



**EMPLOYMENT POLICY FOR WORKMEN
OF DELTA INDIA ELECTRONICS**

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EMPLOYMENT, MUSTER ROLL AND CARDS

The workman selected for employment in the factory will be given a letter of appointment. The appointment will be subject to the information furnished by the workman in his application or form and shall be correct. In the event of any information given therein being found incorrect in any material at any time, the appointment shall be held void.

The name of every workman shall be entered on the Muster Roll.

Every workman will be given attendance card / identity card bearing his/her particulars. The Attendance Card/Identity Card will be surrendered to the management by the workman at the time he ceases to be employed.

EMPLOYMENT OF YOUNG WORKERS

Adolescent: A person who has completed his 15th year of age but has not completed 18 years.

Child: A person who has not completed his 15th year of age.

Young person: A person who is either a child or an adolescent.

Prohibition of employment of young workers: No person who has not completed his eighteenth year shall be required or allowed to work in the factory.

EMPLOYMENT OF WOMEN WORKERS

No woman shall be required or allowed to work in the factory except between the hours of 6 A.M. and 7 P.M.

In the factory wherein more than thirty women workers are ordinarily employed there shall be provided and maintained a suitable room or rooms for the use of children under the age of six years of such women. Such rooms shall provide adequate accommodation, adequately lighted and ventilated, maintained in a clean and sanitary condition and under the charge of women trained in the care of children and infants.

TERMINATION

Management shall have the right to terminate the employment in case of Non performance, Interpersonal issues, Disciplinary, issues or Role Redundancy.

FIRST AID

The factory shall be provided with and maintained so as to be readily accessible during all working hours first-aid boxes or cupboards equipped with the prescribed contents, and the number of such boxes or

cupboards to be provided and maintained shall not be less than one for every one hundred and fifty workers ordinarily employed [at any one time] in the factory.

Nothing except the prescribed contents shall be kept in a first-aid box or cupboard. Each first-aid box or cupboard shall be kept in the charge of a separate responsible person (who holds a certificate in first-aid treatment) who is readily available during the working hours of the factory.

WORKING HOURS FOR PLANT

Plant Head may decide the working hours as per the local customs and physical condition of the area. However, the minimum working hours will be 8 hours on all working days excluding half an hour of lunch/dinner. As per the production requirements, the workers may be required, but not forced, to work overtime. All workers would be entitled to overtime wages for working beyond the normal stipulated hours at a premium rate.

SHIFT WORKING

Shifts shall be regulated as per provisions of the Factories Act 1948, and the Haryana Factories Rules as applicable to the factory.

More than one shift may be worked in the factory or any department or any section of a department at the discretion of the employer in accordance with the provision of the relevant laws applicable to the factory. Shifts may be altered at the discretion of the employer.

ATTENDANCE TRACKING

All workmen shall follow the computerized attendance recording system introduced by the employer and it may be changed as and when required at the sole discretion of employer.

Any workman, who after presenting his attendance card is found absent from his place during working hours without permission or without sufficient reason, shall be liable to be treated as absent for the period of such absence and deduction from his wages/salary shall be made accordingly. In addition, the management may take disciplinary action against him.

LEAVE AND LEAVE PROCEDURE

All regular workman of the factory shall be entitled to the following leave and holidays with wages during each English calendar year. Grant of such leave shall depend on the exigencies of the factory and shall be at the sole discretion of the employer.

Privilege leaves with wages as provided under the provisions of Factories Act 1948, 1 PL on 20 days of Working and the rules framed there under from time to time.

Fourteen festival holidays including three National Holidays namely, Republic Day, Independence Day and Gandhi Jayanti with full wages are granted, however the remaining holidays may be allowed on sole discretion of management

The festival holidays to be observed in the factory may be revised every calendar year.

The leave admissible shall be exclusive of all holidays whether occurring during or at the end of the period of leave. All female workers shall be allowed maternity leave for any number of days not exceeding twelve weeks.

Any workman who desires to obtain leave shall apply to the officer appointed for the purpose by the Company through the department in charge.

A record shall be maintained of all the leave which is sanctioned as provided in law relating to working condition applicable in the factory

In the event of a workman remaining absent in excess of the period of leave granted or extended he shall lose his lien on his post unless he returns within 15 days of the expiry of the period of leave sanctioned and gives explanation to the satisfaction of the employer for not having returned immediately after the expiry of the period of leave.

A workman remaining absent without leave for a period exceeding eight days at a stretch ,without sufficient reason, shall be deemed to have abandoned the employment, and shall be entitled to be retained in the list of substitutes, if he has now voluntarily cleared his dues from the employer.

WAGES SLIP

Every workman shall be given a wage slip in prescribed format with details of salary and attendance.

Any objection as to the correctness of the amount payable to a workman shall be enquired into at once so that there may be no delay in payment.

GRIEVANCE SETTLEMENT PROCEDURE

A grievance procedure shall be set up as per **Annexure-A**. A workman shall first exhaust the remedies provided there under before going in other proceedings provided under any law.

ANNEXURE - A

GRIVANCE PROCEDURE

- (a) Any aggrieved workman may approach his immediate supervisor/department in-charge for the redressal of any complaint regarding his work conditions pertaining to the work etc. The Supervisor/department in-charge will look into the complaint, discuss with his departmental head if necessary, who will in turn, consult the HR department if necessary and give a reply to the aggrieved workman within a period of 3 (Three) days to 1 (one) week.
- (b) If the aggrieved workman is not satisfied with the reply received from his Supervisor, he may approach his departmental head, who will in turn, investigate the matter personally and give a reply within a further period of three days.
- (c) If the concerned workman is still not satisfied, he may approach the HR Manager / Factory Manager or the Authorized Officer, either personally or in writing for the redressal of his complaint. The HR Manager/ Factory Manager or the authorized officer will look into the complaint and the reply given by him will be final in the matter. Such a reply will be given generally within a month.
- (d) If it is necessary for the workman to leave the work place on a call from any authority under this procedure, prior permission from his immediate supervisor should be obtained.
- (e) Where workman has taken up a grievance for redressal under this procedure, the formal conciliation machinery shall not intervene till all steps in the procedure are exhausted.

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| DRAFTED | <i>Manager HR</i> | REVIEWED | <i>HOD HR</i> | APPROVED | <i>Managing Director</i> |
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