



RAJ OIL MILLS LTD.



RAJ OIL MILLS LIMITED
HUMAN RESOURCE POLICY

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CODE OF CONDUCT

OBJECTIVE:

In order to maintain the office decorum and proper employer employee relationship, we have laid down certain code of conducts that has to be followed by all employees irrespective of hierarchy and designation. Below are few codes of conduct that we emphasis on.

A. Protection of Company Property

We provide the best in class working standard to all employees such as workstation, assets, facilities, etc. Therefore, we ensure that our employee treats company's property whether material or intangible with respect and care. They should not misuse company's equipment at any point of time. We issue the assets to the employee and keep a track on how and where they are using it. If it is reported that an employee has indulged in such act, then action is initiated against him/ her. The Admin Department maintains the complete details of assets provided to all and reviews it periodically with the co-ordination of the Human Resource Department.

B. Professionalism

We ensure that all employees maintain professionalism within the office premises and while representing the company outside. This is done by ensuring that they follow proper dress code policy, work ethic of Raj Oil Mills Limited and over all personal appearance as per the guidelines set by the

company. The circulars as a reminder are sent to all the employees across the organization at regular intervals whereas if any employee is found violating the policy the company takes disciplinary against them. We at times also provide necessary trainings to the employees on professionalism / work ethics and self-grooming methodologies as well.

C. Conflict of Interest

Raj Oil Mills Limited protects the Conflict of Interest at workplace by reporting of any unlawful conduct or any other situation like dual employment, other unapproved source of livelihood etc. Conflict of interest will have a negative impact on the interests, reputation and image of the Company as well as the efficiency of the respective employee. Resources who are engaged in self-dealing (business) or any personal assignments which affects the organization are bound for disciplinary action



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to the extent of termination of their services. From time to time the company engages in seminars, meetings interactions so that this policy is imparted in the minds of all employees. If anyone would want to report any such activity, then they can do so by writing to or calling the below mentioned number / email:

Email Id - hrd@rajoilmillsltd.com Tel No.- (022) 23021996

D. Integrity

The Company has zero tolerance towards violation of integrity and discourages the employees to follow unethical practices at workplace. None of the employee shall be involved in taking favours from any of the vendors, partners or stakeholders. There are strict policies and processes in place which are framed by the company that prohibits any such happenings across the organization. An employee with high standard of integrity is an asset to the organization, we always emphasize on its importance as well as constantly briefing / educating our employees on how it changes the lives of all.

Raj Oil Mills Limited is a policy driven organization and a lot of time, effort & energy is invested on formulation of the policies as well as its implementation. The day an employee joins the organization, he/she is briefed about the Company's Policy during his/her induction program. The induction plan is comprehensive and covers all aspects of an employees life cycle and many more. The Human Resource team continuously update, reviews and uploads the policies in the HRMS platform. This is a place where all the policies and processes are accessed and viewed by our employees. Our internal Human Resource Management System has the policy uploaded where all employee across the organization have access to get acquainted with. There is a cell created to monitor it on regular basis. We have set processes and well-defined SOPs of respective departments and businesses which is circulated to the concerned employees for the proper functioning of the organization.



DRESS CODE POLICY

OBJECTIVE:

Dress codes are used to communicate to employees what the organization considers appropriate work attire. A dress code or appearance policy allows an employer to set expectations regarding the image it wants the company to convey. Dress codes can be formal or informal. Dress codes help employers fulfill these varying goals of comfort, professionalism, safety, brand and image.

The Organisation believes in personal grooming and hygiene. Organisation expects its employees to be well groomed neat and well dressed. Organisation expects its employees to strictly adhere to the dress code policy laid down by the company. Dress and appearance policies now require organizations to develop strategies that align with employer goals and culture while protecting the employer from discrimination claims and protecting employees' rights.

OPERATING AUTHORITY:

Immediate Reporting Senior/ManagerHead of the Department
Human Resources

ELEMENTS OF DRESS CODE POLICY

The organization expects that employee should project their image as respectable, trustworthy and knowledgeable professionals among the clients. As the appearance has a psychological effect on the people with whom you interact. Thus, it is important that based on the appearance the clients should feel comfortable to seek inputs, guidance and professional services from the employees.

- Employee should come neatly and cleanly dressed and should be well groomed • The dress should be appropriate to the work environment.
- The attire should project professionalism.
- Clean and good shape clothes should be used at work.
- The attire employees are expected to wear should come under business, business casual, smart casual and casual as per the rules and day allotment done by organization.



SMART CASUALS

Our organization (**Raj Oil Mills Limited**) designates Friday & Saturday of the week, when the employees can dress casually.

Employers often address grooming and hygiene standards in dress code policies. Grooming standards might include the requirement that clothing be neat and clean, frayed, disheveled, tight, revealing or otherwise inappropriate. Hygiene standards tend to include a regular bath or shower, use of deodorant, and appropriate oral hygiene.



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USE OF COMPANY COMMUNICATION POLICY

OBJECTIVE:

Organization being a services driven industry relies highly on new and fast technology, for continuous edge over competition

Organization has provided latest modes of communication so as to increase efficiency performance and productivity of its employees.

Organization understands the importance of all mode of communications which includes verbal written and electronic mediums. Raj Oil Mills Limited believes that its employees use their communication for the betterment of the organization and also for increasing professional efficiency, productivity and performance.

OPERATING PROCESS:

No personal long distant calls (STD/ISD) shall be made by the employee from the company phones.

Company communication facilities like emails and intranet/internet, are for the official and organizational purpose only.

Employees are encouraged to follow ethical standards of email etiquettes while communicating with anyone in the official vicinity and otherwise.



CONDUCT OF PERSONAL VISITORS

OBJECTIVE:

The objective of the policy is to control the conduct of the personal visitor who visit the company, and thus to avoid any inconvenience that may be probably caused to other employees of the company.

OPERATING AUTHORITY:

General

OPERATING PROCESS:

Employees are not allowed to entertain personal visitors at the company premises during the work hours. But due to any unavoidable circumstance if the employee has to entertain any personal visitor then same can be done within the visitors area, provided employee takes responsibility about the conduct of the visitor.

The act of the personal visitor of employee if in any manner found offensive unprofessional or if the personal visitor of the employee cause inconvenience in any manner what so ever way to any of the employees of the company or to company itself then the company has the full right to request/direct the personal visitor of the employee to leave the company premises with immediate effect.



OPEN DOOR POLICY

OBJECT:

To create an open and growth oriented system, which helps in developing a culture which propagates growth and development, and harness harmony.

OPERATING AUTHORITY:

General

OPERATING PROCESS:

At Raj Oil Mills Limited we have an open door policy where employees can go and talk to anyone in the company, across all levels of management, to discuss issues or clarify doubts or convey any grievance or report any unwarranted act.

Raj Oil Mills Limited has a culture of Open-Door policy wherein all the employees are free to walk-in to any superior or peers. The organization always invite and welcome inputs from different segment and space of employees. The junior most resource has the comfort to reach out directly to any positions in the top level hierarchy.

No employee will be called in for questioning for exercising the rights in the above mentioned policy, provided the right has been exercised within the parameters of corporate communication and is no where is abusive or insulting or lewd.



SPECIMEN OF CODE OF CONDUCT

Following acts below mentioned would also come under the ambit of violation of Code of Conduct

- Stopping work before time.
- Constant late attendance.
- Excessive absenteeism.
- Offensive/abusive conduct and/or language.
- Impolite and Discourteous to Management and HODs.
- Irresponsible handling of Organization property.
- Personal use of Organization property without permission.
- False expense claim.
- Smoking in the prohibited area of the Organization premises.
- Accessing obscene sites on the Internet.
- Violence and harassment to other employees.
- Disturbing / distracting other employees.
- Falsification of company records.
- Theft of company property.
- Intentional destruction of company property.
- Intentional violation of company rules. Unauthorized possession of firearms or weapons.
- Disclosing confidential / financial information to outsider.
- Being under the influence of drugs, alcohol or narcotics while on duty.
- Taking or giving bribes.

POINTERS

- Switch off the system including the UPS every day after the work.
- Each employee should take care of their drawer keys and drawers have to be locked every day.
- The workstations are to be kept neat and clean. No official documents should be kept open on your tables unattended.
- Cafeteria tables and chairs should be kept clean and tidy. Clean the spilled food particles liquid yourselves.
- Cafeteria area should be kept clean.
- Though adequate water will be provided to the employees, it is expected that employees do not waste the water and whenever any leakage of water is found the same will be reported Admin Department immediately



RECRUITMENT POLICY

OBJECTIVE:

To identify and recruit the appropriate talent with the optimum skills and aptitude required for working towards the company goal and thus helping company to attain constant success and continuous and consistent growth.

OPERATING AUTHORITY:

Human Resource
Head of the Department

OPERATING PROCESS:

Employees are selected solely based on their qualification, ability, experience and character. At the time of selection reference checks are solely at the discretion of the employer and can be conducted at any point of the recruitment and/or selection process.

Candidates will only be short listed for interview if they meet all the essential criteria defined in the Man Power Requisition Form with their proper defined Job Description.

The recruitment request has to be made across only by the Head of Department. The Head of Department has to avail to themselves with a Man power requisition form, which is available with HR department of the company and duly fill the same get it signed by the Management and HOD - HR.

Only when the Man power requisition form is duly signed and send across to HR department, the recruitment procedure will begin.

Initial telephonic screening will be done by the HR.

First round of personal interview would be conducted by the HR. If the candidate found suitable then would be required to go through second round of interview.

Second round of interview would be conducted by the Head of the Department or any person second in command to the Head of the department.



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Organization prohibits employment of relatives of the employees who are already working with the company.

Organization is an equal employment provider. The Organization as a company does not distinguish between its employees on basis of gender caste creed or religion. Organization judges its employees on the basis of their performance and achievement thus giving least importance to gender / caste / creed / religion of its employees.

All application details are treated with the utmost confidentiality. It is the duty of the HRD & Head of the Department to safe guard the same.

If in the case of a casual worker, recruitment will be done through licensed contractors. In the event of appointment of a casual worker no letter of appointment is to be provided. And all candidates so called in for being employed should be above 18years of age **(APPLICABLE FOR PLANTS AND FACTORIES ONLY)**

The Consultants shall enter into a contract with Organization for the services to be provided as stated in the Contract entered.



SOURCING & SHORTLISTING METHOD

OBJECTIVE:

To create a definite and proper and transparent sourcing and short listing method, which would be both efficient effective and beneficial for the company.

OPERATING AUTHORITY:

Human Resource Department

OPERATING PROCESS:

Recruitment Sources CV's from various sources like:

Data base: Resumes which are live and active will be stored in a central place. And which is accessible to entire HR.

Head Hunt: Recruiters do the headhunting based on the requirements. Comprehensive data been made and stored which states each company's core competency skills. These headhunting calls are tracked too

Search Engines: Currently we use one of the leading portal to access their unlimited database access and unlimited job postings

Consultants: If there are bulk requirements or niche requirements we tend to use consultants depending upon the discretion of the management the final decision would be of the HR head and the management.



SELECTION PROCEDURE:

OBJECTIVE:

To set up process oriented system which provides definite and proper flow of prerecruitment process.

OPERATING AUTHORITY:

Human Resource Department Administration Department Head of the Department

OPERATING PROCESS:

All candidates who are selected by the HR and/or H.O.D will be issued an Offer letter/Letter of Intent post receiving all necessary/mandatory joining documents

The date place and time of joining has to be clearly mentioned to the candidate, and also the candidate should also be informed about all other required document that the candidate needs to possess or submit prior to joining the organization

All candidates who have accepted the Offer Letter/Letter of Intent send across to the candidate by the HR on behalf of the company, and the same being accepted and acknowledged by the candidate will initiate further requisite formalities.

All candidates so joining the company will have to be provided with appointment letter within 15 days of the candidate so joined the organization and in being continuous employment for a period of six days from the day he/she joined the organization.

Any IT requirement of the new candidate has to be communicated to the Admin/IT department, within minimum 24 to 48 hours in advance, to the candidate joining the company.



TRAINING AND PROBATION PERIOD POLICY

OBJECTIVE:

To maintain and state the procedure, which helps new Joinees work and perform better in the company work environment.

OPERATING AUTHORITY:

Head of the Department Human Resource
Sap/It Team

OPERATING PROCESS:

Probation and Training:

Every candidate who joins the organization will be on probation for a period of six months.

After completion of six months of probation, the employee will be confirmed provided the performance has been found satisfactory and the same has been conveyed by Head of the Department. and the same been accepted by the HR.

Once the HR and Head of the Department confirms the employee then, the HR is supposed to provide the Letter of Confirmation

Every employee who joins the organization will be provided with Induction & Orientation by HR and job training by their functional heads



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EMPLOYMENT PRACTICE

OBJECTIVE:

To create clear and transparent work norms consistent with international workingstandards.

OPERATING AUTHORITY: Human Resource

OPERATING PROCESS:

Work Conditions and Hours:

(1) Work Schedules:

The normal work schedule for all employees is 8 hours a day, i.e. 10:30 am to 06:30 pm. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Offices	Working Day(s)	Office Timings	Weekly Offs Remarks
Corporate Office	Monday to Friday & Alternate Saturdays	10:30 am to 6:30 pm	2 nd & 4 th Saturday & Sundays

WORK TIMING OF FACTORY

- **Working Days:** - Monday to Saturday
- **Working Hours:-** 09am to 06.00pm OR 03.00pm to 12.00am
- **Week Off:** - Friday would be a weekly holiday for Factory Workers & Sunday would be a weekly holiday for Factory Staff.

(2) PROCESS FOR ATTENDANCE CALCULATION

It is the responsibility of employees to register their attendance through biometric only in Corporate and Factory and through Msell Application for Sales. Failure to do so will be marked absent.

Punch In	Punch Out	Working Hours	Effect
From 10:30 am onwards	Till 6:30 pm	8 hrs or more = Present "P"	P



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From 10:45 am onwards	Till 6:30 pm	Punch in beyond 10:45 am = Late mark "L" 3 "L" = 0.5 PL	PL (0.5 Day)
From 10:30 am onwards	Till 6:30 pm	Working Hours 5.00 hrs = Half Day "H" = 0.5 PL	Half Day PL (0.5 Day)
From 10:30 am onwards	Till 6:30 pm	Less than 5hrs = Absent "A"	Absent

- In a month, or in 1 attendance cycle only 3 Late Mark ("L") are allowed, the 4th "L" will be marked against 0.5 PL for confirmed employees whereas, for the employees under probation, their Half Day salary will be deducted.
- This will be an ongoing process for all the "L" in the month (After 3 "L"), i.e. 0.5 PL will be deducted after every 3 "L".
- Employees reaching Office post 01:00 pm, will be marked Half day
- To complete a Half Day minimum 5 hours of work is mandatory
- To complete a Full Day minimum 7 hours of work is mandatory

Grace Period:

We understand sometimes the traffic and transport conditions are not in our hands, hence, we have introduced Grace Period for our employees.

For HO/Corporate:

Designation	Grace Period
Departmental Heads	30 Minutes, i.e. till 11:00 am
Rest of the Employees	15 Minutes, i.e. till 10:45 am

For Factory:

- Maximum period of delay for reporting to work on any working day would be 15 minutes over and above the normal working time.
- Deductions from the wages shall be in proportion with the time of late coming.

Please note: This is not applicable for Field Sales Employees.

(3) Use of Phone and Mail systems:

Personal use of the telephone for long-distance and toll calls is not permitted. Employees



should practice discretion when making local personal calls. The use of ROML Phone Numbers/SIM Cards for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use an approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

(4) Smoking:

In keeping with ROML intent to provide a safe and healthful work environment, smoking is prohibited in the workplace.

This policy applies equally to all employees, customers, and visitors.

(5) Meal Periods

For Corporate:

All employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Meal Time/Lunch Time/Recess Break is from 1:30 pm to 2:00 pm. This has to be strictly followed.

For Factory:

LUNCH TIME - 01.00 pm to 2.00 pm

DINNER TIME - 09.00 pm to 10.00pm

(6) Use of Equipment:

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need have repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

(7) Breaks During Official Hours:

We do not believe in work pressure and strictly are against it, but if an employee is taking a break in the mid of work during official hours, then it is not restricted/prohibited.

Any employee wishes to step out of ROML office premises on personal or professional ground,



he/she is mandate to inform/take approval from the immediate supervisor.

Please Note: These breaks should not hamper his/her work or anyone in related to.

Personal Breaks should not exceed more than 5 to 10 minutes.

(8) Business Travel Expenses:

ROML will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor and the functional head.

Employees whose travel plans have been approved should make all travel arrangements through ROML Admin department. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by ROML. Employees are expected to limit expenses to reasonable amounts.

Employees are encouraged to use their cellular telephone or calling cards when traveling, as hotel charges are excessive.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by ROML may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Eligibility Criteria for the mode of Travel will be shared in different annexure.

(9) Visitors in the Workplace:

To provide for the safety and security of employees and the facilities at ROML, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.



All visitors should enter ROML at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on ROML premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

(10) Workplace Violence Prevention:

ROML is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, ROML has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, provincial, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

ROML will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, ROML may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

ROML encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the [HUMAN RESOURCES DEPARTMENT] before the situation escalates into potential violence.



SALARY DATE

Every new Joinee will be provided with a salary account by the company and 7th day of every month salary would be directly credited into this account.

Every employee shall punch his/her attendance through the biometric machine in the time office at the time of entering the office premises And at the time of leaving the Office. The same will be applicable for all the employees in Factory.

OVERTIME

The Company do not support any overtime policy. Every employee is expected to work a minimum of 48 hours in a week.

Factory Workers are applicable for OT as per Labor compliances.

\At times, emergencies such as severe weather, fires, or power failures can disrupt Company operations. The decision to close the office will be made by the Management in consultation with the HR Head. When the decision is made to close the office, Employees will receive official notification from HR Department.

POINTERS

- All new Joinees will be provided required stationary, swipe card along with employee ID card
- New Joinees would also be provided with Laptop by the Admin/IT department, if the same has been approved by the Management
- Benefits depend upon the designation and prior approval of the Management and subjected to change
- All new employees would be on probation for a period of six month and would be confirmed if the performance is found satisfactory by the company.
- Employees would be provided Tea twice during the day.
- When an Employee is unable to work owing to illness or an accident, the Employee shall notify his/her Superior & to simultaneously the HR Department



PERFORMANCE REVIEW

OBJECTIVE:

To set a process wherein Employee's immediate superior & Head of the Department will review the performance of each staff on a half yearly basis using the Performance Review / Appraisal form and share the feedback with proper evaluation with Human Resource Department, and thus evaluate and improve the employees knowledge, skills and attitude and to facilitate their overall individual development.

Performance appraisals are a way to give feedback to staff regarding their performance. Performance appraisal is a tool for communicating the skills, knowledge and attitudes required for the different job roles

Performance appraisal involves the setting of clear quantifiable goals and objectives and assessing individual performance against specified measures

OPERATIVE AUTHORITY:

Human Resource
Head of the Department

OPERATIVE PROCESS:

An appraisal is a meeting / discussion between employee and employees Supervisor / Manager to discuss employee's performance in order to plan together employee's future. It gives you a chance to think about how employee has performed since the last appraisal or since joining the company and to agree future performance objectives.

Before the appraisal meeting, you and your Supervisor/Manager should agree a suitable time and date for appraisal. Listed in appraisal forms would be the qualities/skills that are important in an employee's job.

Together along with Head-HR & respective Head of the department will discuss employee's performance and the ratings in each area.



BUSINESS ETHICS POLICY

OBJECTIVE:

For the success of the core principles and culture of Raj Oil Mills Limited encouraging employees to commit to the principles of honesty, integrity personal and professional responsibility.

Workplace, personal and professional integrity is important because dishonesty violates the most fundamental values of an intellectual community and depreciates the achievements of the entire company

OPERATION AUTHORITY:

Head - HR
Head of the Department
Management (Depending Upon the Severity of the Matter)

OPERATION PROCESS:

Dishonesty is one of the most serious crimes that an associate or/and employee can commit to their employer in workplace.

Below mentioned are some of the crimes which constitutes to dishonesty. The company has taken all appropriate measures to highlight all possible actions which can be termed as or under dishonesty or dishonest act towards the employer by the employee. Any ambiguity as to whether any act committed or omitted by the employee amounts to dishonesty to employer will be decided by the HR and Management.

1. Intentionally using or attempting to use sensitive, confidential and classified information, and the company's IPR or resources for personal gains or to sell to competitors.
2. Intentional and Unauthorized falsification, misrepresentation, or invention of any information, data and committing the same against the Company or its clients. Misuse of Company's funds and other assets
3. The commitment of any act which brings the name of the Company into disrepute. **(You will be liable for disciplinary action for gross misconduct for which immediate dismissal would be the normal course of action)**
4. Failure to follow procedures established by the Company to guard theft, fraud or the commission of other unlawful acts



CONFLICT OF INTEREST

OBJECTIVE:

Organisation expect our employees to conduct themselves according to the highest ethical standards. Employees have an obligation to monitor their conduct and personal associations in order to avoid actual or potential conflicts of interest.

To convey to all employees that any act that represents or appears to represent a conflict between the interests of the company and an employee is unacceptable.

OPERATING AUTHORITY:

Management
Head of the Department Human Resource

OPERATING PROCESS:

It is the outmost duty of every employee to perform their duties and responsibilities both objectively and effectively and avoid his/her private/personal or any other interest interferes with the company interest, and also interfere with the ethical and professional/fiduciary duties or/and obligations of the employee or employees of the company towards the company

We recognize the right of employees to engage in activities outside of their employment which are private in nature and unrelated to our business. However, a policy of full disclosure must be followed to assess and prevent potential conflicts of interest.

The primary commitment of every employee of Organisation should be towards the company. Every employee has the outmost onus on themselves to avoid any social, financial, business relationships which may and/or will affect the company's goodwill, growth or in any other manner what so ever

Members have an obligation to monitor their conduct and personnel associations in order to avoid actual or potential conflicts of interest. Please contact your manager or HR department if you have any queries/questions regarding possible conflicts of interest.



HEALTH & SAFETY POLICY

OBJECTIVE:

Organisation has high regards for its employee's health and general wellbeing.

Organisation as an employer understands the need to provide a healthy and wholesome work environment. The company as an employer is eager and all time concerned about both the physical and mental well being of its employees

OPERATING AUTHORITY:

General

OPERATING PROCESS:

Company believes in creating a drug/alcohol free work place. The company does not permit use of alcohol or drug within the company premises.

The employees are strictly prohibited from performing/engaging into any official activities under the influence of alcohol/drugs

The employees shall not possess use distribute/redistribute any drug/alcohol while in the company premises nor outside the company premises when engaged in any official activity/activities or any business related work being performed on behalf or for the company.

The term drug also includes any and all substance which cause a person to be inebriated state of mind and/or cause a person's normal way of action, conduct or thoughts and/or cause person to be unable to perform his work in what so ever manner, which otherwise he would have performed if not in inebriated state of mind.

Company neither encourages nor discourages people who smoke. But the company requests people who smoke, to smoke outside the company premises and not within the company, so as to avoid any inconvenience to people who are non smokers.

There is a first aid box available, within the company premises. The first aid box is equipped with minor medicine for attending to any minor injuries, cuts and bruises occurring to the employees at the workplace.

The water provided for the employees for drinking are checked every month for contamination, purity and minerals contents.



HEALTH AND SAFETY POLICY FOR FACTORY/PLANT

All employees are provided with personal protective equipment (PPE) based on their job specifications.

All employees are to undergo medical check-up by the factory medical officer prior to joining, and after joining medical check-up by the factory medical officer will be conducted annually.

All employees while joining will be oriented on the fire safety and emergency evacuation procedure that are to be followed and provided with copies of the same. A copy of the Factory layout mentioning the emergency fire exists, extinguishers, and fire alarms will also be provided.

In the event of an accident within the factory, the shift supervisor/admin department will evaluate the gravity of the accident and decide on using the first aid available at the site or moving the injured person to the hospital. After the victim has been shifted admin department would have to report the mishap to the Plant Head.

Employees diagnosed with contagious disease should not report to duty till fully recovered.

Every attempt should be made to keep Factory free of any accident or health hazard.

SECURITY, SAFETY AND HEALTH POLICY OF FACTORY/PLANT WILL SUPER SUCCEED THE HEAD OFFICE HR POLICY IF THERE AROSS ANY CONFLICT BETWEEN THE CORPORATEHR AND PLANT/FACTORY SAFETY SECURITY AND HEALTH POLICY,PROVIDED PLANT/FACTORY POLICY ARE MORE BENFICIAL FOR THE EMPLOYEES IN TERMS OF SECURITY,SAFETY AND HEALTH POLICY



ANTI HARASSMENT POLICY

OBJECTIVE:

Organisation is committed to providing a work place free from harassment. Any comments or conduct relating to a person's race, colour, religion, sex, national origin, age, marital status, sexual orientation, disability, veteran or citizenship status or other characteristic protected by law which fails to respect the dignity and feelings of the individual are unacceptable.

OPERATIVE AUTHORITY:

Human Resource
Head of the Department
Management (Depending Upon the Severity)

OPERATING PROCESS:

Harassment may take on many forms. Any behavior that results in the loss of tangible job benefits, creates a hostile, obnoxious or intimidating work atmosphere, or is unwelcome and would be considered personally offensive by reasonable person may be considered harassment.

If you believe that you have been subjected to harassment, or if you are aware of any harassment occurring within the workplace, you are expected to report any such incident to Anti-Harassment committee. No employee will be disciplined or otherwise retaliated against for complaining about harassment or participating in the investigation of any such complaint.

Every report incident will be thoroughly and promptly investigated.

Where charges of employee harassment are substantiated, appropriate action ranging from counseling to termination of employment will be taken.

Anti Harassment Committee Includes

CFO / Directors Posh Committee
Human Resource Head



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ADMIN POLICY

OBJECTIVE:

To create a time and cost curtailed method for proper and accurate dispatch of standard office stationary

OPERATING AUTHORITY:

Admin Department

OPERATING PROCESS:

Admin department would be looking after the day to day stationary and facilities requirement and also allocation of same and other related work which helps the staff and company perform better

Admin would also look after the daily/weekly stationary requirement of each employee and also of individual departments. Departmental request should be send across by the H.O.D or any person so nominated by the H.O.D to send the mail on weekly basis, requesting weekly requirement of stationary for the department.

The Admin department will also be involved in ticket booking, payment of bills and requirements of company car and facilities requirement of employees and company

Admin department would also look in to office maintenance work and will also coordinate with the society for any major maintenance work. Admin department would also act as the care taker of company property

POINTERS

- Admin department would have to provide all the new joinees with required stationary on the first day of employee joining the organization.
- Admin would procure and provide mobile phones to employees who are so being allocated mobile phones by the company.
- Admin department along with the IT department would also be instrumental in providing Data card to the employees, who are being allocated the same by the company.
- All queries and stationary requirement has to be send across via mail only. Weekly requirement of stationary shall be replenished only once in a week, on any of the day so stated by the H.O.D for the same.
- Admin department has to attend to all requests for stationary within 15 minutes of mail being so received for any stationary from any department and maximum response time for the same



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- should not exceed beyond 1hour.
- Any mail send by any person stating individual stationary requirement, will be attended within half an hour of mail being so send by the individual employee and so received by the admin department.
 - Under no circumstance should any verbal request for any stationary be entertained, unless the situation demands, due to urgency/gravity/severity or nature of process, any stationary so provided verbally without a written mail across to admin, has to be communicated to the H.O.D of the employee to whom the stationary was provided.



COMPLAINT REDRESSAL MECHANISIM

OBJECTIVE:

To create a work environment, which would be free of hostility and try breed in a work culture which propogates a free and open thought process, encouraging growth and harmony free from encumbrance of force.

OPERATIVE AUTHORITY:

Human Resource
Head of the Department Management

OPERATING PROCESS:

Any and all complains send to HR by any aggrieved individual/department and same being so received by HR, shall be acted upon with immediate effect.

As it is not viable to quote a precise, complain redresser time or to speculate any time asin, which to address any grievance, its advised that any person so handling the complaint/grievance shall act upon common sense and prudence and thus understanding the gravity/urgency and importance should act upon the same.

Any complaint so put across HR, would be addressed within a period of seven working days.

Any and all decision that's has to be arrived upon any individual complaint has to be in cooperation and consultation with the H.O.D.

If the employee so complaining, is of the opinion that the complaint should not be addressed to his H.O.D, or if the H.O.D himself directly or indirectly is party to the complaint, then the HR official handling the complaint need not communicate to the H.O.D, and nor does the H.O.D to be made party to solution sought/found arise

Whenever or where ever there appears a conflict as to the final decision on any grievance/complaints between the presiding HR officer and H.O.D, then the final decision, so under question/controversy or in dispute shall be put across for decision to the Management and Head - HR

The employee so aggrieved by any decision or if the aggrieved employee feels that the decision was prejudiced, or the complaint was not aptly treated then the employee can directly approach the Head - HR for any relief he/she seeks



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Under normal working conditions, Employees who have a job-related problem, question or complaint should first discuss it with their immediate Superior. At this level, Employees usually reach the simplest, quickest, and most satisfactory solution. If the Employee and Superior cannot solve the problem, the Company encourages the Employee to escalate the issue upwards in the Management hierarchy until the problem is resolved.



TERMINATION OF EMPLOYEMENT

OBJECTIVE:

To state a clear procedure for termination and separation of an employee or by the employee

OPERATING AUTHORITY:

Head of Department Management Human Resource

OPERATING PROCESS:

The services of an employee may be terminated as hereunder:

1. Termination by Notice (Both by the employee and the employer)
2. Termination due to Non-Performance
3. Termination due to Absconding
4. Termination due to Violation of Code of conduct
5. Retirement
6. Death of Staff member

Any and all employee who wishes to sever his professional and contractual obligations with the company has to communicate the same to his immediate senior and to the HR simultaneously.

Any and all employee who wishes to so sever his ties with the company has to provide his resignation letter in writing to the H.O.D and HR at least 30/60/90 days in advance respectively in term with their designation, from the date the employee seek himself to be relieved by the company from his professional and contractual obligation levied upon, as an employee of the company

Full and final settlement will be proceeded only ones the employee fulfills the exit formalities, laid down by the company.

Full and final settlement or any termination of service or contractual obligation is not possible if the exit formalities are not performed and no dues will be cleared by the company. The exit formalities would have to be commenced by Head of Department within 3 working days, ones the resignation has been accepted and approved by the H.O.D.

The HR has to be informed about the reason of exit of the respective employee, where HR will have the right to intervene as required and necessary.



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Exit Interview would be taken by HRD. Given below is a designation-wise outline of the notice period to be served, for both confirmed & probationary employee:

Notice Period Clause		
Designation & Department	Probationary Employee	Confirmed Employee
VP and "C" Suite positions All & Any Department	45 Days	90 Days
ASM and above in Sales; Manager & above in Non Sales	30 Days	60 Days
Below ASM in Sales; Assistant Manager & Below in Non Sales	30 Days	30 Days

- If an employee is on probation and having served less than 3 months in the company, decides to leave – he/she will have to serve a notice period of 3 months or will have to continue working for the company till a replacement is hired in his/her place, whichever is earlier.
- On Non-performance and disciplinary grounds the company can terminate the employee immediately without notice.
- If an employee fails to serve the entire notice period, he/she will have to compensate the company in lieu of salary.

POINTERS

- The Retirement age of the employee is 60 years.
- Employee can also be asked to Retire, by the company on medical grounds.



DISCIPLINARY ACTION AND PROCEDURE

OBJECTIVE:

To maintain discipline and to control over unwarranted act or methods. To maintain decorum of the office.

OPERATING AUTHORITY:

Head – HR Head of the Department MANAGEMENT (DEPENDING UPON THE SEVERITY)

OPERATING PROCESS:

When an offence is alleged to have been committed, the immediate Senior/Head of the Department concerned will investigate or have the matter investigated, and take any form of the following actions:

1. Dismiss the case;
2. Counsel the employee;
3. Give a verbal warning;
4. Give a recorded warning;
5. Initiate a formal disciplinary enquiry; The disciplinary action is divided in two:-
 - Informal
 - Formal

Informal disciplinary action can take the form of either a verbal warning or counseling.

It is desirable for sound interpersonal relations within Raj Oil Mills Limited that immediate Senior/Head of the department, where ever possible resolves disciplinary matters by means of informal disciplinary action

A Head of the Department/immediate senior handling a formal complaint must investigate the case and share an official report with Head – HR.. All formal disciplinary action proceeded against any employee should be recorded.

The Complainant and the accused must provide names of all persons who should be regarded as witnesses as their statements will assist in ensuring a fair hearing of complain.

After all the corrective measure taken by the company has failed to rectify/modify/change the nature of the employee and the employee consistently continues to perform offence, then the employee may be suspended, if still there is no change in the nature of the employee then the employee would be dismissed from the services of the company by the Head - HR in discretion with the Management



Following can also be grounds for suspension and dismissal

1. Assault/attempted assault
2. Desertion
3. Repeated Abuse of electronic/data facilities
4. Sexual Harassment
5. Riotous Behavior
6. Alcohol and drug offences
7. Willful loss, damage or misuse of company property.
8. Theft/Unauthorized possession of company property
9. Breach of Trust
10. Offences related to dishonesty
11. Offences related to Industrial Action
12. Any act or omission which intentionally endangers the health or safety of others, or is likely to cause damage to Company property
13. Interference with disciplinary and/or grievance investigations
14. Abusive or provocative language (when it is likely to cause a disturbance)
15. Insubordination (if the situation shows signs of getting out of control)
16. Persistent refusal to obey instructions.

Following are the various forms of disciplinary action that can be instigated against an offending employee

1. Verbal Warning
2. Recorded Warning
3. Severe Warning
4. Final Warning & Dismissal

Every employee should be provided at least two verbal warning, then at least with a recorded warning and one severe warning prior to being suspended for recurring offence.

Employee can only be suspended with prior consultation with the Head - HR. The dismissal of employees is to be resorted to as a last measure of disciplinary action, and the action of the dismissal can be taken only by Head - HR in consultation with the Management, and no Head of the Department or immediate senior be allowed to do the same under any circumstance.

All warnings issued and action taken shall be recorded in the personal files of the concerned employees and the same shall be maintained by the HR for period of three months even after the employee has left the services of the company.



LEAVE POLICY

1) Purpose:

- Ensure the timely reporting and accurate recording of absences
- Provide a framework for the granting and administration of leave
- Manage absences in line with operational requirements

2) Applicability and eligibility:

- This policy is applicable to all employees of ROML at all locations and in all functions.
- All permanent employees are eligible for leaves after completion of 3 months with ROML.
- Sick Leave (SL) cannot be clubbed with Privilege Leave (PL) or Casual Leave (CL).
- PL can be applied with prior notice and proper approval in advance of atleast 5 to 7 days, whereas CL can be applied by seeking 1 Day prior approval.

3) Types and number of leaves:

Sr. No	Type of Leave	Maximum leaves in one Calendar year	Maximum accumulation	Carry Forward	Can be encashed at the end of year
1	Privilege Leave(PL)	18 Days	28 Days	Yes	Yes**
2	Sick Leave (SL)	6 Days	0 Days	No	No
3	Casual Leave (CL)	6 Days	0 Days	No	No



** Maximum of 10 PL can be carried forward in the next financial year.

Post carry forwarding the 10 PLs, the remaining could be encashed at the end of Financial Year.

A. Privilege Leave:18 Days

- 18 PL will be credited to each employee after completion of 3 months on annual basis. 1.50 PL per month will be credited to all employees from their date of joining, but, can be utilized only after completing 3 months with ROML.
- Privilege leave may be accumulated to a maximum of 28 days in a F.Y. including the eligible PL for that particular F.Y.
- Privilege leaves are en-cashable on the basic salary only at the time of the new F.Y. and at the time of separation from the company on pro-rata basis.

B. Sick Leave:06 Days

- All employees are eligible for Sick Leave (SL).
- The maximum number of Sick Leaves will be 6 in one financial year.
- Sick Leave cannot be accumulated when not availed. Any unused sick leave will lapse at the end of the calendar year.
- Sick Leaves cannot be encashed at the end of the year.
- In case of discontinuation of service due to any reason, Sick Leaves will not be encashed.

C. Casual Leave:06 Days

- All permanent employees are eligible for Casual Leave (CL).
- CL is calculated on pro-rata basis.
- The maximum number of Casual Leave will be 6 in one financial year.
- In case of discontinuation of service due to any reason the Casual Leaves will not be encashed.

D. Maternity Leave:84 Days/12 Weeks (Upto 2 confinements, i.e.26 weeks)

→ Scope

The Maternity Benefit Act, 1961 prescribes parental leave entitlements for female and male employees who assume or intend to assume the primary care of the child of the



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pregnancy and protects the rights of employees during pregnancy and parental leave. Specific parental leave provisions are contained in most employment contracts.

→ Procedures:

- Any woman employed in an establishment and entitled to maternity benefit under the provisions of this Act may give notice in writing in such form as may be prescribed, to her employer, stating that her maternity benefit and any other amount to which she may be entitled under this Act may be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefit.
- In the case of a woman who is pregnant, such notice shall state the date from which she will be absent from work, not being a date earlier than six weeks from the date of her expected delivery.
- The maximum period for which any woman shall be entitled to maternity benefit shall be twenty six weeks, that is to say, eight weeks up to and including the day of her delivery and eighteen weeks immediately following that day.

4) Applying for leave:

All employees desirous of applying for leave will fill the Leave Form and submit to the immediate superior. All Privilege Leave (PL) and Casual Leave (CL) will be informed in writing at least 7 days/1 week to 15 Days in advance.

Please Note:

- Leaves will not be sanctioned without an official approval of Reporting Head and HR-Head, which can be either on Leave Application Form or on Email.
- Once an employee gets approval from both the authorities, he/she has to submit the same in the HR Department.



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Sick leave will be reported one day prior or on the day of leave. Intimation of Sick Leave will be sent in writing on the first day of leave or within first three days if the leave taken is more than two days at one time. All Sick Leaves will be accompanied by a certificate from a Registered Medical Practitioner.

5) Leave without pay:

All leaves over and above the prescribed limit for leaves in one calendar year will be treated as Leave without Pay (LWP). All Leave without Pay will follow the intimation criteria mentioned for Casual and Privilege leave.

Leave without pay may be granted at the discretion of the Company where no other leave arrangement is available or appropriate and will normally be for short periods. Longer periods of leave without pay may be granted only in special circumstances.

In granting such leave the line manager will take into account operational needs; the level of inconvenience caused by the staff member's absence; and any additional costs arising from the proposed absence. These may include the costs associated with replacement staffing and additional leave liabilities. Leave without pay will not be granted where any unused annual or accumulated leave is available.