



**Bharat Wire Ropes Ltd.**

**HR- Employee Handbook  
Year 2021**



**BHARAT WIRE ROPES LTD.**

**HR- EMPLOYEE HANDBOOK**

**Year 2021**

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### 1. Introduction

- 1.1 This Employee Handbook has been prepared to help you get familiar with the key policies, benefits, regulations and codes of conduct at Bharat Wire Ropes Ltd.. We hope this handbook will be useful and will help you plan and enjoy the benefits and opportunities that BWRL provides.
- 1.2 This Handbook is confidential and is for internal circulation only. It is subject to change as and when necessary to remain in compliance with appropriate Government regulations and BWRL's policy. The contents of this Handbook will be modified from time to time and amendments will be issued. Interpretation of the handbook by the management is final. If you need any clarification or further information on any aspect of this Handbook, you can get in touch with the HR department, which will be happy to help you.

### 2. Joining Formalities

#### 2.1 Induction

BWRL welcomes all employees and hopes that they will enjoy the work culture. When a new employee joins BWRL a formal induction will be conducted to familiarize them with all the activities in BWRL.

#### 2.2 Documentation

Employee has to submit copy of documents along with their original documents for verification which has been demanded by HR Department on the day of joining or within one week from joining of Employee. HR Department will maintain all documents in the P-File of employee for HR Records. The List of Documents is as below

- Copy of Educational and professional certificates.
- Copy of Experience/Reliving Letter from previous employer.
- Copy of PAN card.
- Aadhar card.
- 4 passport-sized photographs.
- Bank details with cancel cheque/first page of passbook.
- Address proof (In case of rented house of change in address)

Employees are to keep the HR department informed of any changes in any of the above records.

#### Letter of Employment

#### 2.3 Offer Letter

The employee who has been selected for on roll/stipend profile will be issued Offer Letter before date of joining as a confirmation for his/her joining of the organisation.

#### 2.4 Appointment letter

The Employees who has been hired for full time on roll profile will be issued Appointment Letter on the day of joining. Employee has to submit duly signed copy of Appointment Letter for HR record.

#### 2.5 Letter of Agreement



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The employees who has been hired as a “Trainee” has to sign Letter of Agreement on the day of Joining. The period of training will be for **One year** from the date of joining.

### 3. Terms of Employment

#### 3.1 Probation

- Employees who have received Appointment letter will be placed on probation for a period of six months which will start from the date of his/her joining.
- In case of Trainee, after successfully completion of training period a Training Evaluation Form will be filled by respective trainee’s HOD, based on the successful clearance the trainee will be put on probation period for the Six months. During the period of probation they will be considered as an Employee.
- At the end of 6 months for the employees on probation, HR will take Probation Evaluation Form filled by respective employee’s HOD , based on which the employee will be confirmed for an On Roll position.
- In case, the Probation/Training Evaluation indicates a less than satisfactory performance, the same will be communicated to the employee/Trainee and either his / her Probation/Training period may be extended as per mentioned in the Probation/Training Evaluation Form or the employment may be terminated depending upon the review. If the performance is unsatisfactory even after the extension of the probation period, his / her employment with the company is liable to be terminated.
- At all times, employees are expected to perform and deliver their duties / responsibilities as per their designated role to the satisfaction of the management.

### 4. Position or Designations

#### 4.1 Level of Position/Designations

BWRL has five levels. All designations are reflective of the roles being performed. Designations are indicative of functions within a team and each team member plays an equally important role in the effective functioning of that team

LEVEL	DESIGNATION	TYPICAL POSITIONS
1	Senior Management Team	CEO, Director
2	Middle Management Team	HOD,GM,DYGM
3	Senior Staff	Senior Manager, Manager, DYM, AM
4	Junior Staff	Executives/Officers/Engineers, Trainee
5	Support Staff	Housekeeping & other staff



### 5. Compensation, Benefits & Reimbursements

#### 5.1 Payroll date

The salary of each employee is credited to his/her bank account by 7<sup>th</sup> of next month

#### Compensation & Benefits components

The salaries have been structured to be tax compliant for the organization as well as to be tax effective for the employees. The break up is as follows:

- Basic
- House Rent Allowance
- Conveyance Allowance
- Medical Allowance
- Other Allowance

#### 5.2 Basic salary

The Basic salary is the primary element in the compensation package and is fully taxable.

#### 5.3 House Rent Allowance

House Rent Allowance will be a percentage of Basic salary.

#### 5.4 Conveyance Allowance

An employee will be eligible for Conveyance Allowance maximum for Rs 19200/- pa.

#### 5.5 Medical Allowance

All employees will be eligible for Medical Allowance maximum for Rs. 15,000/- per annum.

#### 5.6 Other Allowances

Details of other allowances will be mentioned in the employee's Appointment letter under Annexure B.

#### 5.7 Provident Fund (PF)

- All on roll employees will be eligible for a PF as 24 % of the Basic Salary.
- Employer Contribution = 12% on monthly Basic Salary (Part of CTC)
- Employee Contribution = 12% on monthly Basic Salary (Deducted from Employee's Salary)

#### 5.8 Employees State Insurance Corporation (ESIC)

-Employee having gross salary Rs 21,000/- pm or less than Rs 21,000/- pm will be eligible for ESIC. Contribution rate for ESIC will be 4 % on monthly gross salary.

-Employees Contribution = 0.75 % on monthly gross salary and

-Employer's contribution = 3.25 % on monthly gross salary.



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### 5.9 **Bonus**

Bonus amount will be calculated as 8.33 % on monthly basic salary. The Bonus amount will be payable during the month of November (at the time of Diwali). Bonus will be given as per discretion of Management and liable to be withdrawn.

### **Deduction of tax at source from salary (TDS)**

5.10 In computing the tax deductible at source, the company will take into account any rebate, which is available to the employees as per the provision of the income tax Act, 1961. The employees are required to furnish a declaration (Annexure 7) with regard to the investment proposed to be made by them in any eligible instrument latest by April 15 in each year. All new employees are required to furnish the declaration whenever it is demanded by Accounts Departments.

5.11 New employees are also required to furnish the salary certificate from earlier employer on joining.

5.12 Employees will then be required to furnish proof of such investments latest by March of each year. In case proofs are not furnished, the rebate as per provisions of Income Tax Act, 1961 cannot be considered and tax will be deducted accordingly.

5.13 Employees may contact the Finance department for more details regarding their salary and TDS calculation. The employee is solely responsible for filing their own Income Tax return at the end of the year and the Finance department will issue the Form 16 together with a salary certificate for the financial year.

### 5.14 **Employee Mediclaim Policy**

Employee who are not eligible under ESIC Act 1948 will be covered under GMC (Group Mediclaim ) & GPA (Personal Accident) Policy as per their grade.

### 5.15 **Reimbursements**

Employees can claim reimbursements for expenses done for official purposes by filling up the Expense Voucher. Employee will get Expense Voucher from Finance department. The filled Expense Vouchers should be scrutinized by Finance department and approve by the HOD of respective employee

## 6. **Work Culture**

### 6.1 **Working Hours / Work Week**

- Office hours at BWRL are for 8.30 hours, from 10 am to 6:30 pm (1/2 hrs. flexi hours till 10.30 am).
- As a special case during Covid-19 times, flexible hours of working from 09:00 am to 09:00 pm with completion of 8hours minimum will be applicable.
- Employees shall mark present if he /she works more than 510 minutes (8.30 hours). If employee worked for 240-509 minutes in a day shall mark half day & marked absent if worked less than 239 minutes in a day.
- All Sunday and 2<sup>nd</sup> Saturday of the month are considered as a weekly off day.



- It is mandatory that all employees shall mark their attendance while reporting for duty in Attendance Register & Biometric machine, as the case may be, and going back after working hours.
- It should, however, be noted that working schedule shall not be a constraint for Non-completion of assigned responsibility. All assigned responsibility must, however, be completed by the stipulated time.
- All employees are expected to inform their HOD & HR about their late reporting or early leaving from the office premises.
- Lunch break will be for 30 minutes e.g. 1:30 pm to 2:00 pm

### 6.2 **Attendance Recording System**

- All permanent employees will be given a unique identity for attendance on their joining date. All On Roll employees are required to scan and punch their attendance while coming inside the Office as well as while going out of the Office. Based on marking/punching, the attendance is recorded and the salary is accordingly paid. In addition to the attendance record, department wise attendance account is maintained where in all employees are required to mark their physical availability within their respective department.
- Any employee travelling to any of the locations e.g. HO to Atgaon or Chalisgaon, Atgaon to Chalisgaon or HO, Chalisgaon to HO or Atgaon etc. employee needs to adhere the reporting time of particular plant to regularize his/her attendance.
- It should, however, be noted that working schedule shall not be a constraint for non-completion of assigned responsibility. All assigned responsibility must, however, be completed by the stipulated time.
- All employees are expected to inform their HOD & HR about their late reporting or early leaving from the office premises.

### 6.3 **Forgot Punch**

- In case, any employee forgets to punch their both In time and Out time on Biometric Machine, the same needs to be applied by employee and approve by their Dept. Head (Only for valid reason) through system. Miss Punch (single miss punch and both punch forgot) only be allowed for two (02) instance in a month, after every third (03) instance, the same will be escalated to the CEO of the company.

### 6.4 **Outdoor Duty (Only for OD certified people)**

- Where the employee has to go for official work, before the commencement of his/her office hours due to which he/she is likely to arrive late for the duty next day in morning, he/she shall apply through System (who are eligible) on the previous working day in advance to HR department to regularize his/her late coming.
- Where the employee has to go for official work during the day (working Hrs.) then the OD request (who are eligible) should be applied and same should be approved by HOD through HRM System before leaving the duty. All employees should follow the time frame for applying the OD request. However if the OD request does not reach HR department within 72 hours of





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availing of such facility duly approved by the approving authority, the employee shall be treated as absent. OD of the last working day of the month must reach HR department latest by 12.00 noon on the next working day.

- HOD to approve for employees OD working in the department. In absence of the HOD, the officiating officials or his second in line acting as HOD should approve but next day concern employee needs to regularize it with the HOD.

### 6.5 Late Coming (Staff/ Management Trainees)

- If any employee reports after 10:30 am, same will be considered as a late coming for the day
- If any employees reports late to duty, he/she will be required to inform his late coming along with specific reason to his/her concerned department Head.
- If management finds any employee is habitual for late coming, the same will be treated as serious misconduct and disciplinary action will be initiated

### 6.6 Early Going (Staff, Trainees)

- In case of emergency, if an employee wants to go early for personal reasons, he/she will be required to apply for Early Going request and get it approved from department head. Early going shall be allowed only for emergent reasons like Death in the family, accident of the family member, delivery, serious illness of family member and natural calamities at the discretion of the Head of department. Early going up to 60 minutes per month for one occasion is permissible, for additional occasion it will be considered as a half day.
- In case of any urgency one should inform their HOD & HR and get it approved by General Manager and above level or HR Head only than it would be considered
- If employee does not adhere to the mentioned policy & continues to do same, strict disciplinary action will be taken against them.
- If the employee going out of office premise for any work need to punch OUT while going & punch IN while coming.

## 7. **Leave Policy**

### 7.1 Privilege Leave Applicability

These rules shall apply to all regular employees of the company including those on probation period. A separate leave account will be maintained for each employee within the HR department.

7.2 Calendar Year will be considered as the year for the purpose of leave. E.g January to December).

### 7.3 Leave Sanctioning Authority

- The HOD/Reporting Head have authority to approve leave of applicant through system
- An employee on leave will have to return to duty before the expiry of the leave if he/she is being recalled in writing, which could be as per the exigencies in business and in coordination with the Dept. head and HR department



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- Leave should be applied for in writing with a prior intimation to the HR department, prior to proceeding on leave. In case of emergency, leave should be applied for immediately on resumption of duties. If fails LWP will be considered and deduction will be done through salary of the employee for the month.

### 7.4 **Privilege Leave (PL) - HO:-Staff**

- The leave year shall be from January to December of every calendar year. Number of days per year – 30 days (Max.)
- An Employee intending to proceed on leave well in advance through leave card/form and apply through system.
- Every month employee is entitle for 2.5 days leave in a month after completion of six month. For first six month new employee will be entitled to avail 1 day leave based on below criteria. After completion of six month period, balance 09 leave (1.5 days x 6 month= 9 leave) will be credited on his account.

The eligibility criteria to avail the leaves are as below:-

No of Working days	EL in days
1 day to 7 days	No Leave
8 days to 10 days	0.5 days
11 days to 15 days	1 day
16 days to 19 days	1.5 days
20 days to 24 days	2 days
25 days to 30 days	2.5 days

- On separation of the Employee from the company due to resignation, retirement or death, the privilege leave available at his credit will automatically paid. For settlement of leave Basic & DA Salary will be considered for balance leave settlement. Intervening Public holiday of the Company and Weekly holidays will be counted as leave when an employee's avails privilege leave.
- On inter-company transfer the balance PL accumulated up to maximum limit will be carry forward to the new unit and for different entity balance leave days will be settled and encashed.
- In case leave has to be availed due to unforeseen reasons and application therefore cannot be made in advance, the leave sanctioning authority is to be informed via telephone (i.e. Medical related emergencies require medical certificate evidence from a registered medical practitioner at the time of resuming duty & before granting of leave)
- Leave exceeding 3 days at a stretch without prior approval, will need to be justified or shall be treated as unauthorized absence for all grade



### 7.5 Accumulation of Leave

- PL can be accumulated to maximum 90 days in a year. The number of days that exceed the maximum accumulation limit of 90 (PL) days will be automatically lapsed and not carry forward or encashed.
- Out of the 30 EL only 15 leaves shall be carried forward every year.
- Leave Sanctioning Authority: Department Head will be the leave sanctioning authority for all types of leave. Employees are eligible for the following types of leave

### 7.6 Leave without Pay (LWP)

- LWP can be applied by an employee when no other leave is available. During the period of LWP, the employee is not entitled for any pay or allowance. If the employee fails to report to duty on the specified date after the sanctioned LWP, it is deemed that the employee has abandoned his service with the company on his own accord  
LWP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.

### 7.7 General Rules

- No leave can be claimed as a matter of right. Sanction of leave is always subject to exigencies of business and at management's sole discretion. Mere submission of application for leave shall not be deemed as to leave having been sanctioned.
- Leave requests will only be submitted to the immediate Superior and Department Head. Under no circumstances will the leave request be made to the top management directly.  
Immediate Superior should recommend and Department Head is authorise to approve the leave. In the event of an employee proceeding on leave before the leave is sanctioned, the employee will be treated as absent without permission.
- Except in case of emergency, no leave will be availed, without prior written sanction. In case of emergency, telephone intimation to the concerned head of the department within four working hours on the first day of absence, failing which the absence will be penalized as unauthorized absence.
- In case leave has to be availed due to unforeseen reasons and application therefore cannot be made in advance, the leave sanctioning authority is to be informed via telephone (i.e. Medical related emergencies require medical certificate evidence from a registered medical practitioner at the time of resuming duty & before granting of leave)
- During the period of leave either paid or unpaid, an employee shall not take or accept any employment or conduct any work for remuneration.
- Sunday and all holiday as may be declared by company from time to time may be prefixed and/or suffixed to any kind of leave but for such days any intervening Sundays and holidays will be counted as a part of leave.
- Leave without a sanction (Confirmed/Probationers) for more than (4) Days will be as absconding. Further strict (disciplinary action will be initiated.)



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### 7.8 C-OFF

- Compensatory off is only applicable for Staff Category (Supervisor, GETs, Junior/Senior Engineers, Officers, Assistant Managers and below).
- Employees who are doing work on Paid Holidays/Weekly Off days or Extra working for more than 4 hrs. After the shift is over in a day are only entitled to avail Compensatory off.
- Compensatory Off should be availed within 3 months and with prior permission of the department head. A maximum of Four days C-Offs in a month will be allowed. After three months not availed C-off will be automatically lapsed.
- C-off with prior information and approval will be taken into consideration only.

### 7.9 Sandwich leave policy

- Sandwich leave policy implies that, is the otherwise termed holiday (Saturday and Sunday or weekly offs) falling between two availed leave would get merged and categorized as a leave. E. g. If employee taking leave on working Saturday & on Monday, Sunday will automatically mark as leave. Hence one should apply for 3 days leave, if they apply for only Saturday & Monday, Sunday will mark as LWP.
- The schedule of Paid Holidays observed by BWRL will be drawn up at the beginning of each Calendar Year. The Management may in its discretion make any changes in the list as may be necessary due to exigencies of business or any other reason, in case of the above mentioned situation the same will be posted on notice boards / intranet within the organization, .

### 7.10 Maternity Leave (ML)

- As per the Maternity Benefit Act 1961, to be eligible for maternity benefit, a woman must have been working as an employee in an establishment for a period of at least 80 days within the past 12 months
- Female employees must notify BWRL in writing and produce a Medical Certificate confirming the pregnancy and detailing the expected date of birth and the date on which ML is to commence
- The Maternity Benefit Amendment Act has increased the duration of paid maternity leave available for women employees from the existing 12 weeks to 26 weeks. Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed after childbirth. For women who are having 2 or more surviving children, the duration of paid maternity leave shall be 12 weeks (i.e. 6 weeks before and 6 weeks after expected date of delivery).

**Women's who are registered with ESIC should undergo with ESIC Maternity benefits.**



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### 7.11 **Holidays**

- BWRL will decide and announce the list of Public Holidays at the beginning of Calendar year based on local practice. The number of such public holidays declared will typically not exceed 10 days.
- Similarly, BWRL has the discretion to designate a holiday as a working day, to compensate for working days lost due to natural calamities, civil disturbances or other unforeseen circumstances.

Here find list of paid holidays for the year 2021

<b>Paid Holidays 2021</b>			
<b>Sr. No</b>	<b>Day</b>	<b>Date</b>	<b>Name of Holiday</b>
1	Tuesday	26 January, 2021	Republic Day
2	Monday	29 March, 2021	(Holi) Dhuliwandan
3	Tuesday	13 April, 2021	Gudi Padwa
4	Saturday	01 May, 2021	Labour Day
5	Friday	10 September, 2021	Ganesh Chaturthi
6	Saturday	02 October, 2021	Mahatma Gandhi's Jayanti
7	Friday	15 October, 2021	Dussehra
8	Thursday	04 November, 2021	Laxmi Poojan
9	Friday	05 November, 2021	Padva
10	Saturday	06 November, 2021	Diwali (Bhaidooj)



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## 8. Tour & Travel Policy

### 8.1 General Rules

When employee travel for official work, company will pay him his ticket expenses on actual basis on submission of proof of expenses.

For other expenses incurred by an employee during the tour such as Lodging and Boarding etc. Reimbursement will be as under

	Designation	Mode of Travel	Local Conveyance	D.A. (Daily Allowance)
A)	AVP & Above	Economy Air Travel/ 2nd AC Rail	AC Car/Ola/Uber etc	At Actual subject to following maximum limit i.e A category Rs .4000/- B category Rs .3500/- C category Rs. 3000/-
B)	DGM & GM	2nd AC Rail	AC Car/Ola/Uber etc	At Actual subject to following maximum limit i.e A category Rs .3500/- B category Rs .3000/- C category Rs. 2500/-
C)	Ass. Manager to Sr. Manager	3rd AC/Sleeper Class/ State Transport	Bus/ Rikshaw/ Car	Rs 1500/- day
D)	Below Assistant Manager	Sleeper Class/ State Transport	Bus/Shared Rikshaw	Rs 1200/- day

Classification of Cities:

#### **A Category**

Delhi Kolkata Chennai, Bangalore, Hyderabad Ahmadabad.

#### **B category**

Jammu, Shimla, Chandigarh, Dehradun, Jaipur, Udaipur, Surat Baroda, Pune, Nagpur, Indore, Ernakulum, Coimbatore, Visakhapatanam, Cuttak, Raipur, Ranchi, Lucknow, Allahabad, Patna & Guwahati.

#### **Category C**

All other cities



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- 8.2. The DA mentioned above will be made payable to the employee, provided he stays overnight at any hotel outside Mumbai.
- 8.3. When employee travel for official work (Out Door duty) within Mumbai, company will pay him his travel expenses on actual basis on submission of proof of expenses.
- 8.4 The Travel Allowance for an employee during Out Door Duty (traveling outside Mumbai) when traveling in Plane/Bus/Train etc. Reimbursement will be as under  
Travel time 6 hours and below : Rs 250/-  
Travel time 12 hours and below: Rs 500/-  
Travel time 24 hours and below: Rs 650/-

Note : Travel Allowance will be applicable while traveling not Daily Allowance.

- 8.5. Process for Daily Allowance, Travel Allowance and Expense reimbursement.  
The Employee's voucher should be authorised by Local Cashier first after which it has to be approved by HOD/Reporting head of respective department to be processed by accounts for reimbursement.
- 8.6. All bookings of lodging/hotel/Train/Travels/Flight tickets should be done by Admin department with proper confirmation by Higher management.

### 9. **Exit Formalities**

#### **Termination of services**

- 9.1 During the probation period, the employee or the organisation shall be entitled to terminating the employment at any time by one party giving to the other 30 days' notice in writing or 30 days salary in lieu of notice. In case of extension of probation period the employee or the organisation shall be entitled to terminating the employment at any time by one party giving to the other 30 days' notice in writing or 30 days salary in lieu of notice.
- 9.2 After confirmation, your employment may be terminated at any time by either party giving to the other one months' written notice or one month's salary in lieu of notice.
- 9.3 The organisation can terminate your employment without notice or salary in lieu of notice on the happening of one or more of the following events:
- If any declaration given or information furnished by you to the organization proves to be false or if you are found to have willfully suppressed any material information;
  - On your being convicted of any felony or being in the opinion of the organization guilty of conduct which constitutes a failure to conscientiously attend to your employment or insubordination or disobedience of lawful instructions;



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- 9.4 On your failure to attend for duty at all reasonable times;
- 9.5 On your failing to comply with any of the provisions of your contract of employment
- 9.6 **Exit Interview**  
The HR Department will conduct an exit interview in order to get the employees' reasons for leaving, feedback as well as other inputs or suggestions on the organisation.
- General Exit Policy**
- 9.7 Before leaving the company, the employee must ensure that the following formalities are completed
- 9.8 Give a letter a resignation specifying the notice period. The letter must be given to the supervisor.
- 9.9 Return all BWRL property i.e. manuals, calculators, official SIM card, floppies, etc.
- 9.10 Get All Clearance form signed and filled by Accounts, HOD, HR, Admin, IT and recruitment team that no dues are pending.
- 9.11 **Experience Letter/Reliving Letter**  
Experience Letter/Reliving Letter will be issued to a resigning employee at the discretion of the HR department. All dues must have been settled. Experience Letter will be issued only to employees having completed a minimum of 1 year of employment with BWRL. Reliving Letter will be issued to employee who having completed a less than 1 year of employment with BWRL.
- 10. Information Technology Policy**
- 10.1 This Policy applicable to everyone who has access to Bharat Wire Ropes Ltd.'s Information Technology Resources including all employees, Trainees, Contractors, Vendors and Suppliers.
- 10.2 Any action that may expose Bharat Wire Ropes Ltd. to risks of unauthorized access to data, disclosure of information, legal liability, or other potential system failure is prohibited and may result in disciplinary action up to and including termination of employment and/or criminal prosecution.
- 10.3 Set Individual password is not allowed for users.
- 10.4 The use of E-mail should be restricted only for the business purpose; it may not be used for personal gain or business activities unrelated to Bharat Wire Ropes Ltd.'s operations.
- 10.5 In case any individual is found using e-mail service, which is objectionable by any means, the access can be terminated by IT department without any prior information, however the same may be re-instated with the approval from the General Manager and IT Head.





**11. Social Media and Social Networking Policy**

- This policy shall apply to all employees of BWRL, excepting those who have been authorized in writing by the company to blog / communicate on its behalf.
- Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author's alone and do not represent the views of the company. Be clear and write in first person. Your writing should clearly indicate that you are speaking for yourself and not on behalf of the company.
- Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
- Be respectful to the company, other employees, customers, partners, and competitors
- Social media and social networking should be on the employees' own time and such activities should not interfere with work commitments. Please refer to IT resource usage policies, as necessary.
- Social networking sites, including but not limited to groups and fan clubs  
Cannot be formed on behalf of the company, except by authorized department and individuals.
- Your online presence reflects on the company. Be aware that your actions captured via images, posts, or comments can reflect as our company's.
- Do not reference or cite company clients, partners, or customer without their express consent. In all cases, do not publish any information regarding a client.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Company logos and trademarks cannot be used without written consent.

**12. General Policy**

**Child Labour**

- 12.1 The policy of Bharat Wire Ropes Ltd. Ltd proudly stated that we does not allowed child labour (below 18 years old) at our work place.

**Sexual Harassment**

- 12.2 BWRL is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. BWRL will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken



## Bharat Wire Ropes Ltd.

## HR- Employee Handbook Year 2021

seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

### **Job Rotation**

- 12.3 BWRL encourages staff to take the opportunity to develop their knowledge and skills using various learning opportunities, including job rotations and developmental assignments.
- 12.4 Under job Rotation Policy employee can be assigned by another job profile within the organisation as per Management decision or as per her/his own request. Employee should have completed minimum 6 months in the organisation.
- 12.5 The Compensation would be remain same under Rotation of job profile.

### **Fraud Policy**

- 12.6 This Policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the BWRL
- 12.7 The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to
- Any dishonest or fraudulent act
  - Misappropriation of funds, securities, supplies, or other assets
  - Impropriety in the handling or reporting of money or financial transactions
  - Profiteering as a result of insider knowledge of company activities
  - Disclosing confidential and proprietary information to outside parties
  - Disclosing to other persons securities activities engaged in or contemplated by the company
  - Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Company.
  - Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
  - Any similar or related irregularity
- 12.8 The organisation can terminate employment without notice or salary in lieu of notice if employee found guilty in above mentioned case

### **Dress Code Policy**

- Employees are expected to dress in (casual, business casual, smart casual, business) attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.
- Party Wear, casual are not on allowed on working days from Monday to Friday.
- Employees are allowed to wear casual/semi casual (Jeans/T-Shirt/Casual Top) on week end day i.e Saturday



**13. COVID-19-Work from Home guides**

13.1 Under the circumstance of COVID-19, BWRL allowing our employees to work from home till receive further notification from Government. Some employees, however, will still be required to report to duty or be at their work location due to the nature of their work.

The following guides should be followed if your HOD/Reporting Head permit to employee to work from home.

**System for WFH**

13.2 Where possible, you will be provided with the necessary company IT equipment to perform your role from home. Your HOD/Reporting Head will inform you of their requirements.

**In general:**

- If you have been issued with a company laptop, then you will be required to use it, unless instructed otherwise by your HOD/Reporting Head. However, at the discretion of your reporting head, your laptop could be reassigned to someone else, if deemed operationally required.
- If you do not already have a company laptop, then you might be provided with one, if deemed operationally necessary
- As an alternative, a desktop can also be taken home if approved by your HOD/Reporting Head. If a laptop or a desktop is not available, then you might be advised by your HOD/Reporting Head to use your personal laptop or home computer.
- Any questions should be addressed through the IT team on (9664388801) or [k.solanki@bwrl.in](mailto:k.solanki@bwrl.in).
- Once WFH is initiated, IT will give access of Webmail for smooth official mailing functions. If access to any other programs or files is required for critical operations, inform your HOD/Reporting Head.

**Phone and other communication methods for WFH**

13.3 In order to ensure efficient communications:

- You must ensure that you have provided your current contact details to your HOD/Reporting Head. This should include alternative (personal) number.
- Google meet /Any Desk should be used for calls and virtual meetings, whenever possible, please familiarize yourself with these applications.
- Employees who have company mobile phones should keep them available at all times.
- If you do not have company provided mobile phone and are required to make business calls, you may use your personal phone.



**13.4 Other WFH instructions for employees**

- You must continue to work your normal working hours and be available at all times as if you were working in the office. Where required for their role, 24/7 availability must be continued. You must not attend to personal tasks during the working day unless expressly agreed with your HOD/Reporting Head (i.e. attending a Doctor’s appointment).
- You must be available to attend conference calls, video conferencing or other meetings as requested by your HOD/Reporting Head. Suitable attire should be maintained for all video conferencing.
- All work documents must continue to remain confidential and be managed securely and safely. Whilst there may be a requirement to take some documents home, for security reasons, these should be kept to a minimum as far as possible. For further questions, please contact your HOD/Reporting Head.
- Attendance at the office may be required as directed by your HOD/Reporting Head and you must remain available to attend at short notice, if needed. You must ensure that you have set up a suitable working environment to work safely and respectively without being disturbed.
- Requests for leave (including holiday leave, sick leave etc.) must continue to be applied for in the normal way. Any absence from work must be reported to your HOD/Reporting Head as per the policy. You will not be required to regularize your time and attendance records otherwise. These will be managed centrally as required.

**13.5 Salary and benefits during Covid-19**

- In consideration of Covid-19, we will be grading all the employees of the corporate office location according to which the salary will be given. Please note the gradation/categorization (e.g A, B & C category) will be based on the performance and availability of each employee doing work from home. The percentage will be on CTC, which would include all compliances applicable to the company at the particular period.
- Note - An employee coming to office and completing his/her duty hours will be applicable for full day’s payment for the particular day regardless of Category.
- If employee is unable to work from home or is not available on call for office work we will consider it is an absent for the day.
- If employee is unable to work from home for some issue, he/she should have to apply for leave on Beehive software with approval of your HOD/Reporting head. Your approved leaves will be considered at the time of calculation of salary.

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