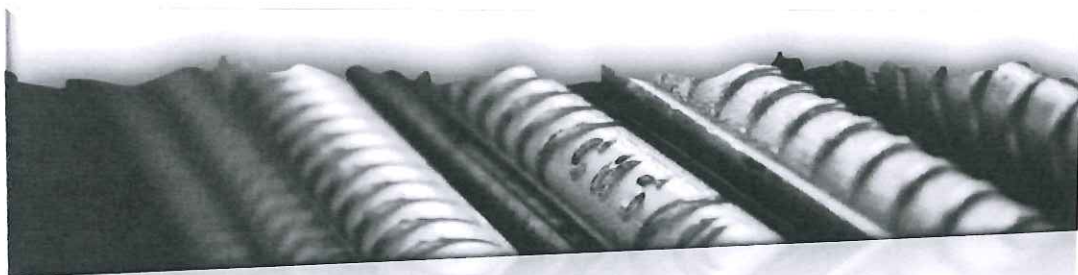


HUMAN RESOURCES

POLICIES AND PROCEDURES



A. THE EMPLOYMENT

Employee Relations

Conares believes that work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Seniors.

Our experience has shown that if employees deal openly and directly with their seniors, the work environment can be excellent, communications become clear and attitudes become more positive.

We believe that Conares amply demonstrates its commitment to employees by responding effectively to employee concerns. In an effort to protect and maintain direct employer/employee communications, we will do anything we can to protect the rights of employees.

Equal Opportunity Policy

The Company is committed to equal opportunities for all. The Company values the individual contribution of all staff. All job applicants and staff will receive equal treatment regardless of sex, marital status, disability, race, color, religion, age, sexual orientation, and nationality, ethnic or national origin. The Company's aim is to recruit and select staff train and promote on objective grounds, i.e. on the basis of their ability, skills and aptitudes and on the basis of the requirement of their jobs, which will enable the Company to make full use of their talents and demonstrate its commitment to be an equal opportunities employer.

Who is responsible for ensuring that the policy is implemented?

Each one of us is responsible for ensuring that our behavior is not discriminatory and that we follow the Company's Equal Opportunities Policy and plays our part in achieving its objectives. The Company's Management takes overall responsibility for implementation of the policy and will ensure that the staff feels that they have been treated in accordance with the policy.

Legal Issues

Confidentiality

1. All information that:

- a) Is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,
- b) Relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
- c) Has not been made public by, or with our authority,

Shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our written consent.

2. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

Policy on Separation

Termination:

The employment is terminable by either side without any notice during the period of probation and thereafter by giving one month's notice or payment in lieu thereof. However, such notice will not be deemed necessary in case of termination on grounds of serious neglect or dereliction of duty, breach of rules and regulation or conduct prejudicial to the interest of the Company.

In case you remain absent from duty without prior permission in writing from the Management or if you proceed on leave without prior sanction or overstayed the

sanctioned leave without first getting it sanctioned, for a continuous period of eight days, your service is liable to be terminated without any further reference to you.

Your services would cease automatically on your attaining the age of 60 years plus. You are liable to be retired early if the Company doctor to be mentally or physically unfit to carry out your duties certifies you.

Any employee who wishes to resign from the services of the Company should give the required notice period as per the terms & conditions of his appointment letter. The employee should also mention his present address & contact telephone number, since the Accounts & HR divisions require this information to notify their full and final settlement. The employee is required to submit a written letter of resignation and submit it to his/her Reporting Manager. The notice period required to be given by an employee while submitting his resignation is as follows:

- In case the employee wants to be relieved earlier, he shall surrender in lieu thereof salary equivalent to the days for which the notice falls short of the period. However keeping in view the exigencies of work, Management has right to either accept the resignation letter and relieve the employee earlier or ask him to serve the entire period of notice.
- If an employee resigns, it is not necessary for the Management to give him acceptance of resignation. However, the resignation once submitted cannot be withdrawn except with a written consent of the Management.

In the event of an employee resigning from the Company without giving the stipulated notice affects the work and also does not permit the Company from recovering the security deposits/ advance of Company leased house by the time he leaves the Company, the outstanding amount shall be recovered from his full and final salary payment and for all purpose he/she will be treated as absconding.

The employee's Reporting Manager should normally accept the resignation, and the acceptance will clearly mention: -

- Date of resignation
- Date of acceptance
- Notice period (to be served or waived off)

At the time of full & final settlement, all the reimbursements will be cleared on a pro-rata basis against relevant bills. In case the employee decides to withdraw the resignation within the stipulated notice period, and the employee's Reporting Manager accepts the withdrawal of resignation, there will not be any break in their services and the continuity of service will be maintained. If the employee wishes to reconsider his/her decision after the

full & final settlement (this practice, however, will not be encouraged), and the employee's Reporting Manager agrees to accept the employee back in to the Company, the employee's appointment will be treated as a fresh appointment and the employee will not get any benefit for the previous period, such as bonus, gratuity, LTA, Medical etc.

The employee who resigns has to surrender the Company assets in his/her possession including Company furnishing/ car /telephone/ any other Company's property at the time of leaving the services. The Management may, at its discretion, sell them to the employee at their written down price. Any excess payment made to the employee such as excess leave, loans advances LTA advance, Medical etc. the same shall be adjusted / deducted while settling his full and final payment.

HR Department shall conduct an Exit Interview (only for office level staff) and observations recorded in the prescribed format in the respective personal file. An experience & clearance certificate will be issued to the employee, if requested by the employee.

B. TRAINING AND PROFESSIONAL DEVELOPMENT

Training

Company recognizes the value of professional development and personal growth for employees. Therefore, Conares encourages its employees who are interested in continuing education and job specific training as well as to research these further and get approval before signing up for the seminars or courses at their own expense.

Competition Agreement

It is a condition of for Sales employees employment that, for a period of 12 months immediately following the termination of your employment for any reason whatsoever you will not, whether directly or indirectly, as principal, agent, employee, director, partner or otherwise howsoever, approach any individual or organization who has during the period of your employment been a customer of ours if the purpose for such an approach is to solicit business which could have been undertaken by us.

C. WELFARE POLICY

Welfare of Conares has been described as a total concept. It is applicable for all employees of all categories of our Company.

Conares Labor welfare policy efforts to make life worth living for worker for faring & doing well; freedom from calamity, enjoyment of health & prosperity.

Labor welfare schemes have been classified into two specific categories, namely, Statutory – For Legislation & Voluntary - By Employers and / or.

(A) STATUTORY WELFARE SERVICES

The Welfare amenities are:

- Washing facilities
- Pantry
- First-aid appliances
- Canteens
- Shelters, rest-rooms and lunch rooms
- Relationship Officers

: (B) NON-STATUTORY (VOLUNTARY)

The Welfare amenities are:

Accommodation

Transportation

Recreation

The above mentioned are the various voluntary welfare schemes already provided by the Management of Conares for the welfare of Employees. **The proposed welfare services in addition to the above said are as follows:-**

- Birthday Bash, "Know your Peer" - New joinee Intro, Entertainment facilities, Family get- together, Movie Show, Employee of the month etc.

D. LABOR and ETHICS POLICY

Conares is committed to the following labor objectives and will perform a periodic assessment to assess achievement of these objectives. Conares will further conduct periodic self-evaluations and maintain appropriate documents and records.

Coverage

This Labor and Ethics Policy apply to all employees and suppliers of Conares and shall be implemented in accordance with local labor laws Conares shall adopt a management system whose scope is related to the content of this Policy. The management system shall be designed to ensure (a) compliance with applicable laws, regulations and customer

requirements related to Conares operations and products; (b) conformance with this Policy; and (c) identification and mitigation of operational risks related to this Policy. It should also facilitate continual improvement.

Responsibility

Each person of Conares shall be responsible in fulfilling this commitment by providing direction to attain compliance with all applicable labor laws and standards.

Safety Department Head shall be the designated representative for labor and ethics policies and shall be responsible for assuring and facilitating compliance with labor and ethics laws, regulations, codes, standards, and management systems. The Human Resources Department will work with the appropriate departments to:

- Identify, monitor and understand applicable labor and ethics laws and standards,
- Identify and assess labor practice and ethics risks associated with Conares operations and then develop and implement appropriate procedures to manage identified risks,
- Establish labor and ethics objectives and perform a periodic assessment to assess achievement of objectives,
- Create training programs for managers and workers to implement policies and procedures,
- Communicate information about policies and practices to stakeholders, and
- Conduct periodic self-evaluations and maintain appropriate documents and records.

The Reporting Manager or employees of the Human Resources Division or the Management Representative are people whom you can approach on a confidential basis. Since the Reporting Manager is the one who understands you best, it is recommended that you approach your Reporting Manager first.

We will welcome suggestions from employees to further enhance the information provided in this Policy. Please send in your suggestions to us. The Systems Coordination team along with Human Resource Team will continue to work to improve the manual from time to time.

The rules & regulations mentioned in this Policy are subject to change at the discretion of the Management and all the employees will be governed by the most current rules and regulations.

• **Freely Chosen Employment**

Forced, bonded, or indentured labor, involuntary prison labor, and slavery or trafficking of persons, will not to be used. This includes transporting, harboring, recruiting, transferring or receiving vulnerable persons by means of threat, force, coercion, abduction or fraud for the purpose of exploitation. All work must be voluntary and workers shall be free to terminate their employment.

• **Child Labor Avoidance**

Child labor is not used in any stage of manufacturing in Conares. Workers under the age of 18 shall not perform work that is likely to jeopardize their health or safety.

• **Humane Treatment**

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated.

Conares shall be guided by the following Ethical Standards to meet social responsibilities and to achieve success in the market place; Participants and their agents are to uphold the highest standards of ethics including:

• **Business Integrity**

All forms of bribery, corruption, extortion and embezzlement are prohibited. All business dealings should be transparently performed and accurately reflected on Conares business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with laws.

• **No Improper Advantage**

Bribes or other means of obtaining undue or improper advantage are not offered or accepted at Conares.

• **Disclosure of Information**

Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry

practices. Falsification of records or misrepresentations of conditions or practices are unacceptable.

• **Intellectual Property**



Intellectual property rights are to be respected. The transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

• **Fair Business, Advertising and Competition**

Standards of fair business, advertising and competition are upheld at Conares appropriate means to safeguard customer information must be available.

Amendment Sheet

Rev. No.	Issue Date	Amendment Description	Effective Date
00	01/02/2014	Document established	01/02/2014
01	14/07/2017	Added and Removed points applicable as per Conares policy.	14/07/2017

	
Prepared by: Compliance Officer	Approved by: HR Supervisor