

Say What You Do & Importantly Do What You Said

Handbook

For

Support and Development Resource

(SDR)

Say What You Do & Importantly Do What You Said

Preface

This document encloses information on all that you would require as a team member of Hypro.

Through this manual, we have endeavored to put together all the policies and procedures which shall be followed in letter and spirit.

This manual is a dynamic document and may be reviewed and changed from time to time at the discretion of the management. The manual is not only a compilation of the information on policies and processes of the company but also spells out the responsibilities of the employees towards the organization.

Let us all strive to achieve the goals of the organization within the laid down framework.

This manual is meant for internal use only and will be available on the server. It will also be available in harcopy to all the employees in the SDR department for reference. Copying or circulation in any nature or format of this manual is not permitted.

Say What You Do & Importantly Do What You Said
Index

1	From the Founder's Desk	Page No. 5
2	About Hypro	Page No. 6
3	Hypro History	Page No.7
4	Vision, Mission and Values	Page No. 8
5	Principles of Hypro & to be followed by Hypro Team Members	Page No. 9
6	Hypro Products	Page No. 10
7	Recruitment and Selection Policy	Page No. 11 to 15
8	Interview Standards	Page No. 16 to 19
9	Policy on Candidate Feedback Post-Interview	Page No. 20 to 21
10	Onboarding & Induction Policy	Page No. 22 to 27
11	Training Policy	Page No.28 to 31
12	Motivation Policy, Get Set Free & Shabbas Card Policy	Page No.32 to 36
13	Growth	Page No.37
14	Corporate Operational Policy	Page No.38
15	Anti-bribery and Anti-corruption Policy	Page No. 39 to 42
16	Drugs and Alcohol Policy	Page No. 43 to 44
17	Health and safety Policy	Page No. 45 to 49
18	Spare Parts Policy	Page No. 50
19	After Sale Service	Page No. 51
20	ISO System Adherences Policy	Page No. 52
21	Digital Platform Policy	Page No. 53 to 55
22	List of Departments in Hypro	Page No. 56
23	Hierarchy Matrix & Designation List	Page No. 57 to 58
24	Email Id Policy	Page No. 59
25	Code of Conduct	Page No. 60 to 63
26	Office Etiquettes Policy	Page No. 64 to 65
27	Negative Conduct Symptoms	Page No. 66
23	SDR & Admin Point of Contact	Page No. 67
24	Dress Code	Page No. 68
25	Working Hours Policy	Page No. 69
26	Communication Policy	Page No. 70
27	Social Media Policy	Page No. 71
28	Asset Allocation Policy	Page No. 72
29	Telecommunications Policy	Page No. 73
30	IT Policy	Page No. 74 to 80
31	Personal Accident & Medical Insurance Policy	Page No. 81
32	Holidays	Page No. 82

Say What You Do & Importantly Do What You Said

33	Leave Policy	Page No. 83 to 87
34	Late Working Policy	Page No. 88
35	Travel Policy	Page No. 89 to 97
36	Travel to Factory Policy	Page No. 98
37	Laudry Policy	Page No. 98
38	Prevention of Sexual Harassment	Page No. 99 to 107
39	ance Appraisal Policy	Page No. 108
40	Recruitment Referrals policy	Page No. 109
41	Factory Facilities & OT Policy for workers	Page No. 110
42	Marriage Gift Policy	Page No. 111
43	Salary Advance/ Loan Policy	Page No. 112
44	Low Performance Policy	Page No. 113
46	Termination Policy	Page No. 113
47	Exit Policy & Notice Period	Page No. 114 to 115
48	Hypro Nourise & Energize Policy	Page No. 116 to 118
49	Circulars	Page No. 119 to 121
50	No Rehire Policy	Page No. 122
51	Policy on Access to MD sir's or any Director's Cabins	Page No. 123
52	Zero Tolerance Policy for Forced or Bonded Labour	Page No. 124 to 125
53	Reimbursement Policy for Company-Initiated Cancellations	Page No. 126 to 127
54	Organizational Protocol for Interactions Across Personnel Levels	Page No. 128 to 130
55	Employee Yoga Wellness Program	Page No. 131 to 132
56	Benchmark Compensation Policy	Page No. 133 to 135
57	Service Milestone Recognition Policy	Page No. 136
58	Resignation & Increment	Page No. 137

Say What You Do & Importantly Do What You Said

From the Founder's Desk

Dear Colleagues,

Welcome to Hypro Family!!

I would personally like to thank you for choosing “Hypro” as a company to shape your career. Let me also congratulate you for being selected as a team member of Hypro.

Hypro apart from being a company which offers its products in the market is also a company which was formed is operating and will continue to do so and deliver global quality products to its customers. When products and systems are to be stamped as “Made in Hypro” there is a huge value attached to it. The value of pride is depicted as a product produced in Hypro. Starting from scratch, Hypro’s journey so far has come a long way till now. You as a team member are an important contributor to the deliverables of Hypro. The ethical business conduct of Hypro, its values, and its principles are aimed at the inclusive growth of all its team members from ground level to the top level. For you to understand what is “Hypro” and imbibe in self the thought process and core principles, I would urge you to read the contents of this documents thoroughly and invest some time to understand the values.

You will be guided through by your immediate superiors in Hypro during your journey and feel free to vouch your opinion and innovative ideas to the responsible authorities time to time. Your new idea might play an important role for further development. Hypro promotes individuals to come up with ideas which contribute to the growth of all.

Hypro intends to develop a strong and committed team spirit to deliver and make its products a reliable product at the Global level.

I urge you to join the team and deliver your best to achieve the goal of Hypro.

Wish you a prospective career ahead.

Best regards

Ravi R. Varma
Founder & Managing Director

Say What You Do & Importantly Do What You Said

About Hypro

Hypro was founded in Jan 1999 by a first-generation entrepreneur Ravi Varma - A Graduate Chemical Engineer. The objective was to serve the Hygienic Process Industry, its ancillaries, and to create a company with high values. After a successful journey since 1999, Hypro is an established name in the industry. Hypro is not only recognized for its Reliability & Quality but also is a “Trustworthy Partner” for many.

Hy= Hygienic, Pro = Process is Hypro.

Today Hypro has a strong presence and references among **Breweries** & CO2 recovery plants. Having worked with global companies it has met the international standards for delivering process guarantees.

Hypro is managed by professionals who work towards one common objective of delivering the best. Today it has established Hypro as a brand in the industry which is regarded as a synonym of TRUST

At Hypro we have in-depth understanding of the industry needs and we believe this as the first step to provide appropriate solutions. As the industry demands are well known, with our experience application and innovative skills, solutions are offered to make every process work as it should.

Hypro today owns two manufacturing units which have a ground area of approximately 110,000 sq. Ft and covered area of 50,000 ft². It is equipped with all the modern machineries needed for modern day fabrication.

Hypro also has its own corporate office situated in Pune and a factory in Kalamshet at Pune Mulshi Highway.

Say What You Do & Importantly Do What You Said **Hypro History**

Hypro History	
Event	Year
Established: January 25th, 1999 Hypro Foundation by Ravi Varma	1999
First Product Glycol Bath, Fosters India	1999
First Project, Acid Fume Scrubber, Fosters India	1999
First Water Treatment Project, Aurangabad Breweries	1999
First Yeast System, Fosters India	2000
First Wort Kettle, Alrem Breweries, Goa	2000
First CIP Plant, SAB Miller India	2001
Began CO ₂ Recovery plant for breweries	2002
First CO ₂ Recovery Plant, Sica Breweries	2002
First Spent Yeast Deactivation Plant, Foster's India	2002
First Unitanik Project, Aurangabad Breweries	2003
First Export Order, CO ₂ Recovery Plant, Universal Breweries Mauritius	2004
First Export Order Unitaniks, Universal Breweries Mauritius	2005
First Own Manufacturing Facility, Bhosari Pune	2006
First Mash Kettle, Tripti Alcobev	2007
Opened new manufacturing facility	2011
Factory - II, Kalamshet, Pune	2011
Launched Micro Craft Brewery segment	2012
First Micro Brewery, Big Brewsky Bangalore	2012
Corporate Office-II	2014
First Export Micro Brewery, Namgay Artisanal, Bhutan	2015
First Hypro Uber Beer Keg	2016
First CO ₂ Plant for Craft Brewery - HyCrC, Bhutan, Namgay Artisanal	2016
First Pilot & Research HyMI, Namgay Artisanal Brewery Bhutan	2016
Continued innovation with energy-efficient technology	2016
First Greenfield Brewery Project - Abeera, India	2017
First CO ₂ Recovery Plant order with CE Marking from Krones AG	2017
Compliance to AD 2000	2018
ISO 3834	2018
Achieved compliance with CE marking, U-Stamp certification	2018
Certified as 'U' Stamp vessel manufacturer	2019
First CO ₂ Recovery Plant in USA with U Stamp	2019
Hypro win's 'Successful Startup Pitch Winner' award by Economic Development, Karlsruhe University, Germany.	2019
Installed the first Greenfield industrial brewery at Burundi Brewery, Africa.	2020
Hypro welcomed systematic platform improvements.	2020
Implemented SAP Business One for enhanced operations, SAP B1 Go Live.	2020
Partnered with FNB Technical, Australia, for product sales in Australia, New Zealand, and South Pacific markets.	2020
Recognized as a "Great Place to Work" (Dec 2021 – Dec 2022, India).	2021
Secured an order from Carlsberg Europe, Saku Brewery, Estonia.	2021
Hypro's first containerized solution goes global.	2021
Established a CO ₂ plant in Neustark GmbH, Switzerland.	2021
Hypro facility prepared for cryogenic vessels (PESD).	2021
Partnered with DOKA for expansion in Central Asia and surrounding regions.	2022
Associated with SSV as a business partner in the United Kingdom.	2022
Patent granted for Hypro's Smart Wort Cooler, recognizing its contribution to energy saving.	2022
Hypro enters middle east expansion, entered Oman with 44.01 Carbon Management Services, customizing its plant for compact requirements.	2022
Partnered with Centro Technico Nicaragua, marking Hypro's presence in Latin America.	2023
Facility certified with EMS 14001 and OHSAS 45001.	2023
Hypro completed 25 years of pioneering innovation, delivering world-class CO ₂ recovery, water decxygenation, and energy-efficient solutions globally.	2024
Strategic Partnership with Kanadevia Inova North America, Hypro partnered with Kanadevia Inova North America to provide cutting-edge CO ₂ recovery and liquefaction technology, further expanding its footprint in the region.	2024
SDR-FR-79 ver01 1.12.2024	

Say What You Do & Importantly Do What You Said
Vision and Mission



VISION

To provide solutions and systems globally for carbon reduction, hygienic processes while being environmentally friendly and minimizing the process energy demands. We would like to create a brand “Hypro” which would synonym “Trust”.



MISSION

Build sustainable infrastructure with modern machineries, develop human resources, choose partners who compliment the values and product deliverables in alignment with the Vision. Together we will work as a team to provide simpler sustainable solutions.

Hypro Core Values

- Say What You Do & Importantly Do What You Said
- Straightforward business
- Ethical business practices
- Honesty and Transparency

Say What You Do & Importantly Do What You Said

Principles of Hypro & to be followed by Hypro Team Members

Principles of Hypro & to be followed by Hypro Team Members	
Sr No	Principles
1.01	No unethical business practice
1.02	Simplicity and Down to Earth approach
1.03	Honesty
1.04	Sincerity towards your work
1.05	Treatment of all employees with respect regardless of their pos in company
1.06	Maintain simple and decent culture
1.07	Avoid ego issues
1.08	Never show off, no flashy expenses
1.09	Never deprive any one of single penny supplier/ customer/ worker/associate/staff
1.10	Offer Best Quality Products & Systems to Customers
1.11	Offer Best After Sales Service
1.12	Solve all problems related to our system and then demand Payments.
1.13	Prompt reply to every query of the customers.
1.14	Fair Pricing.
1.15	Never lure any customer with benefits for securing an order
1.16	Offer lunch/ dinner/ souvenirs after finalizing the contract
1.17	Avoid gifting before getting contract from any new customer
1.18	No malpractices
1.19	No evasion of any kind of taxes, duties and be legally compliant
1.20	Pay every vendor promptly as agreed
1.21	Payment of dues on time to every employee
1.22	Avoiding arguments with customers
1.23	Never cheat any vendor or customer or employee
1.24	Never mislead anyone
1.25	Never play politics with any employee.
1.26	Reward on merit only and no biasness.
1.27	Professional code of conduct to be followed.
	Hypro has earned and is known for
	excellent Infrastructure, good reputation, recognition in gl market, good communication skills, technical skills, vast are business with lot of potential, debt free company, strong financ and properly following ethics and principles.

Say What You Do & Importantly Do What You Said
Hypro Products

Hypro Products
Breweries Industrial/Micro/Pub/Craft
Brew House
Mash Kettle
Adjunct Kettle
Heat Recovery System
Wort Kettle
Wort Holding Tank
Whirlpool
LauterTun
Spent Grain handling
Weak Wort System
Brew Water Tanks - Hot/ Chilled/ Ambient
Yeast Section
Unitanks
Filter Plant
Bright Beer Tanks
CIP System
Metal Beer Blender
Additive Dosing Unit
DA Water Plants
CO2 Recovery
CO2 Recovery Plant for Brewery
CO2 Recovery Plant for Distillery
CO2 Recovery Plant for Biogas
CO2 Cylinder Filling station
CO2 Refrigeration System
CO2 Automation
Hard Apple Cider Plants Sampling Systems - Keofit
Energy Recovery
Hypro - Smart Wort Cooler
Liquid CO2 Evaporator
Beverages
Storage Cellars
CIP Systems
Process Equipments
Pharma
Bio Fermentor
Liquid Processing Equipments and Systems
Spares

Say What You Do & Importantly Do What You Said

Recruitment and Selection Policy

Objective

The recruitment and selection policy describes the process of identifying and selecting internal employees, promoting them, screening external candidates. This policy serves as a standard for the SDR department to formulate a successful hiring method. Hypro is firmly committed to its equal opportunity ethos at every selection stage, encouraging hiring teams to aim for a comprehensive and fair recruitment process.

Procedure

Sr. no.	Step	Mode/Platform	Days Required Posting	Frequency Job Posting	Description
1	Information on any vacant newly added positions with the department	Email through the leader of dept./management	Day 1	N/A	*The concerned department submits detailed Manpower Requisition Form outlining the position requirements, qualifications, responsibilities, and any other pertinent information like skills & knowledge required - Job description with managements approval *The SDR department receives the requisition form along with approved JD and initiates the recruitment process.
2	Internally posting the job openings	Group emails	Day 1	Once	SDR sends internal emails notify employees of job openings. Internal emails will be sent out weekly or bi-weekly, as needed.
		Hypro Portal			Information to be maintained in proper format and updated regularly with coordination with IT dept.
		Hypro Website			Information to be maintained in proper format and updated regularly with coordination with Ajay Softation
3	Externally posting the openings	Linkedin & Social media platforms	Day 1	Once	Information to be maintained in proper format and updated regularly.
4	Employee Referrals	Emails from employees/Referrals SDR	Starting from day 1 till vacancy closed.	As needed	Employees can recommend candidates with their references with CV and recommendation email.

Say What You Do & Importantly Do What You Said


Sr. n	Step	Mode/Platform	Days Required Posting	Frequency Job Posting	Description
5	Portal Job Posting, Search CVs.	Naukri	Day 2	Weekly	Jobs are posted on the Naukri portal and update weekly.
6	Checking with the Database		Day 2	N.A.	SDR checks the internal candidate database for potential matches.
7	Posting Job openings	Recruitment Consultants	Day 7	As needed	SDR engages with recruitment consultants based on hiring needs.
8	Application Screening and Shortlisting		Day 7	As needed	SDR screens applications, shortlists candidates meeting job requirements based on the internal database, social media platforms and sends further to the concerned department for technical shortlisting.
9	Technical Shortlisting		Day 7/8	As needed	Concern department provides SDR with technical shortlisting of the candidates.
10	1st Interview round	Telephonic/Online	Day 9 to 15	As needed	SDR conducts the first round and updates the same in the tracker. Sends interview invitation emails along with the candidate data sheet to the shortlisted candidates to be filled and sent back to the SDR department before interview.
11	Interview Scheduling in person	Based on email confirmation from candidate	Day 9 to 15		SDR schedules interviews with shortlisted candidates as per their availability of interviewer and Management. SDR keeps candidate data sheet filled ready before interview.
12	Interview Process	SOP	Day 9 to 15	As needed	As per Interview SOP, if candidate gets selected, follow step 13.
13	Offer negotiation, preparation and sharing with Candidate	Telephonic and Email	Day 16 to 20	As needed	SDR negotiates and prepares final job offer for the selected candidate as per management approval.
14	Offer Acceptance	Email	In 1 day after the offer is shared	As needed	Candidate accepts offer; SDR coordinates onboarding process with a list of joining documents shared in induction policy procedure no. 24. and joining date through email.
15	Joining Formalities	Induction SOP	Day 1 to 3	As needed	New employee completes joining formalities and induction process followed.

Say What You Do & Importantly Do What You Said

Sr. n	Step	Mode/Platform	Days Required for Posting	Frequency Job Posting	Description
16	Reference Checks and Background Verification		By Before days of joining	As needed	SDR conducts reference checks and background verification for selected candidates and issue him appointment letter.
17	Feedback and Continuous Improvement	Review Form	Within 3 months date employment	As needed	SDR gathers feedback from both hiring managers and new employees to assess the effectiveness of the recruitment process by the candidates review.
18	Documentation and Record Keeping		Variable	N/A	SDR maintains comprehensive records of the selected candidate with reference to recruitment activities in compliance with company policies and legal requirements ensuring confidentiality and data security.
<p>*Job postings will be created and advertised through various channels such as the company internal portal, group email to all employees, company website, job portal, social media platforms (e.g., LinkedIn), and professional networks.</p> <p>*The SDR department ensures that the job postings comply with company policies and legal requirements.</p> <p>*SDR team works on many openings at a time.</p> <p>*Frequency is dependent on every step of the recruitment SOP, if one step delays every step will get delayed.</p>					

Say What You Do & Importantly Do What You Said

Manpower Requisition Form

Manpower Requisition Form		HEPL:HR:SYS:DOC 023		Page 1 of 1		Ver 01 121120	
							
Details to be filled							
Designation							
Department							
Number of Positions							
Location				Office HO/Factory			
New Position/Replacement							
Permanent (Please Tick)		Temporary		Part Time			
Qualification							
Maximum CTC (Budgeted)							
Position will report to							
Job Description (Attached Please Tick)							
Yes				No			
Skills required (Please list them below)							
Prepared By		Checked By (HOD)		Approved By (AP/RV)			

Say What You Do & Importantly Do What You Said

Candidate Data Sheet

Hypro Engineers Pvt. Ltd.				 Synonym of TRUST	
Candidate Data Sheet-					
Position applied		Education Qualification			
Name		Total Years of experience in Industry in years			
Mobile		Current CTC (Inclusive of Bonus, Insurance Premiums - GHI & Accidental, PF, Ex Gratia) Rs Lakhs/Annum			
Email		Working days per week in current company			
Current Address		Sales Turn over of current company Rs Cr p.a			
Own Accomodation/Rental					
Date of Birth					
Education	Year of Passing	Percentage/ Grade			
10th (SSC)					
12th (HSC)					
Diploma					
Graduation					
Work Experience Details -					
Company Name	Join Date	Leaving Date	Last Designation	Current Salary/CTC in Rs Lakhs p.a	
Family Details					
Relation	Occupation				
Father					
Mother					
Spouse					
Brief medical history, hospitalisation, surgery, if					
	HOS:HR:001		Ver 04	09-02-24	

Say What You Do & Importantly Do What You Said

Interview Standards

Objective

The objective of this interview policy is to standardize the recruitment process across all departments within the organization, ensuring consistency, fairness, and efficiency in evaluating candidates.

Procedure

Designation	Experience (Years)	First Round Telephone/Online	Aptitude Test (7 Q, 10 Min.)	Process/ Subject Test (10 Min.)	First Round In Premises for Candidates < 5 Years Exp	Duration (Max, Min)	Second Round (Departmental)	Duration (Max, Min)	Final Round for Exp > 8 Years	Final Round SDR	Personality Test (10 Min.)	Max Duration (Hours)	CTC Finalization
Trainees	0 to 2	SDR	Yes	Yes	SDR	15 min	Yes	20 min	Directors /MD sir's Round	SDR Leader	Yes	1.1	Directors/M D sir's Round
Officer to Executive	2 to 5	SDR	Yes	Yes	SDR	15 min	Yes	20 min	Directors /MD sir's Round	SDR Leader	Yes	1.1	Directors/M D sir's Round
Sr. Executive to Asst. Manager	6 to 8	SDR	Yes	N/A	N/A	15 min	Yes	20 min	Directors /MD sir's Round	SDR Leader	Yes	1.1	Directors/M D sir's Round
Dy. Manager to Manager	9 to 12	SDR	N/A	N/A	N/A	15 min	Yes	20 min	Directors /MD sir's Round	SDR Leader	Yes	1.35	Directors/M D sir's Round
GM and above	12 and above	SDR	N/A	N/A	N/A	15 min	N/A	20 min	Directors /MD sir's Round	SDR Leader	Yes	2	Directors/M D sir's Round

- Candidate Information Collection:
 - Initial Form Submission: Candidates are required to complete a form prior to the first round of interview.
 - The form will be facilitated by the SDR team.
- Documentation Requirements (Post-Selection):
 - Compensation and Benefits Documentation:

Say What You Do & Importantly Do What You Said

- Collect Cost to Company (CTC) documents and salary slips only from candidates who have been selected.
- Experience and Appointment Letters of the current employer.
- Background check after the candidate has joined the company
- Collect degree certificates and other educational documents upon the candidate's joining.

3. Behavioral Assessment:

- Selected candidates will undergo a behavioral test using a designated tool before final confirmation.

All members involved in the recruitment process must adhere to this policy to ensure a fair, transparent, and efficient hiring process.

This policy will be reviewed annually to ensure its effectiveness with any new regulations or company guidelines.

Say What You Do & Importantly Do What You Said
Forms and Format

SDR Interview		Hypro H™ Synonym of TRUST
Sr	Aspect	Comments
1	Name	
2	Position	
3	Date	
4	Interviewed by	
5	Age	
6	Total experience	
7	Current CTC Rs Lakhs	
8	Sal ratio Rs Lakhs/years of exp	
9	Job Profile changes during career	
10	Cultural fit in Hypro	
11	Distance from office to & fro	
12	Relocation is possible to shorten travel times ?	
13	Dependants in family	
14	Year drops in education	
15	Average % Growth / year in salary in last 2 companies	
16	Native name Rural/ Urban/ State of India	
17	English Fluency	
18	Punctuality	
19	As a leader team builder ?	
20	Go getter ?	
21	Reporter Or Solution Provider	
22	Honoring commitement	
23	Responses to phones made from HR dept	
24	Logical tests, aptitude	
25	Communication skills	
26	Judegement of honesty / clear thinking	
27	Notice period	
28	Reason for leaving current company	
29	Exposure to ERP	
30	Exposure to ISO	
31	Exposure to International Travel / Customer	
32	Formal Dressing sense	
33	Face of Hypro	
34	Result of Interview	
HOS:SDR:002		Ver 02 09-02-24

Say What You Do & Importantly Do What You Said

Dept. Interview Sheet Aspects for evaluation of candidates Technical

	Name		
	Qualification		
	Position and Dept		
	Date and Interviewed by		
	Result of Interview		Can be hired / Cannot be hired
Sr	Aspect		
1	Relevant field		
2	Relevant experience		
3	Q-1		
4	Q-2		
5	Q-3		
6	Q-4		
7	Q-5		
8	Q-6		
9	Q-7		
10	Q-8		
11	Q-9		
12	Q-10		
13			
14			
15			
16			

DOC: HEPL/STD/HR/REC- TECH ROUND/0001 - REV 2

Say What You Do & Importantly Do What You Said
Hypro's Policy on Candidate Feedback Post-Interview

Objective

The purpose of this policy is to ensure a fair, respectful, and transparent process for communicating with candidates who have been interviewed but are not selected for a position at Hypro.

This policy aims to maintain the dignity of the candidates, provide closure, and preserve a positive impression of Hypro.

Policy

The below table organizes the key elements of Hypro's policy on handling candidate rejections post-interview, ensuring clarity and ease of reference.

Policy Element	Description
Thorough Evaluation	All candidates will be evaluated based on their qualifications, experience, interview performance, and overall fit for the role.
	Evaluations will be conducted by the respective manager/seniors, and the SDR department in a consistent and objective manner.
Timely Communication	Candidates who are not selected for a position will be informed within one week of the final interview.
Notification Method	Rejection notifications will be delivered via email ensuring clear and respectful communication. The communication will include a thank you message for the candidate's time and effort.
Constructive Feedback	While detailed feedback may not always be possible due to the volume of candidates, Hypro will offer general feedback upon request.
Future Opportunities	Candidates will be encouraged to apply for future openings that align with their skills and career aspirations.
	Resumes of interviewed candidates will be kept on file for a period of [specify duration, e.g., six months to one year], and these candidates may be considered for future positions as per the requirements.
Confidentiality	All information pertaining to the candidate's application and the decision-making process will be kept confidential. Hypro respects the privacy of all applicants and ensures that their data is handled securely.

Say What You Do & Importantly Do What You Said

Record Keeping	Records of all communications with candidates, including rejection notices, will be maintained as part of the recruitment documentation. This ensures transparency and allows for review if needed. Hypro is committed to treating all candidates with dignity throughout the recruitment process.
Responsibilities	SDR department is responsible for conducting fair evaluations and providing timely decisions, communicating rejection notices, providing feedback upon request, and maintaining candidate records.

Email Format:

Dear Candidate,

Thank you once again for taking the time to interview with Hypro Engineers Pvt. Ltd.

After careful consideration and evaluation of all candidates, we have made the difficult decision to move forward with another candidate whose skills and experiences closely align with the needs of our team at this time. I want to emphasize that this decision was not easy, although we have chosen to proceed with another candidate for this particular role, I want to express our gratitude for your interest in joining our team.

Your enthusiasm and qualifications stood out during the interview process, and we would like to keep your resume on file for future opportunities that may arise. We sincerely appreciate the time and effort you invested in the interview process with us. Your professionalism and insights were noted and valued by our team.

We wish you all the best in your future endeavors, and we hope our paths may cross again in the future.

Say What You Do & Importantly Do What You Said

On Boarding & Induction Policy

Objective

To reduce fear to work among new employees. To reduce employee, turn over. To save time of supervisor & co-workers. To develop realistic job expectations. To create positive attitudes towards the employer. To build up the confidence of the new employees so that he can be an efficient worker. To give information about the organization, its culture, structure, products, services, rules and regulations.

Process & Guideline

After selection of a candidate through recruitment and selection process referred in SOP, SDR department need to follow the following steps to carry joining formalities and Induction process in smooth way.

1. Joining formalities- includes Pre and Post joining formalities:

➤ **Pre-Joining Formality:**

- SDR shall make sure that workstation of the former employee is in place.
- E mail ID requisition shall be sent to IT department for smooth process.
- Requisition of assets, if any in the grade, shall be coordinated with SDR Manager, Department head.

➤ **Post Joining Formality:**

- An Offer Letter will be formally issued by SDR department duly signed on by Manager SDR with details of joining date, designation, remuneration offered, mediclaim & accident policy covered.
- SDR team shall make sure that acknowledgment copy of Offer Letter should be maintained in the personnel file of the employee.
- On the first day of joining SDR department should send a Welcome E-Mail to Hypro Group mentioning employee's career brief.
- Ensuring further for next 2 days arrangement of Conference room/meeting room for induction process.
- After candidate joins, SDR should give the hard copy & fill in the joining report and all related forms and formats duly filled from the employee and attached to his personal file.
- SDR Manual hard copy will give to the New Joinee for self-reading also given details guidance of Hypro's History, Vision, Mission, Goals, Manual policy rules and regulations.
- IT-Zoho/SAP regarding induction will give by IT
- SDR should create an employee punching ID of the employee in biometric for smooth functioning of attendance process.

Say What You Do & Importantly Do What You Said

- SDR will be initiating for ID Card, if required will proceed for visiting card
- A salary account in YES Bank shall be opened
- Office Tour & Standing introduction with all the team members will be done by sdr.
- Documentation Record Keeping:

Joining Day - Responsibility of Second Day

Factory Tour, standing introduction and Executive/Senior engineers' induction with all the team members will be done by sdr

Joining Day - Responsibility of Third Day

SDR team will share the password and Username of hrms software to the new Joinee over the email.

1. Employee login with training will give to the new Joinee.
2. In the software - all personal details information, will be filled by employee
3. Induction feedback form should be filled by the employee.
4. All over guidance, any doubts will be cleared.

The fourth day, new joiners will start their work.

Say What You Do & Importantly Do What You Said

JOINING FORMALITIES

Name of Employee: _____ Department: _____

Place of Posting: _____

Note: - Kindly tick-mark the documents which are received from employee at the time of joining our company after verification of the original documents. Write 'NA' in case the document(s) mentioned below is/are not applicable.

Employee Documents		
1	Appointment letter acceptance copy	
2	Offer letter acceptance copy & CTC Break up	
3	CIF form with Three passport size photos	
4	ID Card information Form	
5	Company Asset Form	
6	Form 11 PF declaration & PF Nomination	
7	Gratuity Nomination	
8	Family photo for ESIC (If applicable)	
9	Aadhar card copy	
10	PAN card copy	
11	Driving license/voter id	
12	Current residential proof (Pune)	
13	Family members date of birth, Aadhar card copy for ESIC (If applicable)	
14	Educational documents (10th, 12th, Graduation & Post Graduation)	
15	Experience & Relieving certificate of Previous employers	
16	Previous company Form 16 TDS (If applicable)	
17	Bank Details for Salary (IF other than salary account) Cancel Cheque/Passbook copy	
18	Employment bond copy	
19	CV & Candidate Data Sheet	
20	Tests Copies	
21	Interview Comment/Rating Sheet	
22	Verification Report, with reference number and email id for verification of past employer	
23	Medical Fitness certificate	
24	Induction Departmental Checklist & Feedback Form	
25	Resignation Letter/Email	
26	Resignation Declaration	
27	Handover Note	
28	Experience/Relieving Letter	
29	Full and final settlement working	
30	Exit Interview Feedback Form	

Say What You Do & Importantly Do What You Said

Process

Sr. no.	Step	Mode/Platform	Days/Location Required	Time	Detailed actions
1	Ensure that SDR team is present when the candidate joins on his joining day.	In person	Day 1 HEPL HO	N.A.	Meeting with SDR representative, to collect & verify all doc.
2	Joining Forms to share and get them filled.	Joining Forms		9:00 a.m. to 11:00 a.m.	Getting the joining documents filled from the candidates (PF, Gratuity.. given to the candidates, and he should fill the same) recheck with the new joiner if any changes/correction
3	Welcome email send to all employees.	Hypro Group email		10:30 a.m. to 11:00 a.m.	New joiner details send to Hypro Group all employees about the new joiner in the organization.
4	Departmental induction starts - SDR Dept.	SDR Manual, SDR Dept PPT.		11:00 a.m. to 12:30 p.m.	Detailed Policies and procedures explained of the department, along with providing company's values and culture.
5	Enrollment for attendance	Digital		12:30 p.m. to 1:00 p.m.	Generate Employee code with approval of SDR. Daily attendance punching enrollment in the office attendance machine-biometric.
6	LUNCH			1:00 p.m. to 1:30 p.m.	
7	Recheck joining documents	In person	Day 1 HEPL HO	1:30 p.m. to 2:00 p.m.	To check all the collected documents in the new joiners file created.
8	Salary account	In person		2:00 p.m. to 2:30 p.m.	Salary Account opening process done by Yes bank executive, instakit of the account number is provided immediately to the new joiner
9	SDR Manual Overview	Self reading - hard copy provided of the SDR Manual		2:30 to 4:00 p.m.	Comprehensive self-reading of the SDR manual is advised for a thorough understanding of its contents.
10	Head office tour	In person		4:00 p.m. to 5:00 p.m.	An introductory gathering with all team members at their desk locations. Standing introduction is recommended for the company tour's commencement
11	Departmental induction starts - Systems & IT Dept.	In person		5:00 p.m. to 5:30 p.m.	Induction related to Hypro internal portal, Zoho Projects, Expenses, ISO portal. Small IT SOP floated when to approach to the IT department and for what concern.
12	Factory Visit co.ordination	In person		5:30 p.m. to 6:00 p.m.	Guidance regarding transportation arrangements for visiting factory for the upcoming factory induction, as well as instructions on necessary documents to carry for the visit.
13	Day 1 induction review	In person		6:00 p.m. to 6:15 p.m.	The review of day one induction will include providing guidance and addressing any queries or doubts of the new joiner to ensure a clear understanding of the onboarding process

Say What You Do & Importantly Do What You Said

0					
14	Departure from HO	Company Bus	Day 2 HEPL FO	7:15 a.m. to 8:00 a.m.	
15	Arriving at Factory	Company Bus		8:00 a.m. to 8:30 a.m.	The gate entry procedure, including security checks, will be followed prior to meeting Mr. Joshi as arranged, introducing the new joinee with security.
16	Factory Tour	In person		9:00 a.m. to 9:30 a.m.	An introductory gathering with all team members at their desk locations. Standing introduction is recommended for the company tour's commencement
17	Factory Tour	In person		9:30 a.m. to 11:00 a.m.	Factory shop floor visit with Mr. Joshi & standing Introduction with all the factory team members at their work station
18	Departmental induction starts - SCM Dept.	In person		11:00 a.m. to 11:30 a.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Processes and techniques of the workflow in department.
19	Departmental induction starts - MNT Dept.	In person		11:30 a.m. to 12:30 p.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture
20	LUNCH			1:00 p.m. to 1:30 p.m.	
21	Departmental induction starts - QAC Dept.	In person	Day 2 HEPL FO	1:45 p.m. to 2:30 p.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. ISO crtifications, quality policy orientation.
22	Departmental induction starts - MFG Dept.	In person		2:30 p.m. to 3:30 p.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Mfg processes and techniques of the workflow in mfg department.
23	Departmental induction starts - STORES Dept.	In person		3:30 p.m. to 4:00 p.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Processes and techniques of the workflow in stores department.
24	Day 2 induction review	In person		4:00 p.m. to 5:00 p.m.	The review of day two induction will include providing guidance and addressing any queries or doubts of the new joiner to ensure a clear understanding of the onboarding process - over a call with SDR.
25	Departure from FO	Company Bus		5:15 p.m. to 6:00 p.m.	The company bus will depart from factory for Hypro Office promptly at 5:15 a.m.

Say What You Do & Importantly Do What You Said

26	System allotment & desk position	In person	Day 3 HEPL HO	9:00 a.m. to 9:30 a.m.	Alloting the desk, configuration of outlook. Making them comfortable at desk with the system.
27	HRMS Software - Induction & Guidance	Spine portal		9:45 a.m. to 11:00 a.m.	Spine portal Introduction and Operation guidelines by SDR- https://hepl.spinenxhr.in/login.aspx?ReturnUrl=%2f Spine Software-employee personal details to be filled up by employee and get the same approved.
28	Departmental induction starts - Sales & Maerking Dept.	In person		11:00 a.m. to 11:30 a.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Processes and techniques of the workflow in department.
29	Departmental induction starts - Chemical Engg. & Design Dept.	In person		11:30 a.m. to 12:00	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Processes and techniques of the workflow in department.
30	Departmental induction starts - EIC Dept.	In person		12:00 noon to 12:30 p.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Processes and techniques of the workflow in department.
31	LUNCH			1:00 p.m. to 1:30 p.m.	
32	Departmental induction starts - MED Dept.	In person	Day 3 HEPL HO	1:30 p.m. to 2:00 p.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Processes and techniques of the workflow in department.
33	Departmental induction starts - SAS Dept.	In person		2:30 p.m. to 3:00 p.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Processes and techniques of the workflow in department.
34	Departmental induction starts - C & A Dept.	In person		3:00 p.m. to 3:30 p.m.	Departmental overview of activities, work over view and reponsibilities of concern department in adding value to Hypro's culture. Processes and techniques of the workflow in department.
35	Day 2 induction review and allocation of company contact number.	In person		3:45 p.m. to 4:30 p.m.	The review of day two induction will include providing guidance and addressing any queries or doubts of the new joiner to ensure a clear understanding of the onboarding process - over a call with SDR.
36	Induction Feedback & Test	In person		4:30 p.m. to 5:30 p.m.	Feedback of the induction is generated from the new joinee to emphasize on the induction improvment scope and test to know whether the person has able to gell in the organization.

Say What You Do & Importantly Do What You Said

TRAINING POLICY

Objective

The objective of this training policy is to ensure continuous development of employees skills and knowledge to enhance their performance and contribute to the organizations success.


Process & Format

1. Competecny Matrix

Whenever a candidate joins any department, the required competencies of the professional are identified based on the experience, qualification needed.

Below is a sample format of the required competencies for the Quality Assurance and Control (QAC) department for reference.

Hypro Engineers Pvt Ltd



Hypro H

Synonym of TRUST

Support & Development - Resources (SDR)

Competency Requirement Matrix- QMS

Designation			
Qualification			
Experience			
Sr No	Skills		
1	ISO 9001:2015 Awareness	Required	Required
2	Keep track of ISO Ind. Training	Required	Required
3	Timely audit conduction	Required	Required
4	Keeping records of Audit & NC reports	Required	Required
5	Keeping records of all ISO documents	Required	Required
6	Making sure all NC's has been closed	Required	Required
7	Organising MRM as per defined frequency	Required	Required
Prepared by : Asst. QMSC			Approved by : QMSC
SDR-FR-01/26.03.2020 Rev 06			Date of updation:02/01/2021

Say What You Do & Importantly Do What You Said

2. Skill Matrix

After a candidate joins the respective department, and at the end of each quarter, their competencies need to be mapped based on four different parameters: Knowledge Enhancement Required, Training Required, Competent, and Learning Path.

Based on the mapping of the required skills the training needs are identified for the said employee. Below is the format of the mapped Skills (Skill Matrix)

Hypro Engineers Pvt Ltd Support & Development- Resources (SDR) Skill Matrix-Admin/SDR						Hypro H TM Synonym of TRUST
Name of the employee						
Department						
Role						
Sr No	Skills					
1	Identified Skill to be mentioned	Enhancement Required	Training Required	Competent	Learning Path	
2		Competent	Learning Path	Learning Path	Learning Path	
Prepared by : Sr Engineer SDR-FR-03/01.10.2021 Rev 08						Approved by: HOD Date of updation: 04/07/2022

3. Training Calender

The respective team leader of the department needs to update the training calendar for the said department based on the competency matrix and the mapped competencies, which we refer to as skills.

Based on the mapping of the required skills the training needs are identified for the said employee and training calender is updated and shared with the SDR department.

Hypro Engineers Pvt. Ltd. Support & Development - Resources (SDR) Training Plan & Calendar										Hypro H TM Synonym of TRUST	
Financial Year		2023-24									
Planned period		From :	To								
		Apr	Mar								
Sr. No.	Month	Team	Tentative Planned Date / Week	Title of training programme	Faculty	Approx. duration	Target participants	Training objective	Conducted on (Date)	Plan Date for Effectiveness Check	Actual Date of Effectiveness Check
1											
Prepared by: SDR-FR-04/26.03.2020 Rev 05										Approved by: HOD Date of Updation :13.01.2024	


Say What You Do & Importantly Do What You Said

4. Training Record & Effectiveness

According to the training calendar the training need to be executed by the said department. Its records to be maintained and original copy to be submitted to the SDR department for further records.

Effectiveness of the training to be verified after one month (Effectiveness might not be verified for knowledge improvement training modules.)

Effectiveness to be checked if found yes can be marked yes in the records, if no then the said employee needs to be retrained, training calendar should be updated.

Hypro Engineers Pvt. Ltd. Support & Development – Resources (SDR) Training Record						 Synonym of TRUST	
Title of Training Programme:						Date:	
Purpose of training:						Time:	
Trainer/Faculty: Internal <input type="checkbox"/> External <input type="checkbox"/>							
Trainer/ Faculty Name:							
To be filled by Trainee				To be filled by Trainer (HOD/HR in case of External Trainer)			
Sr No	Name of trainee	Remarks	Signature	Planned Date for Effectiveness Check	Actual Date of Effectiveness Check	Effectiveness Yes/No	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
To be filled by Trainer Only:							
Method of Verification: <input type="checkbox"/> On the job Observation <input type="checkbox"/> Mock Ca <input type="checkbox"/> Written Exa <input type="checkbox"/> Interview <input type="checkbox"/> Appraisal							
NOTE: Effectiveness of the training to be verified after one month (Effectiveness might not be verified for knowledge improvement training modules.)							
PREPARED BY:				Signature of Trainer:			
				Signature of SDR:			
SDR-FR-05/01.07.2021 Rev 08							

Say What You Do & Importantly Do What You Said

5. Updating Skill matrix

Updating the skill matrix is essential for keeping track of employee capabilities and development. It involves reviewing and documenting any changes or advancements in employees skills, knowledge, and competencies. As many employees undergo training of different types on job, off job, technical, non-technical.

This process ensures that the skill matrix remains accurate and up-to-date, enabling better workforce planning, training, and resource allocation.

When the performance of the mentioned employees is verified and approved, their skill matrix must be updated and they should be reassessed quarterly.

The same should be conveyed to the SDR department by the concerned department leader or the manager.

Say What You Do & Importantly Do What You Said
MOTIVATION POLICY

Employee Engagement Policy

Hypro is committed in fostering a workplace environment where every employee feels valued, supported, and motivated to excel. Based on the results of our Employee Engagement Survey, we have developed the following policies to enhance employee engagement:

SDR department conducts a survey of employee engagement through 12 questions, each rated from 1 (Strongly disagree) to 5 (Strongly agree). Here's a brief overview:

Analyzing the feedback collected from the employees:

1. **Collect Responses:** Gather ratings from all employees.
2. **Calculate Scores:** Determine average scores for each question and the overall engagement score.
3. **Identify Trends:** Find areas needing improvement (low scores) and strengths (high scores).
4. **Segment Analysis:** Analyze by departments or teams to find specific engagement patterns.
5. **Action Planning:** Improvement actions on weakest three questions are decided with management input. The implementation and sustainance of the actions is ensured.
6. **Track Progress:** Repeat the survey once in 6 months, April and October of every year to measure improvements.
7. This concise process helps measure and enhance employee engagement effectively.

Say What You Do & Importantly Do What You Said

GET SET FREE

Objective

Hypro values the opinions and suggestions of all employees. To continuously improve our operations, enhance productivity, and maintain a positive work environment, we have established a structured feedback system. This policy outlines the procedures for submitting and reviewing employee opinions on what to stop, continue, and start doing within our company.

Format

Hypro Engineers Pvt. Ltd			
My Opinion			
Name :			
Department:		Date :	
Sr. No	In my opinion, we should.....	Management Remarks	Status
1	stop doing following things in our Hypro		
a			
b			
c			
d			
e			
2	continue doing following things in our Hypro		
a			
b			
c			
d			
e			
3	start doing following things in our Hypro		
a			
b			
c			
d			
e			

Say What You Do & Importantly Do What You Said

Policy

This table captures all the key points from our procedure, ensuring clarity and ease of reference.

Procedure	Details
1. Submission of Feedback	Employees are required to fill out the "My Opinion" form.
	The form should be filled out with specific, actionable suggestions under the following categories:
	- Stop Doing: Practices or activities that should be discontinued.
	- Continue Doing: Effective practices or activities that should be maintained.
	- Start Doing: New ideas or initiatives that should be implemented.
	- Each section allows for up to five suggestions (a-e).
2. Details to be Provided	Name: Employee's full name.
	Department: Department the employee belongs to.
	Date: Date of submission.
	Management Remarks: Comments from the management team.
	Status: Current status of the suggestion (e.g., Under Review, Approved, Implemented, Rejected).
3. Review Process	Submitted forms will be collected and initially reviewed by the SDR department, and then by the management.
	The management team will review the suggestions, add their remarks, and decide on the appropriate action for each suggestion.
	The status of each suggestion will be updated accordingly.
4. Feedback Implementation	Approved suggestions will be communicated back to the employee and relevant teams.
	An implementation plan will be developed and executed for the approved suggestions.
	Employees will be kept informed about the progress and outcome of the suggestions.
5. Follow-Up	Regular follow-up meetings will be conducted to assess the impact of implemented suggestions.

Say What You Do & Importantly Do What You Said

Shabbas Card Policy

Objective

The objective of establishing a standardized process for peer-to-peer card giving to foster support among colleagues.

Policy

This table captures all the key points from our procedure.

Step	Description
Responsibility	Leaders identifies an employee who has demonstrated exceptional performance or has done a good job.
Distribution	Each leader within Hypro is responsible for issuing four Shabbas cards per month to deserving employees. Message over the card should align with the company's culture and values including appropriate messaging.
Personalize Message	Customize the message on the card to express appreciation for the specific accomplishments of the employee.
Value	Each Shabbas card holds a value of Rs. 100.
Limitations	1. Leaders should give 4 shabbas cards to 4 different members.
	2. Two or more leaders cannot give shabbas card to a specific member for the same reason.
	3. One member can receive multiple shabbas cards for different reasons (Please remove the point limitation in your original draft).
	4. The shabbas cards should be given in front of group of minimum 10 members.
	5. The total amount of awarded shabbas cards will be paid to the winners (@Rs.100/- per card) along with the monthly salary.
	6. The photos of the shabbas card winners will be displayed in that month at a prominent location in office / factory.
Procedure	
a. Identification	Leaders actively observe and identify employees demonstrating exceptional performance, dedication, or contribution.
b. Selection	Leaders select recipients from diverse departments to ensure recognition is spread evenly across the organization.
c. Distribution	Leaders personally present Shabbas cards during team meetings or during one-on-one interactions and click photos along with the card to send to the SDR department to send a group email in this regard.
	Hand-deliver or distribute the "Shabbas" card to the deserving employee. Ensuring it is presented in a timely and respectful manner.

Say What You Do & Importantly Do What You Said

d. Explanation	Leaders explain the reason for awarding the Shabbas card Card, emphasizing specific action or recognition.
e. Record-Keeping	Leaders maintain records of distributed Shabbas card Cards, including recipient's name, date of issuance, and reason for recognition.
	Maintain a record of the recognition in the employee's file or sdr database for future reference and performance evaluations.
f. Monitoring	Regular monitoring and feedback sessions assess the initiative's effectiveness and make necessary adjustments.
Feedback	Encourage recipients to acknowledge receipt of cards and provide feedback. Solicit input from both card givers and recipients for process improvement is necessary.
Benefits	
1. Boost Morale	Recognition enhances morale and motivation within the organization.
2. Foster Engagement	Encourages active participation and engagement by acknowledging contributions.
3. Promote Culture	Reinforces a culture of appreciation and mutual respect, creating a positive work environment.
4. Incentivize Performance	Tangible rewards for outstanding performance encourage employees to strive for excellence.
Continuous Improvement	Regularly SDR should assess the effectiveness of the SOP and make adjustments to streamline processes and enhance employee involvement.
Leaders in Hypro	Responsible to present the Shabbhas card are as below.



Hypro HTM
Synonym of **TRUST**

Hypro Engineers Pvt. Ltd.

SHABBAS!

GREAT JOB!

Dear _____

For _____

Keep it up!! So proud of you

Your Friend : _____

Date : _____

Say What You Do & Importantly Do What You Said **Growth**

Objective

Employee Development, to provide structured opportunities for employees to enhance their skills, knowledge, and capabilities through training, education, and professional development programs.

Elaboration on the four types of growth outlined:

1. **Intellectual Growth:** This type of growth is enhanced through various forms of training, education, and skill development programs. It involves expanding knowledge base, acquiring new skills, and enhancing problem-solving abilities.

Intellectual growth empowers individuals to adapt to new challenges, innovate, and contribute more effectively to their work and personal endeavors.
2. **Emotional Growth:** Emotional growth is developed through team-building activities, taking on new responsibilities, engaging in special tasks or projects, and participating in leadership development programs. Emotional growth enables individuals to build stronger relationships, handle stress more effectively, and confidence.
3. **Financial Growth:** Financial growth refers to the improvement financial situation, including increased income, savings, investments, and overall financial stability. This type of growth often results from career advancement, skill enhancement, and strategic financial planning. Financial growth provides individuals with greater financial security, independence, and opportunities for achieving their long-term financial goals.
4. **Social Growth:** Social growth encompasses aspects such as recognition, appreciation, quality of life, and overall well-being. It includes factors like receiving acknowledgment for achievements, experiencing a higher quality of life, finding mental peace, and enhancing family status and lifestyle. Social growth contributes to a sense of fulfillment, belonging, and happiness, as individuals feel valued and respected within their social and professional circles.

Each type of growth is interconnected and contributes to holistic personal and professional development, fostering a sense of fulfillment and success in various aspects of life.

Say What You Do & Importantly Do What You Said
Corporate Operational Policies

Quality Policy

To deliver highest possible quality plants with confirmed Global standards. To achieve this we will equip ourselves with modern machineries and facilities and are committed to begin with quality deliverables at every stage. We shall work towards a defined Quality Assurance Plan and implement defined systems. We aim to improve every next plant we supply by continuous improvement and focus on innovations to make simpler plants.

Safety

The Board of Directors of Hypro looks for the demands of people and shall provide facilities to maintain high safety standards of the human being in all our operations. While on work there shall be no accident or injury and the supervisors must anticipate the hazards involved and shall provide safety against the risks. Human safety shall be of utmost importance. We must train the workers on their safety and health and provide them the infrastructure to implement safety standards. We want to assure all of you that safety will always be our prime requirement and we seek your support in making Hypro a safe place to work.

Compliance Policy

Hypro respects systems, rules, and its requirements laid out by the Government of India and Governments across the globe where Hypro would be engaged into the business.

Legal and local authority requirements must be followed and implemented. For the implementation of the compliances, the team members of Hypro shall keep them updated on the regulations and rules and make a list of documents needed for compliances. With this similar strategy, the team members of Hypro must also appraise the services providers, contractors, goods providers of the documentation which is required in order to enable Hypro conform to the regulations.

Say What You Do & Importantly Do What You Said **Anti-bribery and Anti-corruption Policy**

Objective

HYPRO (Hypro Engineers Pvt Ltd hereinafter referred to as Hypro) is committed to the prevention, deterrence, and detection of fraud, bribery and all other corrupt business practices. It is HYPRO's policy to conduct all of its business activities with honesty, integrity, ethical standards and vigorously enforce its business practice, wherever it operates throughout the world and not engaged in bribery or corruption.

Any act executed for monetary gains directly or indirectly with an intention to gain something is not acceptable in Hypro.

If you as a supplier, vendor or service provider intentionally try to influence the decision-maker by offering gifts, personal gains, private commission to receive business and are caught then you will be blacklisted for any future transactions with Hypro.

Scope and applicability

This Anti-bribery and Anti-corruption Policy (this "Policy") applies to all individuals working for all affiliates and subsidiaries of HYPRO at all levels and grades, including directors, senior executives, officers, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, casual workers, volunteers, interns, agents, or any other person associated with HYPRO (collectively referred to as "You" or "you" in this Policy).

In this Policy, "Third Party(ies)" means any individual or organization, who / which comes in contact with HYPRO or transact with HYPRO and also includes actual and potential clients, suppliers, business contacts, consultants, intermediaries, representatives, subcontractors, agents, advisers, joint ventures and government & public bodies (including their advisers, representatives and officials, politicians and political parties).

Bribe Meaning –

A bribe is an inducement, payment, reward or advantage offered, promised or provided to any person in order to gain any commercial, contractual, regulatory or personal advantage. It is illegal to directly or indirectly offer a bribe or receive a bribe. It is also a separate offense to bribe a government/ public official. "Government/ public official" includes officials, whether elected or appointed, who hold a legislative, administrative or judicial position of any kind in a country or territory. A bribe may be anything of value and not just money -- gifts, inside information, sexual or other favors, corporate hospitality or entertainment, payment or reimbursement of travel expenses, charitable donation or social contribution, abuse of function -- and can pass directly or through a third party.

Corruption includes wrong on the part of an authority or those in power through means which are illegitimate,

Say What You Do & Importantly Do What You Said

immoral or incompatible with ethical standards. Corruption often results from patronage and is associated with bribery.

Receiving a bribe – Ram works in the Supply Chain Management Department in a company. A regular supplier offers a job for Ram's cousin but makes it clear, that in return they expect Ram to use his influence to ensure his company shall continue to do business with the supplier.

Gifts and hospitality

Employees or members of their immediate families (spouse, mother, father, son, daughter, brother, sister or any of these step- or in-law relationships, whether established by blood or marriage including common law marriage) should not provide, solicit or accept cash or its equivalent, entertainment, favors, gifts or anything of substance to or from competitors, vendors, suppliers, customers or others that do business or are trying to do business with HYPRO. Loans from any persons or companies having or seeking business with HYPRO, except recognized financial institutions, should not be accepted. All relationships with whom HYPRO deals with should be cordial and must be on an arm's length basis. Nothing should be accepted, nor should the employee should have any outside involvement, that could impair, or give the appearance of impairing an employee's ability to perform his/her duties or to exercise business judgment in a fair manner and this Policy does not prohibit normal and appropriate gifts, hospitality, entertainment and promotional or other similar business expenditure, such as calendars, diaries, pens, meals and invitations to theatre and sporting events (given and received), to or from Third Parties. However, the key determining factor for appropriateness of the gift or hospitality and/or its value would be based on facts and circumstances under which such gift or hospitality is provided. The practice of giving gifts and hospitality is recognized as an established and important part of doing business. However, it is prohibited when they are used as bribes. Giving gifts and hospitality varies between countries and sectors and what may be normal and acceptable in one country may not be so in another. To avoid committing the offense of bribery, the gift or hospitality must be: a. Reasonable and justifiable in all the circumstances b. Intended to improve the image of HYPRO, better present its products and services or establish cordial relations. Giving or receiving gifts or hospitality is acceptable under this Policy if all the following requirements are met: a. It is not made with an intention of influencing a third Party to obtain/ retain business or a business advantage or to reward the provision or retention of business or in explicit or implicit exchange for favors/ benefits or for any other corrupt purpose It does not include cash or a cash equivalent (such as gift certificates or vouchers). For example, small souvenirs on festivals. It is given openly, not secretly and in a manner that avoids the appearance of impropriety. Examples of Token Gifts: Corporate calendar, pens, cs, books, T-shirts, wine bottles, a bouquet of flowers or a pack of sweets or dry fruits. If the gifts or hospitality given or received is more than a token gift or modest meal/ entertainment in the ordinary course of business, you must obtain prior written approval from your vertical head and must notify the Whistleblower Committee at Hypro for recording in the gift and hospitality register. This hospitality would constitute bribery as it would be made with an intention of influencing the potential client to obtain business. The timing of this hospitality is important. If there was no RFP deadline you may be able to entertain the potential clients without breaching the law. This is because the intention of the hospitality would be then to improve

Say What You Do & Importantly Do What You Said

the company's image, better present the products and services and establish cordial relations with the potential client.

Willful blindness

If an employee willfully ignores or turns a blind eye to any evidence of corruption or bribery within his / her department and/or around him/her, it will also be taken against the employee. Although such conduct may be "passive", i.e. the employee may not have directly participated in or may not have directly benefited from the corruption or bribery concerned, the willful blindness to the same can, depending upon the circumstances, carry the same disciplinary action as an intentional act.

Facilitation payments and kickbacks

Neither an employee of HYPRO nor any person acting on behalf of HYPRO shall make and shall not accept facilitation payments or "kickbacks" of any kind. "Facilitation Payments" are typically small, unofficial payments (sometimes known as "grease payments") made to secure or expedite a routine government action by a government official. "Kickbacks" are typically payments made to commercial organizations in return for a business favor/ advantage, such as a payment made to secure the award of a contract. You must avoid any activity that might lead to or suggests that a Facilitation Payment or Kickback will be made or accepted by HYPRO.

Guidance on how to avoid making Facilitation Payments

Corrupt government officials demanding payments to perform routine government actions may often put people acting on behalf of HYPRO in very difficult positions. Therefore, there is no simple solution to this problem. However, the following steps may help: Report suspicions, concerns, queries and demands for Facilitation Payments to the higher-ups and to local enforcement authorities and refuse to make such payments.

Charitable donations

As part of its corporate citizenship activities, HYPRO may support local charities or provide sponsorship, for example, to sporting or cultural events. We only make charitable donations that are legal and ethical under local laws and practices and also within the corporate governance framework of the organization.

Political activities

We are contributing towards political government policies on sustainability and do not contribute financial or in-kind to political parties, politicians and related institutions in any of the countries.

We do not make contributions to political parties, political party officials or candidates for political office.

Say What You Do & Importantly Do What You Said

You should not make any political contribution on behalf of HYPRO, use any HYPRO resources to assist a candidate or elected official in any campaign or coerce or direct another employee to vote in a certain way. You should never attempt to offer any incentives to public officials in the expectation of influencing the decision of that individual.

What we expect of a team member.

HYPRO team members are the pillars of this organization and are behind HYPRO's success. Every employee must ensure that he/she shall read, understand and comply with this Policy. If any employee has doubts or concerns, he/she should contact his / her Manager or the Whistleblower Committee. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for HYPRO or under HYPRO's control. Employees are required to avoid any activity that might lead to or suggest a breach of this Policy.

Employees must notify his / her Manager and the Whistleblower Committee immediately if you believe or suspect that a breach of or conflict with this Policy has occurred or may occur in the future.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal. We reserve our right to terminate our contractual relationship with you if you breach this Policy. Any breach of this Policy would also result in the imposition of large fines/ imprisonment on the individual/ the Company as the case may be or termination of contract with a Third Party.

Protection

Those who refuse to accept or offer a bribe or those who raise concerns or report another's wrong-doing are sometimes worried about possible repercussions. We encourage openness and will support anyone who raises genuine concerns in good faith under this Policy, even if they turn out to be mistaken. We are focused on ensuring that no one suffers any detrimental treatment as a result of refusing to take part in bribery or corrupt activities or because of reporting their suspicion in good faith that actual or potential bribery or other corruption offence has taken place or may take place in the future. If any employee believes that he / she has suffered any such treatment, he / she should inform the Manager or the Whistle blower Committee.

Say What You Do & Importantly Do What You Said

Drug & Alcohol Policy

We at Hypro are committed to ensure a safe and healthy workplace for all the staff members.

This policy applies to all the staff members of “Hypro” at the workplace and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

All individuals working at Hypro are expected to report for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the safety of other staff, and the well-being of the staff. We at Hypro have zero tolerance towards people who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs at the company property.

The Company strictly prohibits the use, making, distribution, consumption, or possession of drugs or alcohol in company premises. To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are at the Company property or in a Company premise. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action and can also face termination of employment.

Roles & responsibilities

It is the responsibility of all the staff members to identify concerns about an individual’s immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member who is suspected for causing breach of this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Here is some guidance on how to administer this policy; however, not every situation can be predicted.

If a staff member, visitor or contractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.

Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member’s responsibility to refuse the request and ask that the request be directed to another person if the member is unfit due

Say What You Do & Importantly Do What You Said
to the influence of alcohol or other drugs.

If any staff member or contractor believes that an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their leader or production manager.

In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to report any violation of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling the dependence. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.

Disciplinary Procedure

The disciplinary procedure will follow a three-step progression: Warning with 1-week suspension

Warning with 2 weeks suspension

Termination

Say What You Do & Importantly Do What You Said

Health and safety Policy

We at Hypro are committed to provide a safe working environment and facilities, such as [first aid kits](#) and [protective equipment](#), for all the staff member's safety and health. To achieve this we shall ensure that any plant or equipment which is used is designed and made safe for the employee to use and is properly maintained.

Display emergency procedures to prevent a safety hazard.

Develop a system to identify new and existing [hazards](#) then eliminate, isolate, or minimize significant hazards.

First aid kits need to be easily seen, readily accessible to all employees and be unlocked wherever possible. They should be clearly identified as first aid containers. The approved marking for the kits is a white cross on a green background.

Locate the first aid kits:

Close to washbasins with cold running water, soap, and clean towels, where there is immediate access in areas of particular or special hazard and in every vehicle used by employees to travel to other work sites.



Review

Meet your staff members to identify all the [hazards](#) at your workplace. Since this is a continuous improvement cycle, you need to return back to the review step to monitor your planning and action steps, investigate any incidents that have occurred and review your injury management and emergency readiness.

Plan

Decide how you will manage the hazards. Your priorities are:

Eliminate the hazard if possible. For example, replace a toxic chemical with a non-toxic substitute or replace a noisy machine with an unobtrusive one.

If you can't eliminate the hazard then **isolate** it. For example, fit protective guards around dangerous machinery parts.

If you can't eliminate or isolate the hazard then **minimize** it. For example, make sure people wear protective earmuffs, hard hats, goggles, masks and boots while working in dangerous areas.

Use the planning step to cover issues such as [training and supervision](#), emergency readiness and injury management.

Say What You Do & Importantly Do What You Said

Reassess the work area when there are new hazards or processes, for example; when you introduce a new machine or work process.

What you could do

Establish clear lines of authority and responsibility for health and safety issues. People must know whom to report the issue concerned.

Always look beyond the immediate process – how any new process can affect other work processes in the area? How compatible is the process with the workplace environment?

See common types of hazards for information on various hazards that may affect your workplace. Check with the safety gear supplier that the equipment is fit for the purpose.

Give training and instruction to employees on the equipment you require them to use.

Make [sure employees actually use the safety gear](#). They need to understand that it is not optional.

Regularly check that safety gear is being used, is effective and is properly maintained.

Involve employees by consulting with them on the choice and suitability of the equipment. They are more likely to use it if they choose it.

Lead by example and use the gear yourself; this will encourage employees to do the same.

Store safety gear in an unlocked cupboard or space right beside the area where you require it to be used. Staff members may take unnecessary risks if they can't quickly get their hands on the gear.

Never assume that you only need to show the staff members once only on how and when to use safety gear. Regularly someone shall check all the gear and see if there is anything new on the market and offer refresher training.

Overcoming Employee Resistance to Change:

Some staff members may not want to wear safety gear and they may also decide that it's unnecessary, uncomfortable, restricts their Working ability or even use the excuse that it's not good in appearance.

It's important to remind the staff members that they have a responsibility to protect their own health and safety and that of their workmates, particularly where safety procedures and guidelines are already in place.

Explaining the staff member's on exactly what can happen in the case of an accident can help them understand how

Say What You Do & Importantly Do What You Said

an apparently minor accident can change their lives forever. For example, a tiny sliver of steel flying off a cold chisel struck by a hammer can cause permanent loss of vision in a person not wearing protective goggles.

Consider using the 'Four E's': Educate Enable, Engage and Enforce to encourage employees to use safety gear and clothing. The first three are about giving employees the opportunity to participate in health and safety decisions. This also gives you an opportunity to develop relationships and show the staff members that you have their health and safety at priority.

1. Educate

Explain to employees how hazards such as noise, dust, fumes, chemicals or heights can affect their health or safety, how the equipment protects them, and when to use it. You need to point out that the effects of many hazards are not immediate. For example, loud noise may cause hearing loss that affects the employee years later.

2. Enable

Give them gear that's suitable for the purpose and that fits. It's not a matter of 'one size fits all' and some styles have a more acceptable 'look'. Employees also need to be [trained](#) to use the safety gear correctly.

3. Engage

Communicate with employees. Are there any issues that lead to a reluctance to use the gear? Is it uncomfortable, bulky or hard to move round in? If so, what can be done about it? Did they have a choice in the selection of safety gear? People are more likely to use gear they've chosen. Do they consider it 'unfit' or not 'manly' to use it? If so, where does this viewpoint come from? Are you (or the supervisor) wearing it to set an example?

4. Enforce

Finally, if everything else fails, explain that the law requires you to provide gear that protects employees against hazards that can't be controlled in any other way. You're required to make sure they use it. Ensure they understand that wearing protective gear is not optional but mandatory.

Make it a condition:

To remove any doubt over this matter, make the use of safety equipment and clothing a condition of employment by including a clause in the employment agreement. Here's a sample clause you can adapt for your business:

Make it a responsibility for your managers and supervisors to check that employees always wear their safety gear.

Walking around the workplace yourself from time to time is another way to check that people are complying.

Say What You Do & Importantly Do What You Said

Make it convenient for employees to find the gear and ensure it is kept clean and in good working condition. Effective job safety training and job hazard analysis shall be provided to all employees.

Audio and/or visual safety presentations shall be given at job sites by a responsible person.

All employees must follow safety rules and wear the following while working at the pole or at height.

1. Safety helmet
2. Safety Shoes
3. Safety Ropes
4. Safety Glasses

Clothing must provide adequate protection to the body. Shirts must have at least sleeves. Shirts with sleeves and long pants will be worn at all times. No shorts or informal clothes are to be worn. All employees, except welders and burners, must tuck their shirt inside the trousers.

Burners and welders will not be permitted to wear polyester or nylon clothing. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted. Steel-toed tennis shoes with the ANSI label are the only alternative to the leather work boot.

Firearms, alcoholic beverages or illegal drugs are not allowed at company property or in company vehicles at any time.

When drugs are prescribed by a physician, the Responsible Person must be informed. The use or possession of illegal drugs or alcoholic beverages at the job site will result in immediate termination.

Housekeeping shall be an integral part of every job. Supervisors\foremen and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.

Drinking water containers are to be used for drinking water only. Tampering with or placing items such as drinks in the water cooler will result in immediate termination.

All tools whether company or personal must be in good working condition. Use of defective tools will be prohibited.

Work Space must be secured with a fire alarm system and fire extinguisher. Ensure all associates working are having medical and accidental insurance.

All extension cords, drop cords, and electrical tools shall be checked properly grounded with ground fault interrupters (GFI's), and color-coded by a designated competent person every month. This shall be a part of the assured grounding program.

Cords and equipment's which doesn't comply with the requirements shall be immediately aged and removed from service until repairs have been made.

REPORTING OF INJURIES

Say What You Do & Importantly Do What You Said

How they think they have themselves.

What they were doing at that time.

With whom they were working with at that time.

When and where it happened.

Other pertinent information that will aid in the investigation of the incident.

All injuries, regardless of how minor it is, must be reported to your reporting head. An employee who fails to fill out a Notice of Injury Form and send it to the Safety Officer can be issued a safety violation notice and may be subject to termination, in accordance with the company's policy. In event of an accident involving personal injury or damage to the property, all persons involved in any way will be required to go through drug testing.

NOTIFICATIONS

In case of serious injury or death after the injured has been taken to the hospital, the foreman/supervisor shall notify the main officer and Responsible Person(s) as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and shall include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. Responsible person will assist in the investigation. The complete accident report form will be sent to the main office. Record the details of any accident and investigate to determine what needs to be done to prevent it in future.

SAFETY OF VISITORS

Check that contractors or self-employed workers have systems in place to manage their own health and safety at work. For example, using protective clothing appropriately or using scaffolding instead of ladders when required.

Ensure only authorized people can access the workplace and they are made aware of hazards, or provided with appropriate supervision.

Develop a Health & Safety checklist for contractors. All new contractors coming at your work sites shall read, sign and mention the date before starting any work.

Record a written overview from contractors and others for their health and safety. The staff members shall share their responsibility for the safety of friends or family visiting them.

Say What You Do & Importantly Do What You Said
Spare Parts Policy

We value the need of plant spares which are critical in nature and which are custom built specifically for the application.

To make sure that the spares of our plants are easily available and we would provide a list of critical spares with our proposal for the plant.

Provide valuation of the spares and keep it reasonable over the future.

Offer the option of buying spares directly from the end supplier if the need arises.

Maintain a stock of spares with us for similar applications and for ongoing requirements.

Prompt response to any query raised on plants spare from customers over email or phone.

Advise the customers to maintain critical spares in stock to reduce downtimes.

Say What You Do & Importantly Do What You Said

After Sales Service

We value expectations of the customers and realize the importance of running the plant on a continuous basis with minimum possible downtime for maintenance. We shall offer excellent after sales service backup to ensure our plants operate as per agreed performance parameters.

To make sure the plants operate as per agreed parameters we shall provide operation and maintenance manuals for every plant which would include detailed information on maintenance prone ancillaries/equipment.

Provide documentation on preventive maintenance in order to avoid downtimes. Offer after Sales Annual Maintenance package to the customers.

Offer solution to plant breakdowns on priority basis once reported immediately within few hours on mails or phone and within shortest possible time frame for plants based on its geographical location.

Provide PLC based systems with modems for web connectivity to analyze the performance and troubleshoot if possible, from remote location.

Design and build the equipment's in first place to minimize the downtimes.

Offer guarantee and warranty of one year for the plant and offer free support during this time frame over phone and emails.

Offer free replacement in case the design or production of the component is faulty in first place. Offer services on continual basis to the end customer after guarantee period at reasonable price.

Prompt response to any query raised on plant operation from customer over phone or email.

Say What You Do & Importantly Do What You Said

ISO & Systems Adherence Policy

Hypro is

ISO 9001-2015 Company Certified by TUV SUD.

ISO 3834 -2 certified company by TUV Nord

ISO 45001 : 2018 Company Certified by TUV Nord.

DIN AD 2000 MERKBLATT HP 0 Certified Company by TUV Nord U Stamp Certified Manufacturer as per ASME CE Marked System Supplier

We have a system in a documented format which defines the roles and responsibilities of the individuals and functional departments within the company.

The policy developed is an outcome of visionary efforts by core team members of Hypro and it's a treasure for all newcomers to understand what's the role and responsibility, way of methodical documentation and communication.

The system helps for the smooth functioning of the operations in the company and copes up to the demands of growth. When one adheres to the laid policy, errors are eliminated and in case an error occurs, it's easier to track it down.

All are urged to understand the system in-depth as it enriches your own value as a professional and would help you deliver the work in an expected manner.

Hypro would conduct annual tests of individuals to assess the ISO System knowledge and its implementation and individuals scoring well in the tests can expect good growth in their careers.

To sum up it hinges on the operations deliverables tag line of Hypro

-“What you Do and Importantly Do what you wrote”.

Say What You Do & Importantly Do What You Said

Digital Platform Policy

HRMS Portal

Hypro has invested into a HRMS Portal which is a useful software tool for

1. Team member credentials and his/her history.
2. Performance and growth mapping.
3. Attendance, payroll, leave, pay slips, salary details.
4. List of Holidays
5. All applications for outdoor assignments and travel arrangements
6. Exit and relieving.
7. Tasks assignment.
8. Group notifications
9. System Manuals
10. News/ Announcements/ Openings in
11. Team

The tool helps individuals to digitally perform several operations related to above. All are urged to use the inline tool which can be accessed from anywhere in the world by connecting to the internet.

Hypro makes its mandatory for all the individuals to use the portal. The SDR Department members are expected to impart training to all newcomers on how to use and manage the portal.

It is the responsibility of an employee to ensure all your records are updated with the SDR. Any change in address, contact number, emergency contact number, marital status needs to be intimated to HR through email and post-submission of valid documentary proofs ensure the same is updated in the records.

Grievance Portal

Hypro has created internal Hypro Grievance Portal. You can put your grievance on this portal. Through this portal, your message will be directly sent to Higher Management & your identity is marked as anonymous.

For more information, you can contact the IT person.

Say What You Do & Importantly Do What You Said

Zoho Portal

Hypro has invested into a Zoho Portal (Zoho Projects & Zoho Expenses) which is a useful software tool.

Zoho Projects

- 1) Useful for managing the project activities & planning through the task
- 2) Task Assignment by HOD
- 3) Performance & growth mapping
- 4) Self-Task Assignment

Zoho Expenses

- 1) Apply trip for site & other work related to office & project
- 2) To record expenses
- 3) Reimbursement of expenses
- 4) Advance Request
- 5) Approvals Related to Trip, Expenses, Advance

It is the responsibility of an employee whenever you need to go to the site or visit outside the office for office related work, apply for trip requests through Zoho. Make use of Zoho expense to record expenses. Upload a task time to time, because it will be the main focus point for the evaluation of performances of individuals.

Say What You Do & Importantly Do What You Said

SAP Business One

SAP B1 is a business management software (ERP) designed for small and medium-sized enterprises. As an ERP solution, it aims to automate key business functions in financials, operations, and human resources.


This tool is useful for the smooth workflow of the company. The SAP B1 person will impart training to all the newcomers on how to use the software.

SAP Business One is arranged into 15 functional modules, covering the typical functions in a business organization. The most widely used modules are Financials, Sales Opportunities, Sales – A/R, Purchasing A/P, Business Partners, Banking and Inventory.

- **Administration**, where the setup of the various core settings in the application are done.
- **CRM**, where common sales employee tasks link to the other modules (NB: The module is purely here for usability and offers no new features of its own) (only SAP 9.3 and higher).
- **Financials**, where the definition of Chart of Accounts is set up and the core Journal Entries can be created.
- **Opportunities**, where Lead generation are used to keep track of potential Sales and Purchases.
- **Sales - A/R**, where the sales flow (Quotation > Order > Delivery > AR Invoice) are managed.
- **Purchasing - A/P**, where the purchase flow (Quotation > Order > GRPO > AP Invoice) are managed.
- **Business Partners**, where master data of Leads, Customer and Supplier are maintained.
- **Banking**, where payment of Incoming (sales) and outgoing (purchase) payments are created.
- **Inventory**, where master data of goods to be sold/purchased are maintained and their quantity/value in warehouses are tracked.
- **Resources**, where master data of resources (machines and people) to be used in production are defined (capacity and planning) (only SAP 9.1 and higher).
- **Production**, where Bill of Materials master data are maintained and Production orders are created.
- **Project Management**, where you define projects (what you do when) (only SAP 9.2 and higher).
- **Material Requirements Planning (MRP)**, where forecasts of needed items in sales/production are defined in order to make purchase order recommendations.
- **Service**, where management of service contract is maintained and service calls are created.
- **Human Resources**, where employee master data (names, contract information, roles, etc.) are maintained.

Say What You Do & Importantly Do What You Said

List of Departments in Hypro

List of Departments		
		
Sr	Department - Name	Abbreviation
1	Administration	Admin
2	Commercial & Accounts	C & A
3	Chemical Engineering & Design	CED
4	Electrical Instrumentation & Control	EIC
5	Information Technology & Hardware	ITH
6	Mechanical Design & Engineering, Pipi	MDEP
7	Mechanical Design & Engineering , Sta	MDES
8	Manufacturing	MFG
9	Quality Assurance & Control	QAC
10	Sales	SALES
11	Support After Sale - SAS	SAS
12	Supply Chain Management - SCM	SCM
13	Support & Development - Resources	SDR
14	Solutions Engineering	SE
15	Project	PRJ
16	Stores, Dispatch	STO
17	Systems & Digitalization	SIP
18	Technology Development & Research	TDR
<p>Version : 04 : Date 11-02-2020 : HEPL - SDR - 054</p> <p>System Files - SDR Department</p>		

Say What You Do & Importantly Do What You Said

Hirarchy Matrix		Hypro HTM Synonym of TRUST
Sr	Hirearchy	Departments
1	Assistant	Admin, Sales & Marketing
2	Engineer	CED,MDE,EIC,MFG,QAC,PPC,Projects
3	Officer	Admin. Stores, SDR
4	Sr Officer	Admin. Stores, SDR
5	Sr Engineer	CED,MDE,EIC,MFG,QAC,PPC,Projects, Sales, Solutions
6	Designer	Drafting
7	Sr Designer	Drafting
8	Team Leader	All depts
9	Manager	All depts
10	Dy General Manager	All depts
11	General Manager	All depts
12	COO	Operations
13	CFO	Finance
14	CSO	Sales
15	Director	
16	Dy Managing Director	
17	Managing Director	
18	Chairman	
SDR-FR-49 ver01 17.01.2025		Page 1 of 1

Say What You Do & Importantly Do What You Said

Designation List	
 Synonym of TRUST	
Sr.	Designation
1	Managing Director
2	Director
3	Vice President
4	Senior Draftsman
5	Assistant Manager
6	Senior Executive
7	Central Coordinator and Executive Assistant to FMD
8	Senior Manager
9	Deputy General Manager
10	Front Desk Executive
11	Trainee Marketing Coordinator
12	Draftsman
13	Developer
14	Trainee Developer
15	Trainee Draftsman
16	Data Entry Operator
17	Trainee Data Entry Operator
18	Senior System Administrator
19	Manager
20	Trainee Engineer
21	Officer
22	Sales Marketing Coordinator
23	Deputy Manager
24	Office Boy
25	Senior Officer
26	Advisory Board
27	Executive
28	Engineer
29	Senior Engineer
SDR-FR-78 ver01 01.12.2024 Page 1 of 1	

Say What You Do & Importantly Do What You Said
Email Id Policy

Hypro Engineers Pvt Ltd has specific format for email id of all employees.

Format -1

Creation of new generic email id. i.e short name of dept (serial number)

@hypro.co.in For Eg - Ced04@hypro.co.in

Format-2

For all senior employees (from designation of Assistant Manager) it is based on specific format

Short name of dept designation (Head/HOD/GM) @hypro.co.in – this format may vary based on the designation and seniority of the employee.

For Eg – gmengg@hypro.co.in

Say What You Do & Importantly Do What You Said

Code of conduct

All Employees are to conduct themselves in accordance with the highest ethical standards. These Statements of Principle of Conduct describes the standards of behavior governing all the associates. It is imperative that you read, understand, and follow the principles described in the statement. While you may be not knowing all the details of all the areas of law, you are expected to know when ethical issues arise within the scope of your duties, and to seek guidance for ensuring that these principles are followed.

Principle #1: Comply with all applicable laws

It is a Company's policy to comply with all applicable laws, rules and regulations. You are required to familiarize yourself with all of the laws and regulations that apply in the areas of your responsibilities.

Securities Laws

These laws require that accurate information to be given to the public and prohibit associates and leaders from misusing information that is not available to the public. It is a violation of both criminal and civil laws for any associate or leader to engage in any securities trading while in possession of confidential information. All such information should be kept strictly confidential.

Employment Laws

Hypro Group is committed to equal employment opportunity and fair treatment for employees commencing with hiring and continuing through all aspects of the employment relationship. It will not discriminate in any employment decision because of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, genetic information, veteran status, or any other basis prohibited by applicable law. Hypro Group prohibits the unlawful harassment of its employees and recognizes employee freedom of association and the right to bargain collectively or to refrain from such. We strictly follow the rules and regulations by the government.

Our company strictly adheres to all labor laws laid down by the Government of India. We are fully committed to ethical employment practices and ensure compliance with all applicable labor regulations, including fair wages, safe working conditions, and employee rights. We have a zero-tolerance policy, we strictly prohibit the employment of individuals below the legal working age, in full accordance with the Child Labour (Prohibition and Regulation) Act, 1986, and other relevant laws.

Antitrust Laws

Although this is a complex area, as a general rule, most forms of agreement or understanding with competitors, as well as various types of price discrimination between competing customers, are unlawful. If your activities cause you to confront these issues, you must familiarize yourself with the antitrust laws, and you should seek guidance on such issues from management and from the Human Resources Department.

Say What You Do & Importantly Do What You Said

International Activities Laws

If you are involved in international trade, you should be familiar with a range of export-import controls, customs duties, child labor laws, anti-corruption laws, and the Anti-Boycott and Foreign Corrupt Practices Acts.

Intellectual Property Rights

Hypro Group respects the intellectual property rights of others, including their valid patents, trademarks and copyrights. In particular, copyright laws prohibit the reproduction of print or electronic publications, including television or radio broadcasts, photographs, manuals, databases, sound records and web pages. Except for archival purposes, the copying of licensed software without the authorization of the copyright owner is prohibited.

Principle #2: Be fair to Hypro and to Hypro's employees, customers, suppliers and competitors,

Each associate and leader is expected to deal fairly with Company's customers, suppliers, competitors, and employees. No one should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing.

Fairness is not only avoiding any misuse of funds or other property, but includes identifying misuse or waste by others, avoiding abuse of the Internet, creating and maintaining completely accurate financial books and records, safeguarding all types of information about Hypro, complying with internal controls and procedures, providing prompt and accurate answers to inquiries by persons responsible for preparing our public disclosure documents and avoiding conduct that interferes with your functioning in your position to the best of your ability. Fairness to others involves respect for their property, their self-esteem, and their contributions to the overall success of the Company.

Principle #3: Confidentiality & Non-competition: -

Associates and leaders must maintain the confidentiality of confidential or proprietary information, including trade secrets, entrusted to them by Hypro or its suppliers or customers, except when disclosure is specifically authorized by the Hypro Human Resources Department or required by laws, regulations or legal proceedings. Confidential information includes all non-public information that might be of use to competitors of Hypro or harmful to Hypro or its customers if disclosed.

While in employment or thereafter you will not reveal any particulars, know-how, procedures, manufacturing process, any other technical, administrative, financial or other organizational information whether confidential or otherwise, which you may get acquainted with while in employment to any individual/agency/organization, by word of mouth or otherwise.

During or after termination of the employment, you shall not, at any time except under the legal process,

Say What You Do & Importantly Do What You Said

divulge, disclose to any person and prevent the publication or disclosure of any information

pertaining to the company's proprietary drawings, designs, processes related to manufacturing, marketing and all commercial methods and practices concerning the company.

You will not take out any kind of prints &/or retain any paper, report, or any other document(s) or take away any information about the company's operations, its employees, its customers, past or present for which you have access during your employment with the company; however, trifle or insignificant it may be without prior permission of the appropriate authority in the company.

Principle #4: Avoid all conflicts of interest

Hypro's associates and leaders must avoid engaging in any activity that might create a conflict of interest or create a perception of a conflict of interest. A conflict of interest occurs when an associate or leader is, for any reason, in a position that his or her conduct appears to be, influenced by some factor other than concern solely for the best interests of Hypro. Such factors include being employed by a competitor or potential competitor, receiving gifts of more than a minimal value from someone working for a supplier, customer or competitor, or having a significant financial or other interest in any of those other businesses by either the associate, leader or a member of his or her family.

Determining whether a conflict of interest exists is not always easy to do. Associates should seek review by their manager or Human Resources Manager prior to engaging in any activity, transaction, or relationship that might result in a conflict of interest.

Principle #5: Do not use corporate opportunities for personal benefit

Associates and leaders are prohibited from taking for themselves personal opportunities that properly belong to Hypro or are discovered through the use of corporate property, information or position; using corporate property, information or position for personal gain; and competing with Hypro Employees and directors owe a duty to Hypro to advance Hypro's legitimate interests when the opportunity to do so arises.

Principle #6: Protect and properly use Hypro's assets

Associates and leaders should protect Hypro's assets and ensure their efficient use. All Hypro assets should be used for legitimate business purposes. Associates and those who represent Hypro are trusted to behave responsibly and use good judgment to conserve company resources. Leaders are responsible for the resources assigned to their departments and are empowered to resolve issues concerning proper use.

We at Hypro believe in long term association with every team member working with us. We at Hypro believe in offering a role by choice of the team member and as per his/her keen interest. We believe that this will lead to the member to deliver his/her best output. We at Hypro would like to create an environment where team members would be willing to work and contribute to the development and growth of themselves and the

Say What You Do & Importantly Do What You Said

company. We expect employees to know the channels of internal and external communication. HOD/Senior to be consulted in case if there is any communication to be floated. Issuance of the wrong specification is the sole responsibility of the employee and his superior.

We believe that proper training should be given to the members to work in right direction with the highest efficiency. To propel this we would like the members to share their work issues openly with us and resolve matters which are a hindrance to his/her own growth.

We at Hypro value and respect the contribution of every team member. No role is considered inferior and work is given the utmost value. All contributions are noted and registered.

We believe in “Give and Take” approach where the management and team members work in harmony and there is no room for biasness by either the management or the member.

We believe in totally clear, transparent and honest work culture.

We believe in imparting knowledge and sharing experiences to the members which will boost their output.

We believe in working today for creating leaders for tomorrow.

Politics in any form, misleading in any form, misguiding in any form is prohibited.

Company code of conduct:

Symbiotic communication at a lower voice pitch.

Principle #7: Specialized Trainings And Agreement.

If you are given a special training in India or abroad whereby you will attain special skills & knowledge important to the business of the company, and if you accept such a training proposal, then the company will ask you to execute a separate service agreement guaranteeing that you shall not leave the company for a period three years commencing from the first date of such training and it shall be executed before such training shall begin. Such service agreement will have a penalty clause; in case you decide to leave the company before completion time specified in the said service agreement.

Say What You Do & Importantly Do What You Said

Office Etiquettes Policy

Why these Etiquettes are important?

1. To avoid negative confrontation
2. To avoid politics i.e. in the office or Work Place.
3. To Communicate effectively with an opposing opinion of another person
4. To be organized and in a uniformed way.
5. Avoid work-place tension/conflicts
6. To Avoid Misunderstanding
7. To Increase Employee Job Satisfaction
8. Increase productivity
9. Get the Job Done
10. To make Workplace a stress-free place

Basic Behavior what we expect under Workplace Etiquettes

1. Exhibit a positive attitude and pleasant demeanor
2. Maintain Good Eye Contact
3. Appropriate Introduction – Introduce someone by his or her title and last name, unless otherwise specified.
4. Show respect when you are introducing someone or you are being introduced.
5. Be a good Listener and soft spoken
6. Show respect and consideration for others.
7. Keep personal telephone conversation to a minimum volume
8. If you want to have informal conversation to any of your teammates, please go to conference room, out, or for a tea so that other people's work will not be affected. Otherwise, keep it for short time.
9. Maintain privacy- Keep all workplace conversation professional.
10. **Never adopt a casual attitude at work** Knock before entering anyone's cabin. Respect each other's Privacy.
11. Use appropriate tone of voice.
12. Remove slang terms and use good listening skills.
13. Do not gossip.
14. Keep your workspace neat and clean.
15. Cell phone- Turn it to silent or vibration mode for a positive impression.
16. Always arrive on time.
17. Remember your manners.
18. Be ready to learn, adapt and change
19. Exercise professional maturity by showing good management and build good relationship.

Say What You Do & Importantly Do What You Said

20. Show respect to your colleague's experience and expertise.
21. Show professional behavior in front of juniors.
22. Show respect to the seniors and learn from their right behavior.
23. Do not laugh at other's weakness.
24. Do not form a group and bully a person.
25. Never criticize or make fun of any of your colleagues. Remember fighting leads to no solution. There are several other ways to express displeasure. Sit with your colleagues, discuss the issues mutually in a friendly manner.
26. Respond properly to your co workers, supervisor and clients.
27. Proper posture is also important.
28. Proper body language is also important.
29. Use "Please" and "Thank you".
30. Show willingness to help.
31. Show Mutual respect and Punctuality
32. Believe in Team work.
33. Show appreciation and give credits for jobs done well.
34. Pass information to all related recipients in the desired form. Communicate through written modes of communication preferably through emails. Keep your reporting boss in the loop. Make sure your email signatures are correct.
35. Reach office on time. One must adhere to the guidelines and policies of the organization. Discipline must be maintained at the workplace.
36. Make sure you turn off the monitor while you go out for lunch or tea breaks. Switch off the fans, lights, printer, fax machine, scanner before you leave for the day.

Smoking / Chewing of tobacco, pan parag / bar / consumption of alcohol while on duty in the office / on site premises is prohibited.

Tea, coffee, black tea, black coffee, drinking water and hot water will no longer be served at individual workstations.

To promote self-service and maintain efficiency, kettles will be placed in common areas/on respective floors for tea, coffee, black tea, black coffee and hot water.

You are requested to fill/refill your cups with the beverage of your choice on your own.

A few important points to note:

- Please do not carry your mugs at home as they are for office use only. If you carry see that you bring them back the next day.
- Please wash your own cups/mugs after use.
- Do not mark or write on company-branded mugs, as this may spoil the branding.
- Do not leave cups unattended or scattered in the common areas — place them back at your desk.

Say What You Do & Importantly Do What You Said

Negative Conduct Symptoms

1. Gossiping about any individual /company
2. Loud conversations as if you are in a party with friends or an informal meeting.
3. Passing information about a person/taking part into verbal gossiping /spread of information in any form that is detrimental to a person / company / targeting individual with derogatory remarks in person / in a group.
4. Spending time beyond acceptable levels on personal conversations with team mates and over phones.
5. Recording videos and calls in office premises of the company. If you are found to be doing so, your mobile will be confiscated and handed over to the cyber cell of police for illegal recording of events and calls without permission. This company doesn't allow anyone to record the events / discussions within the company and circulate the same is considered illegal. If such incidences are noted company may have to come up with a policy to not allow smart phones within company premises and team members will be given common calling handsets only.

You must be smart and intelligent enough to know that no company in the world pays you for activities of above nature while on work. It's obvious that you are here and being compensated for work and it's expected that you realize the importance of it.

Taking part directly or indirectly in prohibitive activities is breach of trust and the people involved are likely to lose opportunity to be part of the company. All such highly capable, smart, intelligent people in their view who make fun of others simply don't realize the basic purpose why are they part of the company and such people shall rather introspect their conduct.

All gossipers shall find themselves a suitable work place other than Hypro, as this is not a place to work for any gossipier individual no matter how smart or capable the person is.

Say What You Do & Importantly Do What You Said

Admin Point of Contact

- Stationery requirement
- Arrangement of vehicle for travelling
- Ticket booking(train/bus/flight)
- Housekeeping issues
- Seating arrangement

SDR Point of Contact

- Leaves/Pay slip/Salary Certificate
- Seminar/training
- Loan/Salary advance
- Recruitment
- Company Policies
- Employee grievances

Say What You Do & Importantly Do What You Said

Dress Code

Formal dress is expected from Monday to Wednesday.

Hypro T.shirts to wear on every Thursday. Casual dress will be allowed on Friday and working Saturday.

For Men

Formal: Business Suits, Trousers, Full/Half sleeved Shirts, &Shoes. Note: Informal footwear like sneakers, floaters are inappropriate and should be avoided at work. Dark trousers and light shirts and Checks shirts are considered as casual.

For Women:

Salwar - Kameez, Chudidar kurta or saree that suit a professional environment.

Western Attire:

Formal: Business suit, Formal trousers, Jacket & Skirt with a formal top is acceptable

Smart Casuals:

For Men

Casual Trousers, Corduroys, Denim Trousers, Jacket, Collared T-shirts, Casual Shirts, Athletic shoes and Sneakers etc. Informal footwear like Hawai Sandals, etc. must be avoided.

For Women

Casual – Denim / Corduroy Trousers/ Capri's / Skirts, Jackets, T-shirts or casual shirts / tops etc. Note: Any choice of Office wear / Casual wear should not be revealing, excessively form-fitted or worn out.

Say What You Do & Importantly Do What You Said

Working Hours Policy (w.e.f 30th Sept 2021)

Working Hours Policy and work breaks for Tea/ Coffee & Lunch		
Working Hours	9 hours	On all Days except Sunday. Or as per management directives issued from time to time.
Office In Time flexible in between 8 a.m. to 9.15 a.m.		No late mark allowed. Punching after 9.15 half day will be deducted.
		Team members reporting to work between 09:00 to 11:00 am will be treated as a short leave.
		Team members reporting to work from 11:00 to 01:30 pm will be treated as a half day leave.
		Team members reporting to work post 01:45 pm will be treated as full day leave.
Tea/Coffee breaks – Slot 1,	10:30 to 10:40	On Desk or self-collection from pantry area and a maximum duration of 5 minutes.
Lunch	13:00 to 13:30	Maximum Duration of 30 minutes. Team members can have lunch at the terrace area in office designated area in the Factory
Tea/Coffee breaks – Slot 1,	15:30 to 15:40	On Desk or self-collection from pantry area and a maximum duration of 5 minutes.

Say What You Do & Importantly Do What You Said

Communication Policy

Hypro is committed to working directly with you as an individual. If problems or questions arise, it is your responsibility to ask for explanations. Start with your supervisor. If that individual is unable to help you, or you are not satisfied with the answer that you are given, please contact a Human Resources representative or any other member of management. No organization is completely free of problems. Hypro's goal is to address problems specifically, individually and in a responsible and timely manner.

All communication must be in written form for any decisions that need to be documented. Verbal communications find no place as an authentic document / form of instructions.

Email Communication

- It's desirable that you acknowledge and respond as soon as you receive the email asking for any information.
- If you know you will be late to respond the intimate the sender and make sure you respect your commitment.

Keep the originator or task allocator informed in all your emails until the task is completed on an hourly basis or daily or weekly basis as per the urgency.

While writing emails, be short and clear of what you need and expect.

Address the mail to the person / team who is supposed to work / respond to your mail. Include others in cc if necessary.

Unless you want a person to read the mail, comment on it, review it, do not send mail to that person. While sending attachments with the mail, compress them or reduce the size of the attachment.

Say What You Do & Importantly Do What You Said

Social Media Policy

Communication on Social Media During Work Hours		
It's needless to state that social media communications are leading to disturbances into your work.		
The whole objective on these rules is that the work shall proceed without disturbances and to ensure social communication during work hours is not possible.		
If you are carrying personal handsets then during break can collect it.		
The locker will be opened during lunch time between 1 to 1:30 pm where you can collect it and access your personal handsets.		
For official sim card and social media apps must be restricted only to be used for official purpose		
It is observed that members are constantly communicating on whats app, keeping Whats Communication window on during work hours. This is a clear violation of rules and will affect your rating.		
Common number will be available in the office where emergencies can be addressed by your family. You can inform them @ this common number for emergency contact.		
It is observed that many members are on line during work hours and using social media. Some have been bold enough to send connect request to our M.D on Linked In and that too during work hours. Such conduct is unacceptable and is detrimental during office hours.		

Say What You Do & Importantly Do What You Said

Assets Allocation Policy

Company provides its employees with assets & communication facilities. These assets are to be used for official business purposes only. Employees cannot use these facilities for personal gain or profit i.e. facilities such as mobile handset, laptop, sim card & internet. The company provides its employees mobile/internet connection/sim card for official purposes.

As applicable, employee shall be provided sim card for official communication. The limit for mobile phone billing will be defined by the respective reporting head. Employee must mark & justify itemized bill for mobile usage over & prescribed limits.

Internet Facility: usage ->This facility should be used strictly for official purpose.

Laptop: As required additional software & configurations necessary for official work will be preloaded by the IT support. Employees shall not install any software on their computers other than that which may cause problems in using & protecting company provided hardware & tools.

Assets Allocation Policy			
Hierarchy	Managers & above	Officers to Sr Engineer	Executive up to managers
Laptop	Yes	No	No
Desktop	N.A	Yes	Yes
Software- O.S	Windows 10 Pro or la available at the time purchase	Windows 10 Pro or la available at the time purchase	Windows 10 Pro or la available at the time purchase
M.S Office, Word, Excel, Outlook, Power Point	Yes		
MS Visio	If required and justified	For Process Team	For Process Team
ACAD	No	For MDE Drafting Team	For MDE Drafting Team
Solid Edge	No	For MDE Drafting Team	For MDE Drafting Team
MS Projects	If required and justified	If required and justified	NO
SAP B 1	Yes as per allocation	Yes as per allocation	Yes as per allocation
HRMS Portal	Yes	Yes	Yes
Handset	Yes	If required and justified	If required and justified
Tally ERP	For C & A Team	For C & A Team	For C & A Team

Say What You Do & Importantly Do What You Said
Telecommunications Policy

Departments Category – A			
Hierarchy	Managers & above	Executive up to managers	Officers to Engineers
Max Usage up to Rs/month Incl Taxes	750	500	350 or as per allocated plan minimum charges per month
Data Plan	As per prevailing plan	As per prevailing plan	As per prevailing plan
Extra - official only	With records	With records	With records
Itemized billing	Must	Must	Must
Departments Category – B			
Max Usage up to Rs/month Incl Taxes	500	300	250
Net limit - MB/month	As per prevailing plan	As per prevailing plan	As per prevailing plan
Extra - official only	With records	With records	With records
Itemized billing	Must	Must	Must
A	B		
Department	Department		
Electrical Instrumentation & Control	Administration - Admin		
Chemical Design & Engineering	Commercial & Accounts		
Site Execution & Project Control	Support & Development- Resources		
Solution Engineering	Information Technology & Hardware		
Sales	Manufacturing		
Supply Chain Management	Mechanical , Static		
Support After Sale	Mechanical , Piping		
	Quality Assurance Control		
	Stores, Dispatch		
	Technology		

Say What You Do & Importantly Do What You Said **IT Policy**

Purpose

The purpose of this policy is to set the IT administrative policy and provide guidance related to the responsible use of HYPRO ENGINEERS PVT LTD Computers/Laptops and Information Systems.

General

The policies outlined below relate to the responsible use of computers and Information Systems. All policies mentioned here correspond with the HYPRO ENGINEERS PVT LTD offices as well as Hypro Field Staff. This policy addresses the use of the internet and all office equipment including, computers, laptops, scanners, printers, digital cameras, and so on.

It is acknowledged that some HYPRO ENGINEERS PVT LTD staff members require access to electronic communication services and IT equipment in the normal course of work. The spirit of this policy emphasizes that the use of these services is restricted to only Company related work and not for personal use. Users are required to follow points outlined in this policy; a failure in compliance with this policy may result in denial of access to these resources, a disciplinary warning or, in some cases, immediate dismissal.

The policies and guidelines outlined here are to prevent unnecessary expenses, repairs and systems failures to HYPRO ENGINEERS PVT LTD equipment. Additionally, the measures outlined below are to prevent misuse of equipment that may result in a slow internet speed and networking system, viruses to the HYPRO ENGINEERS PVT LTD network and exposure to web sites, photos and other material which is not considered to be appropriate for a work place.

Definitions

Electronic Communication refers to electronic mail and World Wide Web (internet).

Information Technology Systems refers to IT equipment including, but not limited to computers, printers, scanners, networks, servers, software and projectors.

Networks refer to the networking system within an office including but not limited to hubs, routers, firewalls and storage devices.

Policy on Use

Hypro Engineers Pvt Ltd information systems are to be used predominantly for Hypro Engineers Pvt Ltd related business only.

Electronic Communication:

Say What You Do & Importantly Do What You Said

Email: Hypro Engineers Pvt Ltd doesn't allow access to personal emails through Hypro Engineers Pvt Ltd equipment.

Internet:

Heads of Department and Office Manager may approve a request for internet access for an individual, but are then responsible to control use on that computer. User can only use internet through Hypro Engineers Pvt Ltd Firewall security login. Data card needs to be used when lease line or Firewall not working or User out Hypro network.

The following actions are prohibited on HYPRO ENGINEERS PVT LTD Electronic Communications system.

- ✓ Downloading or installing any software or upgrades without proper authorization with the exception of Anti-Virus updates and security patches.
- ✓ Downloading and storing pictures/movies, music or other entertainment material.
- ✓ Accessing unrelated business websites and media deemed inappropriate or offensive.
- ✓ Installing a private system (External Internet media) to the HYPRO ENGINEERS PVT LTD network for internet access or otherwise without permission and approval from the Head of office.
- ✓ If a private computer is to be used with HYPRO ENGINEERS PVT LTD Department network, the System Administrator has the right to monitor and audit the same way as an HYPRO ENGINEERS PVT LTD Head office servers is being monitored and audited.

Please note that websites accessed through Hypro Engineers Pvt Ltd communication systems are remotely monitored from HYPRO ENGINEERS PVT LTD Head office through internet providers and internet firewall.

Information Technology Systems and Equipment

HYPRO ENGINEERS PVT LTD owned IT Systems and Equipment are to be used exclusively for HYPRO ENGINEERS PVT LTD business. All systems are maintained by the Hypro Engineers Pvt Ltd System Administrator or his designee in each office. For this reason, the following actions are prohibited:

- ✓ Attempting to add, remove or modify computer equipment, software, or peripherals without proper authorization.
- ✓ Accessing without proper authorization computers, software, information or networks that belongs to HYPRO ENGINEERS PVT LTD.
- ✓ Unauthorized attempts to repair IT equipment. All repair needs are to be reported to the System Administrator Office.
- ✓ Taking actions, without authorization, which interfere with the access of others to information systems.

Say What You Do & Importantly Do What You Said

- ✓ Circumventing login, passwords or other security measures.
- ✓ Using information systems for any illegal, unauthorized purpose.
- ✓ Personal use of information systems or electronic communication for non- HYPRO ENGINEERS PVT LTD consulting, business or employment, without then written approval of IT system Administrator or Hypro Management.
- ✓ Violating any software license or copy right, including redistributing software.
- ✓ Using company internet for personal mobile to download movies, songs, software.
- ✓ Reading other users files or information without permission.
- ✓ Installing games, playing/copying video songs or movies and installing pirated software.
- ✓ Using Internet for voice chatting (unless authorized by Hypro Management),online radios, peer to peer software such as yahoo chat, Torrents, Kazaa, Napster, etc., which monopolizes internet band width.

General Printer Policy

- Printers are to be used for documents that are relevant to the day-to-day conduct of business at HYPRO ENGINEERS PVT LTD and printers should not be used to print personal documents.
- Make efforts to limit paper usage by taking advantage of duplex printing (i.e. double-sided printing) features offered by some printers and other optimization features (e.g. printing six PowerPoint slides on per page)
- Do not print multiple copies of the same document – the printer is not a copier and typically costs more per page to use. If you need multiple copies, print one good copy on the printer and use the photocopier to make additional copies.
- Avoid printing e-mail messages. This is time consuming. Instead use the folders and archiving functionality in your e-mail application to organize and view your messages.
- Avoid printing large files, as this put sad rain on network resources and interferes with the ability of others to use the printer. Please report any planned print jobs in excess of [insert number] pages to the IT department so that the most appropriate printer can be selected and other users can be notified.
- Color printing is typically not required by general business users. Given this selective need, as well as the high cost per page to print color copies, the number of color-capable printers available has been minimized. You are strongly encouraged to avoid printing in color when monochrome (black) will work.
- If you encounter a physical problem with the printer (paper jam, out of toner, etc.) and are not “trained” in how to fix the problem, please do not try. Instead, report the problem to IT or ask a trained co-worker

Say What You Do & Importantly Do What You Said
for help.

- IT Person only helps you when the Printer is not working. IT and not responsible for any Printing Job.

Business Data and Access

All products of work during time are considered the possession of HYPRO ENGINEERS PVT LTD and must be available for access by supervisors and management. This includes, but is not limited to correspondence, research, reports, data and translations. Business records and correspondences are to be maintained neatly in clean filing systems such that any single individual does not have sole control/access to this information. (Should the employee become unavailable due to illness or other reasons or refuse to provide the information necessary, the System Administrator or the Line Manager, if required, would be authorized to access the information with the approval of Department Head or Director. Likewise, all staff members are required to take the backup of their data on a regular basis. Please see the Systems Administrator or Line Manager for assistance on this matter.

Repair / Maintenance

Repairs and Maintenance: All repairs and maintenance are to be conducted through the System Administrator. Under no circumstances staff members should attempt to conduct repairs at HYPRO ENGINEERS PVT LTD equipment personally or through an unapproved vendor.

Users are required to maintain the equipment(s) assigned to them as described below:

- ✓ Equipment should be cleaned regularly –especially- from dust (See System Administrator for help)
- ✓ Run “De-fragmentation” utility at least once a month on the computer to optimize your system’s Performance.
- ✓ Make sure to turn off electronic equipment’s at your office including the power regulator before you leave the office for the day.
- ✓ Users should back up HYPRO ENGINEERS PVT LTD business-related data regularly or at least once a week. If required, take daily Backup As per Hypro Management guideline SOP.

Application and Enforcement

The Systems Administrator and designee would routinely check communications and IT systems in the normal process of work. This includes, visited web sites, system files etc. Additionally, web sites accessed are reviewed on a routine basis through the Firewall/server and individual computers. The System Administrator and designee has authority to access any account, file or data controlled by the alleged violator and share such

Say What You Do & Importantly Do What You Said

information with Department Head or Company Director, Head of Office and/or IT Head or Operations Manager for further action and investigation.

Misuse of Communication and IT Systems as determined and defined in this policy will result in disciplinary action or loss of privileges. Disciplinary measures include written and verbal warnings as outlined in the National and Expatriate Handbooks. The extreme event of accessing inappropriate web sites(pornography),sharing of data outside the organization without permission, data acquisition without prior knowledge or intimation will result in immediate suspension from duties – leave without pay or termination.

All team members are urged to read the explicitly defined policy and data storage system to be followed and seek assistance from I.T department. IT Department member must explain the system to all new joiners and provide them assistance. Below is an example of data storage system.

Documentary Path Policy

Sr.No.	Department	Files Server Access Path -
1	Management	\\STORAGE1-HYPRO\Management\2018
2	HR & Admin	\\STORAGE1-HYPRO\HR & Admin\2018
3	After Sales Support	\\STORAGE1-HYPRO\After Sales Support\2018
4	Commercial & Accounts	\\STORAGE1-HYPRO\Commercial & Accounts\2018
5	EIC	\\STORAGE1-HYPRO\EIC\2018
6	IT	\\STORAGE1-HYPRO\IT\2018
7	Sales & Marketing	\\STORAGE1-HYPRO\Sales & Marketing\2018
8	MDE	\\STORAGE1-HYPRO\MDE\2018
9	PDE	\\STORAGE1-HYPRO\PDE\2018
10	Procurement	\\STORAGE1-HYPRO\Procurement\2018
11	MFG	\\STORAGE1-HYPRO\MFG\2018
12	Stores	\\STORAGE1-HYPRO\Stores\2018
13	Projects	\\STORAGE1-HYPRO\Projects\2018
14	Quality Control	\\STORAGE1-HYPRO\Quality Control\2018
15	Hypro Share	\\STORAGE1-HYPRO\Hypro_Share\2018
16	QMS	\\STORAGE1-HYPRO\QMS\2020

Say What You Do & Importantly Do What You Said
Laptop Issue policy

Terms and Conditions: (Applicable to Laptop Users)

- The process for handing over Laptop should be documented through the completion and signing the appropriate Form by the employee as well as the System Administrator.
- The Employee must secure approval from the Manager/HOD and System Administrator to take laptop outside Company Premises.
- Laptop will be used only for the business of Company and shall not use for any unlawful or prohibited purpose.
- No unauthorized data will be used/load in the course of use of the asset.
- It will be the responsibility of the Employee to take proper and reasonable care of the asset at all times, he/she shall not misuse the same and take all necessary and adequate safe guard to protect the assets of Company.
- In case of any failure, employees are required to report the same to the System Administrator.
- Employees may not take the laptop for repair to any external agency or vendor at any point of time
- Laptop shall be the property of the Company at all times and the Employee will not have any right or interest in the said asset except using such asset during the employment or for such duration as may be decided by the Company.
- In case of loss of the laptop, the employee will have to immediately report the loss, with all the relevant Information relating to the loss, to the SDR Team.
- In case of the loss of laptop- be it on, or off Company premises, due to negligence of the employee-user, the company will recover the cost of the laptop from the employee- user. It is the company's discretion to impose further penalties on account of loss of confidential information.
- In the event of any loss/ damage to the asset, employee will provide all necessary information and assistance to Company for enabling it to claim the insurance amount from the Insurance Company.
- Employee will submit the Laptop for random audit by Company in order to check the physical presence as well as the functional usability of the asset.
- Employee will have to maintain the secrecy and the confidentiality, at all times, with respect to all the data and information relating to Company or used in relation to the employment with the Company, contained in the asset, whether in past, present or future.
- In case of leaving the employment or being terminated for any reason, Employee will hand over the asset to the Company in good condition failing which Company is authorized to charge penalty against the Employee.
- The equipment will always remain Company's property. Company reserves the sole right to cancel the eligibility to have a company Laptop at any time without giving any prior notice.
- Employees visiting on sites are issued laptop based on need and approval from seniors.
- Employees/engineers are expected to take utmost care of the office assets.

Say What You Do & Importantly Do What You Said

- Engineers should give minimum 2 days of advance intimation in case if he needs a Laptop for site visits.
- In case if there is damage to the laptop (physical damage), company has the right to recover the damages from the employee.
- Engineer is expected to return the Laptop within 2 working days from the date of return from site.
- Engineers are expected to get their laptops (general health check-up) done frequently (Especially if going on site for long duration/international site)
- Any data/email back up from laptop if required to be copied to the system – Engineer has to inform the IT person at the time of returning the Laptop.

Say What You Do & Importantly Do What You Said

Personal Accident and Medical Insurance Policy (w.e.f 28th July 2021)

Personal and accidental insurance Policy for Staff and Workers			
Hierarchy	Managers & above	Executive, Sr. Executive SrEngineers, Asst. Manager	Officers to Engineers
Personal and accidental insurance coverage	Rs 10 Lakhs	Rs 5 Lakhs	Rs 2 Lakh
Premium pay % by company	100%	100%	100%
For all active team members effective from Date of Joining and in service			
For members who are willing to get insured for higher value than stated above may do so at their own expenses			
For Workers	To be insured as per prevailing workmen compensation act		
For contractors / temporary assignm workers who work in Hypro premises	To be insured by the contractor also as per prevailing act for work in premises of Hypro		

Health & Medical Insurance Policy				
Hierarchy	VP and Above	Dy Managers to GM	Exe., Sr. Exe., Sr. Engg.to Asst. Manager	Officers to Engineers
Health and medical insurance cover for self, spouse and children	Rs. 4 Lakhs	Rs. 3 Lakhs	Rs. 2 Lakhs	Rs. 1.5 Lakhs
Premium pay % by company	100%	100%	100%	100%
For Trainees applicable after successful completion of Probation Period				
For all active team members effective from date of joining those who are willing to take				
For members who are willing to get insured for higher value than stated above may do so at their own expenses				

Say What You Do & Importantly Do What You Said

Holidays – Holidays will be given as per discretions of Management. List will be published every year in the month of January. There will be a minimum of 9 holidays in a calendar year.

List of Holidays - Hypro Office/ Factory		
Sr	Occasion	Date
1	Republic day	26th Jan
2	Gudi Padawa	
3	May Day	01st May
		15th
4	Independence Day	August
5	Ganesh Chaturthi	
6	Anant Chaturdashi	
7	Dasserah	
8	Diwali - 1st day	
9	Diwali - 2nd day	
	Any additional day at discretion of management	

Say What You Do & Importantly Do What You Said

Leave policy (w.e.f 20th Sept 2021)

This leave rules are applicable to all employees of Hypro Engineers Private Limited.

General guidelines:

1. Leave is earned by duty or services and it cannot be claimed as a matter of right.
2. The Management reserves the right to treat each leave application on its own merits and to sanction leave as per leave rules or treat the absence as unauthorized absence where leave is not availed as per leave rules.
3. Employee shall be entitled for Casual Leave during the probation period of his/her service but they are not eligible for Earned Leave during the probation period.

Trainees are eligible for 4 Casual Leave during their training period but they are not eligible for Earned leave.

4. Necessity of application for leave:

Unless the leave is applied for, question of its sanction does not arise. If employee remains absent from work without leave having been sanctioned to him/her, he/she exposes himself/herself to disciplinary action. Whenever an employee wishes to proceed on leave, he/she should apply for leave in the prescribed computerized leave application form. No employee can claim leave of absence as a matter of right.

5. All leave applications should through computerized system. Leave applications should be submitted in advance as specified in each kind of leave. On approval of the leave application, employee should proceed on leave.
6. In case of emergency, if it is not possible to apply in advance, leave applications should be submitted within seven days of resuming to duty, otherwise the absence of that period will be treated, as unauthorized absence.
7. No employee shall proceed on leave till his/her leave is sanctioned.
8. The Company reserves the rights to recall an employee from leave in exceptional circumstances.
9. Saturdays/Sundays and holidays, which fall at the beginning and/or end of the period of leave, shall not be counted as part of the leave.
10. Saturdays/Sundays and holidays falling within the leave period or within the combination of leave (Earned or any other leave) shall be counted as part of the leave.
11. If an employee remains absent after the period of approved leave, he/she shall be deemed to have left the services of the Company with effect from the date he/she remained absent unless he/she returns within eight days of the date of his/her remaining absent and gives an explanation to the satisfaction of the management.

Say What You Do & Importantly Do What You Said

12. As *Earned Leave* (EL) is the earned leave, the same will be credited to the individual's EL account on 1st January based on the employee's working days in the previous financial year.

In case of employees who are appointed during the year, EL would be credited to their EL account on their confirmation of service on pro-rata basis i.e. with effect from the date of joining to 31st Dec .

13. If the applicant is going out of station, he/she should mention the complete address of place of visit in the leave application.

14. Failure to observe the procedure would tantamount to violation of Leave Rules, besides being treated as unauthorized absence.

15. Leave of any type cannot be transferred from one account to the other.

16. Late coming: In case of employees reporting late to duty, leave deduction will be made as per rules mentioned in attendance policy of the company.

Types of leave:

1. Casual Leave
2. Earned Leave
3. Maternity Leave
4. Leave for miscarriage etc.
5. Extraordinary leave (Leave on loss of pay)
6. Civic Duty
7. Short Leave
8. Compensatory Off

1. Casual Leave (CL):

a. Employees are entitled for CL for **6 days** during the financial year, i.e. 1st Jan to 31st Dec. A person joining the services of the company on any day other than 1st Jan shall be entitled for CL on a pro-rata basis from the date of joining to 31st Dec of the said year.

b. Barring special cases of emergency, the applicant should submit his or her leave application for CL at least a day in advance. When, it is not possible to apply for leave in advance, intimation should be given either through a messenger or over telephone, by forenoon of the day of absence and leave shall be regularized by a prescribed leave application form on the day of resuming duties. Absence of such prior permission will be condoned only in very exceptional and special circumstances beyond the control of the employee.

c. An employee may avail minimum of half a day as CL.

Say What You Do & Importantly Do What You Said

d. Maximum accumulation or encashment

1. Encashment or accumulation of CL is not allowed

e. During the service tenure or on resignation / termination or on retirement no payment in lieu of unavailed leave will be made.

f. CL can be prefixed or suffixed with EL OR weekly off

2. Earned Leave (EL):

a. All permanent employees are entitled to EL at the rate of **15 days** for each completed year of service put in by him/her.

b. For the purpose of calculating EL earned by an employee, the period of leave on loss of pay availed by the concerned employee during a particular financial year shall not be counted as period of service during the said year.

c. CL and EL availed by the employee during a particular year shall, however, be treated as period of service in that year for calculating EL.

d. For the purpose of computation of EL due to an employee, the service period from the date of joining as an employee will be taken into account.

e. Employees who are appointed during the course of the year shall be entitled for EL only after confirmation on pro-rata basis from the date of joining.

1. In case of employees confirmed in services in the ensuing year, the EL will be credited to the employee's EL account on confirmation on pro rata basis, from the date of joining.

f. EL will be allowed for minimum period of half day.

g. Application for more than 3 days EL should be made at least 15 days prior to the date of commencement of leave.

h. EL can be prefixed or suffixed with holiday or weekly off

i. CL and EL can be clubbed

c. Encashment of Earned Leave:

1. EL encashment will be done at the end of year in Dec salary for whatever numbers accumulated for that year and **in case of separation** from the company whichever is earlier. In those cases, the EL encashment would be made on the EL balance as on the last working day of the employee (i.e. EL balance shown in the system as on last working day of the employee and EL earned during the said financial year till the last working day

2. Encashment shall be at the rate of last drawn "Basic salary".

3. Encashment will attract Income tax and other statutory deductions based on the rules framed by the government from time to time and the same shall be deducted from his / her salary and other dues.

Say What You Do & Importantly Do What You Said

3. Maternity Leave:

- a. All full-time women employees who have worked for at least 80 working days shall be entitled for 26 weeks' maternity leave for two surviving children's or such leave as permissible under the Maternity Benefits Act / ESIC Act, as the case may be.
- b. The maternity leave will be normally allowed at the rate of eight weeks prior and eighteen weeks after the delivery.
- c. In case additional leave is required, such leave will be granted out of the Earned Leave/Leave, if any, due to the concerned employee, at the discretion of the Management.

4. Leave for miscarriage etc.:

In case of miscarriage or medical termination of pregnancy, a female employee shall, on production of such proof as may be prescribed, be entitled, to leave with wages at the rate of maternity benefits for a maximum period of six weeks immediately following the date of her miscarriage or, as the case may be, her medical termination of pregnancy.

5. Extraordinary leave (Leave on loss of pay-LWP):

- a. Extraordinary leave (Leave on loss of pay) may be granted at the sole discretion of the management when no other leave is due to an employee. If an employee does not resume back to duty on expiry of this period, he/she shall be deemed to have abandoned the employment of the company of his/her own accord.
- b. No pay and allowances are admissible during the period of extraordinary leave and the period spent on such leave shall not be considered or taken in to calculation for increments and bonus. Provided that in cases where the sanctioning authority is satisfied that the leave was taken on account of illness, or for a cause beyond the employee's control, it may direct that the period of extraordinary leave may count for increments and bonus.

6. Civic Duty:

All employees of the company are eligible for time off maximum up to half day to attend the civic duty such as voting etc.

Those employees who are eligible for voting out of town (Pune). They will be provided full day off for voting. Those who are not eligible for voting (In Maharashtra) they have to attend their duties regularly.

Proof of voting done is mandatory, else it will be treated as leave.

7. Short Leave

Leave for absence from work from 20 minutes up to 2 hours is treated as a short leave. 1 short leave is allowed per month and needs to be approved by the Reporting Manager.

Short Leave

Say What You Do & Importantly Do What You Said

Leave for absence from work from 20 minutes up to 2 hours is treated as a short leave. 1 short leave is allowed per month and needs to be approved by the Reporting Manager.

Compensatory Off

For all employees including Site Engineers:

1. Compensatory off should only be given only, if an employee has worked on Sunday, weekly off Saturdays, Public Holiday for 8 hours. Prior approval of Management/HOD is needed to work on Sundays, weekly off Saturdays, Public holiday; employee can't work on his/her own wish. If the employee works for minimum 4 hours and maximum 5 hours, he/she will be entitled for half day compensatory off.
 2. Traveling time to & from the Residence will be excluded, while calculating total hours for compensatory off. Individual can avail compensatory off only on the basis of its being pre-sanctioned.
 3. Compensatory Off accumulated from Jan to Sept should be avail till Dec only. Non-availed compensatory off shall lapse.
 4. Compensatory off accumulated in the last 3 month of the year i.e Oct, Nov and Dec that will be carry forward in the next year and mandatory to avail that comp off in first 3 months of the next year i.e in Jan, Feb, Mar. If an employee does not avail the Compensatory Off accumulation within that period, then all Compensatory off leaves accumulated during that year shall lapse.
- ❖ If an employee has leaves pending at the end of the financial year then the encashment of all the PL leaves will be given on the basis of basic salary.

Say What You Do & Importantly Do What You Said

Late Hours Working Policy	
1.01	Team members are expected to complete their work during the normal working hours.
1.02	In case any member is required to work beyond normal office hours as per project demand or owing to speed of the deliverables, then he/she will be allowed to work latest up to 08:00 pm with their concern Departments HOD's specific permission.
1.03	All members working beyond 7:00 pm will be provided with tea/coffee and light snacks by the company at 7:15 p.m .
1.04	Admin dept will take the head count of the people staying back for work and arrange for the tea/ coffee and snacks.
1.05	All the late working employees should take care to switch off the lights/fans accordingly once they are leaving the office.
1.06	Admin dept shall manage the collection of keys after locking the office once the last team member leaves the office.

Say What You Do & Importantly Do What You Said

TRAVEL POLICY

All local / outstation travel will be approved/authorized **ONLY** by the concerned Administrative Head / Functional Head (HOD).

Administration Department shall organize for:

Reservations / Ticket arrangements etc.

Accounts Department of the respective office/plant will organize:

a. Advances

b. Reimbursement

c. Other payments

Accounts Department has the authority to check audit/raise queries on the vouchers/transactions any time for ensuring adherence to this Policy. In the event of exceeding the limits of travel expenses eligibility given in the policy the Accounts Department is authorized to advise the concerned employee to obtain special approval from the CEO or Head (Finance & Accounts) or return the excess amount in cash to the company or to make deductions in travel expenses reimbursements or advice the SDR Department for the recovery of excess payment to be made through his salary.

General:

On returning from the tour, the total expenditure/bills need to be submitted to the Accounts Department by the concerned employee duly approved by his Head of the Department (HOD) as per the format. Finally, the Accounts Department will check the claim voucher with respect to the adherence to this policy and either make the payment or reject the claim stating the reasons thereof. Such claims for expenses should be supported by the bills/ receipts. Employees, who need to be on move always by virtue of the nature of their duties (e.g. marketing, service or office boys etc.), such members shall submit their fortnightly (tour wise, wherever needed for costing purpose) statement through their respective HOD.

Submission of bills / receipts will be required wherever possible; subject to the limits given in the format under the

Title "Local Travel Expenses Limits per day".

Bookings:

The local Administration Department shall arrange for Air, Train or Road travel booking if the request is given to them at least seven working days in advance in normal season and thirty working days in advance in rush seasons like holiday / summer vacation etc., when it is difficult to book the tickets. In case of short notice also, understanding the need of the business, Admin Department shall try to help the concerned person but without any guarantee. In case, if the Administration Department express their inability to provide the

tickets by rejecting the request in writing or when the employee can't approach them due to emergency of work or any other problem, he/ she can make his own arrangements adhering to the guidelines given in this

Say What You Do & Importantly Do What You Said

policy. In case of an extreme emergency and when it is not possible to adhere to the class of travel, mode of travel or permissible limits given in the policy for a particular grade, a verbal approval can be sought from MD or HOD, to whom the MD has delegated his authority, and subsequently either of these authorities will approve / authorize such payment.

In no case a ticket will be issued to an employee unless the travel request is properly authorized by the concerned authority as specified earlier.

1. International Flights: Booking at least two weeks in advance with prior approval.
2. Domestic Flights: Booking at least one week in advance with prior approval, only making exceptions for emergencies.

Location

Bookings cannot be made during holidays / post working hours. In such cases and when urgency is involved the team member can make his/her booking using apps like cleartrip, goibibo, make my trip, redbus etc. The costs must be within the framework as defined by the system. GST number of Hypro must be included in all transactions and invoice must be submitted to C&A dept with GST details.

To ensure economy of operations, the employees are expected to hire and share a room / flat at the site on monthly basis with prior approval from the Management. It is necessary to enclose the supporting documents like, cash receipts, etc. for reimbursement claimed on “actual basis”.

For convenience, the Company will tie-up with some of the hotels for official tour in all the major cities / places (which are frequently visited) for special rates and priority booking. These tie-ups will be available with Administration Department. The Employees will be strictly accommodated in those hotels only.

Travel Approval & Expense Management:

Steps	Task	Details Required	Remarks (Mention N.A. if not applicable)
1	Travel Plan Approval (via Email)	Visa process initiation Ticketing process initiation (Domestic/International)	
2	Day-wise Plan Submission	Mode of travel (Flight, Train, Car, etc.) Start date – End date (matching ticket dates) Day-wise work plan Scope/Purpose of work (Installation, EIC, commissioning, AMC/service, SAS, Client/Vendor visit, etc.) Work hours per day Total days on site/clients place.	
3	Hypro Scope (Partial/Full) & Cost Estimation	Chart format Estimated costs (Local travel, hotel, other expenses apart from ticketing & visa)	
4	Zoho Portal Updates	Trip details added & approved Advance details added & approved	
5	Scope Clarification	Confirm if the visit is under Customer Scope or Hypro Scope in terms of cost responsibility	
6	Post-Visit Actions (Within 1 Week)	Expense update in Zoho (against advances) Customer feedback form upload MOM submission	

Say What You Do & Importantly Do What You Said

COMMON RULES & REGULATIONS:

The Employee going on tour is allowed to draw money under TOUR ADVANCE only to the extent of his estimated requirements. Additional amount required if any would have to be suitably justified and sanctioned by the Head of the Department (HOD). Travel Advance Form requests must reach the Accounts Department minimum five days before the start of the tour. Employees are prohibited from collecting advance on behalf of the company for any reason from clients or suppliers or contractor or any other entity, unless and until authorized in writing.

No employee shall under any circumstances stay with anyone who is having business relations with the organization, i.e. Agents, Dealers, Suppliers, Commission Agents and Contractors etc.

Expenses on account of hard drinks / alcoholic beverages, cigarettes or any kind of unlawful substances etc. will not be allowed.

Every Employee has to claim reimbursement against his own expenditure separately. No collective reimbursement shall be allowed.

No second advance will be permitted unless and until the first advance is settled. For non-refunded / submitted advance account more than 30 days old, the amount will be recovered through salary deduction without giving any intimation to the concerned person. In case, if the amount is greater than the salary payable, then it will be recovered in equal monthly installments ensuring the employee gets 25% of his gross salary in hand.

Any exception / deviation to these rules shall have the specific sanction from the MD.

In case if two employees are visiting the same city it is must for them to share the hotel room between them. When submitting expenditure claims the name of the person with whom, the room was shared should be mentioned.

As far as possible every employee going on tour must travel by the shortest and most economical mode.

Employees will be responsible for booking and cancellation of their tickets well in time, to avoid the company suffering from losses on account of booking of tickets.

All claims for expenses on account of company's work will be as per supporting documents.

Local Taxi – Eligible members must only use OLA/UBER or Company authorized service provider.

Every employee should inform SDR through mail (marking CC copy to HOD) before going on site. He should also drop a mail once he come back from that particular site. This is the responsibility of every engineer /

Say What You Do & Importantly Do What You Said

supervisor to inform about attendance of himself & his coworkers / juniors to SDR through email (marking CC copy to HOD) at the end of the month. This is all for salary calculation purposes.

Time spent in travelling is not considered for availing any compensatory off, except travelling in regular shift hours on weekly off or Company declared Holiday (limited to 8 hrs. per day of 24 hours). No overtime will be paid for the same.

The breakfast reimbursement is applicable only if the employee leaves his / her residence for any out-door duty before 7:00 a.m. or is on continuous out-door job. Similarly, the dinner reimbursement is also applicable for those, who work till 8:00 p.m. or more in the evening on any out-station tour (including Pune employees visiting Mumbai or vice versa) or for those who are on continuous out-door work. For availing such reimbursements, the employee must write the work timings on the claim voucher.

The local outdoor lunch expenses will not be reimbursed unless warranted and justified.

The management interpretation of these rules shall be final binding.

The management reserves the right to alter or amend these Rules any time and, in any way, that it deems fit, without giving any intimation to the employees. In the event of any confusion or difference of opinion arising out of any point or clause contained herein, the Management's interpretation and ruling shall be final and binding.

Say What You Do & Importantly Do What You Said
Travel Policy

Travel Policy				
Travel Out station				
Grade		Bus	Train	Air
A	Assistants, Officer, Trainee Engineer	Private / State	2 nd Class	N.A
B	Engineer to Sr Engineer,	Luxury, Volvo	3 rd AC	With permission surface journey >18 h
C	Executive to Manager	Luxury, Volvo	2nd AC, 3 rd AC	Air Economy, Based site location
D	Dy G.M and Above	Luxury, Volvo	2nd AC, 3 rd AC	Air Economy, Based site location
Travel On site				
A	Assistants, Officer, Trainee Engineer	Public/ Auto		
B	Engineer to Sr Engineer,	Public/ Auto		
C	Executive to Manager	Auto/Hired Car Based on site condition and accompanied grade		
D	Dy G.M and Above	Hired Car/ Auto Based on site condition		
Travel Within Pune , Factory, Air Port, Station BUS/Rail/ Others				
A	Assistants, Officer, Trainee Engineer	Public		
B	Engineer to Sr Engineer,	Public / Auto		
C	Executive to Manager	Auto/Hired Car/ Own Car Based situation		
D	Dy G.M and Above	Hired Car/ Own Car /Based on situation		
Travel in Self Driven Vehicle				
Vehicle type		Rate/Km		
For travel From Office to Destination to & fro/ Home to Destination to & fro as per the case				
Own 2 wheelers		Rs.5 /km (w.e.f 12 th July 2021)		
Own 4 wheelers		Rs 12 /km / Invoice		
Company 2-wheeler		Fuel invoice and distance travelled maintenance at actual		
Company 4-wheeler		Fuel invoice and distance travelled maintenance at actual		

- Local Travel means one-way travel less than or equal to 50 Kms (to and fro 100 km or less) and upcountry Travel means one-way travel equal to or more than 50 km (to and fro 100 km or more).

Say What You Do & Importantly Do What You Said

- Illustration: Travel from Pune to Talegaon is 60 KM (one way), therefore, it is upcountry travel and he can claim reimbursement for the same but if he is working locally in Talegaon Market, it will be considered as local travel which is fixed as per the limit specified and the claimant cannot claim for the same.
- If employees travel together then only one employee should claim by providing the details of co-travelers.
- Local conveyance will not be allowed for travel between residence to office/workplace and back.

(Changes w.e.f 14th June 2023)

Domestic Business Travel				
		Metros C-1 or C-2	Other Cities C-3	
Grade	Boarding	Rs/Day	Rs/Day	
A	Assistants to Manager	600	500	
B	Dy G.M and Above	800	700	
	For the above said changes of boarding allowances submission of bill not required hence further.			
	Site Travel			
	Lodging	Rented flat for any site above 30 days duration		
	Boarding	Local Mess for any site above 30 days duration / Cook		
Grade	Dearness Allowance (Domestic Business Travel)	Rs/Day		
A	Assistant, Officer, Trainee Engineer, Engineer, Sr Engineer	250		
B	Executive to Manager	350		
C	Dy G.M and Above	500		
Grade	Lodging	Rs/Day Single/Shared	Rs/day Single/Shared	Rs/Day Lodging Single/Shared
A	Assistants to Sr Engineer	1500 / 1800	1200 /1500	1000 /1200
B	Executive to Manager	2500 / 3000	2000 / 2500	1500 / 2000
C	Dy G.M and Above	3500 / 5000	3000 / 3500	2500 / 3000
	All charges Incl of taxes - all claims against bills and on card payment. If the claim is without a bill, 50 % of stated amount will be reimbursed, cash payments not allowed unless unwarranted			

- **C1 Cities:** Delhi, Mumbai, Chennai, Kolkata and Bangalore.
- **C2 Cities:** Agartala, Agra, Ahmadabad, Aizawl, Amravati(TI), Amritsar, Baroda, Bhopal, Bhubaneswar, Bilaspur, Chandigarh, Cochin, Coimbatore, Dehradun, Dispur, Gandhinagar, Gangtok, Gurgaon, Gwalior, Indore, Itanagar, Jaipur, Jammu, Jodhpur, Kanpur, Kohima, Lucknow, Ludhiana, Madurai, Nagpur, Panaji, Patna, Pune, Raipur, Rajkot, Ranchi, Shillong, Shimla, Surat, Thiruvanthapuram, Udaipur, Varanasi, Gorakhpur & Vizag, Mysore, Hyderabad

Say What You Do & Importantly Do What You Said

- **C3 Cities:** All other places not defined in C1 & C2 above, will be covered under this category.
- **City Limit:** Consider Municipal Corporation limit of respective cities.

General Rules:

- All the expenses have to be personally seen and signed by HOD. In case of any discrepancies found in any claims, the claimant and his respective reporting head will be held responsible and his claims will get hold until approved by the Directors.
- Claims should be sent to HO by the 15th of next month and only once per month. Any claim received after the due date or more than one will not be entertained in any case. Old claims above one month will not be entertained in any case.
- The site activity report (Tour Plan) with details should be submitted.
- On-site all Saturdays consider as working days.
- Site allowance will be paid for working days on-site only & not for traveling in any case. For example, the person worked on-site for the full day then can be claimed for full-day allowance otherwise it will be paid for half-day only.
- Site expenses planning must be done in advance at the time of the project start meeting.
- Any expenses done for business purposes will be reimbursed if actual invoices are submitted and approval from appropriate authority is produced.
- In case of non-observance of any policy point or exceeding limits allowed- HOD & SDR prior approval will be required. SDR & HOD will be accountable for the incurrence of this expense/ non-observance of policy.

Say What You Do & Importantly Do What You Said

Travel Policy- Exhibitions / International			
Flight-		With prior approval of airline and from / to	
Travel - Local in the country			
A	Assistant, Officer, Trainee Engineer	Public	
B	Engineer, Sr Officer, Engineer, Executive, S Executive	Public	
C	Asst Manager, Manager	Public	
D	Dy G.M , General Manager, President, CEC	Public/ Hired Car Based on thee demand of situatio	
Lodging & Boarding			
With prior sanction		INR	INR
Grade	Lodging per night stay	Lodging Single	Shared
A	Assistant, Officer, Trainee Engineer	< 2500	< 3000
B	Engineer, Sr Officer, Sr Engineer, Executive Executive	< 3500	< 4000
C	Asst Manager, Manager	< 4500	< 5000
D	Dy G.M , General Manager, President, CEC	< 6000	< 6500
All incl of taxes			
(Changes w.e.f 16 th January 2023)			
Grade	Boarding	INR /Day	
A	Assistant to Manager	INR 1800	
B	Dy GM and Above	INR 2800	
Grade	Dearness Allowance	Business Travel	
A	Assistant, Officer, Trainee Engineer	300	
B	Engineer to Manager	500	
C	Dy GM and Above	800	
All expenses must be supported with invoices, if not 50 % of the above will be reimbursed			
Liquor is not permitted to be part of boarding expense unless pre -approved for customer entertainment			

Say What You Do & Importantly Do What You Said

Travel Accessory Policy			
Hierarchy	Managers & above	Sr Engineers up to managers	Officers to Engineers
Process, Projects, EIC , Support Aft Sale team members	One trolley bag up to 5 k after every 5 years	One trolley bag up to 4 k every 5 years	N.A
Sales, Proposals team members	One trolley bag up to 7.5 k after every 3 year	One trolley bag up to every 3 years	One trolley bag up to every 5 years
Laptop bag - For all except Sales Team	By company along with laptop	By company along with Laptop	By company along with laptop
Laptop bag - Sales Team	One Laptop bag up to after every 4 years	One Laptop bag up to after every 4 years	
All members travelling to International destinations	Attire Allowance 5 K international tours every 2years	Attire Allowance 3 K international tours every 2 years	N.A
For all active team members having completed at least one year of service in Hyprow effective from the date of completion of one year of service in Hyprow.			
For members who are willing to buy accessory higher in value than stated above do so at by paying the difference amount themselves.			

Travel to Factory / Head Office Policy

Anyone visiting the head office to factory/ from the factory to head office must take prior approval of Manager – Factory in charge and SDR should be in the loop.

Apply trip requests through Zoho and attach report of activities to be done and how many hours/days are involved along with men and machine requirements.

The reporting time shall be 9 am and no later than that and If you plan travel to factory, plan for full-day work at Factory and use the company bus.

Self-vehicle if used will be allowed for Managers and above, for others it may be allowed with prior approvals and justified reasoning.

Say What You Do & Importantly Do What You Said

Travel Policy To Factory				
Grade		Bus		
A	Assistants, Officer, Trainee Engineer	Company Bus		
B	Engineer to Sr Engineer,	Company Bus		
C	Executive to Manager	Company Bus		
D	Dy G.M and Above	Company Bus/ own car		
Travel in Self Driven Vehicle				
	Vehicle type	Rate/Km		
	For travel From Office to Destination to & fro/ Home to Destination to & f as per the case			
	Own 2 wheelers	Rs 5 /km		
	Own 4 wheelers	Rs 12 /km / Fuel Invoice		
	Distance to & for Office - Factory	44 km		
Lodging & Boarding				
	Allowed based on prior approval and justification	Max Rs 1000/day		
		Factory for stay beyond 7 pm with prior approval		
Grade	Boarding	Rs/Day		
A	Assistants, Officer, Trainee Engineer	100		
B	Engineer to Sr Engineer,	150		
C	Executive to Manager	150		
D	Dy G.M and Above	150		
	All charges Incl of taxes - all claims against bills and on card payment. If the claim is without a bill, 50% of stated amount will be reimbursed, cash payments not allowed unless unwarranted			

Laundry Policy

Laundry Allowances for Site:

1] Laundry Allowances applicable only for continual stay beyond 7 days at a stretch.

2] Allowances will be given:

Rs 150/week Stay-

More than 1 week less than 2 weeks →Rs. 150

More than 2 weeks less than 3 weeks → Rs. 300

More than 3 weeks less than 4 weeks → Rs. 450

More than 4 weeks less than 5 weeks → Rs. 600 and so on.

Say What You Do & Importantly Do What You Said
Prevention of sexual harassment (w.e.f 30th Aug 2021)

1. Subject and scope

This policy is framed with an express commitment to prevent sexual harassment and ensure a safe, healthy, fair environment in which everyone is able to work without harassment, discrimination or victimization.

This policy applies to all staff members of Hypro Engineers Private Limited, which will hereafter be referred to as “the Company”.

This policy will be applicable to all complaints of sexual harassment by a woman employee against another male/female or third gender employee, in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the premises of the Company.

It shall also be applicable to all allegations of sexual harassment made by an outsider woman against the male staff members or made by any women staff members against a third party if the sexual harassment is alleged to have taken place within the premises of the Company.

This policy extends to all staff members of the Company and is deemed to be incorporated in the service conditions of all staff members and comes into effect immediately.

2. Objective

This policy is framed to create and maintain a safe and secure workplace in the Company for all women staff members as well as to generate awareness amongst staff members about zero tolerance to any indecent behavior.

It is the endeavor of the Company to ensure a safe, secure and congenial work environment where staff members will deliver their best without any inhibition, threat or fear.

In pursuance of this objective, the Company has evolved a policy for prevention, prohibition and redressal of cases of sexual harassment at the workplace. The approach adopted by the Company is to spread awareness about the causes and consequences of sexual harassment at the workplace and thereby prevent any occurrences. However, in the event of any occurrence, the Company would use this policy to provide a framework for corrective and / or remedial action.

3. Definitions

Throughout these policy guidelines, reference to the following defined terms should be taken as having the following meaning:

- i ‘Aggrieved woman’ means a woman of any age whether employed at the Company or not, who alleges to have been subjected to any act of sexual harassment by the Respondent, as defined in point vi below.
- ii ‘Staff member’ means a person employed at a Company for any work on regular, temporary, ad hoc or daily wage basis either directly or through an agent including contractor, with or without the knowledge of the Company, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of the employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.
- iii ‘Internal complaints committee’(ICC) means a committee as constituted under Section 4
- iv ‘Member’ means a member of the ICC
- v ‘Presiding officer’ means the person who is nominated by the Company to be the presiding officer (Chairperson) of the ICC
- vi ‘Respondent’ means a person against whom the Aggrieved woman has made a complaint

Say What You Do & Importantly Do What You Said

vii 'Sexual Harassment' refers to unwelcome conduct of a sexual nature at the workplace or outside the workplace that affects a woman staff member adversely. It includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- a. using email or internet for the purpose of making abusive or offensive remarks related to pornography or inflammatory literature or
- b. unwelcome sexual advances, requests or demand for sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity or
- c. unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, lurid stares, physical contact or
- d. molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance or
- e. eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy or
- f. act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;
- g. conduct of such an act at workplace or outside in relation to staff member of the Company, or vice versa during the course of employment; and
- h. any unwelcome gesture by a staff member having sexual overtones

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act of behavior of sexual harassment may amount to sexual harassment:

- i. Implied or explicit promise of preferential treatment in woman staff member's employment or
- j. Implied or explicit threat of detrimental treatment in woman staff member's employment or
- k. Implied or explicit threat about woman staff member's present or future employment status or
- l. Interference with woman staff member's work or creating an intimidating or offensive or hostile work environment for woman staff member or
- m. Humiliating treatment likely to affect woman staff member's health or safety

viii Workplace means the entire premises of the Company and surrounding area where work-related activities take place. It also includes social gatherings organized by company and any place officially visited by the staff member arising out of or during the course of association with the Company including transportation provided by the Company

ix Victimization shall be understood to mean any adverse action by an individual, group of individuals or organization against individuals because they have, in good faith, reported instances of sexual harassment or participated in or has been witnesses to proceedings to redress an alleged instance of sexual harassment.

4. Guideline statement

Sexual harassment of any kind is unacceptable behavior that the Company will not tolerate. Every staff member has a fundamental right to live with dignity.

Appropriate disciplinary action, which may include dismissal or legal action, will be taken against any staff member who contravenes these guidelines.

The Company will not tolerate retaliation against or victimization of any Aggrieved woman involved in making or investigating a complaint of sexual harassment under these guidelines. Any such retaliation or victimization by a staff member will itself constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal.

Say What You Do & Importantly Do What You Said

In case the staff member faces any such harassment during official visits and/or social interactions on behalf of the company by the respondent who is not a staff member of the Company, in such cases, the Aggrieved woman can bring it to the notice of the Internal Complaint Committee (ICC) and seek help in taking appropriate action in filing a case against the Respondent. The ICC may also in such cases, deem it fit to inform the Respondent's company about the harassment and request them to take action against the Respondent.

5. Prevention of sexual harassment

- i Sexual harassment should be affirmatively discussed at workers' meetings, employer-employee meetings, etc.
- ii Guidelines should be prominently displayed to create awareness, especially about the rights of women employees.
- iii The employer should assist persons affected in cases of sexual harassment by outsiders.
- iv Training of the members of the committee shall be conducted to make them well versed with this Policy and other constitutional provisions relating to the subject matter of this policy names and contact numbers of members of the ICC must be prominently displayed.

6. Constitution of internal complaints committee (ICC)

An internal complaints committee henceforth referred to as ICC has been set up by the Company and will address all cases/complaints of sexual harassment submitted by Aggrieved woman.

The ICC members are nominated by the Company management and shall consist of not less than four members, majority of which will be women and the presiding officer shall be a woman employed at a senior level in the Company. The committee will include an NGO/individual familiar with the issue of sexual harassment.

The committee shall be neutral and unbiased. The complaints procedure must be time-bound.

They shall personally look into the matter and maintain confidentiality. Complainants/witnesses will not experience victimization/discrimination during the process. The committee would treat the Aggrieved woman with respect and counsel her if required, to help her gain her self-respect.

7. Members of ICC

As per Annexure I

8. Power and duties of ICC

- i Implementation of this policy and regularly review the effectiveness of the policy.
- ii Formulate strategies for spreading awareness of the present policy among all the staff members.
- iii Delegate responsibilities to appropriate persons to undertake periodic surveys among women staff members to find out the extent of the problem and prevailing attitudes to all aspects of sexual harassment.
- iv Identify and monitor support structures provided by the company to the Aggrieved woman
- v Organize regular sensitization workshops for all the staff members.
- vi Assist the victim throughout the process of inquiry.
- vii Ensure that victims and witnesses are not victimized or discriminated because of their complaint.
- viii Perform all such duties as may be conferred or imposed on her/him by or under this policy to address the issues of parties concerned.
- ix ICC shall prepare an annual report of all activities undertaken and submit the same to the Managing Director/Director which shall be available to anyone on request.

Say What You Do & Importantly Do What You Said

9. Role of ICC

ICC shall perform the following functions under this policy:

- i Act as a counselor
- ii Act as a mediator
- iii Be the receiver of the formal request for inquiry, which may be the first step towards approaching the inquiry mechanism under this policy.

In discharging any/all of the functions mentioned above, the ICC shall:

- i Act as a first known point of contact
- ii Assist in clarifying the nature of the concern
- iii Give information on options and possible outcomes available under this policy
- iv Explore possible strategies/options available in resolving the situation
- v Assist in drafting and filing of a formal request for inquiry
- vi Explore strategies to safeguard against victimization
- vii Support the Aggrieved party throughout any stage of the resolution process
- viii Provide information on the desirability of maintaining confidentiality
- ix Provide information on other relevant internal/external remedies, and any limitation periods that may apply to such remedies
- x Whether or not a person files a formal request for inquiry, provide supportive counseling as needed
- xi Make recommendations to the employer of action to be taken in cases of sexual harassment

10. Removal/disqualification of the presiding officer or member of the ICC

The Presiding Officer or any Member of the ICC shall be removed / disqualified immediately from the aforesaid position, in case the person:

- i Contravenes the provisions of these Guidelines or
- ii Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her; or
- iii Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her
- iv The vacancy so created shall be filled by fresh nomination in accordance with provisions of these guidelines

11. Procedure for filing complaint

The Company recognizes the right of any Aggrieved woman to judge whether the words or behavior of others is acceptable and bring a complaint in respect of Sexual Harassment.

If an Aggrieved woman experiences or witnesses sexual harassment in the workplace, she should report to the Internal Committee through one the following channels:

- i Verbally inform any ICC member, followed by a written statement. Please refer to Annexure II for Written Complaint format.
- ii Inform her immediate supervisor.

Any complaint received by ICC shall be immediately reported to the Director/Managing Director.

An Aggrieved woman may make a complaint in writing, of sexual harassment at workplace to the ICC within a period of 3 months from the date of incident and in case of series of incidents, within a period of 3 months from the date of the last incident.

Say What You Do & Importantly Do What You Said

In case if the complaint cannot be made in writing, the presiding officer or any member of the ICC shall render all reasonable assistance to the Aggrieved woman for making the complaint in writing.

If the ICC is satisfied that circumstances were such that it prevented the Aggrieved woman from filing a complaint, it may extend the time limit for filing a complaint not exceeding 3 months subject to reasons recorded in writing. Where Aggrieved woman is unable to make a complaint on account of her physical or mental capacity; death or otherwise, her legal heir or any other person can make a complaint under this section.

In addition to any incidents that take place in the Company workplaces, staff members will also be assisted in dealing with third party harassment.

12. Conciliation

Prior to initiating an inquiry, at the request of the Aggrieved woman, the ICC shall take steps to settle the matter between her and the Respondent through conciliation. However no monetary settlement shall be made as a basis of conciliation.

Where settlement after the conciliation is arrived at, the ICC shall record the settlement so arrived and forward the same to the Managing Director as specified in the recommendation. No further inquiries shall be conducted and copies of the settlement will be provided to the Aggrieved woman and Respondent.

Further, if any condition of the settlement has not been complied with by the Respondent, the Aggrieved woman can go back to the ICC who will proceed to make an inquiry.

13. Inquiry

The ICC, where the Respondent is an employee, shall proceed to make inquiry into the complaint in accordance with the Company's Code of Conduct and other policies. For the purpose of making an inquiry, the ICC has been vested with power in relation to the following matters, namely:

- i Summoning and enforcing the attendance of any person and examining her/him under oath;
- ii Requiring the discovery and production of documents and
- iii Any other matter which may be prescribed

During the course of the inquiry, both parties will be given an opportunity of being heard and a copy of the findings will be given to both parties enabling them to make representation against findings before the management.

The inquiry is required to be completed within a time period of 90 days.

Manner of inquiry into the complaint

1. Complainant to submit six copies of the complaint to the ICC along with supporting documents and names and address of witness
2. On receipt of the complaint the ICC shall send one copy to the Respondent within a period of seven working days
3. The Respondent shall file his reply to the complaint along with his list of documents and names and address of witness within 10 working days from receipt of the copy of the complaint
4. ICC shall make inquiry into the complaint in accordance with the principle of natural justice
5. The ICC shall have the right to terminate the inquiry or give an exparte decision on the complaint if the complainant or respondent fail without sufficient cause to present for three consecutive hearing convened by the committee. Provided that such termination or exparte order may not be passed without giving a notice in writing, fifteen days in advance to the party concerned.

Say What You Do & Importantly Do What You Said

6. The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any state of the proceeding before the ICC

7. A minimum of three members of the ICC including the presiding officer shall be present while conducting the inquiry

On completion of the inquiry the report is to be sent to the Managing Director within a period of 10 days from the date of completion of the inquiry. Such report is to be made available to the concerned parties enabling them to make representation against the findings before the Managing Director or any other Committee as the case may be. On receiving the report, it is mandated to take action on the report within 60 days.

During pendency of an inquiry, on a written request made by the Aggrieved woman, the ICC may recommend to the HR Head to:

- i Transfer the Aggrieved woman to other work place
- ii Grant leave to the Aggrieved woman up to a period of three months. This leave will be in addition to the leave the person may be entitled to
- iii Grant such other relief to the Aggrieved woman

On completion of the inquiry, where the ICC arrives at the conclusion that the allegation against the Respondent has been proved, it shall recommend to the Managing Director:

- i To take action for sexual harassment as mis-conduct in accordance with the Company's Code of Conduct
- ii To deduct from the salary of the Respondent such sum as it may consider appropriate to be paid to the Aggrieved woman or to her legal heirs as it may determine.

If the Company is unable to make such a deduction from the salary of the Respondent due to him being absent from duty or cessation from employment it may direct the Respondent to pay such a sum to the Aggrieved woman. If the Respondent further fails to pay the sum

referred therein, ICC may forward the order for the recovery of the sum referred herein to the authority as nominated by any appropriate Government body.

14. Corrective actions

The ICC may recommend any or a combination of the following penalties for sexual harassment or unwelcome sexual conduct:

- (i) Warning, reprimand or censure
- (ii) Written apology by the Respondent
- (iii) Termination
- (iv) Suspension
- (v) Withholding increments and promotions
- (vi) Demotion

15. Criminal proceedings

Where an alleged instance of sexual harassment amounts to a specific cognizable offence under the Indian Penal Code, 1860, or any other law; the Company may in addition to the proceedings under this Policy, initiate appropriate proceedings in accordance with the law by making a complaint with the appropriate authorities.

Say What You Do & Importantly Do What You Said

Where an alleged instance of sexual harassment amounts to misconduct in employment as defined by the relevant service rules; appropriate disciplinary action shall be initiated by the Company in accordance with those rules.

16. Malicious complaint

Where the ICC arrives at a conclusion that the allegation against the Respondent is malicious or the Aggrieved woman had made a complaint knowing it to be false, or has produced any forged or misleading document, it may recommend to the Managing Director to take action against the person who has made the complaint.

Mere inability to substantiate a complaint or provide adequate proof need not attract any action against the Aggrieved woman under this section. In case a malicious intent on part of the Aggrieved woman is established after an inquiry then in accordance with the procedure prescribed in this policy, suitable action will be recommended as per Inquiry Report.

17. Compensation

For the purpose of determining the sums to be paid to the Aggrieved woman, the ICC shall have to regard:

- i The mental trauma, pain, suffering and emotional distress caused to the Aggrieved woman
- ii The loss in career opportunity due to the incident of sexual harassment
- iii Medical expenses incurred by the victim for physical or psychiatric treatment
- iv The income and financial status of Respondent
- v Feasibility of such payment in lump sum or in installments

18. Confidentiality

The contents of the complaint, identity and addresses of the Aggrieved woman; Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the ICC and the action taken by the Company under these guidelines shall be done in utmost confidentiality.

However the information may be disseminated regarding justice secured to any victim of sexual harassment under these guidelines without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the Aggrieved woman and or witnesses. Any breach in confidentiality will result in disciplinary action being taken.

19. Protection against retaliation

Regardless of the outcome of the complaint made in good faith, the Aggrieved woman lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the ICC shall ensure that the Aggrieved woman or witness are not victimized or discriminated against by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behavior from the accused against the Aggrieved woman while investigation is in progress should be reported by the Complainant to the ICC as soon as possible. Disciplinary action will be taken against any such complaints which are found to be genuine.

20. Documentation

The ICC shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the complainant's and the accused's files with full report of the ICC.

The ICC shall maintain confidential records of all proceedings that are initiated under this policy, which will include copies of all documents submitted at each proceeding. Such records shall include:

Say What You Do & Importantly Do What You Said

- (i) Profile of the staff member both (Aggrieved woman and the Respondent).
- (ii) Nature of the concern
- (iii) Brief account of the steps taken to address the concern and
- (iv) Result of any process undertaken under this policy, except inquiry proceedings

21. In-camera proceedings

All proceedings under this rule shall be strictly in-camera (meaning all proceedings will be recorded) and the privacy of all parties shall be maintained.

22. Support structures

The Company shall endeavor to provide support structures in the form of:

- i Well documented list of phone numbers and addresses which may be contacted in emergencies
- ii An awareness programme for new staff members in order to familiarize them with the policy
- iii Acquainting all staff members to the policy
- iv Counseling the staff members of the Company on ways of preventing and coping with sexual harassment
- v Counseling for the victim
- vi Providing support to initiatives in addressing issues of sexuality

23 ANNEXURE I

The ICC members are nominated by the Company management and shall consist of not less than four members, majority of which will be women and the Presiding officer / Chairperson shall be employed at a senior level in the company.

Committee for Office-Hyprow Engineers Pvt. Ltd.
Bavdhan Pune-Paud Highway, Mantri Lavendulla Building,
Office 3,4, 5 & 6, Pune 411021. Maharashtra, India

Name of Member	Holding	Contact number
Ms. Ashwini Patil	Presiding officer	9822330144
Ms. Snehal Patil	Member	8623910242
Ms. Suvarna Navaskar	Member	7887485410
Mr. Supriya Jadhav	Member	8459778856
Ms. Shirin Shikalgar	NGO Member	9890883300

Committee for Factory-Hyprow Engineers Pvt. Ltd.
Gat 225, 251 to 255 At post Kalamshet, Off Pune Mulshi Highway
Taluka Paud Pune 412108, Maharashtra, India.

Name of Member	Holding	Contact number
Ms. Ashwini Patil	Presiding officer	9822330144
Ms. Snehal Patil	Member	8623910242
Mr. Swapnil Pachbhai	Member	7720012633
Ms. Shirin Shikalgar	NGO Member	9890883300

Say What You Do & Importantly Do What You Said

24 ANNEXURE II

Written complaint format

From

Name of the Aggrieved woman:

Office: Department:

Location:

To

Ms Ashwini Patil

The Chairperson - Internal Complaints Committee

Prevention, redressal and resolution of cases of sexual harassment of women at workplace

Hyprow Engineers Private Limited

Madam,

Below is the incident occurred

Incident-

Please initiate an inquiry into the act(s) of the following Respondent(s):

Mr

Office: Department:

Location:

Nature of complaint:

Nature of incident:

Date and time of the incident:

Location of incident:

Name of witnesses if any:

Yours sincerely

Signature of the complainant

Place:

Say What You Do & Importantly Do What You Said

Performance Appraisal Policy

Objective

To create a performance-oriented culture in the company which is beneficial for the employees and the business as well.

To ensure that Reward, Benefit and Increment system is performance based and providing motivation to employees. To encourage and support learning and development by identifying the scope and need of the same.

Performance Appraisal Policy
Hypro team members are eligible for performance appraisal every calendar year. The review process is usually carried out in Month of March or April
Performance of individuals is mapped year along.
Performance review formats are shared with all individuals and is a very transparent process
Self-appraisal is followed by review from superiors
Criteria for skill mapping, competency mapping are available for everyone for perusal
Deserving and performing candidates are rewarded and the process is merit based.
Rewards are in form of higher position, more responsibilities and remuneration.
Hypro believes in offering remunerations which match comparable industry standards
The remuneration rise is based on individual performance, department performance, performance of team members working under you.

The employees, who are on boarded till September of the given year, are eligible for performance Appraisal in the following year. In case if, employees are on boarded from October of the given year, they are eligible for Appraisal of the next year.

For eg, Employee joining on 10th September, 2021 will be eligible for Appraisal in Sept 2022. Employee joining on 1st October, 2021 will be eligible for Appraisal in April 2023.

Say What You Do & Importantly Do What You Said

Recruitment Referrals Policy
Hypro team members who refer a candidate for vacancies existing are most welcome to do so. Hypro considers this as a healthy aspect for team building
If the candidate selected by you is hired by Hypro, you shall be rewarded by our management Discretion
You are encouraged to be in touch with SDR department for ongoing vacancies and also visit website for the same

Seeking talent which is recommended by an internal employee is considered as Employee Referral. Hypro Engineers Pvt Ltd welcomes an Employee referral for an open position in the organization.

General Guidelines

- Current Vacancies are updated on Website/HRMS, you are expected to reconfirm with SDR team on the vacancies while referring a candidate.
- If the candidate referred by the existing employee is hired, he is eligible for Referral bonus.
- The referral bonus will be paid after one year of tenure completion of the Referred Employee in Hypro. Employee and referred employees both to be working with the organization at the time of amount disbursement.
- Referred employee designation will be deciding criteria for the referral bonus amount.

Designation	Referral Bonus
Assistant to Sr. Engineer	5,000
Executive to Manager	10,000
Deputy General Manager and Above	15,000

Say What You Do & Importantly Do What You Said

Factory Facilities

Overtime	Approval-1	Approval-2	Facility	Stay	Travel	Remuneration
For any worker (To work more than 12 hours after a gap of 12 hours between normal working hours and overtime during which dinner shall be provided)	Required reason	Required	Dinner for 2 hrs	In premises workers room	By company bus day. Or Public transport to be reimbursed 25/person	As agreed for rates
Engineer, Sr Officer, Engineer, Executive, Executive	Required	Required	Dinner for 2 hrs	In Factory facility approval	By company bus day/ Own transport available to reimbursed as per rules	NA
Asst Manager, Manager	NA	NA	Dinner for 2 hrs	NA	Own transport available to reimbursed as per Rules	NA
No worker can work for entire night after having worked during regular day shift. The OT period shall be for maximum 12 hours.						
Every worker assigned an OT , the reason must be specified by Production Engineer and 2 step approval must be documented.						

Say What You Do & Importantly Do What You Said

Marriage Gift Policy

Hypro Engineers Pvt Ltd has a policy of extending best wishes to Employees and his spouse on the occasion of his/her wedding.

General Guidelines-

- Team member should have completed a minimum two years of continuous employment with Hypro.
- Gift Cheque of Rs.3000/-shall be given to an eligible team member
- Gift cheque is issued only after the employee resumes duties post availing his/her marriage leaves
- In case if two employees are getting married to each other, only one shall be eligible to receive the gift cheque.
- A marriage gift is given only on First legal Marriage

In case the two employees within the company get married, post-marriage the company will consider employment of any one of them and not both.

Say What You Do & Importantly Do What You Said

Salary Advance/Loan

OBJECTIVE: To provide financial assistance to long term team members of Hypro in case when there is a serious need or when emergency relief is required due to genuine circumstances.

SCOPE: The policy is applicable to

1. All the confirmed employees of Hypro Engineers Pvt Ltd.
2. Team members who have completed at least three years of continuous employment in Hypro

Applications must be made in writing on the salary advance/loan form, signed with all necessary details e. g purpose of loan, amount required etc. and then the same should be forwarded to the SDR Department for further process.

This loan advance needs to repaid within 3-36 months case to case basis as decided and agreed by the in-charge authorities of SDR Department.

Loans must be approved by the F & M.D. finally Or Director in Charge at the prevailing time.

No loan will be granted if there is a balance outstanding on a previous loan.

Loans are subject to be given at the discretion of management.

The amount availed as advance will be adjusted against the salary.

The request for salary advance/loan to be given 10 days in advance.

The subsidized rate of interest shall be offered to the member.

The rate of interest shall be 7.5 % of the prevailing bank's rate of interest. i.e if the Bank rate of interest is 10% p. a, the member will be charged at the rate of 7.5 % p.a.

Loan amount Eligibility

:

Maximum 4 times the basic pay per month , or any other amount at discretion of the management.

Say What You Do & Importantly Do What You Said

Low Performance Policy

Team members who are falling short of expectations are usually notified through email communications and verbal discussions time to time. They need to strive to increase their own productivity and competency by putting extra efforts. If management still doesn't find significant improvement in performance to justify their position and designation in the company, it will be impervious to part ways.

Termination Policy

The services of a confirmed employee or probationary employee may be terminated with immediate effect or after giving one-month notice as per the demand of the situation and management discretion. If it is noticed that the employee has violated any rules stipulated in the policy while in employment then he/she will lose right on the 30 days payment against notice period. No claims will be entertained and termination of services may happen within a day.

When the management finds that the employee reports to work and does nothing and instead spoils the atmosphere within the company by spreading mis-information about the company then such employee will lose his/her right on the notice period payment. Such employees will be terminated on the same day and they will need to buy out the notice period tenure. The management decision in all the cases of termination will be final.

Say What You Do & Importantly Do What You Said

EXIT POLICY & Notice Period (changes w.e.f 29th Sept 2022)

Mandatory Notice period of 60 days from the date of acceptance of the resignation, for all confirmed employees is applicable. For employees in probation period notice period shall be 30 days.

For trainee engineers the notice period shall be 30 days.

With effective from 22nd November, 2024, the notice period for all members of the Sales & Marketing, Solution Engineering department will be three months.

This change has been implemented to ensure a smooth transition and adequate time for handover in case of any role changes or departures.

In the notice period, employee has not allowed to take any leave. If they take leaves then their notice period will be extended by the days which he has taken leaves.

Unless the notice period is served there will not be any exit clearance given to the said employee.

Employee can expect Acceptance of resignation email from Reporting Manager. Once the agreement on last working day is completed, the full and final settlement process will be initiated.

In case if there is a shortage of notice period there will an option of Notice period buy out (Agreement of Buyout option will be sole discretion of Management)

When employee resignation is received then 50% of their salary will be released for the notice period starting from whichever is earlier, either the first salary after the resignation or the beginning of the notice period. The balance will be paid along with full and final settlement.

The Full and Final settlement details will be communicated to the employee via email. Once the employee confirms it on email, the final dues will be processed within 45 days from their last working day.

Exit Interview is conducted when the team member submits the resignation. Exit Interview has panel of Management and functional leader along with Human Resource Manager.

Exit Interview is documented and kept for records. If the company receives a background check request, it will state the conduct and performance. No claims will be entertained to make a favorable back ground check report.

For employees with less than 3 years of service at Hypro, no formal send-off event involving the entire team will be organized.

A token of appreciation, a farewell lunch will be offered for all. An exit interview will also be conducted to gather feedback and ensure a smooth transition.

Hypro will extend its best wishes for the employee's future career, recognizing their contributions during their

Say What You Do & Importantly Do What You Said

time with the organization. This approach aims to maintain a streamlined and respectful exit process while ensuring business continuity.

During the time of separation, the company would need following:

Approved Resignation

Letter NOC from reporting authority

Declaration that

You are not in possession of any advance on behalf of the company.

- I do not possess any drawing/document/file/photos of equipment, plants, and systems belonging to Hypro Engineers Pvt Ltd either in the form of hard copy or soft copy. If found possession of the same, shall be liable to strict legal action.
- I will not divulge any information in any manner working for Hypro Engineers and other information confidential to the nature of business.
- I will not join competitors for a minimum period of 3 years after leaving Hypro Engineers Pvt Ltd.

All employees working in Hypro Engineers Pvt Ltd are binded by the current prevailing policies. Policies may get revised as per discretion of the Management.

Say What You Do & Importantly Do What You Said

HYPRO NOURISH & ENERGIZE

Objective

The purpose of this policy is to ensure the well-being and satisfaction of staff. By offering a variety of options with its types for tea, coffee, snacks, fruit, and lunch. The company aims to foster a positive work environment, promote employee health and well being.

Timelines to be followed

Sr. no.	Description	Applicability	Frequency in a week	Timings	Servings	Responsibility
1	Morning - Afternoon Tea Timings	All staff	All working days	9:00 a.m. - 9:35 a.m. 3:00 p.m. - 3:35 p.m.	2 Servings a day	SDR & ADMIN
	Tea/Coffee Options					
	*Tea with milk: Regular tea served with milk					
	*Tea without milk: Regular tea without added milk, without added sugar					
	*Herbal tea option: Various herbal tea selections					
	*Standard coffee with milk: Regular coffee with milk					
	*Coffee without milk: Regular coffee without added milk					
2	Milk Timings	All staff opting for milk instead of tea/coffee	All working days	10:00 a.m.	1 Glass per person once a day	SDR & ADMIN
	*Distribution: Served at the factory & HO in proper hygienic manners in steel glasses.					
3	Guest Tea/Coffee Policy	All the visitors visiting Hypro.	As and when required	-	Along with tea/coffee, to serve cookies (one quarter plate per guest)	SDR & ADMIN
	*Proper serving protocols for guests					
4	Corporate Lunch	Reserved for all single/ bachelor white-collar staff at Office & Factory.	All working days	12:30 p.m. - 1:00 p.m.	1 standard box meal/plate serving per person	SDR & ADMIN
	*Distribution: Full meal served at the factory and half meal served at the office as per employee preferences in good manner of packaging and disposed properly.	For Married staff opting for lunch Hypro will contribute to 25 % of the charges, the individual will contribute 75 %.				
5	Evening Fruits Policy	All staff	All working days	4:30 p.m. - 5:00 p.m.	-	SDR & ADMIN
	*Daily evening fruit servings are provided at both the office and factory, promoting healthy snacking habits among employees.					
	*Summer Enhancements: During the summer season, additional refreshments such as ice cream and juices may be provided					
6	Birthday Celebration	All staff	2nd Saturday of the month	Monthly on 2nd Saturday	-	SDR & ADMIN
	*Cake and snacks provided for celebrating employee birthdays, along with snacks.					

Process & Guidelines

- It is duty of all to not waste the food for any reason. If a serving for lunch is planned for you and you don't opt for it/remain absent for any reason, you shall be liable to pay full charge for the serving irrespective of any reason.
- Disposal of food appropriately and keeping the premises clean neat tidy is essence of the conduct with strict no tolerance policy.
- Extending time duration for breakfast/lunch and hampering of work of self and others directly indirectly will be counted as unprofessional conduct at work place.

Say What You Do & Importantly Do What You Said

- Respectful and responsible consumption of food and beverages is expected from all employees.
- Cleanliness and hygiene standards must be maintained at all times, especially in shared eating areas.
- Any dietary preferences or restrictions should be communicated to the relevant authorities for accommodation.
- Employees are encouraged to provide feedback on the food and beverage offerings to continuously improve the program to the SDR department.

Corporate Lunch Coordination:

- Lunch arrangements are made for white-collar staff, with options for full and half meals.
- Daily coordination through WhatsApp groups ensures efficient planning and minimizes wastage.
- Half & Full meal options are available at the office & factory. Factory team has opt for full meal and the office team has opt for both.
- Quantity is mentioned as below:

Quantity	Full Meal	Mini	Full Meal
3 in no.	Chapati	Chapati	Chapati
150-200 Gram	1 Sabji	1 Sabji	1 Sabji
150 Gram	Dal	N. A.	Dal
150 Gram	Rice	N. A.	Rice
50 Gram	Salad	Salad	Salad
50 Gram	Papad	Papad	Papad
1 in no.	Weekly Sweet	N. A.	N. A.

- Coordination for lunch is efficiently managed through WhatsApp groups, ensuring all employees are catered to and any leftovers are responsibly handled.
- SDR team will be providing the headcount of the lunch boxes required daily to the vendor.
- For Factory: WhatsApp group is created for lunch in which additional employees coming from the head office is informed.
- Accordingly, the food vendor provides food for the factory, including extra servings to accommodate any additional employees coming from the head office on daily basis, with co. ordination with Factory Admin.
- Any leftover food is responsibly managed by the food vendor & is collected ensuring nothing goes to waste.
- For Office: To ensure efficient lunch planning and minimize wastage, WhatsApp group is created including employees opting for daily office lunch, and the SDR team.
- Each morning, the group chat is used to confirm the lunch box headcount with the vendor, preventing any unnecessary waste considering daily attendance due to factors like factory visits, site assignments, or leaves, or fasting. Every morning employees need to confirm their lunch box prior till 9:30 a.m.
- Our policy is crafted with the primary aim of acknowledging and addressing the daily lunch requirements of our employees, many of whom are away from their families and yearning for the comfort of home-cooked meals. It stands as a modest initiative by Hypro to unite our employees around a shared table during lunchtime, offering

Say What You Do & Importantly Do What You Said
them the assurance of good-quality food and a sense of home away from home.

Food Quality Assurance:

Hypro prioritizes the best food quality in all its offerings, aiming to provide employees with a homely dining experience and ensuring their well-being during work hours.

This policy reflects Hypro's commitment to employee satisfaction, well-being, and fostering a sense of community within the organization through thoughtful hospitality initiatives.

Say What You Do & Importantly Do What You Said

Circulars

HOSC:18/10/2019

Approval Authorities for Travel/Sites only through Zoho Portal

Travel Request will be approved only by respective HOD's à Record and evaluation purpose.

List of HOD's:

- CED, SEPC, MED, SCM →HOD
- MED, Sales, SE →Ashwini Patil
- Stores, MFG, Admin at Factory → Manager- Factory
- QC – Manager-QAC
- EIC, SAS → Anurag Ayade
- C & A →Team Leader C & A
- SDR – Office → HOD

If HOD is not available following people will approve in order of availability:

- Manager-Factory
- Team Leader C & A
- Ashwini Patil

Today (18/10/2019) onwards all requests of Travel, Expenses, and Advance Payments will be processed if applied only through Zoho Portal.

HOSC:26/12/2019

Rule for a visit outside of the office for office work

Whenever you are going out of the office or factory for office work whatever may be the work/reason you have to raise a trip request through Zoho. Fill all the details about your visit, how much time it will take, what you are going to do there and after coming back, complete the trip by submitting the excel report what you did and the purpose of the visit achieved or not. And for the visit, HOD approval will be mandatory.

HOSC:31/12/2019

Circular regarding Zoho Portal, Travel, Site Material Sourcing

- Task list updating in Zoho portal for purpose of visit is mandatory, else trip approval will not be given.
- The planning sheet is mandatory with Travel Request.
- Proper planning should be done before going to site.
- Expense submission must be done in within 1 week from the closure of trip.
- Cash expenses must be avoided in all cases.
- Task list updating must be done daily basis in the Zoho portal.

Say What You Do & Importantly Do What You Said

- Site learning for future report must be provided with the trip closure.
- Site daily report must be attached in Zoho Portal.
- Trip closure will be done only post submission of work report, duly signed MOM from customer.
- Official purpose Yes bank Credit Card will be issued for Expenses on Personal name, avoid cash expenses in all cases. Submit Expenses within 1 week so Reimbursement will be done before Due date.
- For international site, Hypro Forex Card will be issued as per Policy and Availability.
- Cab booked by admin Pickup location will be Head office / Ghotawade Phata.
- Food expenses for Labour/other service member/any person other than Hypro Employee should not include in Hypro Scope.
- Advance related to food & local conveyance need to be informed to the C&A before 8days.
- Site Material sourcing shall need technical approval from MDES/MDEP/CED/EIC as per the case.
- Site Material sourcing shall need commercial approval from SCM and WO/PO must be issued from SAP.
- Site material like a cylinder, crane& deposit charges should be considered at the time of planning only and WO/PO must be issued from SAP.
- Freight charges/material handling charges should be in Vendor Scope.

HOSC:01/01/2020

Circular regarding Documents

From here on when you will sign on any documents it is compulsory to mention your name and date along with a sign. Otherwise, documents will not be accepted.

Ref : HOS : ADC: 00 07/08/2020

Addendum Circular

As per the company policy we would like to draw your attention to the fact that all aspects of working of Hypro on day to day basis and in general including management and its decisions shall remain confidential while you are in employment and shall remain confidential even when you leave the company or the services are terminated. Posting of any kind of negative review / aspects of Hypro / day to day functioning / management actions and decisions in public domain is prohibited. Please make a note that unlike customers or consumers who post reviews of product or services have a right to do so since they purchase the product or services. In a employer – employee relation the former pays latter for its services and has entered into a confidential contract. Thus making any instance or review about Hypro in a public domain is prohibited. Writing reviews on websites anonymously against Hypro is prohibited. You will be liable for action in case you post any reviews in public domain about Hypro. Kindly understand that “Hypro” is a privately owned company, hasn’t borrowed a single cent from you and has right to its information / working on day to day basis. You are not allowed to make any statement in public domain about Hypro. If you have any grievances you are free to discuss with the management. If you are still not satisfied you may approach the next available legal escalation matrix laid by the Government of India.

If this clause is not acceptable to you, you have a option to tender your resignation from the services with immediate effect. No employee of Hypro has a right to defame Hypro or its management Or its team members in any manner direct or indirect and such acts will not be tolerated and will be liable for legal action.

Say What You Do & Importantly Do What You Said

Posting comments on social media on any platform , making groups on media like for eg, whatsapp, spreading mis information, negative information about the company and its team members will not be tolerated and is not acceptable.

Hypro management has right to change , amend policies whenever it may feel so and all such changes are applicable to all working in Hypro from the date of its circulation. If any changes are not acceptable to a person , he/she has a right to leave the company.

HOSC:04/11/2022

Changes in Travel policy

1. If the site has to be demobilised for festivals as Diwali , the concerned engineers must plan the work to ensure closure well before time and request for booking well in advance.
2. All charges related to travel booking like, hotel, boarding, air/sea/land travel cancellations, no shows, extensions of site , preponement will be passed on to the concerned if sufficient and logical reasoning is not available for the change requested.
3. Bookings with one day notice will not be accepted nor processed other than for genuine emergencies, fair reasoning.
4. The bookings for flights on international/ domestic travels will be done per company policies and concerned engineers shall not exercise any right to change the air line / route / airport lay overs unless there is emergency / genuine reason to do so.
5. For all visits related to site execution, commissioning where period is uncertain only one way booking will be done. Return booking shall be done with a minimum of 2 weeks advance information.
6. Public transport must be used for all city travels wherever available. Europe has a well-established network of trains/ trams/ buses and those services must be used. Taxi shall be used only with the app based services and at places where its use is well justified and fair,
7. Accommodation shall be as close to the site as possible to avoid long travel times. Shall be booked on AirBnb or similar.

First level approval by SDR Dept

Final approval for costs – Manager-C & A for travel tickets , hotel and local travel costs.

Basis for bookings international travel –

Lowest cost with fair layovers.

Flights to surrounding airports within 3 to 4 h journeys with journey costs lower than the city of interest.

HOSC:08/11/2023

Say What You Do & Importantly Do What You Said

NO REHIRE POLICY

No-Rehire policy applies to all former employees, ensuring consistency and fairness regardless of gender, race, religion, or other protected characteristics.

This Policy is designed to maintain Hypro's integrity and ensure a positive work environment.

Guidelines

1. Cultural fit: Rehiring individuals who no longer align with the company's culture and values can harm team dynamics.
2. Termination for cause: Employees terminated due to poor performance, misconduct, policy violations, or legal issues will not be eligible for rehire.

Rehiring individuals previously terminated or who left due to poor performance or misconduct may negatively affect the work environment.

3. Legal and compliance risks: Rehiring employees terminated for serious offenses, such as harassment or fraud, presents legal and compliance risks.
4. Voluntary resignation: Employees who voluntarily resigns are not eligible for rehire unless there are specific circumstances, such as leaving in good standing or substantial changes in the position or company.
5. Layoffs: Employees laid off due to financial reasons or restructuring will not be eligible for rehire, depending on business needs.
6. Employee morale: Bringing back employees who left on negative terms may lead to dissatisfaction or demotivation among current staff.
7. Employment Verification: Employees found irrelevant during employment verification while onboarding at Hypro, and subsequently asked to leave, are not eligible for rehire in future or reapplying for any position.

Communication and Enforcement

SDR departments to maintain accurate records of former employees, detailing reasons for termination or resignation.

SDR department will maintain any exceptions to the policy, which will be documented and justified in writing.

Rehire Process

If in case in future before rehiring a former employee, a background check should be conducted to review the individual's previous employment records, including performance reviews, conduct, and reason for departure. The decision to rehire should be approved by SDR with proper justification and management, ensuring alignment with the company's current needs, culture, and values.

HOSC:03/09/2024

Say What You Do & Importantly Do What You Said

Policy on Access to MD sir's or any Director's Cabins

It is essential to maintain a respectful and productive working environment.

Therefore, it is imperative that employees refrain from entering the cabins of the any Director and Managing Director (MD) without prior permission.

Why this policy is important - key points:

- Individuals may be engaged in important discussions, meetings, or deep thought processes.
- Unannounced entry can disrupt their work and cause unnecessary distractions.
- Any visit to MD sir's or any Director's Cabins must be scheduled or approved in advance. After approval employees entering the cabin should seek permission before entering(knock the door)
- In case of urgent matters, employees should wait for the appropriate moment to approach or contact the office staff (SDR/Admin team) for guidance on how to proceed.

This policy is crucial to ensure smooth operations and maintain a professional atmosphere.

We ask for everyone's cooperation in respecting these guidelines.

HOSC:30/01/2025

Say What You Do & Importantly Do What You Said

Zero Tolerance Policy for Forced or Bonded Labour

Hypro Engineers Pvt. Ltd. is committed to upholding the highest ethical standards and strictly prohibits the use of any form of forced, bonded, or involuntary labour across all its operations, supply chains, and business engagements.

Policy Guidelines

1. **Prohibition of Forced and Bonded Labour**
 - No employee, labour shall be subjected to forced, bonded, indentured, or involuntary labour.
 - Employment must be freely chosen, and no one shall be forced to work under threat, coercion, or penalty.
 - Hypro does not tolerate any form of modern slavery, including debt bondage.
2. **Prohibition of Coercion and Restriction of Freedom**
 - Employees shall not be required to surrender personal identification documents, passports, or financial deposits as a condition of employment.
 - No restrictions shall be placed on employees freedom of movement, and they shall have the right to resign with due notice in accordance with legal and employment/contractual terms.
3. **Fair Wages and Working Conditions**
 - Hypro strictly complies with local legislation on minimum wage, ensuring that all employees, workers receive fair and legal compensation in accordance with applicable labor laws.
 - All workers/employees shall receive wages and benefits as per legal and contractual obligations.
 - Overtime shall be voluntary, and employees are not be forced to work beyond agreed hours.
 - Employees shall be provided with a safe and healthy work environment, free from harassment or exploitation.
4. **Ethical Recruitment Practices**
 - No employee shall be charged recruitment fees or be forced into employment due to financial debt or obligation.
 - Hypro partners only with recruitment agencies that adhere to ethical hiring practices.
5. **Reporting, Enforcement, and Compliance**
 - 5.1 **Reporting Mechanism**
 - Any employee, supplier, or third party suspecting a violation of this policy must report it confidentially through the company's grievance mechanism on Hypro portal, official email id listed on the website.
 - Whistleblowers will be protected against retaliation.

5.2 Enforcement & Consequences

- Violations of this policy will lead to strict disciplinary actions, including termination and legal

Page 124 of 137 This is an internal document of HEPL and not intended to be shared with anybody in public.

HEPL:HR:SYS:014; Ver11, 06/06/2025

Say What You Do & Importantly Do What You Said
proceedings.

- Non-compliant suppliers or partners will face contract termination and potential legal action.

5.3 Legal & International Compliance -This policy aligns with:

- The Bonded Labour System (Abolition) Act, 1976
- Other applicable national laws related to labor rights and wages

6. Review & Updates

This policy will be reviewed periodically to ensure compliance with evolving legal and ethical standards. Updates will be communicated to all.

Hypro Engineers Pvt. Ltd. is committed to fostering a workplace that respects human rights, dignity, and fair employment practices.

Say What You Do & Importantly Do What You Said

Reimbursement Policy for Company-Initiated Cancellations

This policy aims to provide a structured and transparent approach, in reimbursing employees personal travel cancellation costs incurred due to reasons directly attributable to Hypro Engineers Pvt. Ltd.

In the event that an employee is compelled to cancel a personal trip or vacation, which was previously approved, due to unforeseen business requirements, Hypro will reimburse the actual, non-refundable costs incurred by the employee as a result of such cancellation.

This reflects the company's commitment to fair financial practices and responsible corporate governance. Policy applies to all full-time employees, directors, and authorized representatives of Hypro who have made related bookings.

Conditions for Reimbursement

Reimbursement will be made only if the following conditions are met:

- **Business Requirement:** The cancellation must be necessitated by a legitimate business need, such as urgent project deployment, client requirements, audits, or directives from senior management.
- **Prior Approval:** The personal travel or vacation must have been officially approved in writing prior to the cancellation.
- **Official Intimation:** The employee must receive or get a formal email or directive from their reporting authority to cancel their plans due to business needs.
- **Documents:** The employee must submit:
 1. Copy of original booking and payment receipts.
 2. Confirmation of cancellation and non-refundable amount.
 3. Proof of prior approval for the trip.
 4. Written communication from the reporting manager or senior authority requiring the cancellation.

Reimbursement Procedure

1. **Submission of Claim:**
Submit the completed reimbursement process with the help of supporting documents on Zoho expense portal within 7 working days from the date of cancellation.

Say What You Do & Importantly Do What You Said

2. Verification & Approval:

- The Reporting authority, SDR & C & A Department will verify and approve the claim.
- Cancellation claim shall be limited to self , spouse, & children.
- Additional clarification may be requested if required.
- Employees/Claimants, ensure timely communication, submission of accurate documentation, and adherence to policy conditions.

Say What You Do & Importantly Do What You Said

Organizational Protocol for Interactions Across Personnel Levels

This document outlines the formal protocols for interacting with and engaging individuals at all levels in Hypro, ranging from support staff, technicians to senior leadership, including consultants, our vendors, customers, Directors, and Managing Directors.

The goal is to maintain consistency, professionalism, and respect for organizational hierarchy in all forms of communication and interaction.

1. General Principles of Engagement

- **Respect for Hierarchy:**

All employees, regardless of their role or function, must respect the organizational hierarchy in all forms of communication and interaction.

Each person is expected to engage with others in accordance with their position and role within the company.

- **Professional Conduct:**

All interactions, whether internal or external, must be conducted with professionalism, courtesy, and respect for the other party.

The tone, language, and approach must reflect the company's values and commitment to maintaining a professional work environment.

- **Confidentiality:**

Information shared with employees at various levels should be handled with discretion.

Confidential and sensitive information must be communicated only to those who need it, and in accordance with the company's confidentiality policies.

2. Communication Protocols in details

2.1 Support Staff (Office Boys, Administrative Assistants, etc.)

- **Delegation of Tasks:**

Support staff is responsible for performing assigned tasks such as handling correspondence, office maintenance, deliveries, and other administrative duties.

They should not be tasked with communicating directly with senior leadership or consultants unless explicitly instructed.

- **Professional Communication:**

Support staff must maintain professional behavior and be respectful at all times when interacting with colleagues.

They should follow appropriate reporting lines and avoid engaging in matters beyond their designated duties.

Say What You Do & Importantly Do What You Said

- **Respect for Seniority:**

Any task involving senior leadership, consultants, or executive management should be formally routed through SDR department, or the appropriate senior staff, ensuring that there is no direct contact unless authorized.

2.2 Junior and Mid-Level Employees

- **Clear Reporting Structure:**

Junior and mid-level employees must communicate and report through their direct supervisors or managers.

Any communication with senior leadership or consultants should be routed through proper channels to ensure clarity and maintain professional conduct.

- **Collaboration and Consultation:**

If a junior or mid-level employee needs to interact with senior management or external consultants, they must first confirm with their immediate supervisor or SDR whether such communication is required and how to approach it.

This ensures that requests and information are aligned with organizational goals and processes.

2.3 Senior Managers and SDR

- **Facilitating Communication:**

Senior managers, including SDR representatives, are responsible for facilitating communication between junior employees and senior leadership.

They should ensure that interactions are appropriate and aligned with the organization's priorities.

- **Representing Leadership:**

Senior staff members must act as intermediaries, ensuring that all communications are professional and consistent with the organization's objectives.

They are responsible for ensuring that senior leadership is kept informed of key matters and that decisions are made in a timely manner.

3. Distribution of Branded or Official Materials

- **Responsibility for Distribution:**

The distribution of any branded items, gifts, or corporate materials must be handled by senior representatives, such as the SDR Manager or department heads. These materials should not be handed out by junior staff or support personnel.

Say What You Do & Importantly Do What You Said

- **Respecting Recipient's Status:**

Items meant for senior leadership (Executive Directors, Managing Directors, etc.) or external consultants must be personally delivered by individuals in a position of authority.

This ensures the gesture is respectful and reflects the company's formal standards.

4. Event and Forum Coordination

4.1 Inviting Key members

- **SDR Role in Invitations:**

SDR or the organizing team is responsible for ensuring the right individuals are invited to important forums, meetings, and company events.

This includes determining which leaders, consultants, or external stakeholders need to be present for the event to achieve its objectives.

- **Consultation for Clarification:**

If there is any doubt regarding who should be invited, the event organizer team or SDR representative must consult with relevant authority figures, such as department heads or senior managers, before finalizing the list of attendees.

4.2 Event Representation and Acknowledgment

- **Role-based Representation:**

Senior management and consultants must be acknowledged appropriately during events. This includes providing priority seating, formal recognition, and ensuring their participation aligns with their role and significance.

- **Professional Event Conduct:**

The planning and execution of events must be handled in a manner that reflects the company's professional standards. Invitations, logistics, and communication should be clear and well-organized to ensure all key individuals are included and properly accommodated.

5. Accountability and Compliance

- **Enforcement of Protocols:**

All employees are expected to adhere to the protocols outlined in this document. Department heads and SDR are responsible for ensuring these standards are maintained and for providing guidance on how to apply these protocols in daily operations.

- **Corrective Action:**

Any violations of these protocols will be addressed according to the company's disciplinary policies. Repeated non-compliance may result in formal corrective action.

Say What You Do & Importantly Do What You Said

Employee Yoga Wellness Program

Purpose

Hypro Engineers Pvt. Ltd. is committed to promoting the physical and mental well-being of its employees. As part of our wellness initiative, the company is introducing a structured **8-day Corporate Yoga Program**. This initiative aims to help employees reduce stress, improve focus, and enhance overall health and productivity.

This policy applies to **all employees** across departments and locations, including staff, executives, and management.

Policy Guidelines

- The company mandates participation of all employees in the yoga program as part of our wellness and productivity enhancement plan.
- The program will be conducted over a period of 8 days, under the guidance of a certified and professional yoga trainer.
- The entire cost of the yoga course, including trainer fees, will be fully borne by the company.
- Sessions will be organized after working hours or in mutually convenient time slots, ensuring minimal disruption to daily operations.
- Participation will be considered as part of official duty, and no employee shall suffer any loss of pay or leave for attending the program.
- Special arrangements, where needed, may be considered for employees with medical limitations or other constraints, subject to prior intimation and approval from SDR.
- Attendance will be recorded and monitored by SDR.
- Feedback will be collected post-program to improve future wellness initiatives.

Objectives of the Program

- Enhance employee wellness and resilience.
- Encourage better posture, breathing, and mindfulness at work.

Say What You Do & Importantly Do What You Said

- Reduce workplace stress and fatigue.
- Foster a positive and health-conscious corporate culture.

Review and Modification

This policy will be reviewed periodically and may be updated based on employee feedback, trainer inputs, and evolving organizational needs.

Say What You Do & Importantly Do What You Said

Benchmark Compensation Policy


Purpose

This policy outlines a structured compensation benchmark for employees with a technical background. It is intended to guide fair and competitive salary practices while promoting a transparent and performance-driven culture within the organization.

This policy applies to all employees with a technical background working in core operational, production, process, and quality-related roles.

For non-technical employees compensation benchmarks may differ and will be determined as per prevailing market trends and role specific demands.

Benchmark Compensation Structure

Bench Mark Compensation		Hypro  Synonym of TRUST
Year of Experience	INR L CTC *	
0	2.4	
1	3.4	
2	4.4	
3	5.3	
4	6.4	
5	7.5	
6	8.7	
7	9.5	
8	10.5	
9	11.3	
10	12.2	
11	13.1	
12	14.0	
13	15.0	
14	15.9	
15	16.9	
16	17.7	
17	18.6	
18	19.5	
19	20.1	
20	20.7	
* Valid for Engineers / C.A 's		
For other streams and disciplines criterias would differ case to case		
SDR-FR-48 ver01 01.1		Page 1 of 1

Say What You Do & Importantly Do What You Said
Policy Guidelines

- The above benchmarks are meant to serve as guidelines based on total years of relevant experience in a technical role.
- These figures are not fixed salaries, nor do they represent an entitlement. Actual compensation may vary depending on:
 - Individual performance and contribution
 - Skillset, domain expertise, and role complexity
 - Organizational priorities and budgetary considerations
- Employees may not necessarily receive the stated benchmark amount for their experience level.
- Compensation decisions are at the discretion of management, based on performance and business needs.
- Employees working in non-technical domains will have their compensation evaluated separately from this structure.
- Salaries in such roles will be determined by market benchmarks, internal parity, and functional requirements, on a case-by-case basis.
- Benchmark data will be reviewed annually and adjusted if needed to reflect inflation, industry movement, or talent acquisition dynamics.
- Department heads are expected to consult this policy during hiring, performance reviews, and salary discussions.

Say What You Do & Importantly Do What You Said
Diwali/Ex-gratia & Performance Bonus

Diwali Bonus / Ex Gratia Eligibility - Subject to satisfying all criterias below
1. To be paid post completion of minimum 1 year of continuous employment
2. Paid to employees who are in active employment at the time of disbursement
3. The rules laid by Government of India shall be applicable.
4. For those employees who draw basic amount more than Rs 21,000 (Amount Stipulated by governing law time to time), are not in active service / serving notice period the disbursement in full or pro rata will be non binding on the company.
*Performance based Incentive , Subject to satisfying all criterias below
A. To be paid post completion of minimum 1 year of continuous employment
B. Paid to employees who are in active employment at the time of disbursement i.e Between Duration April 1st to 31st March of a financial year. Employees serving notice period will not be eligible to receive performance bonus.
C. Performance incentive will be paid to new joiners on prorata basis (For duration from date of joining till March 31st) after completion of 1 year of service subject to active employment at the time of completion of 1 year. For eg. If the employee join in Aug 2022 then performance incentive will be paid after completion of 1 year i.e in Aug 2023 on prorata basis from Aug 2022 to March 2023. For April 2024 onwards will be paid in regular disbursement cycle (Refer E below). This is applicable to those joiners who have joined before the 1st Oct. Those who will join from 1st Oct they will receive the incentive in next financial cycle.
D. Disbursement of Performance Bonus amount per annum is based on the individual performance score, and timely task completion.
E. Disbursement to be effected in June's Salary post completion of the financial year.
F. Additional Remuneration amount will be paid at the end of the third year of continuous employment, upon completion of two years of service, or as mentioned in the letter provided to the respective employee. This is
G. For those employees who served only partial period of the stipulated duration and are not in active service at the time of disbursement the incentive will be non binding on the company. Thus incentives for partial duration on pro rata are non binding
This employment offer is binding to the employee who accepts it. Candidates who accept the offer and choose to not join post acceptance of the offer for any reason shall be liable for payment of a processing fee of 45 days gross pay as per policy laid by the company. Thus you are kindly requested to accept the offer if and only if you have a positive intent to join the company. Kindly note that only based on you accepting the offer , the company stops its search for vacancy closure. Upon no show the company is liable to loss of time and incurs charges which will be recovered from defaulting party.
This offer cannot be disclosed to any third party / another company for purpose of negotiations or any other reason. Failing to adhere to this condition , the candidate will be liable for action as per legal frame work of a contract
Human resource policy is binding for every employee. It is subject to change per management decision in best interest of the company.

Say What You Do & Importantly Do What You Said

Service Milestone Recognition Policy

Purpose

To recognize and appreciate the dedication and loyalty of long-serving employees, Hypro Engineers Pvt. Ltd. is pleased to celebrate service milestones with a token of appreciation that involves the employee's family.

Policy Guidelines

- Employees who complete 5 years and 10 years of continuous service with Hypro will be honored each year.
- As a gesture of appreciation, a special dinner with the employee's family will be organized and sponsored by the company.
- This initiative is intended to:
 - Acknowledge the employee's contribution.
 - Involve and appreciate the support of their family.
 - Strengthen emotional and cultural connection within the Hypro Family.
- The SDR department will maintain a service anniversary tracker and coordinate with eligible employees for planning the dinner.
- This recognition will occur annually for all employees completing their 5-year and 10-year service milestones during the calendar year.
- This policy will be reviewed periodically to enhance the employee experience and may be updated based on feedback or budget considerations.

Say What You Do & Importantly Do What You Said

Resignation & Increment.

Effective from this financial year 2025–26, a new policy regarding salary increments and employee resignations is being implemented.

1. If any employee resigns within four months from the effective date of their salary increment (i.e., between April and July or within four months of the increment effective date), the increment will be deemed null and void.

The excess salary paid, defined as the difference between the pre-increment and post-increment amount for the duration served after the increment, will be recovered from the employee's Full and Final (F&F) settlement.

2. We would like to take this opportunity to emphasize that sudden resignations are strongly discouraging. Before initiating any formal resignation, we request an open discussion with the **SDR department** and their **reporting authority both**.

No direct resignations emails will be entertained going further without a prior discussion. Please note this. This will foster better planning and ensures smoother transitions for both the employee and the organization.

3. Please remember that the notice period exists to facilitate a proper and structured handover of responsibilities. Employees are therefore requested **not to predefine or communicate their own last working day** in the emails. The final working date will be decided mutually, considering the completion of individual handover obligations and departmental requirements, in line with the applicable notice period by your reporting authority.

We sincerely seek your cooperation in upholding a professional, respectful, and transparent work culture.

HOSC: 06/06/2025