



AEC PROMAG

CONSULTANCY PRIVATE LIMITED

HUMAN RESOURCE HAND BOOK



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VISION OF THE COMPANY

The core objective of AEC Promag is to work on fact-based approach, based on rigorous and objective analysis to give clients a fresh perspective on value creation, involves itself in competitive strategies and implementation programs.

It always operates under various flexible business models to suit the specific needs of customers and their projects. Work closely with each client through all phases of their project; from pre-construction to design, to actual construction work and post construction requirements to guarantee faultless service from beginning to end.

OBJECTIVE

AEC Promag Consultancy Private Limited in existence since the year 2000 has been providing high quality Project Management Consultancy Services for all kinds of projects in the realty sector.

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**RULES & REGULATIONS
GOVERNING EMPLOYMENT
AT
AEC PROMAG CONSULTANCY PRIVATE LIMITED**

**Website: www.aecpromag.com
HR/Admin. Website: www.aecpromag.com/ks**

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INTRODUCTION

This Handbook will serve as a guide to the Terms and Conditions of Employment, benefits and other related matters pertaining to the service of a staff of **AEC PROMAG CONSULTANCY PRIVATE LIMITED**

It supplements the Terms & Conditions of Employment as detailed in the appointment letter.

The company reserves the right to amend, delete or annex any terms and conditions of service as and when necessary.

These terms and conditions will, where applicable, be subjected to the provisions of any relevant Government legislation and its amendments.

The content of this book is to be kept strictly confidential and is intended to be used as reference for the company and the staff.

Any doubt or query concerning the content of this handbook should be forwarded to the Human Resource Department (ramani@aecpromag.com).

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SECTION 1

Definitions

- 1.1 "AEC PROMAG" shall mean AEC PROMAG CONSULTANCY PRIVATE LIMITED
- 1.2 "COMPANY" shall mean AEC PROMAG CONSULTANCY PRIVATE LIMITED (AEC PROMAG). The term "company" or "organization" may also be used interchangeably.
- 1.3 "MANAGEMENT" shall mean the Managing Director/ Operating Directors/ Chief Operating Officer of the Company.
- 1.4 "STAFF" shall mean employees, who are in the permanent employment of the company. The term staff or employee may be used interchangeably to refer to the same meaning.
- 1.5 "CONFIRMED STAFF" means employees who have successfully completed the probationary period and are confirmed in the permanent employment of the company.
- 1.6 "IN WRITING" shall mean in a formal communiqué in the form of physical document including email communication.
- 1.7 "BOARD OF INQUIRY" shall mean a group of Employees and/or outside persons appointed by Management to hear and consider disputes. The Board shall comprise members who are independent, unbiased and impartial to the dispute under consideration.
- 1.8 "SUPERIOR" shall mean your immediate reporting officer.
- 1.9 "DEPARTMENTAL MANAGER" shall mean a person who is in charge of any project or Department.
- 1.10 "EMPLOYEE(S)" Employee(s) may include full-time Employees and others employed with AEC Promag Consultancy Pvt. Ltd., who are subject to the control and direction of AEC Promag Consultancy Pvt. Ltd., in the performance of their duties. Employee(s) means any person who irrespective of the salary he/she earns in a month has entered into a contract of service with AEC Promag Consultancy Pvt. Ltd.
- 1.11 "SALARY" shall mean Cost to the Company (CTC) as set out in Cl. 2.4.1 of this Handbook.
- 1.12 "EMPLOYEES UNDER PROBATION" shall mean a new Employee whose performance is being evaluated to determine whether further employment in a specific position or with AEC Promag Consultancy Pvt. Ltd. is appropriate. It is considered necessary to engage staff on probation in order that their abilities and suitability be affirmed in a work situation. The probationary period is up to SIX (6) months for all staff, during which, his / her performance will be reviewed for confirmation. When an Employee completes the probationary period, the Employee will be notified of his/her new status with AEC Promag Consultancy Pvt. Limited in writing. The company may at its discretion extend the probationary period by another three months or such other period as may be decided by the Management.
- 1.13 "PERFORMANCE REVIEW" shall mean the process wherein Employee's immediate superior will review the performance of each staff on a regular basis.
- 1.14 "COMPANY PROPERTY" shall mean all AEC Promag Consultancy Pvt. Ltd. owned or leased property used by Employees.
- 1.15 "CONTROLLED SUBSTANCE OF ABUSE" shall mean any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- 1.16 "DRUG" shall mean any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
- 1.17 "DRUG PARAPHERNALIA" shall mean equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.
- 1.18 "ILLEGAL DRUG" shall mean any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- 1.19 "UNDER THE INFLUENCE" Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician. Inhalants used illegally, shall mean a state of not having the normal use of

mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

1.20 "OUTSTATION" shall mean any district/state in India that is outside the district/state in which the employee is posted on appointment.

1.21 "OVERSEAS" shall mean any country outside India.

1.22 "FAMILY" shall mean for married Persons Wife, Children, dependant parents and dependant unmarried brother below 18 years and unmarried sister below 21 years. Employed Parents, brothers, and sisters are not dependants. For unmarried persons unemployed dependant parents and dependant brother below 18 years and Sister below 21 years unmarried and unemployed. Grandparents and in-laws are not defined as family.

SECTION 2

History of Change

2.1. **Changes in Policy.** This Handbook is designed to acquaint Employees with **AEC Promag Consultancy Pvt. Ltd.** (hereinafter referred as AEC PROMAG) and provide the Employees with information about corporate philosophy, culture, policies, rules and practices, working conditions and benefits affecting employment. The information contained in this Handbook applies to all Employees. Abiding to the terms and conditions described in this Handbook, is considered a condition of continued employment. However, nothing in this Handbook alters an Employee's status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between AEC PROMAG and any of its Employees. The Handbook is a summary of the Company's policies, which are presented here only as a matter of information and guideline. All Employees are responsible for reading, understanding, and complying with the provisions of this Handbook. The Company's objective is to provide the Employees with a work environment that is constructive to both personal and professional growth. This Handbook supersedes all previous Employee Handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. However, since the Company's business and organization are subject to change, the Management reserves the right to interpret, change, suspend, cancel, or dispute with or without notice, all or any part of our policies, procedures, and benefits at any time. The Management will notify all Employees of these changes. Changes will be effective on the dates determined by the Management, and after those dates, all previous policies will be null and void. No other Employee aside from the Management has the authority to change policies at any time. If any Employee is uncertain about any policy or procedure, he/she is encouraged to speak with his/her direct Superior, Departmental Manager or the Management.

2.2 **Rationale for Change.** The Company has been using an Office Manual that was created in the year 2007. Since then the Company has undergone tremendous change and growth. These quantitative and qualitative developments necessitated an update to that manual.

2.3 **Key Changes.** Almost all aspects have been modified to make this as an Official manual. This handbook has a "Definitions" page to facilitate easier and more accurate reference to common terms used. Company policies & all benefits and day to day governing rules are also more comprehensively mentioned.

2.4 **Human Resource Organization.** The Company has adopted a set of categorization/Career Bands for staff. This organization is to provide a fairer basis for performance reviews, reassignment of duties and benefits and entitlements. The Company has also stipulated that a formal performance review is to be held at least once a year whilst informal ones can be conducted as and when deemed necessary.

2.4.1 AEC Promag has the following distinct Career Grade as Levels of contribution and the CTC. These levels have been used to arrive at the bands as given below:

Particulars (Grade & Designation)	Grade	CTC	
		Minimum `	Maximum `
Trainees/Apprentice	-	1,20,000	1,80,000
Driver	1	1,20,000	1,80,000
Office Assistant	2	1,20,000	2,50,000
Data Entry Operator	3	1,50,000	3,00,000
Document Controller	4	1,50,000	3,50,000
Officer	5	1,80,000	4,00,000
Senior Officer	6	2,40,000	4,80,000
Junior Engineers	7	1,80,000	4,00,000
Senior Engineers	8	2,40,000	4,80,000
Assistant Manager	9	3,00,000	6,00,000
Deputy Manager	10	4,00,000	7,00,000
Manager	11	5,00,000	8,00,000
Senior Manager	12	6,00,000	9,00,000
Assistant General Manager	13	7,00,000	10,00,000
Deputy General Manager	14	8,00,000	11,00,000
General Manager	15	9,00,000	15,00,000
Associate Vice President	16	9,50,000	16,00,000
Vice President	17	11,00,000	18,00,000
Senior Vice President	18	15,00,000	20,00,000
Chief Operating Officer/Chief Financial Officer	19	18,00,000	25,00,000
Chief Executive Officer	20	20,00,000	30,00,000

The above bands are based on broad competencies with a lot of flexibility to hire and place professionals with varying levels of education, experience and market price.

SECTION 3

Corporate Philosophy and Culture

3.1 **Corporate History.** The Company has been established in 2000 by a team of qualified and experienced professionals mainly to provide consultancy services under one roof for all property matters. The services set out under the Value Added Services clearly spell out various areas in which the company has hands on experience and expertise. The part of the name “**PROMAG**” - **Professional Management, Project Management and Property Management** - reflects the nature and manner in which the services would be offered by the Company.

3.2. **Vision.** To make AEC PROMAG a professionally-managed, dynamic, vibrant, value based organization with exceptionally skilled, highly motivated human resources committed to total customer satisfaction and face present & future challenges.

3.3. **Mission.**

3.3.1 Create a competent professionally managed consultancy company for all project related management.

3.3.2 Maintain international standard practices in project and construction management.

3.3.3 Cultivate and maintain the highest level of integrity and professionalism in management and consultancy services.

3.3.4 Grow into a full fledged consulting & service company offering variety of consultancy services for the entire gamut of activities relating to property development business and continually reinforce our standing as an industry leader.

3.4. **Scope of Project Management and/or Construction Management**

The very scope of our Project Management and/or Construction Management is to primarily achieve accomplishment of the entire project in accordance with the plans, designs and specifications in the defined time and cost schedule.

Our Project Management will give assurances in advance (i.e. before commencement of any project) for a fair degree of targeted accomplishment of the entire project within the planned cost and time.

Depending upon the size and complexities of the projects, separate teams of experienced professionals from the required disciplines will be constituted for project management / construction management. However, for smaller projects these teams may be combined.

The teams shall be responsible for day-to-day execution, supervision, quality control, etc and shall ensure inter-disciplinary co-ordination during the construction stage. The team shall be

responsible to achieve satisfactory completion of the project with regard to cost, time and quality. Some members of the design team may also be included in the project management team and / or associated actively during the project execution stage.

The leaders and members of project management / construction management teams will be appropriately qualified with requisite experience and expertise to meet the requirements and challenges of the size and complexity of the projects.

3.4.1 **Project Management**

- a. Identifying the Architects for the project, assess the capabilities for the particular type of project and present it to management for selection of Architect.
- b. Initiate and complete the due diligence on the land with reference to height permitted, FSI permitted, plot coverage, land classification etc., and prepare preliminary project technical feasibility with the help of Architect and submit it to management for understanding the size of the construction and the configuration of buildings
- c. Initiation and completion of geo-technical analysis.
- d. Interact with architects for various options of the architectural schemes for the project and send the same to the client for approval.
- e. Receiving and getting approval from Management for Architectural design concept.
- f. Suggesting names for appointment of / appoint MEP Consultants, Structural Consultant and quantity surveyor
- g. Receiving, recommending for approval and getting approval from Management for MEP and Structural design concept.

- h. Finalizing macro schedule for design, construction, completion and handover.
- i. Preparation of budget for the project for approval of management.
- j. Establish communication protocol and responsibility matrix for all processes.
- k. Coordination with Architect, structural consultant and Quantity Surveyor for getting tender drawings/bill of quantity, Excavation, Piling (or) foundation and Civil/Structural Contract.
- l. Recruitment of team for Construction Management
- m. Getting approval from management for list of contractors, float tender, preparation of comparative statement and recommending to management for selection of Excavation/Piling/civil/structural contract.
- n. Creating Site infrastructure, putting in place the construction management team.
- o. Getting tender drawings and documents for MEP works and completion of the tender process adopting the same procedure mentioned for civil contract.
- p. Preparation and submission of micro schedule for project completion.
- q. Submission of revised budget to management based on actual cost as per tender with estimated escalation and tracking the budget with reference to actual cost from time to time.
- r. Drawing coordination, conduct of weekly meeting, preparation of minutes and follow up on critical points for completion of all design and coordination related issues.
- s. Documentation of all construction and design process.
- t. Back office support to Site on all day to day requirements.
- u. Establishment of procedure for bill processing and payment.
- v. Monitoring and certification of quality and safety aspects.
- w. Preparation and submission to management, fortnightly schedule on progress and tracking with reference to the micro schedule.
- x. Preparation of hand-over document, Operations and Maintenance manual and fit-out manual
- y. Completion of testing, commissioning and handover with warranty document.

3.4.2 Construction / Execution (Actualization)

The main functions of the teams constituted for Construction management would relate to:

- a) Specify quality control quality audit system and safety system;
- b) Execution and supervision;
- c) Getting shop drawings from the Contractor and getting approval from Consultants for execution.
- d) Prescribing daily targets with reference to micro schedule, monitor achievements and backlog and adopt rectification measures.
- e) Verify incoming material for quality, compliance with approved make and submit record to
- f) Monitor quality, time and cost control;
- g) Issue to Non compliance reports (NCR) and monitor compliance.
- h) Prepare / certify the completion (as-built) drawing;

- i) Ensure availability of operation manuals for field use.

3.4.3 Value Added Services

1. To offer the entire gamut of services including architectural, structural, HVAC, electrical, plumbing and other consultancies under a single point.
2. To initially offer a single point consultancy by outsourcing other skills. Subsequently to develop in house capabilities for this purpose.
3. To take up property development / contracting jobs, on our own or jointly with investors.
4. Other value added services that will be undertaken by the company are as follows:
 - a. Feasibility studies
 - b. Concept testing
 - c. Investment advice
 - d. Market research
 - e. Fund syndication
 - f. Asset valuation
 - g. Marketing
 - h. Legal services
 - i. Brokering services
5. The following aspects, as may be applicable to the project concerned, shall also be given due attention:
 - a. Adopting scientific principles of construction management, quality management, cost and time control.
 - b. Engagement for executing and supervising agencies, which meet the specified norms of skills, specialization, experience, resourcefulness, etc for the work.
 - c. Ensuring inter-disciplinary co-ordination during construction.
 - d. Contract management and techno-legal aspects.
 - e. Completion, commissioning and trial run of installations / equipment and their operation and maintenance through the suppliers / other teams, where necessary.
 - f. Make available shop drawings as well as built drawings for the building and services.
 - g. Arrange all maintenance and operation manual from the concerned suppliers / manufacturers.

3.5 Word of Honor. It is the duty of every employee to put in his/her efforts to achieve higher productivity standards:

3.5.1 To make optimum utilization of resources at Company's disposal and to ensure company's survival & growth.

3.5.2 To offset rising costs to improve Company's competitiveness and earning capacity.

3.5.3 That the concerned employees would also carryout work incidental to their jobs wherever necessary and possible.

3.5.4 Every employee to carryout jobs assigned himself/herself, with additional assistances only where it is absolutely required.

3.5.5 To wholeheartedly support the efforts & endeavors of the company for improvement of productivity.

SECTION 4

Employment, Policies, Rules and Practices

4.1 **Employment Application.** The Company relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

4.2. **Selection and Recruitment.** Selection and recruitment of Employee shall be made on an open competitive basis in accordance with the needs of the Management. All executive appointments shall be made by Management or the Board of Directors. When an applicant is successfully appointed, he/she shall be given a letter of appointment signed by Management and/or a Superior authorized by the Management. The letter of appointment contains details such as Employee Number, Category/Grade - Designation, Salary, Compensation & perk, assigned work location, Reporting Authority, etc.

Additional Employee shall only be recruited when adequate justification is satisfied by the Management. Successful applicants, if required, may at the discretion of Management, have to undergo a medical examination.

4.3. **JOINING CHECKLIST.** All Employees have to submit all their original certificates as determined by the Management to the company before commencement of their service and the same will be returned to them immediately after scrutinisation. In case original certificates/documents to be retained by the Management, for whatsoever reason, the same will be handed over to the personnel department for which an acknowledgement will be provided to the individual. The original certificates and documents will be returned to the Employee as and when the formalities are over.

Employee need to furnish / sign up on accepting to join the services of AEC PROMAG.

- ✓ Employee Personal details form
- ✓ Joining Report
- ✓ Proof of Age
- ✓ Relieving Certificate(s) from previous employer
- ✓ Proof of last salary drawn
- ✓ Copy of Academic and Professional certificates
- ✓ Appointment letter of previous employer and salary revision letters, if any
- ✓ Recent passport size photographs 3 nos.
- ✓ Form 16 (TDS declaration issued by previous employer)
- ✓ Form 12(b) (self-declaration of salary details and TDS in previous employment)
- ✓ PAN card (mandatory)

HR / Admin will help you obtain the following:

- ✓ Employee Code
- ✓ Identity Card
- ✓ Email Id (based on Designation / Position)
- ✓ Desktop / Laptop (As per the Grade applicable)
- ✓ Official SIM (As per the Grade applicable)
- ✓ Business Card (As per the Grade applicable)

Immediate Manager will introduce the newly recruited employee the existing team and will help the employee to settle down. Manager will also clarify the new employee's role and deliverables in due course of time. HR will also help the employee in this process.

This Administrative Manual will give the employee an overview of the organization, the business, work systems and policies.

4.4. **Transfer / Reassignment / Relocation.** An employee may be transferred, assigned or seconded from one department, location, branch to another or from one company, subsidiary or associate company to another, existing now or in the future, in India or abroad. He may also be required to undertake additional duties apart from the normal duties of the post to which he is appointed. An Employee may request for transfer from one working place to another, however, transfer of Employees shall be the prerogative of the Management and shall not be disputed. An Employee may be reassigned, subject to performance of his/her duties and on the recommendation by his/her Superior and/or Departmental Manager. All recommendations for reassignment shall be determined by the Management as and when required. Management will decide whether to pay relocation charges or not, if an employee relocated to another branch. The relocation charges will be fixed by the management based on the distance and location of the site.

4.5. **Non-Discrimination.** In order to provide equal employment and advancement opportunities to all Employees, employment decisions at the Company will be based on merit, qualifications, and abilities. The Company does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability. The Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their Superior, or the Management. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

4.6 **Non-Disclosure/Confidentiality.** The protection of confidential business information and trade secrets is vital to the interests and success of the Company. Such confidential information includes, but is not limited to, the following examples: Compensation data, Financial information, Marketing strategies, Pending projects and proposals, Proprietary execution processes, Personnel/Payroll records, and Conversations between any persons associated with the Company.

All Employees may be required to sign a non-disclosure agreement as a condition of employment, if the Company sees this as necessary. Any Employee who improperly use or disclose trade secrets or confidential business information will be subjected to disciplinary action, including termination of employment and legal action, even if he/she does not actually benefit from the disclosed information.

4.7 **New Employee Orientation.** New Employee Orientation is a formal welcoming process that is designed to make the new Employee feel comfortable, informed about the Company, and prepared for the role in his/her new position. New Employee orientation shall be conducted and shall include an overview of the Company's history, an explanation of its core values, vision, and mission; and its goals and objectives. In addition, the new Employee will be given an overview of benefits, tax, and legal issues, and to complete any necessary paperwork. The orientation shall be conducted by the HR Department.

4.8 **Probationary & Confirmation.** New employees will be on probation for a period of six months. Probation and confirmation will not be applicable for Grade 15 and above . During this time, Employees have the opportunity to evaluate the Company as a place to work and his/her Superior has the first opportunity to evaluate the Employee. During this probationary period, both the Employee and the Company have the right to terminate employment by giving one month notice. In the event if the termination takes place with a shorter notice on either side then payment in lieu of the said shorter notice period shall be paid by the relevant party. Upon satisfactory completion of the probationary period, the employee will receive a formal letter of confirmation. During the period of probation, leave will be as mentioned in Section 8.7.3. However, the leave applicable to the employee for the probation duration will be accounted on completion of such period.

4.9 **Office Hours.** The Company's office hours as follows:

Monday to Saturday	9:30 AM to 6:00 PM	8 Hours
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Note: Third Saturdays holiday for HO staff only.

All employees are required to observe the normal hours of work. The management may at its discretion re-arrange the prescribed working days and hours depending on operational needs.

4.10 **Lunch Periods.** Employees are allowed a half hour lunch break. Lunch breaks are generally taken between

the hours of 01:30 pm and 02:00 pm on a staggered schedule (approved by Management) so that the company remains operational during the lunch hour.

4.11 Break Periods. The Company does not provide any break for Employees during office hours except for the above outlined lunch period as in Section 4.9. Tea breaks and coffee breaks are as such not allowed. Breakfast during the office hours is also not allowed. Prior approval from a Superior or Manager is necessary for such a break, if so required. If an Employee have unexpected personal business to take care of, he/she must notify his/her direct Superior to discuss time away from work and make provisions as necessary. Personal business shall be conducted on the Employee's own time. Employees who do not adhere to the break policy will be subject to disciplinary action.

4.12 Personnel Files. Employee personal files include the following: job application form, resume, copy of the acknowledged offer/appointment letters, copies of certificates and testimonials, records of participation in training events, salary history, records of disciplinary action and documents related to Employee performance reviews, coaching, and mentoring. Personnel files are the property of the Company, and access to the information is restricted. Only management personnel of the Company who have a legitimate reason to review the file are allowed to do so. Employees who wish to review their own file should contact their Superior or Personnel Department. With reasonable advance notice, the Employee may review his/her personnel file in Company's office and in the presence of their Superior or Personnel Department Representative.

4.13 Personnel Data Changes. An Employee's personal data should be accurate and current at all times. It is the responsibility of each Employee to promptly notify to HR Department of any changes in personnel data such as: (a) Educational qualification (b) Mailing address, (c) Residential address, (d) Telephone numbers, (e) Change in marital status, (f) Income tax number, (g) Name and number of dependents, and (h) Individuals to be contacted in the event of an emergency.

4.14. Employee Performance Review and Planning Sessions. The Management shall conduct formal performance reviews and planning sessions with all Employees at least once every financial year, after confirmation of service. Superiors may conduct informal performance reviews and planning sessions more often if they so require. Performance reviews and planning sessions are designed for the Superior and the Employee to discuss his/her current job tasks and areas of improvement, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, Employee and Superior discuss ways in which the Employee can accomplish goals or learn new skills. The planning sessions are designed for the Employee and his/her Superior to make and agree on new goals, skills, and areas for improvement. The Company directly links wage and salary increases with performance of work. The Employee's performance review and planning sessions will have a direct effect on any changes in his/her compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully. New Employees will be reviewed at the end of their probationary periods. After the initial review, the Employee will be reviewed yearly.

4.15. Outside Employment. Employees are not allowed to hold outside jobs even in non-related supplier/customer community and society or professions regardless of whether the Employee has met the performance standards of their job description. Unless otherwise approved by the Company, Employees engaged in alternative work (part time or full time), will be subject to the Company's disciplinary action or termination of employment.

4.16 Corrective Action. Employees are expected to adhere strictly to the work rules and code of conduct. When an Employee deviates from these rules and standards, the Employee's Departmental Manager shall take corrective action. Corrective action shall be progressive. That is, the action taken in response to a rule infraction or violation of standards, typically follows a pattern increasing in seriousness until the infraction or violation is corrected. The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, the Departmental Manager will consider the seriousness of the infraction, the circumstances surrounding the matter, and the Employee's previous record.

4.17 Employment Termination. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

Resignation – voluntary employment termination initiated by an Employee.

Termination – involuntary employment termination initiated by the Company.

Layoff – involuntary employment termination initiated by the Company for non-disciplinary reasons.

When a confirmed Employee intends to terminate his/her employment, he/she shall give the Company a written notice in accordance with the appointment letter. For Employees under probation, please refer to section 4.8. Any Employee who terminates employment shall return all files, records, keys, and any other materials that are property of the Company to immediate Superior. No final settlement of an Employee's pay will be made until all items are returned in appropriate condition and payment in lieu, of any, is fully settled and a No Dues Certificate (format available with HR Dept.) is issued by the Accounts and HR Dept. The cost of replacing non-returned items will be deducted from the Employee's final pay cheque. If the deduction from the Employee's final cheque is insufficient, the Employee is required to settle the outstanding before leaving the Company. Furthermore, any outstanding financial obligations owed to the Company will also be deducted from the Employee's final cheque.

All accrued vested benefits that are due and payable at termination will be paid. Managerial designatories (Grades 15 to 20) will have to give a written notice of **TWO (2)** months, (Grades 1 – 14) **ONE (1)** month respectively, prior to resignation from service. However once a notice is given, the Management reserves the right to prematurely terminate the employment under certain conditions such as 1) A suitable replacement is found in which case all accrued benefits will be paid to the employee up to the date of termination 2) The Employee's conduct with fellow employees and the management is not cordial and respectful in which case premature termination of employment without a board of inquiry will be observed uniformly for all employees. In such cases the management will decide on a case by case basis if the accrued benefits will be paid at all and if paid whether in full or in part. Likewise, if the Employer wants to terminate the services of any employee (i.e. involuntary employment termination initiated by the Company), the concerned employee shall be given ONE (1) month notice or payment in lieu of such notice to the extent of shorter notice period. **Employees who are on notice period cannot avail any leave. In the event of an employee availing leave during notice period, the said notice period will be extended to that extent of leave availed.**

Though committed to a progressive approach to corrective action, certain rule infractions and violations of standards are grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of Company property, inadequate care of company equipment, the use of Company equipment and/or Company vehicles without prior authorization from Management, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of the Company to a contractor/supplier, a prospective customer, the general public, or an Employee.

4.18 Summary Dismissal – Misconduct. An employee is liable to be summarily dismissed if, at any time he or she is, in the opinion of the management detrimental to the interest of the company, or found guilty of misconduct or of willful and persistent disobedience or fail to perform diligently duties assigned.

4.19 Age of Retirement. Employees are required to retire from service on attaining the age of **60 years**. The services may be extended for such further period at the discretion of the Management in exceptional cases.

4.20 Safety. The Company provides information to Employees about workplace safety and health issues through regular internal communication such as: (a) Training sessions (b) Team meetings (c) Bulletin board postings/Company's Intranet (d) Memorandums (e) Other written communications. Each employee is expected to obey safety rules and is exercise caution and common sense in all work activities.

Employees must report any unsafe conditions to their superior. Employees must also take due care of the instruments and equipment provided to them and any alteration in the working parameters of the equipment suggestive of malfunction of the equipment should be brought to immediate notice of their superiors. Each employee is responsible for safe keeping and daily maintenance of the equipment provided to them and in case of equipment malfunction it is the employee's responsibility to follow up with the respective equipment service and maintenance provider for suitable corrective action at the earliest.

4.21 Health-Related Issues. Employees who become aware of any health-related issue, including pregnancy, should notify their Superior, and/or Departmental Manager, and HR Department of health status. This policy has been instituted strictly to protect the Employee. A written "permission to work" from the Employee's doctor may be

required at the time or shortly after notice has been given. The doctor's note should specify whether the Employee is able to perform regular duties as outlined in his/her job description. A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, Employees should notify their Superior and/or Departmental Manager and/or HR Department. An Employee suffering from serious infectious and contagious disease such as Hepatitis, Aids, Tuberculosis, shall immediately report such infection to Management.

4.22. Employee Requiring Medical Attention. In the event an Employee requires medical attention, whether seriously injured or becoming sudden ill while at work, the Employee's personal physician or family member shall be notified immediately. If it is necessary for the Employee to be seen by the doctor or go to the company, a family member shall be called to transport the Employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/medically unfitness of an Employee on-site, the Employee will be responsible for any transportation charges. Furthermore, Employees shall not be responsible for transportation of another Employee due to liabilities that may occur. A physician's "return to work" notice may be required.

4.23. Building Security. All Employees who are issued keys to the office are responsible for their safekeeping. These Employees will sign a Register kept for the purpose upon receiving the key. Employees who are not authorized to the issued keys are not allowed to duplicate the office keys. Actions shall be taken against anyone who breaks the rules.

The last Employee, or a designated Employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Where applicable, the Employee shall ensure that air-conditioners are set on appropriate evening and/or weekend setting. Each Employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their Superior. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment. In the case of an accident that results in injury, regardless of how insignificant the injury may appear, Employees should notify their Superior, and/or manager (See Section 4.22, Employee Requiring Medical Attention).

4.24. Personal Belongings. All Employees are responsible for their own personal belongings and properties left at the office. The Company assumes no liabilities for any loss or damage to personal belongings and property.

4.25. Company Property. The Company's office space, equipment, materials and other properties shall be used only for AEC PROMAG business. Employee who uses the Company's portable property such as Mobile Phones, Laptop, Video Projector, Camera, Data Card and Pen Drives are responsible for the safekeeping of these equipments. The Employee will be held responsible for any loss or damage to these portable properties. Cost of replacement or repair will be borne by the Employee.

4.26. Supplies; Expenditures; Obligating the Company. Only authorized persons may purchase supplies in the name of the Company. No Employee whose regular duties do not include purchasing shall incur any expense on behalf of the Company or bind the Company by any promise or representation without written approval from Management.

4.27. Visitors in the Workplace. To provide for the safety and security of Employees, visitors, and the Company's facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards Employee welfare, and avoids potential distractions and disturbances. All visitors must enter through the main reception area, accompanied by the staff who is playing host to the visitor. Authorized visitors will be escorted to their destination and must be accompanied by an Employee at all times. The visitors must not wander around the office unaccompanied.

4.28. Immigration Law Compliance. The Company only employs Indian citizens and individuals with approved work permit authorized to work in India in compliance with the Immigration Reform and Control Act. Where applicable, Employee in countries outside India will have to abide by the respective country's immigration law.

4.29. Inclement Weather and Emergency. At times, emergencies such as severe weather, fires, or power failures can disrupt Company operations. The decision to close the office will be made by the Management of AEC

PROMAG. When the decision is made to close the office, Employees will receive official notification from Management. The discretion to compensate such loss of man hours wholly or partly will be of the Management of AEC PROMAG.

SECTION 5

Code of Conduct. The work rules and code of conduct are very important, and the Company regards them seriously. All Employees are urged to become familiar with these rules and code of conduct. In addition, Employees are expected to follow the rules and code of conduct faithfully in doing their own jobs and conducting the Company's business. Any Employee who deviates from these rules and conduct will be subject to corrective action, up to and including termination of employment (See Section 4.16, Corrective Action). While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment. Theft or inappropriate removal or possession of property; Working under the influence of alcohol or medically illegal drugs ; Possession, distribution, sale, transfer, or use of alcohol or medically illegal drugs in the workplace ; Fighting or threatening violence in the workplace; Boisterous or disruptive activity in the workplace; Negligence or improper conduct leading to damage of Company-owned or customer-owned property; Insubordination or other disrespectful conduct; Violation of safety or health rules; Smoking in the workplace is permitted in designated areas ; Sexual or other unlawful or unwelcome harassment ; **Excessive absenteeism or any absence without notice**; Unauthorized use of telephones, or other Company-owned equipment; Using Company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage); Unauthorized disclosure of business "secrets" or confidential information; Violation of personnel policies; Offering and accepting bribes, kickbacks and other illegal payments.

5.1 Attendance/ Punctuality. An attendance register [electronic or manual] is available at the front office where every employee is required to log in / sign. In case of an outdoor official duty, the immediate superior should be intimated in advance. At sites the attendance sheet is available with the site supervisor.

All Employees are expected to be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day (See Section 4.9, Office Hours). Absenteeism and tardiness places a burden on other Employees and on the Company. If an Employee is unable to report for work for any reason, he/she shall notify his/her Superior before 08.00am of that day or two hours prior to reporting to duty, whichever is earlier. The Superior is then responsible to inform HR Department. The Employee is responsible for speaking directly with his/her Superior about his/her absence. It is not acceptable to leave a message on a Superior's voice mail or SMS or through another Employee except in extreme emergencies. Should undue tardiness become apparent, disciplinary action may be required. If there comes a time when an Employee sees that he/she will need to work some hours other than those that make up his/her usual work week, notify his/her Superior at least one (1) working day in advance. This is to ensure that Employee gets permission to enter office premises and also to attract assistance from other Employees.

A **grace time** of 10 minutes allowed to all employees while coming or leaving the office. This grace time is allowed only 3 times in a month. Subsequent late/s will be considered as half day CL if available or half day LWP (Leave Without Pay).

5.2 Permissions. Morning or Evening 2 hrs. **permissions** are available to the employees subject to only one time within a month. Permission has to be obtained from the respective department heads where it is department heads responsible to inform to the Personnel Department. However, beyond 11:00 am and before 4:00 pm permissions will be considered as half day CL if available or half day LWP(Leave Without Pay). More than one permission within a month also considered as half day leave.

5.3 OD (on duty) should be informed to the HR Department by the employee and the same will be cross verified with the respective department heads by the HR Department.

5.4 To Work Extra Hours. If there comes a time when an Employee sees that he/she will need to work some hours other than those that make up his/her usual work week, notify his/her Superior / Department Head at least one working day in advance. This is to ensure that Employee gets permission to enter office premises and also to attract assistance from other Employees.

5.5. Compensatory Off. (COFF): Employees whose services are required on weekly/public holidays due to exigencies of work are entitled to avail one day Compensatory Off. (C.OFF). Entitled C.OFF day should be well before informed to the Supervisor and to the HR department. Entitled C.OFF should be availed within 10 days from the date

of exigency worked dated. Compensatory Off when not availed within the stipulated time period will lapse. Only 2 days of Compensatory Offs can be combined and availed at a stretch.

Request for C.OFF will be considered only on appropriate dates where the work should not be affected and the same will be decided by the respective HOD. Unapproved C.OFF by the HOD and HR department will be treated as Leave Without Pay (LWP).

5.6 Absence without Notice. When an Employee is unable to work owing to illness or an accident, the Employee shall notify his/her Superior. This will allow the Company to arrange for temporary coverage of the Employee's duties, and to help other Employees to continue work in his/her absence. If the Employee does not report for work and the Company is not notified of his/her status, it will be assumed after two consecutive days of absence that the Employee has breached the contract of employment. If an Employee becomes ill while at work or must leave the office for some other reason before the end of the workday, he/she shall inform his/her Superior of the situation who will then inform HR Department.

5.7 Harassment, including Sexual Harassment. The Company is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. If an Employee believes that he/she have been the victim of harassment, or know of another Employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal. Any Superior who becomes aware of possible harassment should promptly advise Management or the HR department Representative who will handle the matter in a timely and confidential manner.

5.8 Telephone Use. The Company's telecommunication facilities are intended for the use of serving the Company customers and in conducting the Company's business. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. To respect the rights of all Employees and avoid miscommunication in the office, Employees must inform family members and friends to limit personal telephone calls during working hours. If an Employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 4.16, Corrective Action).

5.9 Internet Use. Employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business. Employees may use the Internet when appropriate to access information needed to conduct business of the Company. Employees may use e-mail when appropriate for Company business correspondence. Use of the Internet must not disrupt operation of the Company computer network. Use of the Internet must not interfere with an Employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful. Internet messages are public and not private. The Company reserves the right to access and monitor all files and messages on its systems. Using computers for purposes other than business i.e. playing games, personal usage, will be subject to disciplinary action.

5.10 Usage of Illegal Software. Employees are not allowed to use Company's computer system to download or install illegal or unauthorized programs, software or data. In case it is found that any illegal software has been downloaded in any system, the person operating the particular computer will be held responsible for the lapse and necessary disciplinary action will be initiated against him/her.

5.11 Dress Code. While the Company does not wish to limit the Employee's expressions of taste and individuality, the Employee's must be aware that what the Employee wears to work is a reflection of the Employee's own professionalism and that of the Company. Employee is to be dressed appropriately for the type of business and the Employee's position in particular. In addition, certain requirements must be observed. Clothing should not be provocative (e.g. low-cut, revealing and extremely tight fitting). The Employee's clothing should not be hazardous to his/her own safety (e.g. open-toed shoes/sandals). Extremely casual dressing is generally not considered appropriate for work. Management considers the following examples, on its own, as inappropriate working attire: - strap outfits, Tank tops or revealing blouses, Short miniskirts and Pedal pushers. Obviously, a professional appearance is especially important for those Employees who at any time come in contact with clients and/or potential customers. Please use good judgment and good taste, remembering rightly or wrongly, people do judge the Employee as the organization, based in part of the Employee's appearance.

5.12 Tobacco Products. The use of tobacco products is not permitted anywhere in the Company's premises except in authorized and designated locations. Employees must follow all rules posted in designated smoking areas and adhere to all policies associated with this policy (See Section 4.20, Safety).

5.13 Office Cleanliness. The Company attaches considerable importance to the cleanliness of the office as it is impossible to obtain neat and methodical work if the office itself is untidy. Employees are expected to be responsible

enough to keep their surroundings in best possible housekeeping and see that at the end of the working day, their workstations are left clean and tidy. Accumulation of dirt and refuse shall be removed daily by sweeping or by any other effective method from the floors and benches of workrooms and from staircases and passages, and disposed of in a suitable manner. The floor of every workroom shall be cleaned at least once in every week by washing, using disinfectant, where necessary, or by some other effective method;

5.14 Substance Abuse. The Company is committed to providing a safe and productive workplace for its Employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all Employees, regardless of rank or position, including both regular full time and probationary Employees. The rules apply during working hours to all Employees while they are on the Company's premises or elsewhere on official business. The distribution, possession, sale, or purchase of controlled substances of abuse on the Company's property is prohibited. Being under the influence of medically illegal drugs, alcohol, or substances of abuse on the Company's property is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited. Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an Employee to disciplinary action, up to and including immediate termination. Using, selling, purchasing, transferring, producing, or storing an illegal drug or drug paraphernalia, or attempting to/or assisting another to do so, while in the course of employment. Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

5.15 Power/Water Saving. It is the responsibility of each employee to save Power and Water. All machineries, lights and electrical installations will be switched off when not in use. Prior to leaving their work place, each individual should ensure that all switches are put off. Though adequate water will be provided to the employees, it is expected that employees do not waste the water and whenever any leakage of water is found the same will be reported Admin Department immediately.

5.16. Gift or Favor. It is the policy of the company that no employee or any member of his immediate family will accept any form of gifts or favors from contractors, consultants, suppliers, clients/customers, or any other party having business dealings with the company. However, in such circumstances where it is customary to do so, employees are permitted to accept such gifts of nominal value or favors provided that such gifts or favors are not extended and/or accepted for the purpose or with intention of :-

5.16.1. Influencing any present or future act decision by that employee.

5.16.2. Inducing such employee to perform or omit any act in violation of his proper duties and responsibilities.

5.16.3. Inducing such employee to use or direct any other person to use his influence with a government, or any of its representatives, divisions or agencies to affect or influence any act or decision of any such government, representative, division or agency and in any or all of the above cases, for the purposes of expediting, benefiting, prejudicing or affecting in any way whatsoever whether directly or indirectly the business dealings or relationship of the gift giver with the company.

5.16.4. For the purpose of this section, 'Nominal Value' of a gift is defined as the sum of the gift(s) having the aggregate monetary value of not more than Rupees Three Hundred only (Rs 300). Employees are required to report to their respective Head of Department on all gifts or favors received which exceed the above nominal value.

5.16.5. Any employees in doubt as to the nature or purpose of the gift or favor must consult the HR Manager who will decide, either in consultation with or through his own accord, the course of action in respect of such gift or favor. Gifts which cannot be accepted by the employee will be:-

- (i) returned to the donor; or
- (ii) if such return is not possible or impracticable, the company will retain the same for distribution to recognized charitable organizations.

SECTION 6

Salary Policies

6.1 **Pay Scales (CTC).** Employees will be placed into following categories/subcategories with reference to their qualification, experience, nature of work and performance.

Particulars (Grade & Designation)	Grade	CTC	
		Minimum `	Maximum `
Trainees/Apprentice	-	1,20,000	1,80,000
Driver	1	1,20,000	1,80,000
Office Assistant	2	1,20,000	2,50,000
Data Entry Operator	3	1,50,000	3,00,000
Document Controller	4	1,50,000	3,50,000
Officer	5	1,80,000	4,00,000
Senior Officer	6	2,40,000	4,80,000
Junior Engineers	7	1,80,000	4,00,000
Senior Engineers	8	2,40,000	4,80,000
Assistant Manager	9	3,00,000	6,00,000
Deputy Manager	10	4,00,000	7,00,000
Manager	11	5,00,000	8,00,000
Senior Manager	12	6,00,000	9,00,000
Assistant General Manager	13	7,00,000	10,00,000
Deputy General Manager	14	8,00,000	11,00,000
General Manager	15	9,00,000	15,00,000
Associate Vice President	16	9,50,000	16,00,000
Vice President	17	11,00,000	18,00,000
Senior Vice President	18	15,00,000	20,00,000
Chief Operating Officer/Chief Financial Officer	19	18,00,000	25,00,000
Chief Executive Officer	20	20,00,000	30,00,000

6.2 **Salary.** Salary means the total remuneration (CTC) as defined in clause 6.1 under definition

6.3 **Computation of Salary.** For the purpose of computation/deduction, the monthly Basic Pay/ payable per month shall be divided by the number of days in the month.

The following table shows the various components of CTC and computation of salary percentages.

COMPONENTS OF CTC	AS PERCENTAGE OF CTC							
	Gr.1	Gr.2 to Gr.4	Gr.5 to Gr.8	Gr.9 to Gr.12	Gr.13 to Gr.15	Gr.16 to Gr.18	Gr.19	Gr.20
Monthly Gross Salary - as percentage of CTC								
Basic Pay - 50% of CTC	50%	50%	50%	50%	50%	50%	50%	50%
HRA	20%	20%	20%	20%	20%	20%	20%	20%
Special Pay	Balancing Figure							
Conveyance (lumpsum per month Rs.800/-)	9,600	9,600	9,600	9,600	9,600	9,600	9,600	9,600
Reimbursements (against production of bills)								
Medical (lump sum)	Nil	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Mobile Usage Expenses (lump sum as per grade)	3,000	3,600	4,200	4,800	7,200	8,400	Actual	Actual
Benefits								
PF - Employer's Contribution (See Note-1)	12%	12%	9360	9360	9360	9360	9360	9360
Gratuity	2%	2%	2%	2%	2%	2%	2%	2%
TOTAL CTC	100%	100%	100%	100%	100%	100%	100%	100%

Note-1: Employer's PF contribution: Employer will contribute 12% of Basic per month towards their contribution to PF. However, if an employee is drawing more than Rs.6,500/- as Basic per month, the Employer's contribution would be restricted to only Rs.780/- per month (i.e. 12% of Basic to the extent of Rs.6,500/- per month or such other sum as may be notified by the Govt. as the statutory minimum for applicability of PF.).

Note-2: Performance Bonus which is not forming part of CTC would be at the discretion of the Management depending upon the Company and individual performance.

Note-3: Earn Leave encashment payable as per HR Policy, at the time of retirement is not forming part of CTC. No encashment is permissible in the case of resignation/termination of an employee.

6.4 **Annual Increment.** Increment will be granted to confirmed employees based on the performance of the Company each year, subject to the efficiency in work, attendance and conduct being found satisfactory. Each Employee's annual salary shall be reviewed during the formal performance review and planning session which shall be conducted at least once each year (See Section 4.14, Employee Performance Review and Planning Session). This session shall be conducted at the end of the financial year. Such reviews may be conducted more frequently for a newly created position, or based on a recent reassignment. Increments will be determined on the basis of performance, adherence to Company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals. Although the Company's salary ranges will be adjusted on an ongoing basis, the Company is not obliged to grant "cost of living" increases. Performance is the key to salary increments in the Company. The Management at its discretion can dispense with annual increment if the Company does not report reasonable net profit in any Financial Year to provide for the increase.

6.5 **Lump sum Payment.** To certain employees, a Lump sum payment as decided by the management will be disbursed based on their valuable contribution rendered to the company. Lump sum payment is not a right and is prerogative of the management to identify and award lump sum payment to an employee.

6.6 **Paydays.** All Employees shall be paid monthly on a scheduled pay day, usually on the 10th day of the subsequent month. In the event that a regularly scheduled payday falls on a weekend or holiday, Employees shall receive pay on the next day of operation. The Company pays Employees by way of a direct credit into the Employee's bank accounts with IOB (Indian Overseas Bank)/Canara Bank/Any other Bank. Employees shall be notified, in the event of a change in the Company's bankers. The salary is credited into respective Employees accounts after deduction of Tax, installments towards loans and advances if any and other mandatory contributions. In the event that the Company is unable to raise sufficient Cash Flow for payment of Salary, the consequent delay in payment of Salary has to be understood in the right perspective by the Staff.

6.7 **Performance Pay.** Payment of Performance Pay is purely at the discretion of the Management and based on the performance of the Company in the immediately preceding financial year. The percentage or extent of variable payout of Performance Pay will depend upon the performance of the Company and the individual employee as determined by the yearly appraisal process. The Management decides the percentage of the profit made by the company and will be distributed as Performance Pay.

Each employee eligibility depends on (1) should be a confirmed employee at the end of the financial year – 31st March and who has completed at least one year service with the Company. The amount would be on pro-rata basis of months completed as per the eligibility criteria mentioned above. Employees dismissed on disciplinary reasons will not be entitled to this payment. Any Employee who has tendered his/her resignation and left service before any payment of Performance Pay is declared shall not be entitled to such payment irrespective of the period he/she has worked during the year for which the performance bonus is declared.

6.8. **Overtime.** No overtime wages or pay will be paid to any employee of the company excluding Drivers & Office Assistants and that too at the discretion of the Management..

SECTION 7

Expenses Reimbursement Policies

7.1 **Expenses Reimbursement.** Employees are eligible to claim reimbursements for expenses only as per guidelines issued by the Management from time to time. The guidelines would address amongst other things location of the project site, distance from Office / residence of the employee who has been posted to such project site. An Employee who is on maternity leave is not entitled to claim reimbursable expenses such as traveling, entertainment, parking incurred during the maternity leave period. An Employee who has terminated his/her service with the Company is also not entitled to claim reimbursements for expenses incurred after his/her last physical day of work. Expenses incurred by an Employee must have prior approval by the respective HOD. All completed reimbursement request forms should be submitted before the end of the 25th day of the month. Examples of items qualifying for reimbursements are monthly traveling, monthly mobile bills and miscellaneous expenditure made for official duty and any approved out-of-pocket expenses. The following are guidelines only and Employees are advised to check with the full details of their claims as indicated in their letter of appointment.

7.2. **Medical Reimbursement.** All employees are eligible for reimbursement for domiciliary medical expenses. The maximum reimbursement permitted is Rs. 15,000/- per annum as per current Income Tax Rules. While the said amount of Rs.15,000/- is credited along with the salary as reimbursement equally on a monthly basis, the employees are required to submit the appropriate medical bills before the end of December month every year in order to qualify for tax exemption if nay applicable to such employees. If employees do not submit the reimbursement claim bills before December 31st then the reimbursements already made would not qualify for tax exemption and would be taxed as income in the month of January. Likewise, for the period from January to March the reimbursement claim bills should be submitted before 5th of the following month for claiming tax exemption. Otherwise, the said reimbursements would suffer tax deduction.

7.3. **Mobile Phone.** Mobile expenses would be reimbursed on the same way as adopted for medical reimbursement set out in clause 7.2 above..

7.4. **Local Conveyance Reimbursements.** The applicability of Local Conveyance Reimbursements within duty station in connection with travel away from their assigned place of work, meetings, building or reinforcing relationships with customers or other business associates and similar business activities or as directed by the

respective supervisor. Reimbursement claim has to be made in the prescribed format available with the HR Department and must have approval from his/her HOD/or Departmental Manager prior to submitting to Accounts Department. Local conveyance will be reimbursed as follows:

7.4.1 Use of Own Vehicle. (For all Grades)

Vehicle	Entitlement
Two Wheeler (any type)	Rs. 3.50/km
Car (Diesel)	Rs. 6.00/km
Car (Petrol)	Rs. 7.00/km

Conveyance claim format: (Use this form to claim Local Conveyance)

Columns generally appear on the claim form

Date of claim:.....

Employee No.:..... Employee Name :

Department : Office/Site :

Sl#	Date of Visit	From	To	Distance In Kms.	Mode of Transport	Amount
				Total Amount :		

(Rupees.....Only)

Signature of the Employee:.....

7.4.2. Use of Public Modes of Transport. (For all Grades).

Auto / Bus / Local Train – at actual

7.4.3. Use of Company's Vehicle. An Employee using the Company's vehicle shall not be given any fuel allowance. The Company will bear costs of fuel (subject to an approved limit) and maintenance for the vehicle. Where the vehicle is a motorcycle or a commercial vehicle, the said vehicles shall be kept at the office premises after office hours.

7.5 Domestic Travel Reimbursements. Travel to locations beyond city limits and travel which is more than 5 hours from starting location is considered as Domestic Travel. Entitlement of mode and class of traveling to various categories of employees to different places provided under 7.5.5. Category and class of hotel rooms will also differ depending upon the designation of employee. Though the laid down rules will be adhered to in all conditions, the Management reserves the right to alter the rules under exceptional cases which shall be communicated to concerned parties.

7.5.1. Mode of Class of Travel between Cities and Towns.

- a. All travel will be performed via commercial carriers.
- b. All employees except the Directors will travel economy class on all domestic flights.
- c. Air travel is to be undertaken only if rail travel time is over 12 hours.

- d. Taxi may be used for travel to nearby cities and towns.
- e. The approval in case of Gr. 16 and above should be given by the Director(s) and for other levels by the Head of the Department.

7.5.2. **Hotel Stay.** Employees should stay in Company's Guest House / Company tied up hotels wherever available. Only if both the facilities are not available, employees can make their own staying arrangements.

Wherever possible employees shall minimize night stay by taking up late night flights/trains/buses to avoid hotel bookings.

7.5.3. **Per Day Allowance.** Staying beyond 12 hours is considered as full day and staying less than 12 hours and more than 8 hours is considered as half a day for claiming per diem.

- a. If own stay arrangement is made no per diem will be paid.
- b. For overnight travel by Train and Air, no per diem will be paid.
- c. For overnight stay only accommodation charges will be paid.

7.5.4. **Ticket Booking.** Flight / Train / Bus ticket shall be booked by the HR & Admin. Department if prior approvals from HOD's are given in advance.

7.5.5. **Domestic Travel Eligibility.**

Grade	Mode of Travel	Class	Accommodation		Local Conveyance	Per diem
			Hotel*	Own Stay		
Gr. 19 & 20	AIR	Economy	Actual	750	Taxi	500
Gr.16 to 18	AIR/Train	Economy	CA) 4,000 CB) 2,500	750	Taxi/Auto	450
Gr.13 to 15	AIR/Train	Economy	CA) 3,500 CB) 2,000	500	Auto/Local Train	400
Gr. 9 to 12	Train/ Deluxe Bus	II & III AC, Sleeper 1 st Class	CA) 1,750 CB) 1,250	400	Auto/Local Train	300
Gr. 5 to 8	Train/ Deluxe Bus	1 st Class, III AC, Deluxe Bus	CA) 1,250 CB) 750	250	Auto/Bus/ Local Train	250
Gr. 2 to 4	Train/ Deluxe Bus	Sleeper, Deluxe Bus	CA) 900 CB) 700	250	Auto/Bus/ Local Train	175
Gr. 1	Train/ Bus	Sleeper, Bus	CA) 850 CB) 600	250	Auto/Bus/ Local Train	175

(*) : Classification of Class Cities – Class 'A' – Delhi, Mumbai, Kolkata, , Chennai, Bangalore, Hyderabad, Pune. Class 'B' – All other state capitals and corporations.

7.6. **Foreign Travel Rules.** These rules will apply to all those who undertake travel abroad for and on behalf of AEC PROMAG. The Management decides the eligibility on case to case basis.

SECTION 8

Benefits and Services

- 8.1 **Medical Benefits.** Medical Allowance / reimbursement will be provided to employees as set out in cl. 6.3.
- 8.2 **Accident Relief Care Insurance.** The Company also provides Accident Relief Care (ARC) Insurance Cover to the employee.
- 8.3 **Tax Deduction at Source.** Tax will be deducted at source for all employees at the designated rates every month and a copy of the income tax returns that have been filed will be kept in employees' personal file of the employee concerned.
- 8.4 **Professional Tax.** Professional tax will be deducted and remitted as per the taxation schedules based on gross salaries, applicable in different locations of the country, where the employees are employed.
- 8.5 **Employees Provident Fund.** The company will contribute the statutory contribution for the benefit of employees. Any contribution made by the employer and the employee to any statutory funds or social security will be at the rate gazetted by the Government and/or other authorities vested with the power to decide the same. Every Employee shall also contribute a statutorily required minimum employee's contribution towards the Employees Provident Fund. Salary means the last drawn basic salary plus Special Pay.

Upon leaving the organization, employee may either wish to withdraw their PF or have it transferred to the prospective employer's PF fund. Both these options are possible. HR can be contacted for further details on the same.

8.6 **Employees Gratuity.** Gratuity will be paid in accordance with Payment of Gratuity Act, 1972. For the purpose of gratuity, fraction of a year's service shall be computed proportionately. The Gratuity Scheme shall be effective from Employee's date of commencement of employment. An Employee who has been in continuous dedicated and satisfactory service for not less than 5 years and/or who:-

- a) Dies while in service; or
- b) Retires from service at the age of 60; or
- c) Whose service is terminated owing to ill-health on the recommendation of any authorized medical authority and / or owing to redundancy, shall be eligible for the payment for a gratuity which shall be computed as 15 days basic salary for every completed year of service. For this part of year in excess of six months will be treated as one year.
- d) Those who resigns after completion of 5 years service with the company.

Gratuity = $15 / 26 \times \text{Basic Salary} \times \text{Number of years of service}$

Gratuity payable shall be the highest of the two amount computed based on the following:

Last drawn Basic Salary subject to a maximum gratuity as per Payment of Gratuity Act, 1972.

Average basic salary of the last 60 months prior to the date of separation.

All payments are subject to applicable Tax laws in force from time to time.

For any further clarifications, please contact HR Department.

8.7. **Vacation / Leave.** Paid vacation is only available to Employees following their confirmation of service in the first-year of employment with the Company. Given below are the procedures and classification of leave provided for employees. And all queries at variance with this policy are to be addressed to the HR Department and department's decision is final.

8.7.1. **Purpose of Leave.** Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.

8.7.2. Leave Year and Applicability.

- a) Leave year is from 1st January to 31st December.
- b) Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- c) Eligible leave is credited to the employees on the 1st of January every year for all types of leaves.
- d) The different types of leaves given under the policy are:
 - i. Casual Leave (CL)
 - ii. Sick Leave (SL)
 - iii. Earned Leave (EL)
 - iv. Maternity Leave (ML)
 - v. Leave Without Pay (LWP)
- e) The Leave policy is applicable for all permanent staff of the company.
- f) Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rata basis.
- g) Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
- h) Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
- i) If an employee is relieved on any day between 1st to 15th of a month, then he / she is not entitled for leaves due for that month.
- j) If an employee happens to leave on any day between 16th to the end of the month then he / she is entitled for leaves due for that month.
- k) Under no circumstances, an employee is entitled to club different kinds of leave unless otherwise specifically sanctioned by the HR Dept in exceptional situations.
- l) Any person avails leave on Saturdays such leave shall be treated as full day and cannot be treated as half-a-day leave.

8.7.3. **Casual Leave (CL).** All permanent staff of the Company can avail CL. Casual leave is calculated for a period of one year (January to December). Probationers are eligible for maximum of 4 days casual leave during probation subject to the condition that at no probationer is not eligible to take more than 2 days in month.

8.7.3.1. Entitlement of Casual Leave (CL).

- a) 8 days of Casual Leave in a calendar year.
- b) A minimum of half CL can be availed & a maximum of 3 days in a row can be taken.
- c) If CL extends beyond 3 days, then the excess days taken will be treated under LWP.
- d) It is up to the Management's discretion to sanction more than 3 days of CL at a stretch.
- e) National / Festival / Declared / weekly off days can be prefixed and / or suffixed to CL.
- f) Intervening National / Festival / Declared holidays will **NOT** be counted as part of the leave.
- g) Balanced CL remaining unutilized as on 31st December will lapse.
- h) When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HODs on the same day through phone.
- i) Approved leave application/email should reach the HR department within 3 working days of rejoining.

8.7.4. **Sick Leave (SL).** All staff who are in the payroll of the company can avail SL. Sick leave is calculated for a period of one year (January to December). Encashment of Sick leave is not permitted.

8.7.4.1. Entitlement of Sick Leave (SL).

- a) 10 days of Sick Leave (SL) in a calendar year.
- b) A minimum of half SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser
- c) If SL extends beyond 3 days, it has to be accompanied with a Doctor's certificate
- d) In case adequate number of SL are not available with an employee, he can club EL with it. If EL is also not available, then it will be treated as LWP.
- e) Intervening National / Festival / Declared holidays will be counted as **part of the leave.**
- f) Balanced SL remaining unutilized as on 31st December will be carried forward to the next year.
- g) Sick leave could be accumulated up to the maximum of 20 days i.e. 2 years entitlements after that it would elapse. In other words, the maximum limit of Sick Leave is 20 days.

- h) In all cases of sick leave for more than 10 days, the employee will be required to produce the Fitness Certificate while resuming duty. If such a certificate is not produced the employee will not be allowed to resume duty.
- i) If an employee falls sick for a long period and if applies for leave, his absence will be adjusted against the sick leave due to him. If no sick leave is due to him, his absence shall be treated as leave without pay, or shall be adjusted against Earned Leave, if due or leave can be refused at the sole discretion of the Management.
- j) When a medical certificate/fitness certificate from a Registered Medical Practitioner will be submitted, the Company reserves the right to get the employee medically examined by its own Doctor as and when the Company deems fit to ascertain the genuineness of the sickness.
- k) The Company will reject the medical certificate if it reasonably appears to be counterfeit or obtained under false pretext.
- l) If all sick leaves are availed, the next sick leave will either be treated as Leave without pay or adjusted against due Earned Leave.
- m) Inability to attend office because of any sickness should be notified to the respective HODs on the same day through phone.
- n) Approved leave application should reach the HR department within 3 working days of rejoining.

8.7.5. Earned Leave (EL). All permanent staff, who are in the payroll of the company can avail EL. Earned leave for the days worked during the previous calendar year and will be credited during every beginning of the year i.e. January. Accumulation of leaves allowed. Encashment is permitted.

8.7.5.1 Entitlement of Earned Leave (EL). All permanent staff, who are in the payroll of the company can

1. One (1) day EL for every 20 days worked in the previous calendar year and credited on 1st January of subsequent calendar year, which will be a maximum of 15 days.
2. EL will be credited to permanent staff only on completion of one year of service with the company.
3. The days served under probation will be taken into account for EL eligibility.
4. EL can be availed only on prior approval.
5. National / declared / festival / weekly off days can be prefixed and / or suffixed to EL.
6. Intervening National / declared / festival / weekly off days **will be counted** as part of the leave.
7. Half day of EL cannot be taken.
8. Balanced EL remaining unutilized as on 31st December can be carried forward.
9. EL can be accumulated for a maximum of 75 days.
10. At the time of retirement, the balance EL will be encashed at the basic pay rate as on the day of retirement.
11. No encashment of EL is allowed for employees who resigns / terminated from the services.
12. Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless given valid reasons to the management.

8.7.6. Maternity Leave (ML). All married female staff are entitled. Married female employees who are covered under the provision of ESI Act 1948 and those who are not covered under purview of ESI act are eligible. Accumulation of leaves not applicable. Encashment not permitted.

8.7.6.1 Entitlement of Maternity Leave (ML).

1. 84 days (12 weeks) of paid Maternity Leave is allowed to females who have to deliver a child
2. A female employee can adjust this leave before and after the delivery of child totaling it to 84 days
3. Before availing this leave, a certificate from the gynecologist has to be submitted mentioning the expected date of delivery.
4. Intervening National / declared / festival / weekly off days will be counted as part of leave
5. If, because of any complication, leave has to be extended, it can be done but will fall under LWP
6. Maternity leave of absence will be granted twice during the employment.

8.8. Leave Without Pay (LWP). All staff who are in the payroll of the company. LWP can be applied by an employee when no other leave is available.

8.8.1 Entitlement of Leave Without Pay (LWP).

1. During the period of LWP, the employee is not entitled for any pay or allowance.
2. A maximum of 1 month of LWP can be availed on the approval of the management.
3. If the employee fails to report to duty on the specified date after the sanctioned LWP, it is deemed that the employee has abandoned his service with the company on his own accord.

4. LWP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
5. LWP days will not be taken for EL eligibility.

8.9. **Compensatory Off (COFF).** Refer to clause 5.5

8.10. **Leave Settlement during Resignation / Retirement / Termination.** If an employee to be relieved has availed more number of CL against the number of months he/she has worked, then the excess CL will be deducted during his / her final settlement.

Any shortage on account of notice period being served, the same can be adjusted against the unavailed EL, SL, CL at the discretion of the management.

8.11. **Procedure for Applying Leave.** The available leave balance is to be checked by the employee with the HR department and the leave to be applied by duly filling up the Leave Request Form (LRF – available with HR / Admin. group) or through email. The application/email has to be forwarded by the employee to their department head for approval. The department head is authorized to either grant or disapprove the leave on valid grounds. The approved leave application/email has to be submitted/forwarded to the HR department for recordings and subsequent processing.

Should any Employee be unable to report to work on grounds of emergency, he/she should inform the Superior before 08.00 am on the same day. The Superior is then responsible to inform Personnel Department. The Employee is responsible to inform directly to the Superior about the nature of the emergency leave. It is not acceptable to leave a message on Superior's voice mail except in extreme emergencies. In the case of having a voice mail message, a follow-up call must be made later. Such leave shall be recorded as casual leave if there is outstanding leave or as no-pay leave if his/her leave entitlement is exhausted. Emergency leave(s) taken by staff who is ill be deducted from his/her annual leave. Emergency leave can be rejected at the discretion of the Supervisor.

In case of urgent work, more than one day leave without prior approval will not be acceptable. Written request should be sent / couriered / emailed to the respective Reporting Head stating the reason of leave within one day of proceeding on such leave, for his/her approval.

If absent without leave sanction/approval or beyond eligibility, the absence would be considered as Leave Without Pay / LWP.

HR Dept. would maintain centralized leave record.

8.12. **Cancellation of Leave.** The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

8.13. **Extension of Leave.** As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty.

8.14. **Absence from Duty.** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.

- a) The days of absence will be treated under Leave Without Pay.
- b) The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
- c) If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him asking to report to duty and to provide explanation for his absence.
- d) Based on the enquiry any action deemed fit would be taken by the management.
- e) If there is no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and recorded accordingly.

8.15. **Food/Snacks.** The management at its own discretion may or may not provide food/snacks to employees. The food/snacks may be provided free of cost or in subsidized rate as decided by the management. Coffee/Tea will be served two times a day to all staff at their table (only at Head Office and Branch Offices not at sites).

8.16. **Record Keeping.** The HR Department maintains vacation/leave days accrued and used. Each Employee is responsible for verifying his/her leave status to make sure the correct amount of leave days taken and balance is correct. Information on leave status will appear on all monthly pay slips issued to the employees every month. HR Department also maintains all the information related to the employee as specified in clause 4.13.

8.17 **Public Holidays.** AEC PROMAG observes 12 days in a calendar as all publicly declared national holidays i.e, Republic day, May Day, Independence day, Gandhi Jayanthi, etc. However, this may vary between branch/site offices based on location of the branch/site office. Apart from the declared national holidays, festivals as decided by the Management (in accordance with local customs) will be declared as Holidays for the Company. Notification to this effect will be placed in Bulletin Board and Intranet site.

8.18 **Training and Professional Development.** The Company recognizes the value of professional development and personal growth for Employees. Therefore, the Company encourages its Employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses. Where applicable, the Company reserves the right to impose a bond for the Employee for specific training and professional program to a maximum of three years.

8.19. **Safety Shoes, Helmets.** Safety shoes and helmet are given to site employees as a measure of safety and for better turn out depending upon the nature of work. It is expected that as soon as the employees enter into the construction site area, they wear the helmet & safety shoes and attend to their work. The helmets will be provided at site office and safety shoes will be provided to Employees as follows :

Safety Shoes 1 per year - For all staff who are working at site

The shoes will be issued to the employees at 100% subsidized cost. Initial issue will be made during joining of the employee. Subsequent issues will be made generally after one year from the date of last issue. It is the responsibility of each employee that their safety shoes are maintained / cleaned properly and in good repair. If new replacement is required during the intervening period because of wear & tear, the Company will provide a new pair of safety shoes to those deserving at the following rates of subsidy:

	<u>From the date of last issue</u>	<u>Subsidy</u>
a)	First Quarter	Nil
b)	Second Quarter	25%
c)	Third Quarter	50%
d)	Fourth Quarter	75%

SECTION 9

Employee Communications

9.1 **Bulletin Boards & Intranet.** Bulletin boards placed in designated areas provide Employees access to important posted information and announcements. The Employee is responsible for reading necessary information posted on the bulletin boards. These important information and announcements also will be posted to the company's intranet under suitable category, where Employees can access through www.aecpromagpromag.com/ks.

9.2 **Procedure for Handling Complaints.** Under normal working conditions, Employees who have a job-related problem, question or complaint should first discuss it with their immediate Superior. At this level, Employees usually reach the simplest, quickest, and most satisfactory solution. If the Employee and Superior cannot solve the problem, the Company encourages the Employee to escalate the issue upwards in the management hierarchy until the problem is resolved.

9.3 **Grievances.** An Employee shall convey grievances to the Management only in writing. The Management shall respond, in writing and within a reasonable time, as to whether the grievances would be given due consideration or otherwise. The Management may opt to implement corrective measures immediately or at their discretion, establish a Board of Inquiry to review and consider the grievances. The Board of Inquiry shall recommend to Management the corrective measures to be undertaken.

9.4 **Press Relations.** Employees should not give press statements or grant interviews to the press, television or radio on any matters connected with the Company, particularly on policy matters, without the prior consent of the Management.

9.5 **Videography / Photography.** Videography / Photography will not be allowed inside the premises without any written permission from the Admin Department. Defaulters will be subjected to disciplinary action up to the extent of termination from employment.

SECTION 10

Breaches

10.1 **Breach of Code of Conduct, Policies, Rules and Practices.** An Employee who is alleged to have breached any of the code of conduct, rules or policies as stipulated in this document (or its addendums and revisions) shall be informed in writing and shall be entitled to 'due process' to refute the allegations and/or submit a defense. The Management shall establish a Board of Inquiry to determine the actual breach(es) and the Board of Inquiry may recommend to Management to impose specific disciplinary action. The Management shall decide and appropriate disciplinary action to be imposed unto the Employee. Disciplinary actions may range from verbal reprimand to immediate dismissal depending on the severity of the breach committed.

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