Protected Disclosures under the Policy.

### **Disqualification:**

- a) Any abuse of the protection given under this Policy to the Whistle Blower will warrant disciplinary action.
- b) In case any person is found repeatedly misusing this Whistle Blower Policy, or making disclosures which are found to be malafide, malicious, baseless, frivolous or reported otherwise than in good faith, such



person will be subject to disciplinary action as may be deemed fit by the Audit Committee.

**Procedure:**

- a) All Protected Disclosures should be addressed to the Chairman of the Audit Committee.
- b) The Contact details for reporting of Protected Disclosures are as under :

Managing Director,  
Inox India Private Limited 7th Floor, Ceejay House  
Dr. Annie Besant Road, Worli, Mumbai 400 018

- c) Protected Disclosures shall be reported in writing so as to ensure clear understanding of the issue /s raised and should be typed or handwritten in legible handwriting in English, Hindi or regional language of place of employment of the Whistle Blower.
- d) Protected Disclosures shall be forwarded with a covering letter which shall bear the identity of Whistle Blower. The Chairman of the Audit Committee shall detach the covering letter and identity of the Whistle Blower before sending the matter for investigation to the Investigator.
- e) Anonymous disclosures shall not be entertained under this Policy.

**Investigation:**

- a) All Protected Disclosures received will be recorded and looked into by the Chairman of the Audit Committee. If initial enquiries made by the Chairman of the Audit Committee indicate that the Protected Disclosure has no basis, or it is not a matter to be pursued under this Policy, it may be dismissed at this stage, and shall be sent to the Managing Director, if any, or the Board of Directors, of the Company and the decision shall be documented with the justification for arriving at such decision. In such cases, the Chairman of the Audit Committee will also give a proper feedback to the Whistle Blower, explaining the reasons of such dismissal. The Chairman of Audit Committee, to the extent feasible, shall endeavour to take all these steps within a period of 15 working days from the date of receipt of the Protected Disclosure.
- b) If initial enquiries made by the Chairman of the Audit Committee indicate that further investigation is necessary, this will be carried through either by the Chairman of the Audit Committee alone or by an Investigation Committee. In case the Chairman of the Audit Committee decides to get the investigation carried out by an Investigation Committee, he shall form the Committee within 7 working days of arriving at such decision.
- c) The investigation would be conducted in a fair manner, as a neutral fact-finding process and without presumption of guilt. To the extent feasible, the Chairman of the Audit Committee or the Investigation Committee, as the case may be, shall conclude the Investigation within a period of 30 working days from the commencement of the Investigation, and shall make a written report of the findings on the conclusion of such Investigation.
- d) Any Protected Disclosure which is against or involves any members of the Audit Committee, the same shall be referred to the Board of Directors for suitable action.

## → Corporate Social Responsibility (CSR) initiatives by INOX INDIA Pvt. Ltd.

INOX India Pvt. Ltd is fully aware about the impact of its operations on the environment as well as on the social economic conditions of all its stake holders. As an aware corporate, it is sensitive towards the various issues at local as well as global level. Following initiatives have been taken by INOX India Pvt. Ltd to discharge its corporate social responsibilities.

### 1. Environment

- a) Total compliance to the applicable environmental law related to controlling of Air, Water & Land pollution.
- b) Emphasis on reduction on energy consumption and involvement of employees in creating awareness about energy consumption by sensitizing them towards this issue.
- c) Investment in wind mill for renewable energy generation.
- d) Minimizing the pollution of land thru effective waste management procedure. Monitoring the water consumption and recycling of water for operation.
- e) Installation of energy machineries efficiently and closed water cooling system.
- f) Setting-up of dust collection system.
- g) Systematic monitoring of noise levels.

### 2. Company Employees (Labour Practice)

The Company has adopted:-

- a) Total compliance on labour laws by the organization.
- b) Having recognized workers union affiliated with the leading trade union.
- c) Employee's health and safety policy.

### 3. OHSAS Certification

- a) ISO 18001 certifies continuous improvement in working conditions of workers. No child/force labour permitted. Equal opportunities for employees irrespective of caste, religion, colour, region, sex and any kind of discrimination not permitted.
- b) Formation of safety committee to give suggestions regarding improvement of safety and health standards in the organization.
- c) Formation of women empowerment committee to prevent any discrimination against women in the organization.
- d) Frequent Training Programmes for the employees.
- e) Potential development of employees at various levels within the Organization.
- f) Employees involvement in improvement of project in the Company related to operation, health, safety working condition, employees engagement etc.

### 4. Society

Society and other stake holders.

- b) Monitoring the curriculum of industrial training institute in welding trade for development of skill among tribal people.
- c) Providing the opportunities for training in technical as well as managerial to the standards of local colleges.
- d) Participation of various community development and social programmes.

- e) Formulation of Business Ethics policy and compliance.
- f) Emphasis on procurement of sustainable materials.