

 BTPL Striving for excellence	BINDAL TECHNOPOLYMER PVT LTD	 MORE EFFECTIVE . MORE EFFICIENT	Document No.	BTPL/HR/POL/002
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**“BINDAL TECHNOPOLYMER
PRIVATE LIMITED
HUMAN RESOURCES
POLICIES&MANUALS”**

Foreword

Dear Colleagues,

We at Bindal Technopolymer Pvt. Ltd. (BTPL) take great pleasure in welcoming you aboard!

At BTPL, we recognize that our employees are the driving force behind our success. We strive to provide an environment filled with growth opportunities, innovation, and excellence, enabling each individual to build a fulfilling and rewarding career with us.

Our core values—Ownership, respecting every partnership, Fostering teamwork, Adaptability towards inclusiveness

We believe in fostering a culture of performance, collaboration, and continuous learning, where employees are encouraged to excel, innovate, and contribute to the company's vision.

This handbook serves as a comprehensive guide to help you understand our policies, procedures, and expectations. As we continue to grow, we will periodically review and enhance our policies to align with our evolving goals.

Together, we will build an organization that upholds excellence, trust, and innovation in everything we do.

We wish you a successful and enriching journey at BTPL!

With warm regards,

Head – Human Resources
Bindal Technopolymer Pvt. Ltd.

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Employee Handbook Overview

Section 1: Introduction-

This handbook serves as a comprehensive summary of the policies, procedures, guidance, and benefits laid out for employees and the organization. It provides insight into our vision, mission, values, and outlines mutual expectations between employees and the company. Recognizing that employees are invaluable assets, we emphasize that fostering a positive work environment contributes significantly to mutual success.

This Employee Handbook is confidential property of Bindal Technopolymer Private Limited (BTPL). Unauthorized use, distribution, copying, or disclosure to external parties without proper authorization is strictly prohibited.

For any questions or clarifications regarding the policies contained within this handbook, please contact the Human Resources Department of BTPL.

Applicability

These policies apply to all employees of Bindal Technopolymer Private Limited (BTPL) and come into effect from November 1, 2024. This handbook consolidates all prior notices, circulars, guidelines, and meeting decisions issued before its effective date.

Definitions

- **Company:** Refers to Bindal Technopolymer Private Limited (BTPL), encompassing all its branches, offices, and plants, whether located in India or abroad.
- **Board:** Denotes the "Board of Directors" of BTPL, including all its committees.
- **Approving Authority:** Refers to the management or higher authority, such as the Managing Director or Director of the Company.
- **Employee:** Includes individuals engaged in full-time employment, retainership, internships, apprenticeships, traineeships, or any other employment arrangement under BTPL.
- **Dependents:** Refers to the employee's family members, including their parents, spouse, and children. Children over the age of 24 are not classified as dependents.
- **Year:** Specifies the financial year, spanning from January 1 to December 31.
- **Base City:** The employee's permanent residence or native location.
- **Posted City:** The location of the workplace where the employee is assigned to work at the time of joining.
- **Malfeasance:** Describes misconduct or unlawful acts affecting the discharge of official duties.

Section 2: Company Profile

I. Introduction about the Company

BINDAL TECHNOPOLYMER PVT LTD (BTPL) stands as a leader in the field of injection molding, excelling in tooling, precision plastic injection molding, and product development engineering. Since its establishment in 1986, BTPL has placed innovation and high standards of quality at the forefront. This commitment has helped the family-owned firm gather unparalleled knowledge and expertise on a global scale.

Operating from its head office in Greater Noida, the company serves a national network with facilities located in Delhi NCR, Himachal Pradesh, and Haryana. This extensive presence ensures the flexibility to cater to diverse customer needs, whether they require high-volume products, sophisticated designs, or solutions to technically demanding challenges.

As a full-service entity, BTPL delivers comprehensive solutions including custom design, printing, and assembly services. These are integrated with its injection molding, tooling, and product development offerings. Such an approach not only boosts project efficiency but also reduces costs for clients.

II. Commitment

BTPL is dedicated to offering tailored solutions that align with the unique requirements of customers while driving innovation and cost savings. The company prioritizes understanding its customers' products and production procedures to emerge as a dependable and forward-thinking supplier.

- Adherence to core values, policies, procedures, and manuals to achieve organizational objectives.
- Optimal utilization of manpower and resources to foster consistent growth for the company.
- Employees are committed to addressing customer queries and grievances with effective solutions.
- Teamwork and a culture of excellence are fundamental to the organization's working environment.

Section 3: Recruitment Policy and Process

I. Equal Opportunity Policy

BINDAL TECHNOPOLYMER PVT LTD (BTPL) fosters an inclusive recruitment policy that ensures equal opportunity for all individuals, independent of gender, sexual orientation, caste, or any disabilities. Every appointment requires approval from the Director or Managing Director to maintain transparency and consistency.

II. Recruitment Strategy

To achieve organizational excellence, BTPL's recruitment strategy is built upon three foundational pillars:

- a) Talent Acquisition
- b) Talent Management
- c) Talent Development

III. Recruitment Procedures

The recruitment process at BTPL is carefully designed and implemented as follows:

Step 1: Job Details Submission

- ✓ The respective department provides complete job-related details to the HR Department, including job description, age, gender, salary package, number of subordinates, required qualifications, and experience.
- ✓ These details are then reviewed and approved by the Director, Managing Director, or CFO before further progress.

Step 2: Recruitment Initiation

- ✓ Once approved, the HR Department initiates the recruitment process, leveraging various sources such as employment websites, internal job postings, referral candidate schemes, campus recruitment, and placement agencies.
- ✓ Recruitment efforts align with the specific needs of the department, as communicated via email by the department head.

Step 3: Candidate Selection Process

- a) **Academic Qualifications**
 - Minimum educational qualifications will be assessed based on job responsibilities and vacant positions.
- b) **Shortlisting**
 - Candidates are shortlisted following criteria mentioned in the job description.
 - Fresh graduates may also be considered based on their academic performance in graduation or post-graduation.
- c) **Candidate Communication**
 - Shortlisted candidates receive all necessary details from the HR Department, such as the company profile, interview venue, date, and timing.
- d) **Interviews and Evaluation**
 - The assigned interviewer conducts evaluations and reviews candidates thoroughly.
- e) **Final Candidate Selection**
 - Selected candidates are forwarded to the HR Department for salary negotiation.
- f) **Approval and Offer Issuance**
 - Upon approval from the interview panel, recruitment is finalized, considering either business expansion or replacement needs.
 - Offer letters are then issued to the finalized candidates.

Step 4: Reference and Documentation

- **Reference Check:** HR may conduct reference checks at its discretion, though this step can be waived off based on the decision of the recruitment team.
- **Offer Letter Acceptance:** The candidate must accept the offer and submit a signed copy to the HR Department.

Step 5: Onboarding and Induction

- Upon acceptance of the offer, candidates are required to submit all necessary documents listed in the offer letter.

- On the joining date, the HR representative ensures all forms and documentation are completed by the new employee.
- A formal appointment letter is issued, and the HR Department coordinates the induction and onboarding process

Step 6: Blue collar

- There is no formal policy in place for hiring Blue-collar employees. Whenever there is an urgent manpower requirement on the production floor, we hire walk-in candidates directly from the gate.

Section 4: Probation and Confirmation Policy

I. Probation Period

1. The probation period serves as a mutual evaluation phase allowing both the employee and the organization to determine their compatibility. Employees assess whether the role aligns with their career goals, while the company evaluates the employee's suitability for the position.
2. The primary objective of the probation period is to onboard capable employees through rigorous monitoring and a structured performance management process.
3. This policy applies to all newly hired candidates who will undergo a probation period of 3 months.

II. Confirmation Process

1. The appointment letter issued at the time of joining includes a clause detailing the probationary period. Employees are required to complete their probation, during which they are evaluated against key criteria such as job knowledge, quality of work, initiative and creativity, punctuality, and interpersonal skills.
2. At the conclusion of the 6 month, the HR Department sends an email to departmental heads requesting an assessment of the new recruits based on the defined parameters.
3. Department heads are responsible for assessing the probationer's performance and submitting their review to the HR Department for final evaluation.
4. Employees must achieve a performance rating ranging from a minimum of "Average" to a maximum of "Excellent" to be confirmed in their roles.
5. Based on the probationer's performance and management's discretion, adjustments to compensation, grade, or designation may be made to encourage higher productivity and motivation.
6. If a probationer does not meet the "Average" performance benchmark, their probation may be extended for a minimum of 1 month and a maximum of 2 months.
7. Employees must submit a signed acknowledgment of their probation confirmation or extension for record-keeping purposes.

Section 5: Attendance and Leave/Holiday Management Policy

I. Attendance:

Employees must register their attendance electronically via the biometric system installed on the office premises. If attendance is not registered, the day will be marked as “Absent,” leading to a pay deduction, and the leave will be adjusted accordingly.

II. Working Days:

1. The workweek consists of six days (Monday to Saturday), excluding declared holidays.
2. Normal working hours are 9 hours per day, which includes a 30-minute lunch break and two 15-minute tea breaks. Employees may need to work beyond official hours or on holidays during work exigencies.

3. Offices remain closed on Sundays and declared holidays, except for employees required to work due to organizational needs.
4. Employees are encouraged to manage their time effectively to leave at the end of their scheduled shift. Late stays should be exceptions and not a routine practice, and staying late cannot serve as a valid excuse for arriving late the following morning.
5. Employees are expected to maintain a minimum of 9 working hours per day.
6. Predictability and regularity in attendance timings are essential. Employees must inform their managers in case of any deviations.
7. Attendance at internal or external meetings is mandatory, regardless of the duration.

III. **Leave Policy**

The leave policy has been designed to promote a healthy work-life balance. Leave is granted for sickness, emergencies, personal work, rest, or recreation. Leave accounting year is the period from 1st January to 31st December

IV. **Types of Leave:**

1. Earned Annual Leave
2. Maternity Leave
3. Leave Without Pay (LWOP) (Not Applicable)

V. **General Leave Conditions:**

1. Leave records and calculations are aligned with the calendar year.
2. Employees are entitled to 16 paid leaves annually.
3. Unused leaves are encashable at the end of the year.
4. Leaves are not adjusted against the monthly salary.

VI. **Wages and Timekeeping**

1. **Minimum Wages:** As per state government regulations or based on qualifications and work experience.
2. **Payment Frequency:** Salaries are credited during the first week of each month.
3. **Overtime Pay:** Overtime, if required, is compensated per government rules.
4. **Deductions:** Standard deductions include taxes, professional tax, provident fund, gratuity fund, and salary advances (if applicable).
5. **Emergency Timings:** Employees can arrive late (2hrs of the duty in time) or leave early (2hrs of the duty out time) twice a month only with prior management or reporting officer approval.
6. Beyond the above time frames, a half-day leave will be considered.
7. **Official Duty (OD) and Tours (OT):** Prior written approval from the reporting officer must be submitted to the HR department for attendance purposes.

VII. **Leave Entitlement:**

1. Employees will earn and receive leave on a half-yearly basis, which will be credited in the months of January and August.

Working Days in Half-Year	Earned Leave (EL) Granted
20 – 41 days	1.33 days
42 – 66 days	2.67 days
67 – 90 days	4.00 days
91 – 110 days	5.33 days
136 days & above	8.00 days

Maximum Limit

- Maximum **8 days EL** can be earned in a half-year.
- Over a full year, maximum **16 days EL** can be earned (Jan–Dec).
- 2. Leave entitlement follows a pro-rata basis aligned with the employee's date of joining.
- 3. Leave balances follow the financial year (January to December).
- 4. Leave requests must be submitted at least 3 days in advance with a specified reason. Uninformed absence will be treated as "Absent" and lead to a salary deduction.
- 5. In emergencies, employees must inform their reporting officer or HR via phone, message, or email.
- 6. **Marketing Department:** Employees in marketing must submit a Daily Time Report (DTR) to their reporting officers, who will forward attendance records to the HR department.
- 7. Responsibility for correctly marking attendance rests solely with the employee.

Holidays

Annual holiday list is revised by Human Resource team at the end of the previous calendar year and published on the Notice Board. Unforeseen holidays would be notified to the employees from time to time.

Section 6: Compensatory Leave Policy

a) Eligibility for Compensatory Leave

Employees who are required to work on Sundays or Public Holidays are eligible for Compensatory Leave. It is mandatory for every employee to either obtain prior approval or inform their Reporting Officer and the HR Department about working on these days.

b) Advance Notice for Availing Compensatory Leave

Employees must provide a minimum of 3 days' advance notice before availing their Compensatory Leave.

c) Restrictions on Combining Compensatory Leave

Compensatory Leave cannot be used as part of a longer leave period. For example, if an employee takes Compensatory Leave on a Saturday and also applies for leave on the following Monday, the Compensatory Leave will not be considered valid.

d) Expiry of Compensatory Leave

Compensatory Leave must be utilized within the same month and cannot be carried forward. For instance, if an employee works on 26th August, the associated Compensatory Leave must be availed by 31st August at the latest. Beyond this period, the leave will lapse.

Section 7: Office Security

a) Responsibility for Office Keys

Employees entrusted with office keys are responsible for ensuring their safe custody. Misplacement or loss needs to be reported immediately.

b) Compliance with Security Regulations

Every staff member is required to comply with the security rules and regulations outlined by the Management to maintain safety and order.

c) Responsibility for Personal Belongings

Employees are solely accountable for their personal belongings and property left in the office premises. The company bears no responsibility for any loss or damage.

d) Usage and Care of Office Property

Office spaces, equipment, materials, and properties are solely for company use. Employees assigned company assets such as laptops, mobile phones, cameras, or projectors must handle them with care and ensure their safety.

e) Vendor Authorizations

To uphold workplace safety, only accredited vendors are permitted to access the office. Vendors must enter via the main stair area and wait at the main reception as necessary. Visitor ID cards will be issued for identification before granting access to office areas.

Section 8: Transfer Provision Policy

a) Transfer Rights

The Company reserves the right to transfer an employee with immediate effect to its subsidiary, associate company, or any other location as deemed necessary.

b) Relocation Grant Eligibility

The Company will assist employees during relocation by providing a "Relocation Grant," which is a lump sum amount equivalent to one month's salary to cover expenses such as shifting, schooling, and other miscellaneous costs.

c) Approval of Relocation Grant

The "Relocation Grant" must be approved by one of the following authorities: the Director, Managing Director, or Chief Financial Officer (CFO).

d) Applicability of Relocation Grant

The "Relocation Grant" will be applicable if the employee and their family are being transferred to a location different from their existing post. For example, if an employee's current location is Delhi/NCR and they are transferred to Lucknow or any other location for a project, the "Relocation Grant" becomes applicable.

e) Exclusion Clause for Relocation Grant

The "Relocation Grant" will not apply if the transfer is to a location within 150 kilometers of the employee's current posting.

f) Compliance with New Location Policies

Relocated employees will follow the employment terms, policies, and procedures of the new company or location. A proper appointment letter and all necessary joining materials will be provided accordingly.

Section 9: Notices Period

a) Notice Period During Probation

During the probationary period, an employee is required to provide a notice period of 10 days if they choose to resign from their position.

b) Notice Period After Confirmation

Once the employee's position has been confirmed, a notice period of 30 days must be provided for resignation.

c) Exit Interview and Clearance Forms

- **Exit Interview:** Upon resigning, the employee must complete an Exit Interview Form and submit it to the HR Department, either as a hard copy or a soft copy. A representative from HR will conduct the Exit Interview to document the reasons for resignation, which will then be forwarded to the management. The decision regarding a potential "retain" process rests with the management.
- **Clearance Form:** The Clearance Form requires the employee to obtain approvals from several departments:
- **Accounts:** To address any outstanding dues or advances.
- **Information Technology (IT):** For returning company assets (e.g., laptops, desktops) and deactivating email accounts.
- **Administration:** To return sim cards, phones, keys, stationery, data cards, etc.

Once all department clearances have been obtained, the form is submitted to HR for initiating the Full and Final Settlement process.

d) Resignation Letter Processing

Following verbal discussions, department heads are required to approve or reject the employee's resignation letter within 5 working days from its submission date.

e) Full and Final Process

The Full and Final Settlement process typically takes approximately 30 days. The settlement amount will be credited directly to the employee's bank account.

f) Handling Grievances

If any grievances remain unresolved, the employee is encouraged to directly contact the HR Representative for further assistance.

Section 10: Grievances Redressal System

The Grievances Redressal System aims to establish an efficient and transparent process to address employee dissatisfaction issues within an organization. A grievance is any formal expression of concern or dissatisfaction regarding actions or inactions, especially concerning the organization's services or policies.

a) Work-Related Grievances

For issues arising inside the same department, employees are encouraged to bring their concerns to their Supervisor or Department Head. The Department Head will thoroughly assess the situation, aim to resolve the issue, and provide the necessary counseling to the complainant to ensure clarity and satisfaction.

b) Inter-Departmental Grievances

When grievances pertain to conflicts between different departments, the employee should initially report the matter to their respective Supervisor or Department Head. The Department Head will coordinate with their counterpart in the implicated department to reach a resolution.

Procedure for Raising a Grievance

1. Initiating the Complaint:

- The concerned person must submit a written grievance to the Human Resources (HR) Representative. This submission should occur within 3 working days of the incident.

2. Acknowledgement:

- The complainant must obtain an acknowledgment receipt from the HR Department. This receipt will include the name and designation of the HR personnel handling the grievance.

3. Details of the Complaint:

- The written complaint should contain a detailed account of the incident, outlining specific facts and concerns. The HR Department will take swift action to begin addressing the matter.

4. Evidence Collection:

- HR will gather information from the Reporting Officer and look for relevant evidence that supports or explains the grievance claim.

5. Grievance Report:

- Within two days of receiving the complaint, the HR Representative must draft a comprehensive grievance report. This report will then be submitted to the appropriate escalation officer or cell for review and further action.

6. Internal Escalation:

- If no satisfactory resolution is achieved at this level, the grievance will escalate further to the higher authority, such as the Director, Managing Director, or CFO of the organization.

Section 11: Welfare and Enhancement Program

Birthday Celebration

The birthday of employees will be celebrated by the company, with gifts specially arranged by the Administration or HR Department.

Salary Advance

Employees can request a salary advance with the approval of the Managing Director, Director, or CFO. The salary advance is capped at one month's gross pay and is available only to employees who have successfully completed six months in the organization.

The repayment terms allow the total amount to be divided into 3, 6, 9, or 12 monthly instalments, free of interest. Salary advances are intended for urgent situations such as medical expenses, marriage, home loans, or house maintenance.

Maternity Leave

Maternity leave is granted as per the provisions outlined in "The Maternity Act 1961."

Compensatory Leave

Employees required to work on a weekly off or public holiday due to project or assignment-related emergencies are eligible for compensatory leave. To qualify for compensatory leave:

- Completing 9 working hours will be considered as a full day.
- Completing 6 working hours will be considered as a half day.

Work from Home:

Work-from-home arrangements can be granted upon management's approval in cases of emergencies. This arrangement is valid for up to a maximum of 15 days only.

Conveyance Charges:

When employees work late hours or on holidays/weekends, they are also eligible for conveyance reimbursement. Below are the key details:

- On weekends or public holidays, employees can claim reimbursement for conveyance from their residence to the office (corporate or registered office). They may use services like OLA or UBER and submit the bill to the Administration Department for processing.
- Approval must be obtained from the Reporting Officer, Director, or Managing Director when working weekends or public holidays.

Section 12: Disciplinary Procedures

The Disciplinary Procedure will only be enacted when absolutely necessary and as a last resort. Wherever possible, issues will be addressed through informal or formal counseling or other effective management practices before disciplinary action is considered.

This procedure aims to be constructive rather than punitive, acknowledging that sanctions may sometimes be required. New employees are encouraged to discuss any part of this policy with their Reporting Officers, who can clarify employee rights and offer support as needed.

The disciplinary measures are categorized as follows:

- **Counselling**
- **Warning Letter**
- **Suspension**
- **Termination**

Counselling

Counselling is a proactive measure for improving situations and correcting behaviors without initiating formal disciplinary procedures. It is designed to prevent minor issues from escalating. However, if during counselling it becomes clear that the issue is more severe, the session will be adjourned, and formal disciplinary actions will be pursued.

Warning Letter

A warning letter is a formal document detailing the breach of HR policies, misconduct, or violations, along with the implications of such actions. The following reasons may lead to the issuance of a warning letter:

- Attendance and punctuality issues
- Smoking within factory/office premises
- Consumption of alcohol on office premises
- Failure to meet reasonable standards of dress or personal hygiene
- Absence from work
- Poor performance
- Insubordination
- Refusal to work overtime
- Non-compliance with company policies
- Misuse of email or telephone
- Improper conduct

Suspension:-

Suspension serves as a cooling-off period for both employer and employee. It is not disciplinary action but a measure to facilitate investigations that require an employee's temporary removal from the workplace.

The authority to suspend an employee lies with higher management levels above the concerned position. Any suspended employee will receive written communication outlining the following within three days of the final meeting with the concerned team:

- The reason for suspension
- The date and time at which the suspension takes effect

- The timeframe for the ongoing investigation

Employees have the right to appeal the suspension by providing relevant facts and figures to their immediate manager. The suspension will not exceed seven days, and during this period, double pay will be deducted for the suspension duration. For example, if an employee is suspended for four days, eight days' salary will be deducted.

The employee may resume duties after mutual agreement with the employer and upon submitting an apology letter or other documentation approved by the Managing Director/Director. If an employee is suspended twice in a year, the third suspension will result in termination.

Termination

Termination of employment is considered a last resort, typically following a warning letter. Before termination, employees will be issued a warning letter and given a one-month notice period. If necessary, further evaluations will be conducted by the department's superiors to decide whether to proceed with termination.

Upon termination, the employee will not receive an experience or relieving letter. Only a clearance and exit form will be processed.

Section 13 Understanding Organizational Grade Structure

Grading in an organization refers to the categorization of roles into a structured hierarchy or bands. This system facilitates clear communication about the levels of responsibility and work expectations, benefiting both employers and employees by providing a transparent framework.

Categories and Designations:-

Categorisation	Designations
Grade 1	Directors/promoters, Director Sales, CEO/CFO/COO
Grade 2	All Departmental Heads
Grade 3	Senior Manager, Managers and Deputy Manager
Grade 4	Assistant Managers and executives
Grade 5	Supervisors
Grade 6	Workers

Section 14: Pay Structure and Benefits

I. Monthly Salary Details

The monthly salary comprises the following components:

- **Basic Salary**
- **House Rent Allowance (HRA)**
- **Conveyance Allowance**
- **Other Allowances**

The specific details of these components vary depending on the employee's hierarchy and grade within the organization. These details will be provided as Annexure-A in the Appointment Letter.

II. Retiral Benefits

The organization provides the following retiral benefits to employees:

1. **Provident Fund (PF)**

2. Employee State Insurance Corporation (ESIC)

Both the employer and employee will contribute to these benefits as per the government-mandated rules and regulations. Detailed information regarding Provident Fund and ESIC contributions will be included in the Appointment Letter.

III. Gratuity Scheme

Employees who complete five years of continuous service with the organization are eligible for gratuity benefits, in accordance with the Payment of Gratuity Act, 1972.

Section 15: Annual Appraisal Policy / Increment Policy

At the end of each year, the company adheres to a structured process designed to evaluate employee performance against defined criteria, as outlined in Annexure B. Based on the performance ratings achieved, annual increment decisions are made, communicated, and subsequently implemented.

This policy ensures that the process remains transparent and fair while aligning rewards with the contributions of employees to the organization's goals. The system motivates employees to enhance their performance and achieve higher benchmarks.

Section 16: Travel Policy

Attached per Annexure C

Section 17: Policy on Prevention of Sexual Harassment (Posh Policy)

1. Purpose

Bindal Technopolymer Pvt. Ltd. is committed to providing a safe, respectful, and inclusive work environment for all employees. This policy aims to prevent, prohibit, and redress any incidents of sexual harassment in the workplace, ensuring compliance with the **Prevention of Sexual Harassment (POSH) Act, 2013**.

2. Scope

This policy applies to:

- All employees (permanent, contractual, trainees, and temporary staff).
- Any person visiting the workplace, including vendors, suppliers, and clients.
- Workplace premises, company-provided transportation, off-site locations for work, and work-related events.

3. Definition of Sexual Harassment

Sexual harassment includes, but is not limited to:

- Unwelcome physical contact or advances.
- Demand or request for sexual favors.
- Making sexually colored remarks.
- Displaying pornography or other offensive materials.
- Any other unwelcome verbal, non-verbal, or physical conduct of a sexual nature.

4. Reporting and Redressal Mechanism

Employees experiencing or witnessing sexual harassment should report it to the **Internal Complaints Committee (ICC)**. Complaints should be made in writing or via email and will be handled with strict confidentiality.

The committee constitution at different locations is mentioned hereunder:

Greater Noida Unit-1	Greater Noida Unit-2	Himachal Pradesh
Shikha Gupta (Director HR & Admin)	Shikha Gupta (Director HR & Admin)	Sunil Kumar (Plant Head)
Ajay Ticku (Director Sales & Marketing)	Ajay Ticku (Director Sales & Marketing)	Rajnish Choudhary (Manager Quality)
Manoj Bhati (Manager HR & Admin)	Manoj Bhati (Manager HR & Admin)	Nitish Sharma (Manager Admin)
Rahul Bhati (Manager Quality)	Saurabh Bhati (Supervisor)	Saurav (External Member)
Ashish Narwal (External Member)	Ashish Narwal (External Member)	

5. Complaint Filing Process

1. Complaints should be submitted in writing to the ICC within **three months** of the incident.
2. The ICC will initiate an inquiry within **seven days** of receiving the complaint.
3. Both parties will be given an opportunity to present their case.
4. The inquiry will be completed within **90 days**, and appropriate action will be taken.

6. Disciplinary Actions

If found guilty, disciplinary actions may include:

- Written warning.
- Transfer or suspension.
- Termination of employment.
- Legal action as per applicable laws.

7. Confidentiality & Protection Against Retaliation

- The identity of the complainant, respondent, and witnesses will be kept confidential.
- Retaliation against the complainant or witnesses will result in strict action.

8. Awareness & Training

- **Mandatory POSH training** for all employees.
- **Regular awareness programs** to promote a safe workplace culture.

For complaints or queries, employees can contact the ICC BTPL

Section 18: Dress Code Policy

Objective

BTPL operates with the strong belief that business should be conducted in a professional manner, reflecting excellence in personal appearance and conduct. The dress code plays a crucial role in demonstrating the company's culture and values. Therefore, it is essential to maintain appropriate etiquette that promotes an efficient, orderly, and professional environment.

Applicability

This policy applies to all employees, including contract employees.

Policy

- Employees interacting directly with clients or business partners, such as those in Sales, Services, and other client-facing roles, as well as Leadership team members, must adhere to a formal dress code.
- Employees working at client sites are required to follow a formal dress code.
- Employees are expected to take full responsibility for their personal appearance, ensuring they present a well-groomed and professional image.

- Personal hygiene and grooming must be maintained at all times.
- Employees in non-client-facing roles may wear business casual attire on all working days.

Dress Code Categories

The following categories provide guidance on acceptable "Formals" and "Business Casuals":

Formals

- Formal shirt and trousers
- Formal shoes
- Suit/blazer and tie (optional)
- Salwar kameez, chudidars, kurtis
- Saree

Business Casuals

- T-shirts with collars and no imprints
- Cotton pants/jeans (not torn or faded)
- Shoes or sneakers (no slippers)
- Salwar kameez, chudidars, kurtis
- Saree
- T-shirts (plain, no imprints), tops, shirts
- Cotton pants and skirts

Attire Not Acceptable for Office Wear

- Improperly worn jeans, such as low waist, ankle height, or baggy styles
- Torn, faded, or jaded jeans
- Shorts
- Evening/party wear not deemed formal
- Short or mini skirts
- Off-the-shoulder tops
- Provocative clothing
- Midriff/revealing/tight tops

Special Circumstances and Exceptions

Any deviation from these guidelines must receive prior approval from HR. Updates or modifications to the dress code policy require management approval.

Non-compliance and Consequences

- Employees found in violation of the dress code policy will be asked to change into appropriate attire.
- Repeated violations may lead to disciplinary action.

Section 19: Employee conduct rules for BTPL employees

1. Objective – To lay down the process to define misconduct and the action that the company can take against such employees. These are derived from but not limited to the **BTPL** Code of Conduct and the relevant clauses as mentioned in the employment contract.
2. Coverage – All employees of **BTPL** or its subsidiaries and associated companies in India except those covered under standing orders or any other specific legal provision applicable in that geography. This does not take away the right of the company to immediately terminate the employment contract in case of gross misconduct, where the person's continuing in the company would be detrimental to the company. These Employee conduct rules are to be used only in case

of misconduct. In all other cases separations will continue to be governed by the relevant sections of the employment contract.

3. Acts which are construed a misconduct: Any act of will ful commission or omission, transgression of company rules/behavioral conduct, is said to be an act of misconduct. An act of misconduct is normally considered more than a simple act of negligence. The following acts are considered as misconducts even though these would not have been specifically spelt out in the BTPL code of conduct/ employment contract:
 - a. Non-adherence to office discipline –
 - i. Consistent late coming
 - ii. Creating disturbance at work
 - iii. Showing disrespect to colleagues
 - iv. Unauthorised absence from workplace
 - v. Drunkenness / disorderly behaviour while at work or otherwise, including but not limited to use of abusive language, in relation to colleagues, customers, members of public, in a manner that tarnishes image of the company / shows disrespect
 - b. Acts harmful to organization's interest –
 - i. Conflict of interest
 - ii. Taking favours and bribes to act in a way that would not be in company's interest
 - iii. Gross negligence
 - iv. Theft, fraud, dishonesty in connection with company's / another employee's business or property
 - c. Misrepresentation of facts
 - d. Providing incorrect information/non genuine certifications to gain employment in the company
 - e. Sharing of sensitive information about the company to unauthorized persons/ entity
 - f. Insubordination to reasonable instruction by Managers / other authorized person
 - g. Nonadherence of productivity norms or not meeting performance expectations of the company
 - h. Unjustified cessation of work or refusal to perform normal duties or attempt to incite, intimidate, instigate or coerce other employees to strike work.
 - i. Possession of unauthorized materials including but not limited to weapons, substance abuse etc.
 - j. Publishing or passing derogatory / inappropriate content about the organisation and / or its employees in any media
 - k. Falsification in claiming of expenses, tampering with supporting cash memos/bills, not submitting bills/memos in a timely manner or in any manner, committing a fraud in the company
 - l. Engaging in trade and any other activities other than the work of the establishment within the premises of the establishment without required disclosures to the manager / competent authority
 - m. Engaging in other employment whilst still in full time service or the company
 - n. Failure to observe safety instructions notified by the manager or interference with any safety device or equipment installed within the establishment
 - o. Discrimination against any particular race, gender, caste, sexual orientation, nationality; behavior that violates principles of universal respect and equal opportunity
 - p. Non-adherence to relevant portions of the code of conduct, POSH and in the appointment letters/contracts.
- 4 Process for dealing with misconducts –

- a. All misconducts reported to management/ethics counsellors either by whistle blowers or uncovered during the audit process will be examined by the HR Manager of that unit who will take the help of other relevant people as required. If there is a complaint against the HR Manager, it will be handled by the Unit Head.
 - b. If the misconduct is serious in the view of the HR Manager and the continued presence of the offender could be a problem, the accused could be sent on compulsory leave.
 - c. The offender needs to be notified of the alleged misconducts and be given an opportunity, within reasonable time, not more than 5 calendar days, to be heard and defend himself/herself as per principles of natural justice.
 - d. The HR Manager will make a report to the Unit Head and recommend suitable action from the punishments listed in clause 5. The HR Manager, post discussion and agreement with the Unit Head, needs to send the report to HR Head of the company. Once approved by the HR Head, the concerned employee will be informed formally by Corporate HR and the decision will be given effect to.
 - e. For cases relating to POSH (Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.) the process defined under the policy/act will be followed.
5. List of punishments –
- a. Verbal warning
 - b. Written warning
 - c. Suspension without pay for up to 2 weeks
 - d. No performance bonus/increment in that year
 - e. Transfer to another department/location
 - f. Separation from the company
 - g. Termination without notice
 - h. Withholding Gratuity where there is a financial loss to the company either through gross negligence or through dishonest actions
 - i. Considering the nature of misconduct, any other punishment as may be discussed and agreed between the HR Manager, Unit Head and HR Head.

The company may also offer counselling forums to the offender as suitable from case to case.

The company also reserves a right to file criminal charges or take other legal actions in relevant cases. The company may take appropriate action as mentioned in point 5(a) to 5(h) in case a malicious complaint is made and / or false / forged or misleading information is shared in the course of the enquiry.

6. Appeal - In case the offender / complainant is aggrieved by the decision/penalty imposed, he may appeal to the Managing Director or any such person authorized by him within 7 calendar days of receipt of such decision. The decision of the Managing Director or person authorized by him shall be final. 7. Non Retaliation - The company will not accept, support or tolerate retaliation in any form against any employee who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action under this policy.

Alcohol, Smoking, and Substance Abuse Policy

Consumption of alcohol or any narcotic substances as well as smoking in the premises of TIL is strictly prohibited and appropriate action will be taken against any employee found to be doing so.

Section: 20 Review and Amendment

"Management will review this policy periodically and make any necessary amendments as appropriate."

Section: 21 Residual Power

"This policy serves as a set of guidelines, and the management reserves the right to modify or withdraw it at any time to align with the organization's philosophy, without providing any justification."

EFFECTIVE

Commencement Of Policy	01/ 01/ 2025
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Kapil Gupta

Shikha Gupta

For Bindal Technopolymer Pvt. Ltd.
Signature
Director



BTPL

Striving for excellence