

BTPL Human Resource Policy Manual

Introduction

About Bindal Technopolymer Private Limited:-

BINDAL TECHNOPOLYMER PVT LTD (BTPL) is the home of injection moulding expertise, specialising in tooling, precision plastic injection mouldings and product development engineering. Since 1986, innovation and high-quality standards have been at the heart of what we do, allowing our family-owned business to gain knowledge and experience from around the globe.

From our head office in Greater Noida, we operate on a national scale with facilities across Delhi, Greater Noida and Himachal Pradesh.

This gives us the flexibility to offer a tailor-made approach to the specific requirements of our customers, no matter whether the product design requirements are high volume, highly aesthetic, or technically challenging. As a full-service company, we offer design, printing, and assembly services alongside our injection moulding, tooling and product development services, saving you money and increasing the project's efficiency at the same time.

Passion

1. Taking pride in what we do
2. Enthusiasing others with energy and zeal
3. Positivity and self-belief
4. Exceeding expectations and delivering stakeholder delight
5. Managing challenges in a dynamic environment
6. Continuously learning and engaging;

Respect

1. Respecting colleagues, customers, members and everyone we interact with
2. Encouraging free flow of ideas and communication
3. Recognising other's ideas, suggestions and contributions
4. Supportive and constructive feedback
5. Celebrating differences and cultures

Teamwork

1. Leverage expertise and skills of team members
 2. Cross-functional responsibilities
 3. Sharing credit and kudos, seeking ideas and suggestions
 4. Sharing best practices, experiences and information
- Feedback to encourage change and personal growth

Ownership

1. Professional conduct of responsibility and accountability
2. Align with organisational goals and internalise its vision, mission and core value
3. Judicious usage of all office facilities and resources
4. Ownership beyond defined boundaries
5. Adhere to organisational policies and practices

1. Employee Contract

An employment contract is a legal document that binds both employee and employer. It outlines all the below significant terms and conditions of the association:

- Job role and description
- Type of role (Part-time, Full-time, Contract, Freelance)
- Probation period (if any)
- Tenure
- Remuneration and benefits
- Confidentiality.

- Maintaining privacy and confidentiality.

3. Working Hours:-

The working hours policy defines:-

1. The work week comprises six days (Monday to Saturday), except on declared holidays.
2. Normal working hours are 8:30 hrs per shift with a 30-minute break for lunch. Employees may be required to work beyond official timings or on holidays due to exigencies of work.
3. On Sundays and declared holidays, offices will remain closed, except for those required to come in due to exigencies of work.
4. Employees are encouraged to effectively manage their time so that they can leave by the end of shift time. Late work, for exigencies, should be the exception rather than the norm. Staying back late cannot be used as a reason for arriving late the next morning.
5. It would be incumbent on all to have a normal 8.5 hours per day at minimum
6. To help the workflow, each employee will need to maintain predictability and regularity in timings and should inform his/her manager accordingly.
7. Attending any meeting arranged (internal or external) will be binding irrespective of the time involved.
8. The attendance register should have the noting of time of arrival and exit

4. Leave Policy:-

Objective:-

The leave policy has been formulated to enable the employees to maintain a healthy work-life balance. Leave is given to the employees for sickness/emergency/personal work/rest and recreation.

Types of Leave:-

- Earned Annual Leave (including casual)
- Sick leave (N/A)
- Maternity Leave (N/A)
- Paternity Leave (N/A)
- Advance Leave (N/A)
- Leave Without Pay (LWOP) (N/A)

General Conditions of Leave:-

1. All leave records and leave calculations shall be synchronised with the Calendar year.
2. There is total 16 paid leave that you will get in a year
3. Paid Leave will be paid for twice a year.
4. This leave will not be adjusted in your Monthly salary.

Wages and Timekeeping:-

- 1 **Minimum wages:** As per state govt minimum wages or depend on qualification and work experience.
- 2 **Payment frequency:** Salary payment will credit in your account 1st week of every month.
- 3 **Overtime pays:** Overtime if required by the organisation, then it will be paid out as per government rules.
- 4 **Deductions:** Standard deductions are advance tax, professional tax, provident fund, gratuity fund and if salary advance taken.

5. Employee Benefits

- 1 **Provident fund:** Employee provident fund is a retirement scheme for employees. Both employee and employer have to contribute 12% of salary monthly.

- 2 **Gratuity fund:** Employees get an incentive for continuing with an organisation for more than five years. They get 15 days of additional pay as gratuity for every year of service.
- 3 **Health insurance/ESIC:** We are providing ESIC facility to all our workers who fall under the worker/ helper category.
- 4 **Bonus:** Bonus pay-out is effected in two instalments.

6. IT and Data Security

1. Unauthorized or improper use of vehicles, telephone, laptop or mail service or other company Property is not allowed.
- 2 Unauthorized possessions of personal property of the company or any other person is not allowed.

7. Non-Discrimination

At our organisation we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If anyone feels that they have been discriminated against, please let your manager or Human Resources Department know as soon as possible. Every complaint will be appropriately investigated.

9. Zero tolerance for harassment

BINDAL TECHNOPOLYMER PVT LTD has a zero-tolerance policy for sexual harassment or discrimination, racial harassment or discrimination, or any other form of harassment and discrimination (religious, language, sexual orientation, et cetera). If you feel that you have been harassed or that an employee has discriminated against you, please let your manager or Human Resources Department know as soon as possible.

Sexual harassment includes unwanted sexual or romantic overtures, inappropriate sexual jokes, or comments regarding sexual activities. Employees should never access pornography on company-owned equipment, even off company property. Using your personal device to access pornography while working or in the company of other employees is also forbidden.

10. Disability discrimination

BINDAL TECHNOPOLYMER PVT LTD believes everyone has the right to work. An employee with a disability who can perform the core functions of the jobs, with or without reasonable accommodation, is entitled to the same protection and respect as other employees.

Reporting procedure

Any employee who feels they have been harassed, discriminated against, or otherwise treated negatively because of their race, religion, gender, or other characteristics, should report the harassment to one of the following people:

- Any human resources employee.
- The direct manager/supervisor.
- Anyone in their supervisory line (manager, director, et cetera).

Employees will not be disciplined in any manner for failing to report something that occurred to them. Nor will the company retaliate for any good faith report. A good faith report means that the employee believes that something inappropriate happened, even if the investigation determines no inappropriate behaviour occurred.

BINDAL TECHNOPOLYMER PVT LTD will then conduct an investigation. This may take a considerable amount of time, depending on the situation. BTPL expects all employees to participate in the investigation and keep things confidential as allowed by law. At the end of the investigation, the investigating party (usually a Human Resources staff member, but occasionally someone else, or even an outside

investigator) will issue a report and a recommendation. The employee who reported the incident will be informed that the investigation is finished.

If an employee makes a bad faith complaint, that will be considered harassment. A bad faith complaint is one where the complainant knowingly lies or misrepresents the situation to accuse a co-worker, damage someone's reputation, or to get personal gain.

Either party is allowed to appeal the decision. You can appeal the decision by filing a written report with the head of Human Resources.

11. Performance Management and Appraisal Introduction: -

This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly. While this policy applies to all employees, there may be some cases where the process is amended so that it is appropriate to the role.

Policy

A performance appraisal gives individual employees and their manager an opportunity to review performance, work content, loads and volume, to look back on what has been achieved during the past year then agree to future objectives. It is also the time an employee can agree to personal objectives, and any learning and development requirements which may help. The appraisal system is designed to:

- Be a positive process.
- Raise the quality of services provided by motivating
- Increase job satisfaction.
- Identify appropriate training and development requirements.

Self-assessment

Employees must be informed of the appraisal at least 4 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form should be given to the employee so the employee has an opportunity to contribute. A copy of the completed self-assessment form should be returned to the manager 1 week before the appraisal one-to-one meeting. **Appraisal Performance**

The manager will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance over the next year.

The one to one meeting

The appraisal one-to-one meeting will be carried out in private so as to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered. However, it must be understood by the employee and the manager that information discussed in an appraisal may need to be disclosed to others. The one-to-one form should be used to record an employee / manager meeting. The manager should complete this form at, or immediately following the meeting, ensuring that it is signed by both themselves and the employee. A copy will be given to the employee.

12. Rewards and Recognition

The responsible team will choose when and for what reason to appreciate employees with rewards. Under this policy, every employee who has performed excellently for the (time) with a defined proof of the same will be rewarded in any way that the BTPL feels suitable and worthy.

13. Claim Reimbursement

Objective

This policy is to ensure that employees of **BINDAL TECHNOPOLYMER PVT LTD** are fully reimbursed any expenses incurred by them towards official travel or while participating in business deals. The objective is to provide a common guidance for employees across levels as well as to administrators in **BINDAL TECHNOPOLYMER PVT LTD** for conducting a smooth process.

Scope and Applicability:-

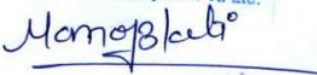
This policy is applicable across all designations and divisions of **BINDAL TECHNOPOLYMER PVT LTD**. This policy is owned by **BINDAL TECHNOPOLYMER PVT LTD** and reachable at Human Resources.

Policy/Process Approval

When an Employee needs to travel out of station, it is encouraged to apply for a travel budget approval from the Reporting Manager at least a week prior to the scheduled travel. A request-for-approval mail with the filled-in form has to be sent to the Reporting Officer. In case, the Reporting Officer is unavailable, then the request for approval mail should be sent to the Reviewing Officer. For local travel inside the same city limit, prior approval is not required. Likewise, any such unavoidable business expenses like client entertainment or purchases must be pre-approved by the Reporting Manager.

Bindal Technopolymer Pvt. Ltd.

Mr. Manoj Bhati

For Bindal Technopolymer Pvt. Ltd.


(Asst. Manager)