

CONARES

HUMAN RESOURCES POLICIES AND PROCEDURES



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A. THE EMPLOYMENT

Employee Relation

Conares believe 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. There is a constant effort to protect and maintain direct employer/employee communication. We consider employees have a right to speak for themselves.

Equal Opportunity Policy

The Company is committed to equal opportunities for all. It values the individual contribution of all the staff. Employees and new job applicants are recruited on the basis of their ability, skills and aptitudes and requirement of their job regardless of sex, marital status, disability, race, color, religion, age, sexual orientation, and nationality, ethnic or national origin. Every individual is given an equal treatment.

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 feel that they have been treated in accordance with the policy.

Legal Issues

Confidentiality

1. All information that:
 - is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,
 - relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
 - 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

CONTROLLED

CONARES

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.

Resignation:

Any employee who wishes to resign from the services of the Company.

- is required to submit a written letter of resignation and submit it to his/her Reporting Manager.
- should serve the required notice period as per the terms & conditions of his appointment letter.
- 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'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)

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.

CONTROLLED

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CONARES

If the employee wishes to reconsider his/her decision after the full & final settlement (this 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. This practice, however, will not be encouraged. Should the employee's Reporting Manager agree to accept the employee back into 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.

Notice Period:

The notice period required to be given by an employee while submitting his resignation. 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.

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.

Exit Process

All the reimbursements (Full & Final settlement) will be cleared on a pro-rata basis against relevant bills.

The employee who resigns must 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 of the company. 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 with the employee 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 only for foreman and trading staff. Not for worker/ factory level.

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. In house on job training sessions are held time to time.

CONTROLLED

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CONARES

Non-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.

STATUTORY WELFARE SERVICES

The Welfare amenities are:

Washing facilities
Pantry for admin
Mess for Factory Workers
First-aid appliances
Shelter Room
Restrooms
Relationship Officers

(B) NON-STATUTORY (VOLUNTARY)

The Welfare amenities are:

Accommodation
Transportation
Food Supply during working hours
Recreation

The above mentioned are the various voluntary welfare schemes already provided by the Management of Conares for the welfare of Employees.

Besides the above following informal activities are followed from time to time:
Birthdays, Festival celebrations, Fitness Month, Sports, etc.

D. FAIR EMPLOYMENT PRACTICES

We are committed to fair employment practices, including the prohibition against all forms of illegal discrimination. By providing equal access and fair treatment to all employees on the basis of merit, we improve Conares success while enhancing the progress of individuals and the communities where our businesses are located. We observe all applicable labor and employment laws. That includes observing those laws that pertain to freedom of association, privacy, and recognition of the right to engage in collective bargaining, the prohibition of forced, compulsory and child labor, and those laws that pertain to the elimination of any improper employment discrimination. For fair practice, we use merit, qualifications (for example, education, experience, or competencies) and other job-related criteria as the sole bases for all employment-related decisions affecting employees and applicants.

CONTROLLED

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CONARES

E. LABOR and ETHICS POLICY

We are 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 Conares 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 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

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CONARES

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.

Non-discrimination

We do not tolerate any form of discrimination against our employees based on race, color, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics.

Freedom of association

We respect employees' rights to bargain in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment.

Harassment

We protect workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees or managers.

Working hours, benefits, and wages

- We adhere to the stricter applicable laws or industry standards, relating to minimum wages, working hours, overtime, and benefits.
- Employees must not be required to work more than 60 hours a week, on a regular basis (or more than the limits on regular hours and overtime allowed by local laws and regulations).
- Wages for overtime must be paid in legal tender on a regular basis. Wage deductions as a disciplinary measure must not be permitted unless provided for by national law. Employees must be entitled to at least one day off in a week and must be given reasonable breaks while working and sufficient rest periods between shifts.
- We are committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement.
- In the event of major layoffs, Conares shall comply with laws as per industries standards.

Leave

We ensure that all employees have the right to avail following leaves permitted by law.

- sick leave (to be backed by a medical certificate)
- annual leave (30 days paid upon completion of one year)
- Maternity Leave

Employees who take such leaves will not face dismissal or threat of dismissal.

During the probation period (6 months) the employee will be granted leave based on the situation accepted by the manager.

Employee contracts/letters

All employees are provided with a written, understandable, and legally binding employment contract/letter.

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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.

We are guided by the following ethical standards to meet social responsibilities and to achieve success.

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. Failure to comply with this policy may result in disciplinary action, including dismissal (employees), or appropriate sanctions (business partners) in addition to civil or criminal charges.

No Improper Advantage

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

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.

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