

Say What You Do & Importantly Do What You

Handbook

For

Resource Support &

Operations

Management

Say What You Do & Importantly Do What You

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 just a compilation of the information on policies and processes of the company; it 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 to all **the** employees in the library for reference. Copying or circulation in any nature or format of this manual is not permitted.

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From the Founder's Desk

Dear Colleagues,

Welcome in Hypro!!

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

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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 Mulashi Highway.

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Hypro History

Hypro History	
Established : January 25th , 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
First CO2 Recovery Plant, Sica Breweries	2002
First Spent Yeast Deactivation Plant, Foster's India	2002
First Unitank Project , Aurangabad Breweries	2003
First Export Order, CO2 Recovery Plant , Universal Breweries Mauritius	2004
First Export Order Unitanks, Universal Breweries Mauritius	2005
First Own Manufacturing Facility, Bhosari Pune	2006
First Mash Kettle, Tripti AlcobeV	2007
Factory - II, Kalamshet, Pune	2011
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 CO2 Plant for Craft Brewery - HyCrC , Bhutan, Namgay Artisnaal	2016
First Pilot & Research HyMI , Namgay Artisanal Brewery Bhutan	2016
First Greenfield Brewery Project - Abeera , India	2017
First CO2 Recovery Plant order with CE Marking from Krones AG	2017
Compliance to AD 2000	2018
ISO 3834	2018
Certified as "U" Stamp vessle manufacturer	2019
First Co2 Recovery Plant in USA with U Stamp	2019

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Vision and Mission



VISION

To provide solutions and systems conforming to Global standards with reliability as a trade mark to the customers looking for a High Quality facility for manufacturing of hygienic process related products and beverages. We would like to create a brand “Hypro” which will become a synonym of “Reliability”. We believe this is a path to achieve “Total Customer Satisfaction”.



MISSION

Build Infrastructure with facilities, Develop human resources, Choose associates who compliment the values and product deliverables and together achieve the Vision. Together we will work to provide simpler solutions and also honoring environmental requirements.

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Principles of Hypro& to be followed by Hypro Team Members

Principles of Hypro& to be followed by Hypro Team Members	
Sr No.	Principle
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 position 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 global market, good communication skills, technical skills, vast area of business with lot of potential, debt free company, strong financials and properly following ethics and principles.

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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 - Keofitt
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

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Corporate 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.

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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

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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, 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, mugs, books, T-shirts, wine bottles, a

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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 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.

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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.

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 Whistleblower Committee.

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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

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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 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

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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

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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.

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.

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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 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

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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.

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

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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

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

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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.

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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

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

ISO & Systems Adherence Policy

Hypro is

ISO 9001-2015 Company Certified by TUV SUD.

ISO 3834 -2 certified company 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

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.

Zoho Portal

Say What You Do & Importantly Do What You

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

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.

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E-Punch

E-Punch is used for Site Attendance.

- It is mandatory to do E-Punch on-site both the times(in & out) w.e.f from 1st February 2020. OOD will not be allowed.
- OOD will be considered only on your travel day and when the site will be closed early or site work will be done in night shift or If any. But for all the reasons traces need to be found in the mail, etc. Prior approval of HOD required.
- E-Punch should be marked on a daily basis for attendance.
- E-Punch report will be crossed checked and if any discrepancy found in the area mentioned and the claim will not be processed.
- If attendance is not marked on E-Punch or GPS is kept off, then in that case leave will be marked and the claim will be disallowed.
- It is the responsibility of the particular employee (not his superior) to ensure that his E-Punch is working in all aspects any queries need to be addressed via mail and should be resolved by taking the proper follow-up. Discrepancies regarding the same will not be entertained.
- 100% E-Punch to be checked for the claims
- It is compulsory to attach a mail trail if the claimant's E-Punch is not working, otherwise, claims will not be processed.
- Punch time while working at site- Regular punch time of office i.e. 9 am to 6 pm need to be followed by all employees going on site.

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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, Piping	MDEP
7	Mechanical Design & Engineering , Static	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	Site Execution & Project Control	SEPC
16	Stores, Dispatch	STO
17	Systems & Digitalization	SYS
18	Technology Development & Research	TDR

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System Files - SDR Department

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Hierarchy Matrix

Sr	Hierarchy
1	Assistant
2	Engineer - Trainee
3	Officer
4	Sr Officer
5	Engineer
6	Sr Engineer
7	Executive
8	Sr Executive
9	Asst Manager
10	Manager
11	Dy General Manager
12	General Manager
13	Associate Vice President
14	President
15	CEO
16	Director
17	Dy Managing Director
18	Managing Director

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On Boarding & Induction

New Joiners shall submit following documents at the time of joining along with Personal Information Form.

1. Copy of Resume
2. Copy of all experience Certificates
3. Copy of Previous Appointment Letter
4. Copy of Driving License
5. Copy of PAN card
6. 3 passport size photographs
7. Current Address
8. Permanent Address
9. Contact Numbers / Alternate Numbers
10. Residence Number
11. Email Id
12. Two References with Contact Numbers, Email Id
13. Original credentials if asked for along with any other document as requested.
14. Medical Fitness Certificate
15. Blood Group Report

The new team member will be explained this document by SDR department member and training will be imparted to the new member. After having understood the document the new member must sign having read, understood and agreed to terms and conditions stated in the manual.

Brief Introduction of the new member must be done by SDR dept which shall include, Experience, date of joining, Designation on which he/she have joined the department.

The new member will also be imparted training from department superiors/seniors upon joining. All new joiners must read all the brochures related to products of Hypro and understand more about them from the respective personnel.

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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

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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.

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.

International Activities Laws

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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 U.S. 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: Maintain confidentiality

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.

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,

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customer or competitor, or having a significant financial or other interesting 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 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.

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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.

Office Etiquettes Policy

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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.

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17. Remember your manners.
18. Be ready to learn, adapt and change
19. Exercise professional maturity by showing good management and build good relationship.
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.

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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.

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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

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Dress Code

Formal dress is expected from Monday to Friday. Casual dress will be allowed on 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.

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Working Hours Policy

Working Hours Policy and work breaks for Tea/ Coffee & Lunch		
Working Hours	09:00 to 18:00 hours	On all Days except Sunday. Or as per management directives issued from time to time.
Office In Time 9:00 a.m Sharp.		Maximum of 10 minutes grace time allowed for 3 weeks per day. If employee reports to work at 09:10 for more than 3 times a week, it will be treated as a short leave.
		Team members reporting to work between 09:10 a.m.to 09:20 am will be treated as a late mark for every instance. 3 late marks in a month will be treated as half day leave.
		Team members reporting to work between 09:21 to 11:00 am will be treated as a short leave.
		Team members reporting to work from 11:01 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 for 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 and designated area in the Factory
Tea/Coffee breaks – Slot 1,	15:30 to 15:40	On Desk or self-collection from pantry area and for a maximum duration of 5 minutes.

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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.

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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 you 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 app Communication window on during work hours. This is a clear violation of rules and will affect your ratings		
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.		

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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 Engineers	Executive up to Asst managers
Laptop	Yes	No	No
Desktop	N.A	Yes	Yes
Software- O.S	Windows 10 Pro or latest available at the time of purchase	Windows 10 Pro or latest available at the time of purchase	Windows 10 Pro or latest available at the time of 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

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Tally ERP	For C & A Team	For C & A Team	For C & A Team
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Telecommunications Policy

Departments Category – A			
Hierarchy	Managers & above	Executive up to Asst managers	Officers to Sr 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 plans	As per prevailing plans	As per prevailing plans
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 plans	As per prevailing plans	As per prevailing plans
Extra - official only	With records	With records	With records
Itemized billing	Must	Must	Must
A	B		
Department	Department		
Electrical Instrumentation & Control	Administration - Admin		
Process	Commercial & Accounts		
Projects	Support & Development- Resources		
Proposals	Information Technology & Hardware		
Sales	Manufacturing		
Supply Chain Management	Mechanical , Static		
Support After Sale	Mechanical , Piping		
	Quality Control		
	Stores, Dispatch		
	Technology		

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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.

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Policy on Use

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

Electronic Communication:

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

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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.
- ✓ Circumventing logon, 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.

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

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

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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

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

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take laptop outside Company Premises.

- Laptop will be used only for the business of Company and shall not be used 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.
- 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.

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- 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.

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Personal Accident and Medical Insurance Policy

Personal and accidental insurance Policy for Staff and Workers			
Hierarchy	Managers & above	Sr Engineers up to Asst managers	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 assignment workers who work in Hypro premises	To be insured by the contractor and also as per prevailing act for working in premises of Hypro		

Health & Medical Insurance Policy			
Hierarchy	Managers & above	Sr Engineers up to Asst managers	Officers to Engineers
Health and medical insurance cover for self, spouse and children	Rs 2 to 4 Lakhs based on management discretion	Rs 1.5 to 2 Lakhs based on management Discretion	Rs 1 to 1.5 Lakhs based on management discretion
Premium pay % by company	25 to 100 % based on management discretion	20 to 50 % based on management discretion	0 to 25 % based on management discretion
For all active team members having completed at least one year of service in Hypro effective from the date of completion of one year in service in Hypro.			

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For members who are willing to get insured for higher value than stated above may do so at their own expenses.	
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Salary Structure Breakup Policy

Hypro Engineers Pvt Ltd has a specific salary structure. Hypro follows 2 salary structures on CTC basis. CTC= Cost to company and includes all costs incurred by the company for employing a person as categorically listed in the structure. Costs incurred other than those listed categorically are covered by the company.

The CTC can fall in two salary structured as mentioned below:

Salary Structure 01:

The Breakup here includes:

Standard Earnings – Paid on a monthly basis

Statutory compliances – Paid on a monthly basis

Diwali Bonus (Paid per laid rules) – Paid on an annual basis

Performance Bonus (Paid per laid rules) - Paid on an annual basis

Salary Structure 02- (CTC Basis):

The Breakup here includes:

Standard Earnings – Paid on a monthly basis

Statutory compliances – Paid on a monthly basis

There shall not be any Diwali Bonus and Performance Bonus paid separately. This is included in the monthly pay out. This structure is introduced to increase the monthly earnings of the individuals. The individuals eligible for this structure would be based on management discretion and is non-binding. This structure shall be informed at the time of employment itself if selected.

It is mandatory that the human resource team appraises the selected candidate as per salary structure 2, the terms of this policy and migration to salary structure 01.

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If an employee joins with Salary Structure 02 he will remain in the same structure till the time his/her Gross Salary CTC reaches a value of Rs 5.0 Lakhs per annum.

Post appraisals and annual increments once the CTC value crosses the Rs 5.0 Lakhs per annum figure he/she will be automatically migrated to Salary Structure 01.

The Salary cap of Rs 5.0 Lakhs p.a is at sole management discretion and can be revised any time. It is not binding on the management.

The decision on migration shall be withhold depending on case to case for a team member and he / she can remain in Salary Structure 02 even if the CTC crosses Rs 5.0 Lakhs per annum. This decision will be taken by the management and by understanding the needs of the team members and seriousness of the state.

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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
4	Independence Day	15th August
5	Ganesh Chaturthi	
6	Anant Chaturdashi	
7	Dasserah	
8	Diwali - 1st day	
9	Diwali - 2nd day	
	Any additional day at discretion of management	

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LEAVE POLICY

Objective – The leave rules have been formulated to enable employees to maintain a healthy balance between work and life. Leave is given to the employees for sickness / emergency / personal work and recreation.

Eligibility: The leave policy is applicable to confirmed employees of Corporate office and factory staff of Hypro Engineers Pvt. Ltd. (Factory workers are not included in this policy)

Leave means leave of absence i.e. official permission from the employer to remain away from duty

No leave either with pay or without pay can be claimed as a matter of right. Granting permission for leave of absence is the sole discretion of the management. Management reserves the right to refuse, reduce, postpone or revoke any kind of leave applied for or already sanctioned.

Year of leave commences on 1st January and ends on 31st December in the same year.

Leave has to be earned by duty or services. Therefore, the entitlement of leave would start after it is earned. For the purpose of calculating leave earned the period of loss of pay during a particular leave year, shall not be counted for calculation.

An employee on probation, although earns the leave is not entitled to get any earned leave with pay until confirmed in the services but is eligible for casual leaves only and 6 casual leaves per 300 working days are given . After confirmation, only earned leave can be availed on a pro-rata basis. **Trainees are not eligible for the PL/CL leaves up to the completion of a year. After completion of one year, he/ she will be on probation period then he/she will get leaves as per the rule for the probation period.**

Except on emergencies and unavoidable circumstances, leave of absence should be availed only after the same is sanctioned.

As a matter of discipline, employee should not leave the premises/office without prior permission from the HOD.

Employee can take leave approval through HRMS only. Availing Earned / privilege leave employee need to submit request through HRMS 10 days before. Leave will be sanctioned only after HOD and SDR

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approves the same.

If an employee, after proceeding on leave desires an extension of leave, he/she should inform orally/or in writing to that effect to the HR Department & his HOD with reasons. In the absence of such communication (written/oral), the request for extension shall be deemed to have been rejected and overstay is to be treated as unauthorized absence and the employee is liable for strict disciplinary action.

An employee on leave cannot resume duty officially before the expiry of the sanctioned leave except with the prior written permission of the competent authority agreeing to cancel part of the sanctioned leave.

As long as an employee has leave balance to his / her credit, leave without pay cannot be granted.

- (a) For 1 day personal leave - submit leave form for approval at least 2 days before taking leave
- (b) For 2 to 3 days' vacation--- submit leave form for approval at least 1 week before vacation starts
- (c) For 4 or more days -- submit leave form at least three weeks before vacation starts
- (d) Sick leave (or emergency Leave) - submit leave form within 2 days after you return to work.

Punch card must be used for attendance. Proxy attendance is a violation of rules and appropriate action shall be taken against this misconduct. When team members leave office during lunch hours, they must USE their OWN PUNCH Cards and not use one punch card for group exceeding 2 members. It will be considered as violation of rules and qualifies for appropriate action.

All members are urged to refrain from smoking during work hours.

With Management permission - > For unavoidable reasons members who want a smoke break can utilize the allocated time slot for tea break subject to maximum duration of 5 mins on two instances a day. This involves moving out of premises with your own punch card for the same on exit and return. The time will be logged in by the system. Violation or extending the break will lead to treat it as a short leave if the break is more than 10 minutes.

Leave Structure

For probation period (of Six months): 3 Leaves

Confirmation period till completion of year: 3 Leaves

Leaves Holiday: As per Holiday Calendar

Post completion of Year: 15 EL / PL and 6 CL (On Pro-rata basis)

Earned / Privilege Leaves: 15 Maximum / Annum → Refer to criteria as per policy for eligibility

Casual leaves: 6 Maximum / Annum

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Public Holidays: As per calendar

Types of Leave

These types of leave which an employee can avail are as below

1. Earned / Privilege leave
2. Casual Leave
3. Without Pay Leave
4. Maternity Leave
5. Leave against Compensatory Off
6. Short Leave
7. Civic Duty Leave

Employee can apply causal leave through HRMS only. Leave is approved only after it is sanctioned the concerned HOD and SDR.

Earned / Privilege Leave

1. All permanent employees will be eligible to earn / privilege leave only after completion of continuous one year service from the date of joining. 15 days leave for completed each year of service provided he has worked for a period of not less than 240 days in a calendar year.
2. Earned / Privilege leave can be accumulated up to 30 days only. If earned / privilege leave is accumulated more than 30 days, the excess leave will automatically lapse.
3. All the employees who join the employment other than on 1st January, will be allowed proportionate leave in respect of his service in the next calendar year of employment. Such leave, however, will be granted only after his completion of 12 months' continuous service from the date of joining.
4. Application for earned / privilege leave should be made to the respective authorities (Department Head) at least seven days in advance. Granting of leave will be subject to exigencies of work.
5. All holidays including weekly off days falling within the period of leave shall be treated as part of privilege leave.
6. All employees who are granted earned / privilege leave must remain present on the working days immediately preceding and also following the leave period.
7. For the purpose of calculating earned / privilege leave, the period of leave of loss of pay shall not be considered.
8. Earned / privilege leave will not be sanctioned after submission of resignation.

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Casual Leave

Employees are eligible for 6 Days CL with full pay per calendar year as per given in clauses below:

1. All employees shall be eligible for CL those who are enrolled on the payroll of the company as on 1st January of every year
2. Application for CL should normally be made at least one day before the date when such CL is required.
3. CL can be prefixed or suffixed with Earned leave or Weekly off.
4. Encashment or accumulation of CL is not allowed.
5. 5 Accumulation of CL for next year is not allowed.
6. Maximum 2 leaves can avail a time without pay leave.

In case of extreme emergency, without pay leave can be granted at the sole discretion of the competent authority, provided the employee has no leave, whatsoever to his/her credit.

Maternity Leave

Strictly as per provisions of ESI and Maternity Benefit Act

1. All full-time women employees who have worked for at least 80 working days shall be entitled for maternity leave, at a stretch, for a maximum of 26 weeks for working women with less than two surviving children. i.e. 8 weeks before the expected delivery date and extending up to 18 weeks after the birth of the child.
2. Maternity leave for adoptive and commissioning mothers.
3. Medical termination of pregnancy: In case of medical termination of pregnancy (MTP) six weeks of leave at a stretch, with salary shall be availed.

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.

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.

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Compensatory Off

For all employees including Site Engineers:

1. Compensatory off should only be given only, if an employee has worked on Sunday or Public Holiday for 8 hours. Prior approval of Management is needed to work on Sundays or 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. Compensatory off has to be availed ordinarily within - 60 days from the date of eligibility -, neither accumulation nor encashment is allowed in this case.
3. Traveling time to & from the Residence will be excluded, while calculating to al hours for compensatory off. Individual can avail compensatory off only on the basis of its being pre-sanctioned.
4. If an employee does not avail the Compensatory Off accumulation within that year, then all Compensatory off leaves accumulated during that year, he/she shall apply for encashment at end of the year. Non-availed compensatory off 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.

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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.

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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 advise 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

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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 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.

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.

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.

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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 / 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.

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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

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 for surface journey >18 hrs
C	Executive to Manager	Luxury, Volvo	2nd AC, 3 rd AC	Air Economy, Based on site location
D	Dy G.M and Above	Luxury, Volvo	2nd AC, 3 rd AC	Air Economy, Based on 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 group		
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 on 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.4 /km		
	Own 4 wheelers	Rs 10 /km / Fuel Invoice		
	Company 2-wheeler	Fuel invoice and distance travelled + maintenance at actual		
	Company 4-wheeler	Fuel invoice and distance travelled + maintenance at actual		

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- 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).
- 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.

Say What You Do & Importantly Do What You

Lodging & Boarding				
		MetrosC-1	SubMetroC-2	Other CitiesC-3
Grade	Lodging	Rs/Day Single/Shared	Rs/day Single/Shared	Rs/Day Lodging Single/Shared
A	Assistants, Officer, Trainee Engineer	1000/1200	800/1000	600/800
B	Engineer to Sr Engineer,	1500/1800	1200/ 1500	1000 /1200
C	Executive to Manager	2500/3000	2000/ 2500	1500/2000
D	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				
		Metros C-1 or C-2	Other Cities C-3	DA
Grade	Boarding	Rs/Day	Rs/Day	Rs/Day
A	Assistants, Officer, Trainee Engineer	400	300	90
B	Engineer to Sr Engineer,	400	300	100
C	Executive to Manager	400	300	150
D	Dy G .Manager & Above	600	450	250
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				
Site Travel				
Lodging		Rented flat for any site for more than 30 days duration		
Boarding /Cook		Local Mess for any site for more than 30 days duration		

- **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
- **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.

Say What You Do & Importantly Do What You
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

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, Sr Executive	Public		
C	Asst Manager, Manager	Public		
D	Dy G.M , General Manager, President, CEO	Public/ Hired Car Based on thee demand of situation		
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, Sr Executive	< 3500	< 4000	
C	Asst Manager, Manager	< 4500	< 5000	
D	Dy G.M , General Manager, President, CEO	< 6000	< 6500	
All incl of taxes				
Grade	Boarding	INR /Day - Individual	Shared with one person per head	Shared with two persons/head
A	Assistant, Officer, Trainee Engineer	INR < 800	< 600	< 450
B	Engineer, Sr Officers Engineer, Executive, Sr Executive	INR < 1200	< 900	< 700
C	Asst Manager, Manager	INR < 1400	< 1000	< 800
D	Dy G.M , General Manager, President, CEO	INR < 1600	< 1200	< 1000
Grade	Dearness Allowance	Business Travel		
A	Assistant, Officer, Trainee Engineer	200		
B	Engineer, Sr Officer, Sr Engineer, Executive, Sr Executive	400		
C	Asst Manager, Manager	450		
D	Dy G.M , General Manager, President, CEO	600		
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 Spend responsibly and cautiously				

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

Say What You Do & Importantly Do What You **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.

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 & fro as per the case			
	Own 2 wheelers	Rs 4 /km		
	Own 4 wheelers	Rs 10 /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 9 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			

Say What You Do & Importantly Do What You

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.

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Harassment Policy

Hypro expects all of its associates to conduct themselves with dignity and with respect for fellow associates, customers, vendors, the public and others. Each associate has the right to work in an environment free from unlawful harassment and discrimination. Harassing anyone, including but not limited to sexual or racial harassment, will not be tolerated. Unlawful harassment is an unwelcomed conduct, whether verbal, physical or visual, that is based on a person's race, color, creed, religion, sex, sexual orientation, age, national origin, height, weight, marital status, veteran status or disability.

HARASSMENT INCLUDES

1. **SEXUAL HARASSMENT** - Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature as a condition of any person's continued employment or association with the Company. It also includes making submission to, or rejection of, such conduct on the basis of employment decisions affecting the person.

2. **RACIAL/NATIONALORIGINHARASSMENT-**

HostileoroffensiveactionsbyapersonbasedonanIndividual'sracial or ethnic origin, or incitement to commit such conduct including, but not limited to, derogatory comments, racial jokes, slurs, epithets, graffiti or physical acts.

3. **OTHER UNLAWFUL HARASSMENT** - Unwelcome verbal or other conduct that creates an intimidating, hostile or offensive working environment. Such conduct includes, but is not limited to, derogatory comments, jokes, slurs, epithets, graffiti or physical acts.

The company does not allow harassment of others, whether engaged in by fellow associates, supervisors, managers, executives, customers, vendors or other non-associates who conduct business with the company. Any associate who violates this policy may be subject to discipline, up to and including discharge.

Any person who believes he or she has been subjected to or has witnessed harassment should report it immediately to his/her supervisor, the Human Resources Department or any other management member with whom the associate feels comfortable. Each report will be given serious consideration and investigated thoroughly, immediately and as confidentially as practicable. Prompt and appropriate.

Say What You Do & Importantly Do What You

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 and performance of team members working under you.

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

For eg, Employee joining on 10th August, 2019 will be eligible for Appraisal in April 2020. Employee joining on 1st September, 2019 will be eligible for Appraisal in 2021.

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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 our 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

Factory Facilities

Overtime	Approval-1	Approval-2	Facility	Stay	Travel	Remuneration
For any worker (To work max 6 hours after a gap of 1 hr between normal working shift and overtime during which dinner shall be provided)	Required with reason	Required	Dinner for OT > 2 hrs	In Factory premises in workers room	By company bus next day. Or Public transport to be reimbursed Rs 25/person	As agreed for OT rates
Engineer, Sr Officer, Sr Engineer, Executive, Sr Executive	Required	Required	Dinner for OT > 2 hrs	In Factory guest facility by approval	By company bus next day/ Own transport if available to be reimbursed as per rules	NA
Asst Manager, Manager	NA	NA	Dinner for OT > 2 hrs	NA	Own transport if available to be 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 6 hours.						
Every worker assigned an OT , the reason must be specified by Production Engineer and 2 step approval must be documented.						
Facilities at Factory						
	Breakfast	Lunch/Dinner		Tea		
All workers	Canteen coupon subsidized 50 % by company for extra needs	Self-arrangement Or Purchase from canteen		2 times a day Morning 9 am and after noon 4 pm		
All staff	Canteen coupon subsidized 50 %	Self-arrangement Or Purchase from canteen		2 times a day Morning 9 am and after noon 4 pm		
Item						
	Company share	Individual share				
Breakfast- Morning	75%	25%				
Tea – Extra	25%	75%				
Lunch	Nil	100%				
Snacks - Afternoon	Nil	100%				
Dinner	100%	0%	For Overtime beyond 2 hours			

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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.

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Salary Advance/Loan

OBJECTIVE: To provide financial assistance to employees where there is a serious need or where emergency relief is required due to circumstances that **could not have been** foreseen by the employee.

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 HR Department for further process.

The loan advance needs to be repaid within 6 months OR as decided by the management.

No loan will be granted if there is a balance outstanding on a previous loan. Loans are given at the discretion of management. (Form available with HR)

The amount availed as advance will be adjusted against the salary in equal installments for the period agreed for. The request for salary advance/loan to be given 10 days in advance.

Scope: The policy is applicable to all the confirmed employees of Hypro Engineers Pvt Ltd.

Team members who have completed at least three years of continuous employment in Hypro

The subsidized rate of interest shall be offered to the member based on discretion of the management case to case basis. Else the interest rate as applicable by the banks shall be applied.

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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.

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EXIT POLICY & Notice Period

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**.

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 the employee's resignation is received then 50% of his/her salary will be released during the notice period. The balance will be paid along with full and final settlement.

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.

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.

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Circulars

HOSC: 18/10/2019

Announcement

Mr. Dinesh Marne will be the Direct Assistant to the Ravi Sir from 18/10/2019. He will communicate on behalf of Ravi Sir.

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 →Mr. Dinesh Marne

List of HOD's:

- CED, PEP, MDEP, SCM →Mr. Dinesh on behalf of RV Sir
- MDES, MDEP, Sales, SE →Ashwini Patil
- Stores, MFG, Admin at Factory → Manager- Factory
- QC – Haridas
- EIC, SAS → Anurag Ayade
- C & A → **Team Leader C & A**
- SDR – Office → Dinesh on behalf of RV Sir

If HOD is not available following people will approve post-approval of Mr. Dinesh Marne 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.

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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.
- 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.

Say What You Do & Importantly Do What You
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.