

POLYHOSE HR POLICY

Dear Employee,

In pursuit for excellence, you are at the threshold of a promising career in our Company and the Polyhose family extends a very warm welcome to you. We believe our “employees” are the most valuable resource of our company and we continue to nourish strong talent to build a performance driven organizational culture. Being a part of an ambitious and growth oriented group, you will discover exciting career, friendly working atmosphere and continuous learning experience. You can look forward to good growth opportunities based on your contribution in achieving the Company’s objectives and goals. At Polyhose, it will be a mutually rewarding experience.

We also would urge you to follow the company’s Policy, Employees code conduct, by doing so, you will earn the trust and respect of all which are essential for building the Polyhose Group. We welcome your valuable suggestions towards enhancing productivity and performance with a view in achieving the company’s desired goals.

POLYHOSE wishes you all the very best.

Thank you,



**Ali Asger
Director**

A BRIEF NOTE ABOUT US:

Polyhose India Pvt. Ltd established in the year 1996 with a state of art manufacturing facilities, is a manufacturer of Thermoplastic Hose, PTFE Hose and PVC Braided hose for Automotive and Industrial Application

Polyhose India “Providing flexibles solutions Globally” to automotive, agricultural, chemical, earthmoving and many OEM customer

Polyhose India is accredited with ISO 9001-2008, TS16949: 2009, AS9100 & NADCAP certified as well ISO 14001: 2004 EMS Certified operations

In this two decades of inception, this company grown by leaps and bounds, capturing markets in developed countries and has registered its name as OEM supplier with users the world over

OBJECTIVES:

We aspire to become world leaders in fluid conveyance products by adhering to the following:

- On-time delivery of high performance products meeting customer requirements
- Conducting the business with high professional and ethical standards as we grow from year to year
- Keeping abreast with innovative ideas and conducting training & education on an ongoing basis to develop skills for enhanced performance and growth.
- Being Committed to Social Responsibility and to being established as an Environment Friendly Organization.

1. QUALITY POLICY:

The Management and Employees of Polyhose India Pvt. Ltd are committed to provide products to meet customer requirements and expectations. It is our constant endeavor to continually improve our Quality Management System, so as to enhance the satisfaction of our stakeholders

2. EMPLOYEE BENEFITS:

The organization is committed to the benefit of care of its employees by ensuring job security and providing all necessary facilities to achieving optimum performance and due recognition of skills/talents for suitable rewards. The following benefits are in place: -

2.1 Remuneration: Employees remuneration is scheduled to be paid on every first day of the month following. Contract employees' salary is to be paid on the seventh day and in case it happens to be a holiday, the salary will be paid a day earlier.

2.2 Refreshment: Subsidized Breakfast, Lunch and Dinner are provided in the canteen for employees during duty hours. 50% of the cost will be deducted from the employee's monthly salary. However, Tea and refreshments served twice a day, is free of charge.

2.3 Drinking water: For safety of our employee we ensure only RO water is available for drinking purpose from water dispensers placed at various locations at the work place.

2.4 Gifts: Gifts and sweets are distributed on the occasion of annual Pooja festival to all employees. It is distributed on or one day before the festival

2.5 Celebrating Success: Team spirit & hard work are key to success and the Management in recognition of the same, celebrates such achievements as a means to encourage and motivate better performance.

2.6 Recognizing Excellence: Apart from team work, individual excellence is also given due recognition. Those who excel in their performances are recognized & being awarded 'The best employee of the month certificate' with a reward amount

2.7 Marriage Gift:

The Company shares in the joy of an employee who gets married during his/her tenure in the Company and expresses the same by way of gift at the time of wedding as a good gesture of the management.

2.8 Transportation to work: Transportation is provided to work place from specified locations and back, to all employees and no monetary compensation will be given in case an employee chooses not to avail this facility.

2.9 Provident Fund: PF provides financial support to employees as a means of savings. The company is governed by the provisions of the PF Act. An employee can withdraw the fund to the credit of his account at the time of leaving the organization or during retirement and in case of any unfortunate event, employee is deceased, the benefits will be passed on to his/her nominee. The amount of contribution can be checked online <http://members.epfoservices.in>

2.10 Employee State Insurance: ESI is a health insurance scheme for all employees earning up to ₹*15000 per month as salary. The employees are entitled to, medical treatment for themselves and their dependents in registered dispensaries, unemployment cash benefit in

certain contingencies and maternity benefit in the case of women employees. In a case of Work related Accidents leading to disability or death there is provision for a disablement benefit and a family pension, respectively including Funeral Benefit to dependents of Insured Persons. ESI also provides dependent benefit up to a ceiling of ₹*1200 for all eligible dependants of a deceased person.

** The deduction rate will subject to change from time to time*

** The ceiling limit may vary from time to time as per the Government norms.*

2.11 Employee Accident Insurance Policy:

This Policy is applicable for those who are not covered under ESI Act. During this policy period of insurance, the insured person shall sustain any injury arising solely and directly from accident. Further, in case of Work related Accidents leading to disability or death, the Insurance Company will provide all benefits as per the policy norms to help the employees and their families.

2.12 Bonus Payment: Every year, Bonus for the period calendar year is paid in the following January to all the employees as per the Bonus Act. Apart from this, performance based bonus will be paid based on the current smart goal achievements and overall company sales growth.

2.13 Employee Referral Scheme:

The company has a Scheme to motivate employees by providing opportunity to refer suitable candidates to join Polyhose for which HR Department will circulate the Recruitment requirement details. If any referred candidate is inducted into polyhose, he/she will receive a cash reward in appreciation of such a service.

3. Leave entitlements & Holidays:

The Weekly holiday falls on Sunday. Moreover, 11 days in each calendar year are declared as National Holidays and the Management chooses the holidays from the list declared by the Government

Further, every employee is entitled for a maximum of 27 days total leave per year which is on the basis of one-day leave credit for every 11.2 days worked.

3.1 Maternity Leave: Every female employee is entitled to 12 to 24 weeks of leave during and after pregnancy. Employees undergoing miscarriage or other complications during pregnancy are eligible for up to 6 weeks of recovery period.

3.2 Compensatory off: Employees who are required to work on holidays and weekly off and consequently work for 4 hrs. And 8 hrs. As the case may be, are allowed to avail 'compensatory off' of half day or full day respectively, with prior approval. The 'Compensatory off' leave accumulated during a year can be encashed monthly or at the end of the year. This benefit is applicable only for employees below managerial level.

3.3 Leave Practices:

- ❖ Leave can be availed with Prior Approval from HOD and the leave letter has to be submitted to HR one week in advance. In case of any emergency, the same can be intimated over phone and be followed up with the letter. Any uninformed leave will be treated as Loss of Pay (LOP).
- ❖ While calculating LOP intervening Sundays and holidays would also be included.
- ❖ LOP period would not be counted for calculation of service in the company
- ❖ Unavailed leave in excess of 15 days can be encashed on 31st December every year and the balance will be carried over and can be fully encashed at the time of leaving the company. Leave encashment would be calculated on 60% of *Gross salary at the time of encashment.

3.4 Attendance

The company operates on a 6-day week (Monday to Saturday) basis. A 30-minute lunch break at the end of 4 hours of work is scheduled. There are also tea breaks, twice a day, as scheduled by HOD's.

Attendance is recorded electronically by means of a 'bio-metric finger/ face recognition machine at the factory entrance. Any deviation from the scheduled work timings including absenteeism will also be recorded.

Punctuality and attendance plays an importance role in performance appraisal.

3.5 Punctuality:

Employees are expected to be on time for work. However, they are allowed 2 hours' permission each, on any 2 working days and also 3 late attendance of 10 minutes each, each month. Anything in excess of this limit will be considered as half day leave.

4. GRADE SYSTEM

	Cadre	Technical Cadre	Cadre	Sales & Admin Cadre
Sr. Management Cadre	MT01	Senior Vice President	MA01	Senior Vice President
	MT02	Vice President	MA02	Vice President
	MT03	General Manager	MA03	General Manager
	MT04	Deputy General Manager	MA04	Deputy General Manager
Management Cadre	MT05	Senior Manager	MA05	Senior Manager
	MT06	Manager	MA06	Manager
	MT07	Deputy Manager	MA07	Deputy Manager
	MT08	Assistant Manager	MA08	Assistant Manager
Staff Cadre	MT09	Senior Engineer	MA09	Senior Executive
	MT10	Engineer	MA10	Executive
	MT11	Assistant Engineer	MA11	Assistant Executive
	MT12	Junior Engineer	MA12	Junior Assistant
Technician	MT13	Senior Technician		
	MT14	Junior Technician		
	GT15	Technician Grade 2		
	GT16	Technician Grade 1		
Trainee		DME / BE		
		+2 /ITI		

Machine operator Tec G1	Three years of experience and above
Machine operator Tec G2	4+ years of experience with expected performance level
Trainee	Posted for a year and depending on satisfactory performance will be promoted, else they will be extended for one more year in the same category
Probation	Posted for a year and depending on satisfactory performance will be promoted, else extended for one more year in the same category
After completing the probation and confirmation successfully – Diploma candidates will be promoted to Sr. Technician and BE candidates will be promoted to Jr. Engineer.	
Technical Grade 1, 2 and Junior and Senior Technicians	Depending on satisfactory performance will be promoted else extended for one more year in the same category.
Promotion	Whoever obtains 3 continuous 'Very good score' or 5 continuous 'Good score' in Performance Appraisal will merit promotion to the next level.
Termination	But 2 successive 'Below Average score' in performance will be considered for termination from service.

5. PERFORMANCE MANAGEMENT SYSTEM – Smart Goals

‘Performance Management System’ ensures that the goals which are set based on the business demands are achieved by means of proper performance measures and due commitment. Within a week of the employee’s joining, HR shall share the smart goals through his immediate superior. Every employee’s Performance shall be studied on a quarterly basis by the Department Heads and it shall be reviewed bi-annually in order to ensure that they are in line with the goals of the organization. An annual performance appraisal shall be conducted and feedback given to the Management for review. Human Resources Team will initiate and manage this process regularly.

5.1. Smart acronym:

S – Specific

M – Measurable

A – Achievable

R – Realistic

T – Time bound

6. EMPLOYEE CAREER GROWTH PLAN

All the employees are given equal Career growth opportunities in the Organization and can aspire for promotions in their respective departments by excelling in their individual Performances. On the basis of the Performance Appraisal, an employee who obtains “Excellent” grade for 3 consecutive years or “Good” grade for 5 consecutive years, become eligible for promotion to the next level. Moreover, any extraordinary contribution and commitment by an employee towards the Company’s growth would merit higher Promotion. Apart from Internal assessment, External Customer Feedback about employee’s Performance will also be considered for growth opportunity.

7. TRAVEL POLICY:

Travel Norms								
Zone 1	Metro cities (Chennai, Mumbai, Kolkata, Delhi), Pune, Bangalore							
Zone 2	Ahmedabad, Hyderabad and Trivandrum							
Zone 3	Other cities and towns							
Cadre	Travel Mode	Mode of Local conveyance	Zone 1		Zone 2		Zone 3	
			Boarding & Lodging		Boarding & Lodging		Boarding & Lodging	
			Lodging Charges	Daily allowance	Lodging Charges	Daily allowance	Lodging Charges	Daily allowance
M1 - M4	Air (Economy class)	A/C Taxi	4000	800	3000	700	2500	600
M5 - M6	Air (Economy class)	A/C Taxi	3000	700	2000	700	1500	600
M7 - M8	AC 3 Tier Train/Equivalent	Bus/Auto	2500	600	2000	600	1500	500
Others	2nd class sleeper train/Equivalent	Bus/Auto	1500	500	1200	450	1000	400
Daily allowance - Food laundry & miscellaneous expenses								
Local conveyance - At actual (against bills wherever possible)								

General Guidelines:

- For all expenses of boarding & lodging original bills must be produced. In the absence of proof, the expenses will not be paid.
- This is applicable to above 200 kilometers. If necessary, the employee may use their personal vehicle within 200 kilometers (Four-wheeler/Two-wheeler) for which they may be reimbursed Rs.7/KM (For four-wheeler) & Rs.3.10/KM (For two-wheeler). Toll and parking charging fees will be paid extra.
- During local travel (Within 200 Kilometers), the food expenses will be allowed maximum of Rs.80/head. (Not applicable to cadre between M1 – M4)
- This policy does not cover foreign travel eligibilities.
- Employee should inform well in advance about their roaming facility before proceeding on tour.
- All the domestic booking will be done through corporate admin department.
- All expenses should be claimed in the format prescribed.
- During the travel, if the employees are not availed as per above table they are eligible to avail flat rate of 50% of the eligible Boarding & Lodging charges.

8. COMPANY ASSET:

All employees are responsible for protecting the Company's assets and ensuring that they are used for Company business purposes and in accordance with Company policies. Resources such as computers, laptops, Mobile phones, Internet access, electronic mail (e-mail), Photocopier, facsimile (fax) machines, and similar technologies are provided to enable you to perform your work in support of Company business. All electronic data stored on Company computers or similar assets, are the property of the Company

Employee using a Company vehicle is required to hold valid driving license and has to adhere to safety rules (which includes using safety belts) and in accordance to law

9. DISCIPLINARY ACTION:

Polyhose will ensure that all employees are treated fairly and equitably in the matter of disciplinary procedure when an unacceptable behavior or performance has been identified or any unethical issue is reported against them.

Employees will be called upon to explain their behavior. Either orally or in writing, which after due consideration, may result in disciplinary action, including termination if circumstances warrant. However, the final decision in this matter will rest with the management.

Most often, employee conduct that warrants disciplinary action is occasioned by unacceptable behavior, poor performance, violation of the company's policies, practices or procedures. A warning Memo may be issued at the first instance in anticipation of improvement in the respective areas. Memos are classified under various levels as follows:

Level One- First written warning:

This is given if there has been either minor breach in conduct which remains unresolved by informal action or there is no improvement in regard to the smart goals target as set by the Management or repetition of the mistake despite adequate training having been imparted.

Level Two- Final written warning

Further to the above if the offence/shortcoming continues, a formal disciplinary hearing may be summoned under level two of this procedure and a final written warning will be issued.

However, in circumstances where misconduct is severe it may be appropriate to progress, level two of this procedure.

Also, a disciplinary action of level two warning will disqualify the said employee from benefits of pay revision till his/her conduct towards the smart goal shows significant improvement.

Level Three – Dismissal

Level three action will be adopted if an employee does not meet the required standard of smart goal set out in the final written warning given under level two of this procedure, or commits any other act of misconduct during the timescale of an existing warning. If upon investigation it is understood that an act of further or gross misconduct has occurred, the employee will be required to attend the third level of hearing.

Notwithstanding, if an allegation is of a very serious nature is committed, it will be appropriate to consider Level Three of this procedure.

The management decision would be final.

10. EMPLOYMENT POLICY

10.1 Recruitment Principle

Human Resources Team is committed to ensure that the recruitment and selection of all employees are fair, transparent and comply with all the relevant legal formalities. Recruitment is based on competency, qualification and aptitude for the position and the process is initiated on the basis of requests received from concerned Departments.

10.2 Recruitment Requisition

The Recruitment Process is initiated only upon receipt of the Recruitment Requisition with approval of the Directors.

10.3 Selection Process

The recruitment process will be conducted in HR office and the following process is adopted: Advertisement, receiving application, short listing of candidates as per the requirements and parameters, interview, written test (if required) and selection. Once selected, offer letter by email will be sent as an intimation of selection and Issue of appointment letter at the time of joining.

10.4 Joining Formalities

Selected candidates have to submit the following: -

Educational Certificates
Work Experience certificates

Last pay slip (Last Three Months Pay slips)
PAN card copy
Age Proof
Address Proof
Two photographs
Relieving Letter from the Previous Employer

10.5 Induction

Induction process helps employee to understand the company's policies, practices, job responsibilities and introduce them to team members & other departments. The line managers are responsible to support the new entrant by guiding them in familiarizing with day to day routines. The new entrants can also seek any help in this regard from the HR Office

10.6 Probation and Confirmation

New employees from the date of joining, will be on probation for a period of 1 year. During probation period head of respective departments will provide regular feedback to the employees, concerning the quality of their work. Based on their performance, the employees may be confirmed in service at the conclusion of their probationary period.

11. LEARNING AND DEVELOPMENT

Our Organization is committed to continuous process of learning and development with objective of:

- Improving the effectiveness of employees in their current role
- Equipping them for introduction to new technologies or methodologies
- Standardizing work processes to increase overall efficiency.

The Organization's need for imparting training is derived from Performance Appraisal, Immediate Superiors Observation and Business and Customer demands. Every employee will undergo training according to the role which they have to perform. HR will organize and administer the end to end process.

12. UNIFORM AND IDENTITY CARD

12.1 Uniform/Shoes are Mandatory

The Organization provides Uniform to all its employees. All employees are expected to be dressed neatly and appropriately for the type of work they perform and must be present for work in their respective Uniform. Managers are responsible for ensuring that the same is adhered to and any violation of dress code may entail disciplinary action.

12.2 Display of Identification Card

All the employees will be issued employee Identification Cards which is expected to be displayed prominently, at all times, while on duty. The responsibility of the safety of the card rests with the employee and any loss of the card must be reported to the HR Department immediately. In such cases, new identification cards will be issued after deactivating the lost cards. Similarly contract employees will be issued with separate Identification card with contractor's name prominently displayed on it.

In the event of an employee leaving the services of the company, the Identification card must be returned as part of the 'No Dues' process.

All visitor to the company is also issued Visitor's Badge at the gate and the employees whom they visit should ensure that the same is displayed by him. The same should be returned upon exiting.

13. HARASSMENT FREE WORK PLACE

Discrimination and harassment at work place is illegal and so all employees are hereby notified that:

- Discrimination and harassment of any kind will not be tolerated at work place.
- Every employee is responsible for creating an atmosphere, free of discrimination and harassment
- Each employee is also responsible for respecting the rights of their superiors and co-workers
- Safety of women employees: if women employees face any kind of sexual harassment directly or indirectly they can immediately get in touch with the HR Head or Director. Such complaints will be kept confidential and managed in an absolutely professional manner and in cases warranting legal course the same will be acted upon. Polyhose assures that Women employees at the work place will be treated with due respect and dignity.

14. HEALTH AND SAFETY POLICY

14.1 Prohibited Items:

The company prohibits possession or use of illegal drug, alcohol, tobacco products and gutkha at the workplace. Anyone found contravening this will be subject to disciplinary or legal action depending on the gravity of the breach.

14.2 Work Place Injury

If an employee suffers any accident in the workplace or while performing his or her duties, the following procedure shall be followed:

Depending upon the severity of the injury, immediate action will be taken to either administer First aid at the factory premises or be treated as OP at the nearest hospital at company's cost. In the case of admission requiring longer treatment the company shall issue a letter to the Superintendent of ESI Corporation, intimating the occurrence of the accident, the particulars of the employee injured and the circumstances in which the accident occurred. The company shall move the employee, at its own cost, to ESI designated hospital for further treatment. The ESI Corporation will take care of the entire treatment of the employee till the time the employee recovers sufficiently to report for work again.

In case it is established that the injury suffered, occurred due to the employee failing to comply with safety rules, the company shall not bear any responsibility for the injury and the employee shall not be eligible for any leave for the duration of the treatment (subject to applicable labor laws). The absence from work shall then be adjusted against his eligible earned leave and balance period, if any, shall be treated as Loss of Pay

14.3 Personal Protective Equipment (PPE)

This policy is applicable when an employee is on the job. This policy is also applicable to contractors.

The Human Resource department is responsible for safety. Human Resource Department in consultation with experts and in strict conformity with the applicable laws, determines the PPE to be worn by the employees within the factory premises. Human resources department provides the PPE to all the employees.

It will be obligatory on the part of every employee to use the prescribed PPE while carrying out his job. **This is not restricted to just the work spot but is applicable as long as the employee is on duty.**

14.5 Video Surveillance

Video Cameras are installed at various points for surveillance in order to assist in promoting safety and security of the facilities for the benefit of not only its employees, but also volunteers and visitors. All employees and persons that are on or about the company premises, will be subject to the terms and provisions of this Policy.

Video surveillance tapes shall be used for playback whenever there is a need to produce evidence during investigations on the occurrence of certain events.

14.6 Anti-bribery & Gift Policy

Polyhose business is subject to Anti-bribery laws of the country. Employees are expected to act in a way that promotes the Company's best interests. Receiving or offering bribes by way of

money, gifts, rewards or other advantages to or from any person as an inducement to do something is dishonest, illegal and breach of trust

- ❖ Ensure that business entertainment is lawful and corresponds with generally acceptable standards.
- ❖ prohibits any improper promise, offer, or the provision of anything of value to government officials, or to any other person for the purpose of obtaining or retaining business or influencing official action
- ❖ Gifts may never be accepted under circumstance in which it would even appear that the business judgement may be compromised
- ❖ In certain situations, it may be appropriate to accept gifts, such gifts must be disclosed and reported immediately to the Functional Head

14.7 Anti Trust & Fair competition

Polyhose would preserve competition among competitors and to protect customers from unfair business arrangements

Situations that create the potential for unlawful anti-competitive conduct should be avoided. These include, for example:

- ❖ Proposals from competitors to share price, pricing policies, costs and market shares, etc
- ❖ If a competitor tries to discuss subjects with you that raise concerns about anti-competitive conduct, you should refuse to do so and ask the person to stop immediately
- ❖ If necessary, you should leave or otherwise terminate the conversation. You should also promptly report the matter to your management

15. EXIT PRACTICES

15.1 Retirement

Retirement age for all employees of Polyhose shall be as per the government policy, as applicable from time to time. Currently employees who have completed five years' tenure are eligible for gratuity and the same shall be paid at the time of retirement. The company shall not pay any pension to the employee, post retirement.

15.2 Termination

Apart from termination consequent to disciplinary action taken, the Company reserves the right to terminate the employment of Trainee or Probationary employees if business situation warrants reduction. In case of termination of employment, the company shall settle the

accounts upon the last working day of the stipulated notice period. The employee has to surrender the identification badge, uniform, sim card, electronic equipment and any other company property received, to the HR department. HR will collect no due certificate from the concerned departments.

15.3 Resignation:

Any Employee, intending to leave the services of the Company, must submit a resignation letter to HOD concerned who will in turn, with his/her recommendations, forward it to HRD Manager. After verification and discussion with the HOD and/or the Management, a decision on accepting the resignation is taken which is followed up with an Exit Interview by HRD. Settlement of dues, relieving order and service certificate will be issued, on the last working day. For this the employee, must adhere to the notice period as stipulated in his appointment letter.

16. FAVOURITISM & PERSONAL RELATIONSHIPS IN THE WORKPLACE

16.1 Purpose

Purpose of the policy is to avoid creating or preventing circumstances in which the possible existence of favoritism, conflicts or management disruptions. Polyhose may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees, under the circumstances defined in the policy.

16.2 Applicability:

All employees of Polyhose Group of Companies

16.3 Favouritism & Personal Relationships in the Workplace.

Polyhose permits the hiring within the same family (or) those who have a personal relationship. However, hiring within the same department or team normally is prohibited for individuals of the same family or for those who have a personal relationship.

Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial hire or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have an intimate relationship.

The potential for conflict of interest may also exist in close personal relationships, which

involve other than family relationships. Polyhose views such conflicts of interest as seriously as it does those involving family members or blood relatives.

16.4 Definition of Relationships

- 1) To avoid a conflict of interest or appearance of a conflict of interest, the definition of “relationships,” which is covered by this policy, should be interpreted very broadly. For the purposes of this policy the term “relationships” shall include the following relationships: relationships established by blood, marriage or legal action. *(Examples include the employee’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and, a daughter or son of an employee’s domestic partner.)*
- 2) In considering whether a relationship falls within this policy, all employees are urged to disclose the facts if there is any doubt rather than fail to disclose in cases where a relationship exists or existed in the past.
- 3) Additionally, this policy applies to all types of hire and employment.
- 4) All employees are responsible to raise potential issues to the attention of their supervisors or through the HR.

16.5 Consensual Romantic Relationship

1. Conflict of interest also exists when there is a consensual romantic relationship in the context of employment supervision or evaluation. Therefore, no employee shall influence, directly or indirectly, salary, promotion, performance appraisals, work assignments or other working conditions for an employee with whom such a relationship exists.
2. Employees involved in a consensual romantic relationship, in the context of direct (or) indirect supervision, must discuss the matter on a confidential basis with their own supervisor or with the Office of Human Resources to assess the implications for the workplace and make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting.
3. In a consensual relationship, it is an individual's responsibility for the disclosure. Failure to report such a relationship will be regarded as a serious lapse in the management of the workplace and grounds for appropriate disciplinary action, including termination (particularly in cases where bias or harassment has occurred in connection with a benefit)

16.6 Supervisor's Responsibility

1. A supervisor bears an affirmative responsibility for sustaining a positive workplace environment and one which is conducive to the professional growth of all employees.
2. A supervisor must be regarded as trustworthy and fair for such an environment to exist. It is important to understand that, even when arrangements have been made to minimize conflicts of interest regarding particular employment-related decisions, it is necessarily more difficult for a supervisor to be fair when a close relationship exists with an employee.
3. Disruption to the workplace can be particularly acute when a romantic relationship involving a supervisor is known to exist but cannot be discussed openly.

4. Supervisors should also understand that even in a consenting relationship there are substantial risks of charges of sexual harassment or favoritism when supervision is involved.

17. IMPLEMENTATION

Employee's failure to comply with the requirements of this policy will result in disciplinary action being taken which may lead to termination as well.

18. REVIEW

This policy is subject to review by the Human Resource Manager every six months and updated as deemed necessary, at the sole discretion of the Company's Management.