



2024

HUMAN RESOURCES POLICY MANUAL

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WELCOME NOTE

Dear Employee,

In pursuit of 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 a highly aspiring and growth-oriented group, you will discover an exciting career, friendly working atmosphere and continuous learning experience. We provide 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, Employee’s Code of Conduct (COC), 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 to achieving the company’s desired goals.

POLYHOSE wishes you all the very best.

Thank You,



Ali Asger SJ
Director

2. BRIEF NOTE

Polyhose is a Global diversified industrial conglomerate focussed on design, development, manufacturing, and distribution of Energy conveyance products. Our manufacturing plants are the most modern with state of art facilities and the required skilled expertise to deliver premium quality, reliable, high performing products.

Polyhose had a humble beginning in the year 1996, but within a span of just two decades it has established a global imprint with operations in North America, Europe, Middle East, Southeast Asia and today engages more than 3500 employees in its worldwide operation with an aspiration to make Polyhose the most preferred brand in the international market.

Polyhose, with a state-of-the-art manufacturing facility are accredited with ISO 9001-2008, TS16949 & AS9100D as well EMS Certified operations, managed by skilled and talented managers from the industry, building competitive advantage through robust processes and implementing operational excellence in each area of operations to deliver world class POLYHOSE branded products.

Polyhose, today is a world class manufacturer of Thermoplastic, PTFE, Rubber Hydraulic, Industrial hose, SS flexible hose and fluid connectors with an annual capacity of 150 million meters of hose, 9 million assemblies and 8 million fluid connectors.

Our Scale of the economy will benefit both International and Indian customer and we sincerely request customers to enjoy the benefits of Quality – Cost- Service by Patronizing POLYHOSE brand.

Polyhose looks forward to increasing its association with dynamic organisations in search of new developments in the field of Industrial, Automobile, Hydraulic and Pneumatic applications with an aim to establish cost effective and high-quality hoses for hydraulic power transmission.

3. INTRODUCTION

The preparation, release, and maintenance of this Manual is the responsibility of the Human Resources (HR) Department, or any official designated by Polyhose. The Policy is subject to modifications to reflect changes that Polyhose may decide to undertake in its HR policies from time to time.

This employee manual should be regarded as a set of guidelines only, not a contract. Neither the policies in this manual, nor any other written nor verbal communication by a company officer, manager or supervisor are intended to create a contract of employment or a warranty of benefits. This Manual is confidential and is for restricted circulation only within Polyhose.

Clarification on the Manual can be sought from the Human Resources Department. The policies laid down in the Manual and the subsequent amendments, if any, will supersede the relevant existing policies.

4. OBJECTIVES

This policy has principles and procedures established by the organisation to enable better decision making and the conduct in the organisation.

The objective of the policy is to ensure that job assigned is recognised, safe and healthy work environment is established. Employee participation, motivation is developed and encouraged.

- Assess people performance and provide inputs for their development.
- Increase employee satisfaction by providing policies and procedures that are aligned with the organisational culture.
- Facilitate employee communication.
- Focus on employee career development that meets business requirements.
- Environment friendly with a clear vision for social responsibility.

5. QUALITY POLICY

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

- Polyhose India is committed towards total customer satisfaction of Energy conveyance system.
- Strategize and continually improve the QMS process with competent and motivated work force to satisfy the needs and expectations of all the interested parties and fulfil the applicable statutory and regulatory requirements.

6. EMPLOYEE BENEFITS

The organization is committed to the employee benefits by ensuring job security and providing all necessary facilities to achieving optimum performance and due recognition of skills/talents for suitable rewards. Polyhose reserves the right to eliminate or modify any of its benefits at any time.

6.1 CANTEEN

Breakfast, Lunch and Dinner are provided in the canteen for employees during working hours.

- Clean and hygiene food is offered at a free of cost from operators to staff at a particular package.
- Other employees can avail the subsidy prevailing at that time and the canteen cost will be recovered from the salary.

6.2 REFRESHMENTS

Tea will be served twice during the working hours and snacks will be provided particularly for employees working extended hours or night shifts.

6.3 DRINKING WATER

Polyhose is committed to ensuring the health and safety of all employees. As part of this commitment, the company provides access to safe and clean drinking water in all workplace locations.

6.4 GIFTS

Gifts and sweets are distributed on special occasions to all employees. It is distributed on or one day before the festivals.

6.5 MARRIAGE GIFT

The Company shares the joy of an employee who gets married by way of gift at the time of wedding as a good gesture of the management. An employee completed six months tenure in the Company are eligible.

6.6 TRANSPORTATION

Transportation is provided to workplace from specified locations to all employees and no monetary compensation will be given in case an employee chooses not to avail this facility.

7. STATUTORY BENEFITS

7.1 PROVIDENT FUND (PF)

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 <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

7.2 VOLUNTARY PROVIDENT FUND (VPF)

Employees may have the option to make voluntary contributions to their provident fund account. VPF allows employees to contribute beyond the mandatory requirement of their salary, providing them with an opportunity to increase their savings for retirement.

The employer's contribution, however, is limited to the mandatory EPF percentage, and they are not obligated to match the voluntary contributions made by the employee.

7.3 EMPLOYEE STATE INSURANCE (ESI)

ESI is a health insurance scheme for all employees earning up to *21000 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.

* The deduction rate will subject to change from time to time as per the Government norms.

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

8. INSURANCE

8.1 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.

8.2 MEDICLAIM INSURANCE

Non-ESI employees, employees spouse and children are eligible to be part of Polyhose health insurance plan covered from the day of joining till the date of Exit. Refer Insurance policy for more information about plan specifics in CORE Portal.

9. BONUS PAYMENT

Bonus for the period calendar year is paid on Diwali Festival to all the employees every year as per the Bonus Act.

10. PERFORMANCE BASED BONUS

Polyhose recognizes the importance of motivating and rewarding exceptional performance among its employees. As part of our commitment to fostering a culture of excellence, the company offers performance-based bonuses to eligible employees.

11. 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 and completes six months, he/she will receive a cash reward in appreciation of such a service.

12. EMPLOYEE RECOGNITION PROGRAM

The purpose of this program is to ensure that employees stay motivated and increase morale. The program increases positive peer pressure to thrive and achieve more.

Polyhose recognizes that a healthy organizational environment is necessary for employees to perform productively towards achieving organizational goals.

Polyhose also values the input and ideas of its employees and recognizes that they are often best positioned to identify opportunities for improvement and innovation within the organization. To encourage and reward the contribution of employee ideas, the company has established an Employee Suggestion Scheme. All employees are eligible to participate in the Employee Suggestion Scheme.

13. LEAVE ENTITLEMENTS AND HOLIDAYS

Polyhose values the well-being and work-life balance of its employees and recognizes the importance of providing time off for rest, relaxation, and personal obligations. This policy outlines the leave entitlements and holiday provisions available to eligible employees.

- Every employee has a weekly holiday on Sunday. If an employee's work requires him to work on Sunday, he will be given an alternate day of the week off, with necessary approvals from HOD and HR Manager.
- Eleven days a year are declared as national holidays, management selects the dates from a holidays list provided by the government.
- Assistant Managers and above are eligible for alternate week off for which the employees will compensate by working 9 hours on all days.
- One-day leave credited to the leave balance for every 11.2 days worked.

13.1 MATERNITY LEAVE

As per Maternity Benefit Act, 1961, each female employee is entitled for 26 weeks of maternity leave in view of the birth of a child during before and after childbirth. If the employee undergoes a miscarriage or other complication during the pregnancy, she is eligible for up to 6 weeks of recovery period.

During the period of maternity leave, an eligible employee is entitled to receive maternity benefit, which is equivalent to her package for the period of her absence. The employer or the government (in certain cases) provides this benefit.

13.2 COMPENSATORY OFF

- Applicable for employees who are required to work on holidays and weekly off and consequently work for extended 4 hrs. and 8 hrs.
- Employees those who have worked on the said days are allowed to avail 'compensatory off' of half day or full day respectively, with prior approval.
- The 'Compensatory off' leave accumulated should be availed within 12 months from the date they worked on a Holiday or a weekly off, else can be encashed end of the calendar year.
- This benefit is applicable for employee's below Assistant Managerial position.

13.3 LEAVE PRACTICES

- Polyhose have the following types of leave apart from public holidays:
 - **Planned Leave (PL)**
 - **Sick Leave (SL)**
 - **Casual Leave (CL)**
- Leave can be availed with prior approval from HOD, and the leave should be applied in HRMS in advance. In case of any emergency, the same can be intimated over phone and applied in HRMS on resuming duty. Any uninformed leave will be treated as LOP.
- While calculating LOP intervening Sundays and holidays would also be included.
- Break during service, will not be counted for calculation of service in the company.
- Unavailed leave more than 15 days can be encashed on December 31st 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 Basic salary at the time of encashment.

13.4 ATTENDANCE

Employees are required to register their attendance electronically by means of biometric device, while reporting to work and before leaving the office, if not punched then the attendance for the day will be considered as "Absent" and the deduction of pay and the leave will be carried out.

MONTH: 26TH TO 25TH

WORKING DAYS: MONDAY TO SATURDAY

The manufacturing units operate on a 6-day week (Monday to Saturday) basis, assistant manager and above category has option for alternate week off considering working for 9 Hrs on all days. A 30-minute lunch break at the end of 4 hours of work is scheduled.

Employees can request leave or permissions only through the HRMS, which then goes through an approval process.

HRMS include features for scheduling employee shifts, allowing managers to assign shifts and track employee availability.

14. PUNCTUALITY

Punctuality and attendance play an importance role in performance appraisal.

Employees are expected to be punctual to work. However, they are allowed to;

- 2 hours of permission each on any 2 working days in a month.
- 3 special permission of 20 minutes, consider working for grace time of 10 minutes.
- For employees who are on General shift, 10 minutes grace time is applicable only if they extend 10 minutes and adjust the late-out on the same day.

15. GRADING 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
	MT05	Assistant General Manager	MA05	Assistant General Manager
Management Cadre	MT06	Senior Manager	MA06	Senior Manager
	MT07	Manager	MA07	Manager
	MT08	Deputy Manager	MA08	Deputy Manager
	MT09	Assistant Manager	MA09	Assistant Manager
Staff Cadre	MT10	Senior Engineer	MA10	Senior Executive
	MT11	Engineer	MA11	Executive
	MT12	Assistant Engineer	MA12	Assistant Executive
	MT13	Junior Engineer	MA13	Junior Executive
Technician	MT14	Senior Technician		
	GT15	Junior Technician		
	GT16	Technician Grade 1		
	GT17	Technician Grade 2		
Trainee	TRAINEE	GET		
	TRAINEE	DET		
	TRAINEE	ITI		

16. EPT BASED CONTINUOUS PERFORMANCE MANAGEMENT SYSTEM

Employee performance tracking in CORE Portal involves monitoring and evaluating employees' work activities, achievements to assess their contributions to the organization.

This allows managers to set clear and measurable goals for employees, aligning them with the organization's objectives. These goals can be tracked within the system, allowing both managers and employees to monitor progress over time.

17. EMPLOYEE CAREER GROWTH PLAN & SUCCESSION PLANNING

Career growth is being attempted with an aim to utilize Polyhose key employees' abilities to the fullest to give the employee an opportunity to grow, realize his (or) her full potential, and to develop a successful career at Polyhose. The purpose of this program is to map and plan the career path of key employees and to know the employees' expectation and potential for taking responsibility at higher level of organizational hierarchy.

18. TRAVEL POLICY

The company travel policy for employees is applicable to all employees who are authorized to travel for business purposes under contract. It applies only to full-time employees. This policy oversees travel arrangements for trips that are away from the office, whether local, domestic, or international.

TRAVEL CHART								
Zone 1	Bengaluru, Delhi, Chennai, Hyderabad, Mumbai, Pune, Kolkata, and Ahmedabad.							
Zone 2	Trivandrum, Kochi, Bhopal, Chandigarh, Faridabad, Jamshedpur, Jaipur, Lucknow, Nagpur, Patna, Visakhapatnam, Agra, Kanpur and Mysuru.							
Zone 3	Other cities and towns							
Cadre	Travel Mode	Mode of Local conveyance	BOARDING & LODGING					
			ZONE 1		ZONE 2		ZONE 3	
			Lodging charges	Daily allowance	Lodging Charges	Daily allowance	Lodging Charges	Daily allowance
M1 – M5	Air (Economy class)	Car (Official / Personal), Bike, Train , Auto, Bus	4000	800	3000	700	2500	600
M6 – M7	Air (Economy class)	Car(Official /Personal), Bike, Train , Auto, Bus	3000	700	2000	700	1500	600
M8 – M9	AC3 Tier Train / Equivalent	Bike(Personal), Train , Auto, Bus	2500	600	2000	600	1500	500
Others	2nd class sleeper train/Equivalent	Bus/Train/ Auto	1500	500	1200	450	1000	400
Daily allowance - Food laundry & miscellaneous expenses								
Local conveyance - At actual (against bills wherever possible)								

GUIDELINES

- For all expenses of boarding and lodging original bills must be produced. In the absence of proof, the expenses will not be reimbursed.
- Employees may use their personal vehicle within 200 Kms (Four-wheeler/Two-wheeler) for which they may be reimbursed Rs.8.5/KM (For four-wheeler) and Rs.3.10/KM (For two-wheeler).
- Toll and parking charging fees will be paid extra.
- During local travel (Within 200 Kms), the food expenses will be allowed to a maximum of Rs.80/head.
- Local travel - daily allowance will not be applicable for;
 - Cadres between M1 – M5.
 - Travelling for half-a-day.
 - Travelling to Polyhose Units.
 - Departments where primary work involves local travelling - Purchase, Marketing, Projects, Maintenance, Finance & Accounts.
- All the domestic and international booking will be done through a common travel agency.
- This policy does not cover international travel eligibilities.
- Employee should inform 3 Days in advance about their roaming facility before proceeding on international tour.
- All expenses should be applied, approved, and claimed only through travel portal.

19. COMPANY ASSETS

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, photocopier, and similar technologies are provided to enable to perform the work in support of company business. All electronic data stored on company computers or similar assets, are the property of the Company. If an employee misuse the company asset or damages the property, company reserves the right to recover from the employee pay, full or part of the cost to repair or replace the asset.

Any employee for whom company vehicle is required for duty must be authorized by the department head. Employee using a Company vehicle is required to hold valid driving license and must adhere to safety rules (which includes using safety belts) and in accordance with law.

20. MONITORING OF NETWORK COMMUNICATIONS

Company reserves the right to monitor all communications that use Company networks for data storage, data transfer, mails, telephone logs, internet usage and network traffic, to determine proper use.

Company will review network communications activity and will analyse use patterns. Company may choose to publish these data to ensure that company resources in these areas are being used according to this policy.

21. USE AND DISSEMINATION OF COMPANY INFORMATION

“Information,” as the term is used in this policy, includes without limitation any information owned or used by Polyhose such as:

- Any company employee, customer, or client lists.
- Any company database information, including addresses and telephone numbers.
- Any information from Company employee personnel files, including employee addresses, telephone numbers, employment status and wage history.
- Any photographs, videotapes and sound clips of any Company employee, customer, or client.
- Only those employees who are authorized by the board of directors or executive team, or whose job description permits them to do so, may speak on behalf of the Company. Notwithstanding the foregoing, specific permission from the board of directors or executive team will be required before any Company employee may disseminate confidential Company information.
- No employee may knowingly dispense such information to any outside party unless authorization has been granted. This could include other employees who do not have the right to know such information. Any breach will be considered a violation of the Company policy concerning confidentiality, and it may constitute a violation of law.
- Intentional, repeated, accidental, or unauthorised disclosure of any confidential information by any member of staff to outside parties will be subject to disciplinary action or even termination of employment.

22. DISCIPLINARY ACTION

Polyhose’s progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behaviour and performance issues. The final decision will be at the discretion of the management.

Outlined below are the three steps of Polyhose’s progressive discipline policy and procedures.

Polyhose reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counselling or training; the employee’s work record; and impact of the conduct and performance issues have on the organization.

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

Employees will be called upon to explain their behaviour. 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 behaviour, 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:

22.1 LEVEL ONE- FIRST WRITTEN WARNING

This is given if there has been either minor breach in conduct which remains unresolved by informal action or 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.

22.2 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.

22.3 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.

23. RECRUITMENT POLICY

Polyhose believes in Equal Opportunity employment policy, our Human Resource team is committed to ensure that while hiring the right candidate. Polyhose practices unbiased hiring process that enables them to hire the right talent for right roles within a span of 60 working days.

The recruitment policy has the following objectives:

- To search for prospective employees and stimulate them to apply for jobs.
- Policy will ensure that all the positions are filled with candidates who have the appropriate skills, knowledge, experience, and qualifications required to perform the job effectively.
- Improve quality of hire.
- Attract and Engage Top Talent.

23.1 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 based on requests received from concerned Departments.

23.2 RECRUITMENT REQUISITION

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

23.3 SELECTION PROCESS

The recruitment process will be conducted in HR office and the following process is adopted, Advertisement, receiving application, shortlisting 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.

23.4 PSYCHOMETRIC TESTING

Polyhose recognizes the importance of assessing the skills, abilities, and personality traits of its employees to ensure the best fit for roles within the organization. As part of our commitment to talent management and development, the company administers psychometric tests to employees during the employment process.

24. NEW EMPLOYEE INDUCTION PROGRAM

Induction process helps employee to understand the company's policies, practices, job responsibilities and introduce them to team members & other departments. The 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.

25. PROBATION AND CONFIRMATION

New employees from the date of joining, will be on probation for a period of Six months. 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 or can be extended up to 3 months. Senior manager and above cadre will be automatically confirmed on completion of 6 months service.

26. 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, 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.

27. UNIFORM AND IDENTITY CARD

Uniform and Safety Shoes are Mandatory.

Employees when hired are provided with three set of uniforms, which they are required to always wear while working and representing the company. 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.

Company will issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate colour change). Employees will be given notice of the exchange, and the company will provide suitable replacement uniforms.

The uniforms are considered company property and become the responsibility of the employee for maintenance and care.

Saturdays as it is ending day of the week, employees can wear casuals with company provided T-shirts.

27.1 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 immediately reported to the HR Department. 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 to security during exit.

28. HARASSMENT FREE WORKPLACE

Discrimination and harassment at workplace are illegal and so all employees are hereby notified that:

- Discrimination and harassment of any kind will not be tolerated at workplace.
- Every employee is responsible for creating an atmosphere, free of discrimination and harassment and people are treated with dignity, decency, and respect.
- All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

- 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 POSH Team, HR Head or Director. Such complaints will be kept confidential and managed in a professional manner and in cases warranting legal course the same will be acted upon.
- Polyhose assures that Women employees at the workplace will be treated with due respect and dignity.

29. COMPLAINT MANAGEMENT

Employees can raise their complaints through the Quick Response (QR Code) placed at different locations of the factory. HR department will be responsible to resolve the individual complaints and identify opportunities to make systemic improvement.

30. HEALTH AND SAFETY POLICY

Polyhose is committed to provide healthy and safe working conditions to all its employees and is focused on protecting and preventing any adverse impact to the environment, wherever it operates, through training, communication & performance measurement and ensure improvement.

30.1 PROHIBITED ITEMS

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

30.2 WORKPLACE 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. The company will shift the employee, at its own cost, to ESI designated hospital for further treatment. 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 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 labour laws). The absence from work shall then be adjusted against his eligible earned leave and balance period, if any, shall be treated as a Loss of Pay.

31. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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 mandatorily. This is not restricted to just the work spot but is applicable as long as the employee is on duty.

32. VIDEO SURVEILLANCE

CCTV Cameras are installed at various points for surveillance to assist in promoting safety and security of the facilities for the benefit of not only its employees, but also 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 backup shall be used for playback whenever there is a need to produce evidence during investigations on the occurrence of certain events.

33. 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.

34. 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 immediately to your management.

35. EXIT PRACTICES

35.1 RETIREMENT

Retirement age for all employees of Polyhose shall be 58 years, as applicable from time to time. The company shall not pay any pension to the employee, post-retirement.

35.2 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 must surrender the identification badge, uniform, sim card, electronic equipment and any other company asset received, to the HR department. HR will collect no due certificate from the concerned departments.

35.3 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.

35.4 ABSCONDED EMPLOYEE

Any employee failed to report to the office without intimation to reporting manager for more than 3 days, they will be considered as absconded, and first letter will be sent by registered post. After 6 days of employee not reporting to work, will be sending second letter asking him/her to report on immediate basis through registered post, otherwise action will be initiated. After 10 days of employee not reporting to work, giving the reference of first & second letter, final termination letter will be sent.

The internal full and final settlement will be completed within 15 days from the date the employee has been separated from the company and if there is any recovery from the employee, the process of recovery will start.

The company may take legal action against the employee if the employee doesn't return the asset or outstanding amount to the company or doesn't respond to the advocate notice being sent by the company.

Any employee terminated on grounds of absconding from work will not be reconsidered for re-employment with Polyhose.

Also, no experience certificate or relieving letter will be given to the absconding employees.

36. FAVOURITISM AND PERSONAL RELATIONSHIP IN THE WORKPLACE

Polyhose prevents the possibility existence of favouritism, conflicts, or management disruptions. Polyhose may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees, under the certain circumstances it is accepted with special approval from management. However, the employees may not be posted in the same department or section or unit or conflicting departments in the interests of security and confidentiality of an organisation.