



HR MANUAL

KILBURN ENGINEERING LIMITED

PLOT NO. 6,

MIDC-SARAVALI, KALYAN-BHIWANDI ROAD,

TALUKA BHIWANDI, DISTRICT-THANE,

PIN-421311, MAHARASHTRA,INDIA

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1.0 PURPOSE OF THIS MANUAL

This manual states the human resources policies, rules and procedures for the Management Cadre Employees of Kilburn Engineering Limited (hereinafter referred as Kilburn / Organisation / Company).

These written policies define a fair, uniform and consistent set of practices to meet company's expectations and increase understanding and eliminate the need for personal decisions on matters where policies exist. It is the responsibility of each and every member of our organisation to administer these policies in a consistent and impartial manner.

All Management Cadre Employees are requested to study the manual and be familiar with its contents. Kilburn expressly reserves the right to add or change any of the policies, including those covered here at any time.

The manual is designed to serve as a reference and guide to the Management Cadre Employees about their terms and conditions of employment.

Please note that it is not possible to cover all exigencies (in this manual) that may arise from time to time and the decision of Management will prevail in such cases.

1.1 SUPPLEMENTS / REVISION

From time to time additional supplements to HR Policy Manual will be circulated. These new supplements will update and revise present policy and practice, whenever deemed necessary. In case there is any question or clarification concerning the intent of procedure to follow in the supplement to Policy Manual, the same should be referred to Head Office - HRD for suitable clarification and interpretation in order to maintain consistency and uniformity across the Company.

2.0 COMPANY PROFILE

Kilburn Engineering Limited established in the year 1987 is a associate member of the Williamson Magor Enterprise. Williamson Magor has interest in tea, batteries and engineering with a turnover of approx. Rs. 5000 Crores.

The other major companies in the group are:

- Eveready Industries Limited.
- McNally Bharat Engineering Limited.
- Mcleod Russel India Limited.

Kilburn has over 30 years of successful track record in manufacturing world class critical customized equipment and completing projects. Kilburn customers both domestic and international, include large companies in several industries namely chemical, petrochemical, oil, gas, refinery, fertilizer, nuclear power plant and food processing industries covering tea, sugar, paddy and coconut.

2.1 PRODUCTS AND SERVICES

Kilburn is an ISO 9001: 2000 technology led company, specialized in process design, engineering, manufacturing, project management and installation of equipment and systems for various process plants. The company is leader in solid, liquid, gas drying systems and specially designed skid mounted packages for offshore platforms. Kilburn has system engineering capabilities with multi-disciplinary approach and has a highly qualified and talented pool of expertise in mechanical, chemical, metallurgical, aeronautical, electronics / instrumentation and electrical engineering disciplines.

Kilburn has recently ventured into EPC business that mainly involve supply erection and commissioning of Kilburn Products.

2.2 MANUFACTURING FACILITIES

Kilburn's manufacturing facility is located at:

Plot No. 6, MIDC Industrial Area, Kalyan – Bhiwandi Road, Saravali Village, Thane – 421 311.

Kilburn manufactures equipment in materials such as Carbon Steel, Stainless Steel, Inconel, Hastelloy, Monel, Nickel and Duplex Stainless Steel.

2.3 RESEARCH & DEVELOPMENT

Kilburn is a Government approved R & D house. The Company's strength lies in its successful assimilation of world class technologies. The Company attaches highest priority to its R & D activities on continuing basis. Its R & D Centre has developed new equipment of international standard for certain end user industries.

2.4 COLLABORATORS

Kilburn has ongoing technical collaboration on case to case tie up with:

- Nara Machinery Co. Ltd., Japan
- Carrier Vibrating Equipment, Inc., USA
- Warner Nicholson Engineering Consultants, PC., USA
- Nova-Synergy Industrial Solution SL (Novargi)
- Technicas Reunidas S.A.
- De Dietrich

2.5 QUALITY

Kilburn facilities are approved by reputed third party consulting / inspection companies including Lloyds, Registrar of Shipping, Aker Solutions (Kvaerner Powergas), UHDE, Jacobs Engineering India Pvt. Ltd., & others.

3.0 OBJECTIVES

- To be a technology driven, efficient and financially sound organization.

- To earn the trust and confidence of all customers and stakeholders.
- To work with vigor, dedication and innovation.
- To develop new products and improve the existing products to meet the changing needs of the customers.
- To uphold the guiding principles of ethics and transparency in all aspects of interactions and dealings.

3.1 QUALITY POLICY

Customer is the focal point of our Quality Policy.

We are committed to Customer Satisfaction and build strong business relationships with them. Our endeavor is to remain the Customer's Preferred Choice.

Our Customer will experience professional competence in our deliveries. Our Quality Policy ensures that we are recognized and trusted for our integrity and the Quality of our products & Services.

3.2 SAFETY, HEALTH AND ENVIRONMENT POLICY

Kilburn Engineering Limited (Kilburn) is in the business of Design, Development, Engineering, Fabrication, Supply, Servicing, Supervision of Erection and Commissioning of Industrial Drying Systems and other critically customized Equipment for diverse process industries namely, Chemical, Food, Process, Fertilizer,

Cement, Petrochemical, Oil, Gas, Refinery, Offshore, Pollution Control and allied Industries

Kilburn is committed to ensure all legal and ethical compliances laid by Government with respect to Safety, Health and Environment.

Kilburn recognizes and discharges its responsibilities as a responsible employer for sound Safety & Health management of its employees, contractors and other persons who may be affected directly and indirectly by any of its activities..

Management of Safety, Health and Environment is the primary objective of kilburn. It has reasonably good procedures & systems of risk identification, inspection, monitoring audit and risk management for ensuring the implementation of acceptable standards.

Kilburn is a responsible Company for promoting environmental care and does comply with the applicable regulations. kilburn is committed for conservation of energy & material resources and preventing pollution through its operations.

kilburn is committed to encouraging employees, suppliers, contractors & customers for their participation in all safety matters and safety culture under all conditions which appear unhealthy, hazardous or dangerous.

Kilburn Management is committed to resolve all issues keeping in view the highest possible Safety, Health and Environment standards through awareness, training and motivating all employees, contractors and other stakeholders by providing the necessary resources.

kilburn is committed to review and continually improve as an ongoing exercise the Company's Safety, Health and Environment.

3.3 OUR VALUES

We at kilburn, cherish Value that will help us to choose our conduct amongst socially preferable alternatives available. Our Values are preferred behavior alternatives which we wish to inculcate in individuals employed with Kilburn.

- **HONESTY:** In all dealings, employees are expected to be discreet and share information on a need-to-know basis. However, they must be sincere and truthful to Kilburn.

The use of data, resources and procedures without manipulation for financial or intellectual or self-serving ends is expected as a socially desired behavior.

- **FRANKNESS:** An employee should have moral courage to disclose data that is likely to affect Kilburn and provide feedback in a socially acceptable manner. The Company shall take care to provide platforms for employees to verbalise difficulties they face on their job.
- **ACCOMPLISHMENT:** We shall encourage an employee who attempts to accomplish the impossible by striving to make lasting contributions in his/her job. The qualities of being dependable and trustworthy should be displayed while achieving unique accomplishments, so that the company and concerned employees feel proud about it.
- **PEACE:** We shall create an environment where employees can work with physical, emotional and spiritual peace. It is our duty to verify that our actions do not lead to conflict. We should create space for an employee to work, grow and develop in peace.
- **WISDOM:** We shall spend adequate time in introspection so that our language and behavior reflects maturity. It is important to understand life and take corrective actions to enhance our knowledge and experience.
- **PROSPERITY:** We shall at the right time tap opportunities to bring prosperity to our organization. The company will share its prosperity with shareholders, employees and those who are associated with us.
- **SELF-RESPECT:** We should continuously make efforts to enhance the self-esteem of our employees and associates. We will take great pains to treat people with respect.

3.4 OUR CHARACTERISTICS

Kilburn is now poised to progress at a rapid rate. Hence it is imperative that we establish characteristics of work that will help us match our capabilities to manage our future business requirements effectively.

The characteristics must be noticeable and distinguish our employees from others.

- **TEAM WORK:** Our team work is displayed in the groups, we work-in and with other groups, on complicated projects to achieve a common goal. We must take great care in the way we select, induct, relate and groom our members in a team. It is important to work as a team in an environment of trust and openness. For this we should periodically introspect to delink issues from individuals.
- **QUALITY:** Great effort shall be made to train employees in how they perceive quality. We shall endeavor to view our business from the customer's eyes. Our efforts to create systems to understand our customer's need shall reflect in the satisfaction of our customers. We shall develop standards in quality that are measurable.
- **TIMELY DELIVERY:** Employees should accept tasks in a time frame to measure performance against which they shall be recognized and rewarded. It is here that an employee is expected to stretch his/ her human potential to deliver the promise he / she had made to customer and Company, in time.
- **COST:** The company competes globally, hence recording, controlling and reporting cost is its life-blood. Every employee is expected to understand simple language of quantitative variances in costs which affects the Company's operations. All employees are expected to understand costs and minimize costs.
- **SAFETY:** We shall endeavor to ensure the safety of our customer and ourselves to avoid personal injury and loss of life. Negligence in matters related to safety norms are taken seriously. The company will invest relevant training based on the demands of work.

3.5 AIMS

Kilburn will endeavor:

- To create an environment where our strength in technology respected, developed and creatively incorporated in our products and systems.
- To be best in our fields of technology.

- To have pride in our technological competence.
- To serve our customers effectively and efficiently.
- To develop a strong desire for result orientation.
- To meet employee expectation on careers and compensation.
- To meet employee expectation on careers and compensation reasonably.
- To focus on individual growth through organisational growth.
- To discourage any disharmony.

3.6 OUR BUSINESS PRINCIPLES

- Our First priority is Customer Satisfaction.
- We are sincere to our Collaborators, Customers, Employees and Associates.
- We value all who interact with us.
- We take pride in the quality of work.
- We are concerned about our image and reputation.

- Profits are a key to our success.
- We shall invest in education of our Customers & Employees.
- We shall consciously invest in our growth.
- We desire that all who interact with us observe high ethical business standards.
- We will never run down our Collaborators, Associates or Competitors but we will compete aggressively to increase our market share.

With these Principles our success is bound to follow.

4.0 MANPOWER PLANNING

Kilburn on yearly basis reviews its performance and resource requirements. Its human resource needs are decided through discussions between the Functional Managers and Department Heads by HR Committee and finally with Managing Director. The requirement of manpower resources is periodically reviewed with the HR Committee and corrective action are taken. The objective of kilburn will be to move towards three years Manpower Planning Exercise.

4.1 RECRUITMENT AND SELECTION

Our recruitment and selection objectives are:

- To effectively search and select the best.
- To select on merit.
- To employ on fair terms.
- To treat candidates with respect.
- To avoid discrimination based on caste, religion, sex, institute, location etc.
- To ensure that undue pressures are not entertained in selection of a candidate.

4.2 RECRUITMENT AND SELECTION – STEPS

- Candidates are recruited against an existing vacancy or against new vacancy. In both cases the department head has to fill in the Manpower requirement form which to be approved by HR Committee in case of existence of vacancy and HR Committee and MD in case of a new vacancy.
- On receipt of Job Description, HR Head will initiate the action:
 - By screening the CVs received directly, recommended by employees and other known persons.
 - By contacting institutes.
 - Through Recruitment Consultants.
 - By releasing an advertisement with approval of Managing Director.
 - Through Job Portals
- HR Head should ensure that responses are to be attended to within 3 days and preliminary interviews to be organized within 10 days of the release of the job posting.
- Preliminary Interviews will be held by a committee constituted by immediate superior / HOD and member of HR Department.
- Final Interview will be held by HR Committee.
- For Grade M-6 to M-8, employee's final interview will be held by Managing Director.
- The HR Committee will informally meet all the new recruits before confirmation and understand his view points and re-assess his suitability and recommend the employee for confirmation.

4.3 SALARY FIXATION

After finalization of prospective candidate HR Head will prepare the salary structure based on the expectation and discussion thereof with the prospective candidate and the comparison statement of existing compensation of similar grade employees and discuss with HR Committee for finalization of salary to be offered to the prospective candidate.

HR Committee shall decide the final salary to be offered to the prospective candidate. HR Head shall prepare the statement showing existing salary of the prospective candidate and proposed salary to be offered and after obtaining approval of HR Committee, the same shall be placed for the approval of the Managing Director.

HR Head will carry out reference check and if satisfied then may put up candidature for approval to the MD.

After obtaining approval of the Managing Director, prospective candidate will be informed about the salary offered by the company by HR Head. Once the prospective candidate accepts the salary offered by the company he/she shall be issued offer letter by HR Head.

4.4 PRE – EMPLOYMENT MEDICAL EXAMINATION

After selection of the prospective candidate the HR Department shall organize the Pre-Employment Medical Check-up prior to his /her appointment. Those candidates who are declared fit by the Company Medical Advisor will be considered for appointment.

In case of a candidate is located away from the Head Office, the candidate may be advised to undergo the medical check-up in a reputed hospital/clinic and submit the medical report for further review by the Company.

In case an employee is separated from the Company's services within six months from date of joining, the expenses towards pre-employment medical checkup will be recovered from the final settlement dues of the employee.

4.5 EMPLOYEE REFERRAL SCHEME

In order to fill-up the existing vacancies in the Management Cadre of the Company, it has been decided to implement "Employee Referral Scheme". The details of the scheme are as follows:-

1. The details of vacancies along with Job requirements will be displayed on the Notice Board. Existing employees can recommend

and forward the CVs of their friends or acquaintances to HR Department, if they are suitable for such positions.

2. In case the candidate referred by an existing employee is found suitable and selected, the concerned employee will be informed by the HR Department.
3. The employee who has referred the candidate shall be paid Referral Charges @ Rs. 10,000/- for recruitments in Grade M1 – M4 and Rs. 15,000/- for recruitments in Grade M5 & M6 on confirmation of the candidate.

This scheme is applicable to the All Management Cadre Employees on the rolls of the Company, up to Grade M-6 only.

5.0 INDUCTION

The employee's first day in the organization is very important and critical as it leaves a deep impression on him/her.

HR Head will

- Ensure that proper intimation to all departments is sent about the new entrants giving the date of joining with brief on his/her background at least one day in advance.
- Ensure that proper physical seating arrangements and basic stationary is made available to the new entrant.
- Ensure that new entrant is welcomed properly on the day of joining.
- Ensure that employee completes the joining formalities by filling necessary forms and submitting required documents.
- Copy of the Induction and Orientation Schedule shall be handed over to new entrant.
- Ensure that new entrant is given copy of Personnel Manual.
- Ensure that new entrant is given brief about the company, Functional Heads, Objective, Personnel Policies, General Rules and Regulations applicable, Quality Policy and HSE Policy of the company.

The responsibility of other HOD/Functional Heads

- The Functional Head shall give brief about the department functioning to the new entrant and expectation from the new entrant related to his department.

The responsibility of the HOD/Functional Head of new entrant:

- Brief the new entrant about the department functioning.

- Clarify the new entrant job responsibilities.
- Indicate performance standards.
- Inform the new entrant about do's and don'ts of the job.
- Introduce the new entrant to Department members.
- Design a suitable departmental induction programme for new entrant, if required, for proper understanding of the functioning of the department

The responsibility of New Entrant :

- Meet the Functional Heads at the scheduled time.
- Understand maximum about the Company from the Department Heads
- Prepare the brief note on information received from the various Functional Heads and submit the same to HR Department, within two days.
- Complete joining formalities by filling the various forms on the first day itself.

5.1 JOINING FORMALITIES

Documents to be submitted on the joining day BY NEW ENTRANT (if not submitted earlier).

1. Relieving letter from last employer.
2. Experience Certificate from all past employers.
3. Photocopies of all Testimonials along with originals for verification.
4. Photocopy of School Leaving Certificate along with original for verification.
5. Copy of latest salary slip along with original for verification.
6. Photocopy of PAN Card counter signed by self / Adhar Card, if available.
7. Four passport size latest photographs.
8. ESI Number, Provident Fund and Family Pension Scheme numbers, if applicable.
9. Declaration under section 6 and 314 of Companies Act, 1956.

10. Confidentiality Agreement with the company to be signed within a week.

5.2 FORMS

Each new entrant is required to fill in the set of forms within one week of joining, preferably on the day of joining:

- EPF & Employees Family Pension Form – Declaration and Nomination.
- Gratuity Form – Declaration and Nomination.
- ESI Corporation Form – 2 (If applicable)
- Mediclaim Insurance Coverage Form.
- Declaration that the new entrant has:-
 1. Read and understood the HR Manual
 2. Declaration that the Departmental Head has explained job description and KRAs and that the candidate has accepted both.

6.0 PROBATION AND CONFIRMATION

Candidate with experience, selected by, shall be placed on a probation period of six months. Under the normal circumstances, this probation period will not be extended.

During the probation period, an understanding should be built between the company and the employee by :

- The company assisting the new entrant to adjust to the job and his/her surroundings.
- Assisting the new entrant with his/her ability to cope with the job.
- Time to time evaluating the new entrant's strength and weaknesses. Establishing that the new entrant possesses the requisite know-how and skill for the permanent placement.
- Providing time for new entrant to know his/her expectations.
- Providing feedback to the new entrant on his attitude to work and towards the company.

The immediate superior/ HOD must:

Approved on : 1st October, 2019 18

- Discuss with the new entrant about his job, company's expectations and providing him/her timely feed back on areas of improvement.
- Informing the HRD department in writing about the lapses. If any, on the part of new entrant during the probationary period.
- Filling up of the Performance Review Form for Probationer, by probationer by himself/herself and send it to HR Department with Functional Heads remarks at least two weeks prior to the date of confirmation.

Responsibility of HR Head

- On receipt of duly filled Performance Review Form for Probationer from the department, HR Head will organize the meeting of the probationer with HR Committee for final evaluation of the probationer.
- On the recommendations of the HR Committee probationer shall be confirmed in the permanent services of the company or his/her probationary period shall be extended or his /her services shall be discontinued.

The confirmation / extension of probation period Letter shall be issued by the immediate superior / HOD.

The discontinuation of service letter shall be issued by HOD in presence of HR Head.

7.0 PERFORMANCE APPRAISAL SYSTEM (NEW)

The Annual Performance Review of the employees will be done for the period of Financial Year i.e., April to March.

Employees are presently reviewed by the Department Head in conjunction with Functional Head and recommendations are sent to HR committee to be submitted to Managing Director. The objective of the performance review is to focus on the task assigned and its completion as per the required standards.

As such Performance Appraisal System is carried out for the performance reviewing of the employee during the financial year. The

appraisal system is based on the MBO (Management by Object) basis. All the employees are appraised based on the goals/ target they have achieved during the appraised year. The goals/targets are set by the employee in consultation with his immediate superiors.

Periodically the targets are reviewed by the HODs and performance is measured. HOD also will comment on the problem an employee faced and have he came up. This may affect his achievement of targets.

The performance appraisal is also used as a tool to identify developmental needs of an employee (IDPs). The employee and superior can jointly develop action plan for the overall development of the employee.

As such the P.A. System is used:

- To identify strengths and build on them.
- To identify weaknesses and plan improvement.
- To identify potential in employees.
- For the purpose of rewards, salary revision, promotions, transfers.
- For career planning and employee development.

It is extremely important to ensure that stray incidents, personality traits or individual likes and dislikes, do not bias the process.

7.1 SALARY REVISION (INCREMENTS)

The salary revision of the employees will be carried out only on the basis of his/her performance during the last financial year (Review Period).

Normally salary revision is done effective 1st April unless it is specifically deferred by Managing Director based on the circumstance prevailing at that time.

An employee who has joined on or before 1st July during the last financial year (Review Period) and confirmed w. e. f 1st Jan, shall be eligible for the proportionate salary revision.

The appointment letter will indicate clearly when the next review of performance will be carried out and based on such review revision of salary will be due. The candidate is free to take up with the HR Department if this process is not followed.

7.2 GENERAL SALARY REVISION

Management at its sole discretion may carry out General Salary Revision by revising the allowances based on the existing salary level in the comparable industries or the existing salary levels in the region.

This General Salary Revision shall be applicable to all employees who are eligible for Salary revision (Increment).

7.3 PROMOTION

Employee have a strong desire to achieve goals and towards making a career. They seek recognition through advancement. Kilburn believes in Promotion policy from “within”, to extend possible.

Kilburn will provide such opportunities to employees:

- When new jobs are created at higher levels because of company growth/technology/environment.
- When vacancies needs to be filled in.
- When a job changes over a period of time and additional set of responsibilities are added to the job.

Obtaining additional qualifications, does not entitle an employee for promotion automatically.

An employee will be considered for a promotion after taking the above points into account and when employee meets following criteria:

- Performance of the employee is excellent for last 2/3 years consistently.
- The employee possesses potential to handle the next higher level of job which automatically means substantial and quantitative additional set of responsibilities.

However, fresh talent is introduced from time to time to ensure dissemination of new ideas and techniques and to provide specialized input for future growth. This step should not be viewed as a denial of promotion opportunities.

Kilburn does not entertain time scale promotions.

Promotions will normally be decided once a year along with the performance reviews. The designation and compensation will be commensurate with the new position.

HOD will forward the promotion recommendations through Functional Head to HR committee regarding new responsibilities of the job and the potential of the employee concerned. HR committee will discuss the recommended cases of promotions with Functional Head. HRD will provide necessary data required by HR Committee. HR committee will finalise the list of the employees who are to be promoted for the approval of Managing Director.

HOD being member of the decision making team, should not indicate/promise in advance to an employee about his promotion as it creates hope and desire. It also tends to single out the decision maker in Management and destroys healthy working of the company.

7.4 ATTRITION

Kilburn will try its best to prevent attrition by resignation and retain performing employees as long as possible.

All separations should be peaceful, such that it does not harm the moral of individual.

Through exit interviews, conducted by HOD/ Functional Head Kilburn will explore reasons for its inability to retain it's employees. In addition GM (HRD) also will conduct an exit interview and submit a report quarterly for the cases separately. The report should mention about the indicative reason the employees have resigned so that the management can take some corrective action .

In case of resignation of a Functional Head the exit interview will be conducted by Managing Director.

On the recommendation of HOD/Functional Head, HR Committee will explore the possibility of retaining the employee, without creating precedent.

7.5 RESIGNATION

Employee who resigns is expected to give notice to the company so that the handing over of documents, computer data, pending matters, company property and job responsibility takes place meticulously. A document relating handing over of charge shall be prepared by a person nominated by HOD and the resigned employee.

<u>Grade</u>	<u>Notice Period applicable</u>
All Grades	Three Months.

In case an employee submits his/her resignation to superior / HOD, the concerned HOD should inform his/her Functional Head/ and HR Head immediately.

HOD / Functional Head will carry out the exit interview of the resigned employee as early as possible and handover the resignation letter to HR Head within two days with his remarks about resignation acceptance and date of release, which will help the HR Department to:

- Settle the employee dues.
- Protect the company's interest.
- Recover the company's property in possession of the resigned employee.

During the notice period an employee is not allowed leave except on grounds of sickness. In case an employee remains absent during his notice period, his notice period will be extended appropriately. Notice period can be adjusted against any Privilege Leave to the employees credit. Management reserves the right to waive the notice period in full / part if requested by the employee and recommended by Department Head.

The employee who has resigned will be required to submit Clearance Certificate duly signed by all concerned departments to HR Department. No settlement of dues shall be carried out in case of non submission of Clearance Certificate by the resigned employee.

Separating employee will also have to prepare a handing over document note specifying the statement of work assignment and hand over all pending files documents etc. For immediate superior or an officer nominated by the company.

7.6 RETIREMENT

All Management cadre employees will retire at the age of 58 years.

Normally, no extension is granted. However Management will consider the individual employee's case for extension depending upon business

exigency and physical fitness of the concerned employee. If Management decides to extend the services of the employee, Management will give intimation in writing before the due date of retirement of the concerned employee.

HR Department will ensure that the retiring employee is informed three months in advance, in order to prepare him /her for his /her retirement. HR Department will arrange to issue letter to retiring employee in grade M-6 and above, three month in advance and employees in Grade M-5 and below, one month in advance.

All retirement benefits and procedures will be explained and prompt settlement of dues will be made, on the last working day, to the extent possible.

A farewell will be organized for the retiring employee by HR Department.

7.7 TERMINATION

In case an employee is terminated, for being non-productive / non performer, HR Department will ensure that due notice, with pay, is given to the employee so that he/she can cope up with his/her new environment.

In case of fraud or moral turpitude, the employee will be summarily discharged.

The terminated/discharged employee will be required to submit Clearance Certificate duly signed by all concerned to HR Department. No settlement of dues shall be carried out in case of non submission of Clearance Certificate by the concerned employee.

Separating employee will also have to prepare a handing over document note specifying the statement of work assignment and hand over all pending files documents etc. For immediate superior or an officer nominated by the company. This is a pre-requisite to settlements of dues and relieving letters.

The Notice pay will be calculated on the basis of CTC.

8.0 SALARY AND COMPENSATION STRUCTURE

Salary and compensation structure will be reviewed at the discretion of the management and revised on the basis of a salary survey conducted by the company on a periodic basis.

8.1 GRADES

Kilburn has grouped jobs in grades, on comparative basis. Grades indicate a job responsibility, level and are not linked to individual's ability, potential performance or personality traits.

Review of the grades will be carried out when there is a qualitative change in job content, arising out of changes in technology or environment.

Placement of employee in a higher job grade is possible through promotion, when the employee is called to take higher level of responsibility. Enhanced volume of work does not qualify a person to a higher grade level.

Each grade does not provide for fixed increment.

As Kilburn has fairly flat organizational structure, and employee in a particular grade may be required to report to another employee in the same grade.

8.2 EXISTING GRADES AND DESIGNATIONS

Management Cadre employees will be suitably designated as per the grade.

Sr. No.	Grade	Designation
1	M - 1	Engineer / Officer – Function
2	M - 2	Engineer / Officer – Function
3	M - 3	Sr. Engineer / Sr. Officer – Function
4	M - 4	Assistant Manager - Function
5	M - 5	Manager – Function
6	M - 6	Sr. Manager – Function
7	M - 7	Assistant General Manager-Function
	M - 7	Deputy General Manager
8	M - 8	General Manager
9	M - 9	Senior General Manager
10	M - 10	Vice President
11	M - 11	President
12	M - 12	COO/CFO
13	M - 13	CEO
14		Director

There will be no exception to this category of designations.

M – 1 grade is the entry level for fresh graduates in Arts / Science /B.Com.
M – 2 grade is entry level for Diploma/ Graduate Engineer. Post – Graduate Engineers, MBAs / CAs may be considered at an enhance salary level in grade M – 2/ Starting at grade M-3.

8.3 EXISTING SALARY STRUCTURE (Per Month)

Salary Head	M-1	M-2	M-3	M-4	M-5	M-6
Basic Salary	Variable					
HRA	50% OF BASIC SALARY					
Conveyance	1600	1600	1600	1600	1600	1600
Sp. Allow.	Variable					
Medical Reim.	15000 P.A.					
Provident Fund	12% of basic salary or as agreed *					
Super Annuation Fund	NA					15 % of Basic salary
LTA	2000	2000	2000	2200	2700	3000
Gratuity	As per the Payment of Gratuity Act.					
Bonus	As per the Payment of Bonus Act.					

- * Employees drawing basic more than Rs. 15000/- are having option of deducting PF on minimum basic as per PF Act.

Additional allowances like Education Allowance etc. may be allowed within CTC.

9.0 TRAINING AND DEVELOPMENT

Kilburn to maintain its technical competence will train and develop its employees on a continuous basis. The major responsibility for updating knowledge, sharpening skills and developing the right attitude, rest with the individual himself, although the company shares part of the responsibility.

The training of the employees shall be need based as indicated by his/her superior/HOD in Appraisal for competence and Training Form and with relevance to the overall development of an employee by:

- Up-dation of professional knowledge.
- Strengthening of existing skills.
- Extension of skills by training in diverse areas.
- Enrichment of Management Skills through in-house/external course.

To accomplish this, the company will organize:

- On the job training.
- In company training.
- External training.
- Education.
- Job rotation.

HR Head will prepare training schedule for the year of the training programmes recommended by Superior/HOD and submit the same for approval of the HR Committee and then Managing Director. HR Head will organize the training programmes approved by the Managing Director during the year by organizing specialized internal/external faculty.

On the recommendation of superior/HOD, employees will be sent for outside training programmes/Seminars/Workshops, after obtaining prior approval of HR Committee/Managing Director.

On completion of the training, every employee will submit a summary report/ feedback of the training to the HR Head, which will be kept in the personal file of the concerned employee.

Every employee will have to undergo training for minimum 48 hours in a year compulsory.

9.1 JOB ROTATION:

For an employee to grow, develop and move up the organization, he/she should get oriented to several jobs. This is possible through job rotation in related jobs. In some cases job rotation is possible even in unrelated jobs, where employee has aptitude for the job and can pick up skills and knowledge required. The new occupant with his varied background, brings new ideas and methods with him into job.

Through job rotation process, an employee placed in wrong job, may be placed in a new job he/she enjoys doing and has right aptitude for. It also reduces the monotony for an employee performing same job for several years. Job rotation also functions as a form of test for promotion to higher levels of Management and hence it is in the interest of employees. It also reduces organization's dependence on individuals.

HOD in consultation with Functional Head will prepare a proposal of the same and submit it to HR Committee for approval and after obtaining approval of Managing Director, same will be implemented.

9.2 TRANSFER

All the Management Cadre employees, as per the contract of employment, are expected to be prepared for a transfer at the same location, from one location to other location, one function to other function, or one group Company to another, in order to meet the Company's business exigencies and/or Group's business plan and requirements.

The reasons for transfer normally are:

- To provide employee better opportunity for growth.
- To meet the Company's business exigencies and/or Group's business plan and requirements.
- To place the right employee in right job at right place.
- To accommodate employee request, based on personal requirements.
- To correct erroneous placements and incompatibility of an employee in a group.

A transfer can be initiated by an employee through request application to his HOD/Functional Head or HOD / Functional Head specifically requesting to be transferred in or out of his department. All transfers needs approval of HR Committee and Managing Director.

On transfer employee will be entitled to the reimbursement of expenses incurred in transfer and resettlement, however, in case voluntary transfer request, such reimbursement will be at the discretion of the Management.

➤ **Reimbursement of Resettlement Expenses:**

An employee will be entitled to a lumpsum resettlement expenses amounting to half basic salary, allowances and reimbursements (if any) 10 days before departure to new location.

➤ **Packaging & Transport:**

For packing and carting house hold effects, the amount will have to be approved by HR Committee, subject to following limits.

<u>Grades</u>	<u>Upper Limits (Rs.)</u>
M- 6 -- M - 8	75,000/-
M -4 -- M - 5	50,000/-
M -1 -- M – 3	30,000/-

Expenses in case of car movement, which normally includes petrol and driver's charges from one location to another, will have to be separately approved by Managing Director.

Above expenses will be reimbursed against production of supporting.

➤ **Transport expenses:**

An employee will be entitled for transportation charges by road, subject to following limits, against supporting:

<u>Grades</u>	<u>Upper Limits (Rs.)</u>
M- 6 -- M - 8	17,000/- (includes car transport)
M -4 -- M - 5	10,000/-
M -1 -- M – 3	9,000/-

(Octroi charges, on actual basis, will be born by Company.)

The above expenses are specific and not substitutable.

➤ **Insurance:**

An employee will be entitled to insure and can claim reimbursement of the expenses for household effects that are packed and moved, subject to following limits:

<u>Grades</u>	<u>Upper Limits of Insurance (Rs.)</u>
M- 6 -- M - 8	1,00,000/-
M -4 -- M - 5	75,000/-
M -1 -- M – 3	50,000/-

➤ **Travel charges:**

The actual travel expenses incurred by an employee, employee's spouse and dependant children will be reimbursed as per the travel policy applicable to him/her.

9.3 FURTHER EDUCATION

Kilburn will encourage employees who take initiative to educate themselves. The Company will reimburse 50% of the course fees (including tuition and examination fees) before the course commences and 50% after the successful completion of the course, not exceeding a maximum limit of Rs. 25,000/- once in two years.

The criteria for such reimbursement will be subject to the following:

- Before an employee registers for a course, prior approval from the Department Head and Functional Head and execution of Bond is necessary to state the reimbursement (paid as adjustable salary advance) will be recovered from the employee, if he/she resigns within a period of 24 months from the date of completion of the course.
- The Functional Head and HR Head will consider whether course directly helpful to the employee in performing his/her present job more effectively.
- The course should not involve concessions on company time.

10.0 BENEFITS

10.1 MEDICAL BENEFITS

- Group Mediclaim Hospitalization Policy (GMHP)
- Group Personal Accident Insurance Policy (GPAP)

10.2 GROUP MEDICLAIM HOSPITALIZATION POLICY

All the Management Cadre employees, his / her spouse and dependent children under 21 years of age are covered under Floater Mediclaim Policy and will be entitled to receive benefits subject to terms and conditions of the Insurance Company. All premium and related cost will be borne by the Kilburn. Details of the coverage are as under:

Sum Insured for the family

Sr. No.	Grade	Sum Insured for the Family .
1	MD/Sr. VP/ VP	500000
2	M-8	500000
3	M-7	400000
4	M-6	350000
5	M-4 & M-5	300000
6	M-3	250000
7	ET to M-2	200000

Employees are requested to inform the HR Department in the event of addition or deletion to their family (self marriage, child birth etc.) immediately to enable the HR Department to initiate the action for addition or deletion under the scheme.

Employees are requested to inform the HR Department in case of hospitalization of self or family member as early as possible preferably in advance, to enable them to inform the Insurance Company. Concerned employee will have to submit the Hospitalization Claim in the prescribed format to the HR Department along with necessary bills, reports and documents in originals.

The Insurance Company will pay the actual expenses incurred, as per the Insurance Company's Rules, subject to the maximum amounts specified in the table of benefits. The balance expenses will be borne by the employee.

Management reserves its right to increase or decrease the sum insured without intimation.

GROUP MEDICLAIM HOSPITALISATION INSURANCE POLICY – BENEFITS

(This is subject to change as per the Policy conditions from year to year. Please refer to policy papers for detailed information.)

SR. NO..	HEADS	BENEFIT
A	Room, Boarding, Nursing expenses	Room Rent 1% of Sum Insured per day maximum of Rs. 5000/- per day. If admitted in IC unit 2 % of Sum Insured per day maximum of Rs. 10000/- Per day. Maximum limit under this head is 25% of Sum Insured.
B	Surgeon, Anesthetist Medical Practitioner, Consultants Special fees.	Maximum limit per illness 25% of Sum Insured.
C	Anesthesia, Blood, Oxygen, OT charges, Surgical appliances, Medicines, drugs, Diagnostic Materials, & X-Ray, Dialysis, Chemotherapy, Radiotherapy, cost of pacemaker, artificial limbs and cost of stent and implant	Maximum limit per illness 50% of Sum Insured.

Note:(1) Hospitalization charges of person donating an organ during the course of organ transplant will also be payable subject to maximum limits under “C” above applicable to the insured person.

- (2) Ambulance charges up to 1% of Sum Insured subject to a maximum limit of Rs. 1000/- in a policy year will be reimbursed provided registered ambulance is used. This benefit is available only for shifting patient from residence to hospital and admitted to ICU or Emergency Ward or from one hospital to another subject to the sub limits "C" above.
- (3) Company's liability in respect of all claims admitted during the period of Insurance shall not **exceed Sum Insured** for a person as mentioned in the schedule.

Expenses of Hospitalization for minimum period of 24 hours are admissible but there is relaxation for various types of illnesses. Pre Hospitalization Expenses – 30 days and Post Hospitalization Expenses – 60 days. Pre-existing ailment / disease / injuries are not covered under policy like diabetic and / or hypertension related diseases.

Maternity Benefits: Rs.50, 000/- for Caesarean Cases, Rs.25, 000/- for Normal Delivery.

Steps to be followed for availment GMHP :

1. Intimation of Hospitalization to be given to HR Dept. within 24 hours.
2. Following Mediclaim documents pertaining to reimbursement need to be submitted within 8 days after discharge from the Hospital :
 - i. Health Insurance Claim Form.
 - ii. Photocopy of Mediclaim ID Card.
 - iii. Summary of Bills.
 - iv. Discharge Card in original.
 - v. Hospital Final Bill in original.
 - vi. Hospital Final Bill payment Receipt in original.
 - vii. Bills and Receipts in original with prescriptions.
 - viii. Pathological investigation reports in original.
 - ix. Photocopy of Indoor Case papers.

GMHP facility covers employees and their families i.e. Employee plus Spouse plus 2 children (upto 25 yrs).

10.3 GROUP PERSONAL ACCIDENT (GPA) INSURANCE SCHEME

All the Management Cadre employees are covered under Group Personal Accident Insurance Policy. The purpose is to provide insurance coverage to employees in case of death, temporary total / permanent partial / total disablement arising out of accidents only. This is 24 hour coverage any were in India subject to the terms and conditions of the Insurance Company.

All premium and related cost will be borne by the Kilburn. Details of the coverage are as under:

Sum Insured for self

Sr. No.	Grade	Sum Insured under Table I & III
1	MD/Sr. VP/ VP	500000
2	M-8	450000
3	M-7	400000
4	M-6	350000
5	M-4 & M-5	300000
6	ET to M-3	250000

Under above referred policy employee covered for accidental injury caused to him / her while on duty or otherwise. Employee shall be eligible for accident benefit for number of days he / she was unable to attend the duty due to accident.

Employee will be entitled for the Group Personal Accident benefit @ 1% of sum insured per week and 40 % of medical expenses as per the terms and conditions of the Insurance Company. In addition employee will be entitle for other benefits like percentage loss in earning capacity, death benefit, funeral benefit as per the terms and conditions of the Insurance Company.

Concerned employee will have to submit the Group Personal Accident Insurance Claim in the prescribed format to the HR Department along with necessary bills, reports and documents in originals.

10.4 ACCIDENT BENEFIT

An employee who meets with an accident while on duty, i.e. accident arising out of and in the course of employment, he / she will be eligible for Accident leave with pay and all the expenses towards the medical treatment shall be borne by the company.

The company is not bound to provide the treatment and/or pay benefits as described above, if employee disregards the safety regulations of the Company. In such cases Company may deny all or part of the benefits otherwise payable under the scheme.

An employee who meets with an employment injury must promptly notify to his/her immediate superior. He /she must give to the Company promptly full and correct information regarding the accident, injury or disease and the circumstances under which the accident, injury or disease occurred.

He / she must accept the medical services provided by the Company and follow the prescribed care and treatment.

He / she must report to the Company's appointed Medical Officer or doctor for treatment and follow up when instructed to do and also report to a specialist consultant /any other doctor, if advised by Company's appointed Medical Officer or doctor.

He / she must submit himself/herself to such medical examination as may be required by Company's appointed Medical Officer or doctor. He / she must report to the Company before making any changes in his/her notified place of residence or address during his/her period of disability.

The concerned employee or his / her heir will not be eligible for the above referred benefit, if he / she does not co-operate with Management to submit the Group Personal Accident Insurance Claim form to the Insurance Company.

No payment will be due from Insurance Company if the death is caused by:

- Self-injury / suicide or injury occurs under the influence of liquor / drugs.
- Travel by an aircraft other than the normal passenger aircraft.
- Breach of law with criminal intent.
- Incident arising out of war, invasion, military mutiny and insurrection. (There are few more exceptions which are detailed in the policy).

In the event of death any person coordinating the claim for the deceased employee should immediately contact HR Department as the procedures are best known to them. HR Department will provide necessary guidance and assistance.

10.5 LEAVE TRAVEL ASSISTANCE

Management cadre employees on Privilege Leave (Annual Leave) will be provided with Leave Travel Assistance as per his / her entitlement for the said year on the following conditions:

- Applicable to all the confirmed employees.
- Employee should avail minimum five days sanctioned Privilege Leave prior to proceeding on leave
- Eligibility to get LTA will be on completing 1 year of joining.

LTA is calculated for the period from April to March and is payable on a prorata basis. An employee must apply for LTA, 15 days before he / she proceeds on leave.

LTA is payable to an employee on his resignation/retirement even if he/she does not avail privilege Leave. LTA can be accumulated for two financial years.

LTA amount is taxable under the Income Tax Act. Employee, who wishes to avail Income tax exemption, should submit documentary proof of the expenses incurred for traveling during the Privilege Leave period to Accounts Department.

10.6 COMPANY CAR SCHEME (PART OF CTC)

Kilburn shall provide Company Car for the use of its employees for official purpose in category of General Manager and above, which shall be approved by Managing Director.

On approval of Company leased car by the Managing Director, HR Department will initiate the action of taking a car on hire by entering in to an agreement with the car owner. No car shall be taken on hire which is more than five years old.

The concerned employee will be entitled for the car hire charges and reimbursements as follows:

Grade	Car Hire Charges to owner – P. M.	Petrol Reimbursement for travel residency to Company – P. M.	Car Maintenance – P. A.
GM	14000	3000	20000
Sr. GM	18000	4000	25000
VP	18250	5000	30000

(The one time Road Tax, annual Insurance will be paid at actual.)

10.7 MOBILE REIMBURSEMENT

Employees will be entitled for following reimbursements:

Sr. No.	Grade	Monthly Usage Charges.
1	M – 1 & M - 2	-
2	M – 3 & M - 6	500
3	M – 7 & M - 8	At actual restricted to official calls
4	VP & Sr. VP	At actual restricted to official calls

Mobile Reimbursement facility will be at the Discretion of Management.

It must be borne in mind that this facility is provided so that the employee is accessible for all the time for attending to exigencies of work. Hence, an employee must keep the mobile in “on” mode always and must regard to calls during emergencies.

In case it is felt that any employee is not attending to the calls or has switched off the mobile phone, the management may withdraw the facility.

Mobile Reimbursement for site employees Rs. 500/- per month irrespective of grade provided they are at site for minimum one month.

Etiquette for Mobile Phones:

During working hours the use of mobile phones and land line for personal use is prohibited. Ringtones with filmy tunes, songs etc. in high volume must be avoided

10.08 DEATH WHILE IN SERVICE

It is the policy of the company to assist legal heirs/nominees of the employee, who die while in service by settling his/her dues without any delays, so that hardships could be minimized.

The Company will deduct all out standing loans from the dues payable to legal heirs/nominees of the deceased before settling his/her dues.

To avoid problems of settlement of dues due to death, all employees are required to make proper nominations under the Gratuity Scheme and Provident Fund Scheme. In case of marriage, they are required to include the name of their spouse as one of the nominee by submitting marriage registration certificate as proof. They are also required change the name of the nomination, in case there is change in the status of nominee, immediately.

10.09 PROVIDENT FUND

The primary objective of Provident Fund is to provide a benefit on retirement as a lumpsum amount, made up of monthly contributions from employee and the employer and interest on these amounts. The employees are also eligible under the Employees' Pension Scheme, 1995 and the Employees' Deposit-linked Insurance Scheme, 1976.

All the Management cadre employees are statutorily covered under the Provisions Employees' Provident Fund and Miscellaneous Provisions Act, 1952 from the date of joining Kilburn.

Under the above refereed act employee and employer shall make the following monthly contributions:

Employer's Contribution - 12% of employee's monthly basic salary.

Employee's Contribution - 12% of employee's monthly basic salary.

PF Voluntary Scheme - If any employee would like to contribute to PF more than statutory contribution amount he can do so with prior approval.

Presently Kilburn's Provident Fund account is maintained by Regional Provident Fund Commissioner, Vardhan Commercial Complex, Wagle Estate, Thane(W) -400 604 .

All employees must appoint nominee/s and percentage of distribution (if nominee is more than one) of their Provident Fund amount, on the day of joining the Provident Fund , which can be amended at their discretion.

An employee covered under the Provident Fund Scheme will be allotted Provident Fund number by the company.

If an employee, at the time of joining, is member of a recognized Provident Fund Scheme, he/she can transfer his/her accumulated Provident Fund amount to Kilburn's Provident Fund account by filling necessary forms available with HR Department. When employee resigns from the services of the Kilburn, he/she can transfer his/her provident Fund amount to other company's Provident Fund account or withdraw the total amount if he/she does not take up any other employment, as per the rules and regulations laid down under the Provident Fund Act.

An employee, who has become the member of Provident Fund scheme after 1971, is automatically entitled to benefits under the Employees' Pension Scheme, 1995 and the Employees' Deposit –Linked Insurance Scheme.

For more detail you may contact HR Department at Head Office.

10.10 GRATUITY

All the Management Cadre employees are covered under the provisions of Payment of Gratuity Act, 1972. The gratuity amount is paid to the employee on his retirement/resignation in appreciation of long service with company as per the Payment of Gratuity Act, 1972, without upper ceiling, which is at present rupees ten lakhs.

An employee is eligible for gratuity amount at the time of his retirement / resignation or cessation service, having a continuous service with Kilburn of not less than five years. The completion of continuous service of five years shall not be necessary where the termination of employment is due to death or disablement due to accident or disease.

Gratuity benefit is paid equal to 15/26 of his /her last drawn monthly basic salary for completed year of service or part thereof in excess of six months.

The Gratuity amount of the employee, whose services have been terminated for any act, willful omission or negligence causing any damage or loss to or destruction of, property belonging to the Kilburn shall be forfeited to the extend of the damage or loss so caused.

The gratuity amount payable to an employee may be wholly or partially forfeited:

- if the services of such employee have been terminated for his/her riotous or disorderly conduct or any other act of violence on his / her part; or
- if the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided such offence is committed by his/her in the course of his/her employment.

All employees must appoint nominee/s and percentage of distribution (if nominee is more than one) of their Gratuity amount, on the day of joining the Company, which can be amended at their discretion.

10.11 SUPERANNUATION FUND SCHEME

Purpose of this scheme is to ensure to assure employees a life time pension after normal retirement. Superannuation Fund is operated by Trustees, Kilburn Superannuation Scheme, through Insurance Company.

All the Management Cadre employees in the grade M – 6 and above shall be covered under Kilburn, Superannuation Scheme, at the sole discretion of the Management on their joining Kilburn or on their promotion to Grade M- 6.

This scheme is non-contributory on the part of the employee, however, Kilburn shall contribute 15 % of yearly basic salary of the covered

employee every financial year in the month of April. The entire cost of the administration will be borne by Kilburn.

A Management Cadre employee covered under this Superannuation Scheme will be entitled for benefits under this scheme on his normal retirement or death while in service as per the rules and regulations framed by the Trustees.

11.0 LEAVE ENTITLEMENT AND RULES

All Management Cadre employees will be entitled to:

- Privilege Leave
- Causal Leave
- Sick leave
- Special Medical Leave
- Maternity Leave
- Paternity Leave

All leave records will be maintained by Head Office HR Department excluding leave records of the Regional Offices. Regional Offices will keep the Head Office HR Department intimated on a monthly basis regarding the leaves availed by the employees of the Branch Office.

All employees who are eligible for leave will enter leave application and subsequent approval by the HOD will be captured in the ERP system. The ERP system will contain all the leave records of the employees.

An employee avails the any type of leave intervening weekly off day/holiday, shall be treated as part of leave.

11.1 PRIVILEGE LEAVE (PL)

All permanent / confirmed Management Cadre employees are entitled to PL w.e.f. 1st April after confirmation

PL enables employees to rest and recuperate his/her health (Physical / Mental) and hence must be availed at least once in every year. HOD must ensure that all Management Cadre avail of PL, which is a good management practice. HOD should arrange to prepare a leave calendar in consultation with his department employees.

Management Cadre employees can make their travel plan based on the leave calendar and avail of Leave Travel Assistance.

The calculation of PL is based on the financial year April to March and PL balance will be credited on the first of April of the following year.

An employee shall earn 30 days privilege leave with pay for 12 months and can accumulate up to a maximum of 360 days. An employee who joins during the course of financial year, PL will be calculated on a prorata basis for the said year.

PL must be availed for a minimum period of 5 days.

PL can be spilled over from the month of March to April and will be treated as leave availed of in previous year.

PL application should be made at least 21 days in advance, so the work can be planned in advance.

The HOD / Functional Head will sanction or reject the PL application within 6 days from the date of receipt of application. PL for DGM & above shall be sanctioned by MD.

PL will be sanctioned subject to exigencies of work.

PL can be accumulated up to a maximum of 180 Days. Unavailed PL above 90 Days can be encashed.

11.2 CASUAL LEAVE

Casual Leave can be availed by the Management Cadre employees for unpredictable or casual personal work.

All the confirmed Management Cadre employees are entitled to 7 days casual leave with pay in a financial year. Casual Leave can not be availed more than 4 days at a time.

For smooth functioning of the work employee is supposed to get his/her CL sanctioned in advance from his / her superior or in case of emergency should inform his /her superior on the same day and get regularized on the day the employee reports for duty.

Casual Leave cannot be taken along with any other leave i. e. PL/SL and Casual leave cannot be accumulated carried forward to next financial year.

11.3 SICK LEAVE

All the confirmed Management Cadre employees are entitled to 7 days sick leave with pay in a financial year. An employee availing sick leave for more than two days at a time will have to submit fitness certificate from registered Medical Practitioner.

An employee remaining absent due to sickness should intimate about his /her sickness as early as possible and probable date of resumption of duty to his / her superior/HR Department.

Sick Leave cannot be accumulated / carried forward.

11.4 SPECIAL MEDICAL LEAVE

All Management Cadre employees will be granted Special Medical Leave in case of absence caused by prolong sickness / hospitalization / domiciliary hospitalization, with or without pay at the sole discretion of the Management.

An employee must intimate his / her superiors about his / her sickness and period he / she is likely to stay away from work.

A request for Special Medical Leave along with doctor's certificate must be forwarded through HOD &/ Functional Head to HR Head. HR Head will forward the same to HR committee and finally to Managing Director for approval.

11.5 MATERNITY LEAVE

Female Management Cadre employee shall be entitled for Maternity Leave with pay as per Maternity Benefit Act.

Female staff are covered under ESIC Act will get maternity benefits according to the ACT.

On conceiving, the individual will intimate her superior and the HR Department, so that her work can be planned during the leave period.

Maternity leave will be granted with pay for total period of 168 days. Normally, Maternity Leave will be granted for a period of six weeks before and rest after the confinement. If the employee wishes, she can commence her maternity leave just before the confinement, but should not exceed a total of 168 days only after 1st two Childs.

11.6 PATERNITY LEAVE

Employees who has worked for minimum three years in Kilburn, he can avail five days Paternity Leave to support his family restricted to 1st two children.

Note : Leaves during probation

CL & SL can be availed during probation period proportionately.

12.00 WORKING CONDITIONS

12.1 HOURS OF WORK AND BREAK:

Head Office :

Head Office will work in General Shift.

Office Timings : 9.05 a. m. to 5.55 p.m.
Lunch break :1.00 p.m. to 1.30 p.m.

Two time tea and one time snacks will be served by canteen personnel.

It is expected that the employee must complete the task within working hours. However, when need arises he must endure to wait beyond working hours and complete the task. It must be borne in mind that an employee must be governed by results and not by adhering to time.

1st shift	7.00 am to 3.30 pm
General Shift	9.05 am to 5.55 pm
2nd Shift	3.00 pm to 11.00pm

Employee using the bus facility will be governed by the timing depending on the reporting of the Bus. In case employee reports later than scheduled working i.e. 7.00 am / 9.05 am /3.00 pm following rules will be applied :

- Late coming on 3 occasions only up to 15 minutes will be allowed, on 4th occasion ½ day leave will be adjusted or marked absent depending on availability of leaves.
- Reporting after 7.15 am to 12.00 Noon / 9.20 am to 1.30 pm / 3.15 pm to 7.30 pm will be treated as ½ day.
- 1 Hr. early once in a month with supervisor's permission is allowed.

12.2 LATE WORKING

In case of exigencies of work Management Cadre employees are required to work beyond their normal working hours with prior sanction of their Department Superiors or when instructed by their superiors.

In case of exigencies of work an employee refusing to work beyond his / her normal working hours, will be negatively perceived by the Management.

The work should be so well planned and organized that an employee does not have to regularly work for extended periods. (Such extended working may tend to be negatively perceived by the Management.)

12.3 HOLIDAYS

Kilburn shall observe 12 paid holidays during the calendar year, which shall be declared by the Management in the month of December for subsequent calendar year.

Regional Offices will observe their paid holidays, taking in to consideration compulsory holidays declared by their respective State Governments. Regional Offices shall send their paid holiday list for subsequent year in the month of December for approval of HR Committee.

12.4 WEEKLY OFF DAYS

Sunday and 1ST & 3RD Saturday shall be weekly off day only for office staff.

However, employees reporting in 1st and 2nd shift shall not be eligible for Weekly Off days of 1ST & 3RD Saturdays.

Weekly off days 1ST & 3RD Saturday is not applicable to Production Department Grade M1 to M4.

12.5 COMPENSATORY OFF

In case of a Management Cadre employee is required to work for extended hours or on holidays, weekly off days due to exigencies of work, there will be no compensatory off granted.

Compensatory off applicable to only Production Department up to M-6 Grade.

Employees in Grade M – 1 to M - 6 continuing the second shift in absence of his reliever, attending work on Sundays, holidays, shall be eligible for Compensatory Off.

Compensatory Off should be availed in the same week or latest by the end of subsequent month, otherwise it will get lapsed. Compensatory Off can not be availed more than one day at a time and along with any other type of leave.

Compensatory Off will be sanctioned by HOD depending upon the exigency of departmental work and availability of manpower.

This will not be applicable to the employees working on site or on tour.

12.6 ATTENDANCE AND PUNCTUALITY

To ensure smooth flow of the work, all Management Cadre employees are expected to attend work regularly and be punctual. Absence due to any reason should be communicated to the immediate superior/ HR Department, which should be regularized on resuming work, through leave application, failure of which will amount to indiscipline.

Employees going on tour or outdoor work, must intimate the HR Department, in writing by filling up of necessary forms available with HR Department in advance.

All Management Cadre employees must record their attendance by recording the same in attendance recording system every day. An Employees who forgets to record his / her attendance or forgets to bring his Identity cum attendance card should inform the HR department, in writing through his / her superior.

HR Head / Location Head shall be responsible for administering attendance and punctuality.

12.7 CANTEEN

Canteen is presently managed by an external contractor.

Kilburn, marginally subsidizes the Canteen costs.

12.8 SAFETY

Wherever, required Management Cadre employee will be provided with safety shoes, helmet and other personal protective equipments. Employees should use them regularly once provided.

Other safety facilities, deemed necessary, will be provided to Management Cadre employees depending upon the risk involved and need arising in a given situation.

12.9 DISCIPLINE AND BEHAVIOUR

All Management cadre employees should be well disciplined and must keep the overall interest of the organization in mind, during situations of conflict.

HR Head, himself, will analyze situations leading to problem of employees' indiscipline and plan strategies to solve them. In case of adverse behavior, where repeated advise has failed, a serious view / stand will be taken.

12.10 Dress Code:

Normally all the management staff must wear formal clothes while working. Formal means not very jazzy, flowery and baggies trousers. The colour of dress should be normally pastel shades and not very gaudy. Also the employees must wear formal shoes on all the working days. **In case an employee is required to visit shop floor, he/ she must wear safety shoes and PPEs.**

All Management cadre employees are ambassadors of the Company. To people, external to the organization, they are symbols of the Company status and culture. Hence Management Cadre employees should be very careful about their etiquette and attire.

The use of sober colours, light colour shirt and dark colour trousers and polished shoes are normally accepted by the industry as **befitting** most situations and are recommended.

However, employees can wear casuals on weekends only.

12.11 Behavior in office premises during working hours.

Care must be taken that any management staff must maintain office decorum while working and should communicate with each other so that the other employees' work is not disturbed.

13.00 TRAVEL POLICY

13.1 LOCAL TRAVEL EXPENSES REIMBURSEMENT APPLICABLE TO: HEAD OFFICE, and ERO:

All Management Cadre employees who are required to travel for company work will be entitled to reimbursement of traveling expenses as under:

GRADE	MODE OF TRAVEL
M - 1 to M - 4	By Auto / Train – 1 st Class
M - 5 to M - 7	By Auto / Train – 1 st Class
GM & above	By Auto / Train – 1 st Class Own Car

Management / Engineer Trainees, Contractual employees, shall be entitled for reimbursement for Local Travel expenses as applicable to Grade M – 1 to Grade – M- 4, employees.

If auto is not available, an employee in grade M – 1 to M – 5, should travel by share taxi, if share taxi is not available by taxi.

As far as possible, employee should travel by train for long distance journey. An employee who is required to travel long distance frequently, it is advisable for his superior to sanction the employee monthly/ quarterly 1st Class Railway Pass.

For the Management Cadre employees, who have been provided with Company Leased car / Company Car are expected to use their car for local travel and are not entitled for reimbursement of Local Travel expenses.

A private taxi / tourist vehicle for local Travel can be had only with special approval by Departmental Head for accompanying overseas/ out station visitor / VIP Guests, who needs special attention.

If any employee(A) is accompanying his subordinate(B) in any travel then the expenses of travel by both the employees should be claimed by the first mentioned employee(A) and should be approved by the immediate superior of the first mentioned employee(A).

Local Travel Policy – Personal Vehicle (M1 To M7)

If any employee (M1 to M7) use his personal vehicle for official work / visit he will get fuel reimbursement as below :

M1 to M5	-	Rs. 8/- per KM,
M6 to M7	-	Rs. 12/- per KM,

13.2 INTER DISTRICT TRAVEL REIMBURSEMENT – ERO / NRO

All Management Cadre employees of ERO and NRO who are required to Inter District travel for company work will be entitled to reimbursement of traveling expenses as under:

GRADE	MODE OF TRAVEL
M -1 to M - 3	Point to Point by bus / Train – 2 nd AC & Local Travel by Auto. If Auto is not available by Taxi
M - 4 to M - 5	Point to Point by bus / Train – 2 nd AC & Local Travel by Auto. If Auto is not available by Taxi
M – 6	Point to Point by share taxi / Train – 2 nd AC & Local Travel by Auto. If Auto is not available by Taxi / Train – 1 st Class.
M – 7 & above	Point to Point by Train – 1 st Class & Local Travel by suitable mode of travel.

Management / Engineer Trainees, Contractual employees, shall be entitled for reimbursement for Local Travel expenses as applicable to Grade M – 1 to Grade – M- 3, employees.

13.3 TRAVEL POLICY FOR VISITS TO TEA GARDENS – FIELD SERVICE PERSONNEL - ERO

All Field Service Personnel of ERO who are required to visit tea Gardens will be entitled to reimbursement of traveling expenses as under:

Grade	Lodging & Boarding Max. With Bills(Rs.)	Daily Allow. W/o bills. (Rs.)	Journey Allow. (Rs.)	Mode of Travel
M-1 to M - 3	950	150	250	Point to Point by bus / train – 2 nd AC & Locally by Auto.
M - 4	1500	300	250	Point to Point by bus / train – 2 nd AC & Locally by Auto.
M - 5	2000	400	250	Point to Point by bus / train – 2 nd AC & Locally by Auto.
M - 6	3000	400	250	Point to Point by share taxi / train – 2 nd AC & Locally by Auto.
M - 7 & Above	4000	At actuals	At actuals	Point to Point by train – 1 st Class AC & Locally travel by suitable mode of travel.

- The Lodging & Boarding expenses includes Laundry and Taxes.
- Journey Allowance shall be applicable if the journey is 12 hours and more by Bus or Train (i.e. period from start of journey till end)
- The Daily Allowance shall be applicable in case of Lodging & Boarding is provided by Tea Garden.
- Daily Allowance:- M – 7 & above Grade employees will be reimbursed actual expenses, if any, other than Lodging & Boarding.
- Wherever, vehicle is provided by Tea Estate, employee shall not claim Local Travel Expenses.
- If Auto is not available, M – 1 to M – 6, employees may travel by share taxi, if share taxi is not available by taxi.
- Management / Engineer Trainees, Contractual employees, shall be entitled for reimbursement for Local Travel expenses as applicable to Grade M – 1 to Grade – M- 3, employees.

13.4 OUTSTATION TRAVEL POLICY (OTHER THAN VISIT TO TEA GARDENS)

All Management Cadre employees of travel outstation (other than visit to Tea Gardens) for company work will be entitled to reimbursement of traveling expenses as under:

Grade	Mode of Travel	A Cities		B Cities		C Cities		Customer Guest House /Co.	Staying with Friends/Relative	Bus / Train EXPS
		Max. with Bill		Max. with Bill		Max. with Bill		W/O Bill	W/O Bill	W/O Bill
		Hotel Tarrif	Food/ Misc.	Hotel Tarrif	Food/ Misc.	Hotel Tarrif	Food/ Misc.	Daily Allowance	Daily Allowance	Journey Allowance
M – 1 to M - 4	Train 3rd AC	2500	800	2000	700	1500	600	500	800	300
M – 5 to M - 6	Train 2nd AC	3000	1000	2500	900	2000	800	600	1000	300
M – 6 to M – 7	Train 1 Class / *Air (Economy)	3500	1200	3000	1000	2500	900	800	1500	300
GM & ABOVE	Air (Economy)	AT ACTUALS								

Notes:

- Journey Allowance shall be applicable, if the journey is 12 hours and more by bus or train (i.e., period from start of journey till end)
- Food/ Misc. Expenses are allowed up to Rs. 200/- per day without bills (applicable only when staying in Hotel).
- Employees who are travelling outstation, will get their local conveyance i.e. bus / taxi as per their grade starting from their home to Bus Depot, Railway Station & Air Port.
- Laundry & taxes are included in Hotel Tariff as mentioned above.
- Management / Engineer Trainees, contractual Employees shall be entitle for benefits applicable to Grade M – 1 to M – 4.

- Whenever any officer visits a work site for commissioning / problem solving and spends five full working days or more at the site the officer will be eligible for Site Allowance as follows :
 - i) M - 1 to M - 3 = Rs. 200/- per day
 - ii) M - 4 to M - 5 = Rs. 300/- per day
 - iii) M - 6 to M - 7 = Rs. 400/- per day.
- Grade M - 6 & M - 7, should obtain MD's approval before undertaking the Air travel.
- Taxes will be over and above sanctioned amount.
- Air travel to be planned sufficiently in advance so as to avail apex fares.

A Cities : Mumbai, Delhi, Kolkata, Chennai, Bengaluru

B Cities ; Ahmedabad, Allahabad, Amritsar, Agartala, Agra, Akola, Aurangabad, Bhopal, Baroda, Bhubaneswar, Coimbatore, Cochin, Chandigarh, Ernakulam, Firojpur, Gandhinagar, Ghaziabad, Gorakhpur, Guntur, Gangtok, Gurgaon, Guwahati, Gwalior, Hubli, Hyderabad, Indore, Jaipur, Jabalpur, Jammu, Jalandar, Kanpur, Cochi, Kolhapur, Lucknow, Ludhiana, Madurai, Mangalore, Mysore, Meerut, Nagpur, Nasik, Nanded, Patna, Pune, Panji, Pundecherry, Raipur, Ranchi, Rajkot, Surat, Solapur, Sivassa, Shimla, Srinagar, Satara, Secunderabad, Trivandrum, Trichy, Udaipur, Ujjain, Varanasi, Vishakhapatnam, Vijawada.

C Cities : All other places, which are not mentioned above.

Local Travel: At destination – Point to point: M -1 to M-5 by, Auto and Grade M-6 and above, by Taxi.

13.5 TICKET BOOKING

At Mumbai locations tickets must be organized by the Managing Director's Secretarial through authorized travel agents of the Company. At other locations, if booking of tickets will be organized by employee nominated by the Company, through authorized travel agents. In case of cancellation of tickets, this is to be organized at the earliest by the concerned employee

13.6 TOUR ADVANCE:

An employee is expected to draw an amount of advance, which is just sufficient to cover tour expenses from the office of origin. In case additional advance availed by an employee should be accounted in the Travel Expense Statement.

Travel Rules should be strictly followed and any expenditure beyond the specified limits will require the approval of Managing Director before forwarding the Travel Expense Statement to Accounts Department for settlement/reimbursement/payment.

13.7 CLAIMING OF TOUR EXPENSES

For claiming the Tour Expenses, Traveling Expenses Statement must be submitted within 7 days of return to the office of origin, duly approved by HOD and with proper supporting. No travel advance will be paid if his / her earlier travel advance is not settled. If the employee fails to settle the tour advance within seven days of his return, then without further reference to him, the total advance may be recovered from his emoluments. Traveling Expenses Statement should cover only permissible items like, lodging, boarding, conveyance etc. Telephone call charges, fax, purchase of stationery etc, should be claimed separately in the Traveling Expense Statement. Liquor/ cigarettes / Personnel entertainment expenses are not reimbursable by the Company. The Regional Office is not expected to pick up employees expenses as employees are fully covered for his /her travel.

13.8 PURCHASES AT SITE / TOUR

Purchase at site /tour should necessarily be claimed separately for accounting, since they relate to erection, commissioning, production cost or any other reason.

13.9 SETTLEMENT OF TOUR EXPENSES

All expense statement should be fully scrutinized and approved by HOD/Functional Head as the case may be, before they are forwarded to Accounts Department for settlement. Incase of Management Staff Grades M – 6 and above, one may sign hotel bills, provided the Company enjoys credit facilities with the concerned Hotel.

13.10 EMERGENCY TRAVEL

In case of an emergency, an employee can opt to travel by a higher class provided the tickets to which he / she is entitled are not available. In all such cases, the subsequent approval of Managing Director should be obtained after completion of journey before submitting Travel Expense Statement to Accounts Department.

13.11 EXPENSES IN EXCESS OF LIMIT

Any expenditure incurred in excess of the limits should be claimed separately, if it is a business expense only. The Traveling Expense Statement as prepared by the individuals should show clearly the amount so exceeded, giving reasons for this excess in the remarks column duly approved by the HOD / Functional Head and CFO up to M6 and MD for M7 and above, before forwarding it to Accounts Department. Accounts Department should not make payment of any Travel Expense Statement, which is not properly approved by the concerned authorities.

14.0 TRAVEL ABROAD:

Travel Abroad for Company needs such as:

- Marketing
- Training.
- Transfer of Technology.
- Participation in professional Seminars / Conferences will be granted by the Managing Director, subject to RBI/Government guidelines prevailing at the time of travel.

The Managing Director's Secretariat will organize for tickets. Employee in Grade M – 1 to M – 5, will be required to travel by Excursion/Economy class depending on the period of travel.

In case an employee has to travel to a cold country maximum expenses towards the purchase of warm clothes of Rs. 10,000/- will be reimbursed, once in five years against the bills. However, prior approval should be obtained before spending the amount.

Kilburn will bear the cost incurred towards employee's passport, Visa and travel arrangement, Airport Tax etc., for which an advance can be drawn. The allowance advanced to the employee must be settled by him on his return to India, within 7 days, through a Travel Expenses Statement.

GRADEWISE ALLOWANCE OF FOREIGN EXCHANGE FOR OVERSEAS TRAVEL (Currency in US Dollars)					
	U.S.	EUROPE	AFRICA	SOUTH EAST ASIA	SRI LANKA
Vice President	350	350	300	300	300
M 8	300	300	250	250	250
M 7	275	275	225	225	225
M 6	250	250	200	200	200
M 5	225	225	175	175	175
M 1 to M4	Allowance will be sanctioned on case to case basis by MD				

Mandatory compliance for employees on tour abroad: Unutilised foreign Exchange must be returned to Company to be forwarded to RBI.

In case employee's stay is shortened, the foreign exchange allowances granted by RBI, must be returned to the extent of the shortened period, to the Company, only in **Foreign Exchange**.

Kilburn will treat the allowance amount granted to an employee as an advance.

All expenses viz. lodging boarding, travel etc. arising out of leave taken during the foreign travel by the employee will be borne by the concerned employee, at his / her own cost and risk.

An travel abroad is expensive. Employees are expected to plan their itinerary well. Collaborators abroad should be informed and requested to arrange for local travel as it is a major expense in some countries.

Health precautionary steps should also be adhered to and necessary Health Insurance coverage must be complied with before departure. Etiquettes in several countries are different from India and employees traveling abroad must take briefing on etiquette from a person who has widely traveled and must act appropriately as he is Ambassador of the Company.

14.01 RESTRICTIONS ON AIR TRAVEL IN GROUP

Management Staff in grade M-6 and above are expected not to travel in a group by same flight

Management Staff in grade M-6 should restrict the number of members per flight to 3. in case of Management Staff in Grade M-7 and above, the number of members on the same flight should be restricted to 2.

15.0 SOCIAL RESPONSIBLY

15.1 SUMMER TRAINING/SEMESTER TRAINING

Kilburn will provide summer/semester training to students for engineering and management colleges to promote practical on-the job education. They are expected to maintain a detailed diary of everything they have undergone, during training.

Students will have to check with the Department Manager and Functional Manager before including classified/confidential information in their Project Report. They must submit the copy of the report to the Company.

The company will provide a stipend to partly cover the student's miscellaneous expenses and cost of preparing report. This cost will be decided by the HR Committee. (based on industry trends) on yearly basis.

15.2 APPRENTICESHIP TRAINING

Kilburn shall provide facilities for Trade, Technical & Graduate Apprentices, to the maximum possible viz, beyond the minimum limit provided by the Law.

Such Apprentices will be paid stipend as per Law.

15.3 COMMUNICATION MEETING

The objectives of Communication Meeting are:

- To share information.
- To provide a platform for individuals to express their opinions and participate in Management Process.
- To discuss matters of mutual interest, related to company matters.

At Kilburn, Managing Director will conduct Communication Meetings twice a year. All Management Cadre employees should be present. Communication Meetings will also be conducted by Functional General Managers once every six months. All Management Cadre of the respective function are expected to be present.

The meeting should normally include:

- General Information on the Company.
- State of business and developments.
- Policy Matters.
- Objectives and Goals.
- Progress.
- Functional Matters.
- Procedures.
- Competition and Financial Matters.
- Suggestions.

Topics banned at Communication Meetings are:

- Personalities.
- Personal questions, personal problems and / or grievances.
- Subject like politics, Government etc.
- Negotiations on salaries, increments, promotions etc.

HR Head will ensure that such meetings are conducted as per schedule, which will be announced in advance in consultation with Managing Director and Functional General Manager. He will also facilitate to ensure the meetings are held in a cordial manner.

At all meetings a member of HR Department will be present.

Department Manager shall prepare a brief report on the meeting and forward a copy to HR Department.

15.4 LABOUR – MANAGEMENT RELATIONS

All superiors and Department Managers must take up responsibility for personnel who report to them.

All Management Cadre employees must contribute to the maintaining of cordial relations with the work force and develop a healthy working relationship.

For this to be possible, they should be familiar with:

- The terms of settlement.
- Important provisions of Labour Laws.
- Type of misconduct and action to be taken.
- The art of handling grievances.

Management Cadre employees must keep the HR Department fully informed of any significant development on a day to day basis that is likely to lead poor Labour Management Relations.

Supervisors should be careful and discriminate in acts that are directly work related and attempt to resolve it along with their Managers, keeping HR Department well informed. Any matter that is likely to gravitate should be immediately communicated to HR Department.

The HR Department, being specialist Staff, will provide information to Line Managers and educate them on labour matters at meeting and on regular basis through programs.

16.0 MISCELLANEOUS

16.1 BIRTHDAY GREETING

On the occasion of the Birthday of any Management Cadre employee Company will acknowledge the same by handing over to him/her Flower bouquet, a letter from Managing Director and a small gift, which will be handed over to him/her by HOD.

If the employee's birthday falls on holiday, in such event, his / her birth day will be acknowledged on previous working day.

HR Department will co-ordinate these activities at Mumbai and at location, by an employee nominated by Location Head.

16.2 WEDDING

In the event of a Management Cadre employee's marriage a token gift of Rs. 1001/- will be presented along with letter of Congratulations by Functional General Manager, and in his absence the Department Manager.

If the wedding timings coincide with the Company's working hours, representatives not exceeding 20% or 5 members of the department whichever is lower, will be allowed to attend the function in Mumbai.

Prior permission is required from the Functional General Manager to attend such a function.

16.3 VISITING CARD

Visiting Cards will be issued to all Management Cadre employees, on request.

The concerned employee will initiate the requirement. On the recommendations of the Functional Head, HR Head will approve and organize the same through the Purchase Department.

The visiting card will bear employee's name, designation, mobile number and email ID. The visiting card will be standard one having company's logo, address, web site address, telephone / fax numbers.

Those employees, who are not issued the Visiting Card by the company, are not supposed to use Company's Logo and name on their personal Visiting Card.

16.4 IDENTITY CUM ATTENDANCE RECORDING BADGE

All Management Cadre employees will be issued Identity-cum-Attendance Recording badges. They are expected to wear their badges while on the Company premises.

The said badge is lost or broken by the employees, the cost of the same i.e. Rs. 100/- will be recovered from the employee for issuing new badge.

On leaving the services of the company, the identity-cum-attendance recording badges should be return to the HR Department.

16.5 TELEPHONE

All Management cadre employees while on travel on Company work and are required to call their family members due to emergencies or in order to make arrangements may do so using their discretion. They are required to ensure that such calls are brief and do not exceed three minutes. Prolonged conversations with family members at Company expenses will amount to an abuse of the above facility.

All Management Cadre employees are expected to use their discretion diligently and ensure that their judgment does not fail them. Calling up one's family members should not be made a habit or right to be exercised without discretion.

Personal ISD/STD telephone expenses incurred while on travel must be claimed separately on a voucher approved by Department Manager & Functional Head.

All the Management Cadre employees will be provided with Intercom for internal communications, facilities like "0" dialing, STD and ISD will be provided on the recommendations of HOD/Functional Head, depending upon the job requirement of an employee.

All Management Cadre employees from the office premises are expected to use the Company telephone for business purpose only. However, if there is a pressing need/an emergency, they may use the telephone for personal work. Such telephone calls must be brief. Prolonged conversations with friends, relatives, business associates should be avoided as it is an abuse of the telephone facility provided to employee.

16.6 CERTIFICATE

Management Cadre employee may require a certificate of employment on his leaving the services of the Company or any other specific purpose.

Only the HR Head will issue such certificate on the written request of an employee which will include:

- Name
- Designation
- Date of joining.
- Date of leaving.
- Reason of leaving
- Salary and allowances (if specifically requested)
- Purpose of certificate

The Company as a matter of policy will not provide a written testimonial to an employee regarding his performance or personality traits.

In case a reference is made to the Company, the HR Committee Member or HR Head will provide such information.

Certificate relating to income tax, will be provided by the Finance Department.

16.7 COMPANY PROPERTY

All Management Cadre employees are deemed to be custodian of the Company property. Whenever a loss occurs to an employee, within the Company premises, an employee should immediately inform to HR Department, who will investigate the matter to restore the property lost and take appropriate action, so that, such incident does not repeat in future.

In case Company property is in the personal possession of the employee and is stolen, the employee should:

- Inform his department Head and HR Head immediately by telephone.
- Record the incident and forward the copy to the HR Head.
- Report the matter to the nearest Police Station of jurisdiction and obtain a copy of FIR.
- If the property is insured by the Company, HR Head will arrange to inform the insurance Company.

16.8 CONFIDENTIAL INFORMATION

All Management Cadre employees should not, without prior permission of the Company, use, reveal, disclose or publish information relating to business or any other information that is likely to go against the interest of the Company.

All Management Cadre employees are required to sign Confidentiality Agreement with the Company within a week of joining the Company.

An employee, who does not sign the Confidentiality Agreement with the Company, without giving any reasonable justification, his/her services shall not be confirmed.

Management Cadre employee's compensation package is a personal, confidential and sensitive matter. Such information should not be discussed or disclosed by an employee.

16.9 DISCLOSURE OF INFORMATION

The Managing Director will personally disclose Company information to the press, public, employees and/or stock holders. He may specifically authorize a person to deal, discuss, reveal or disclose Company information on a case to case basis.

The concerned employee should seek a personal briefing from the Managing Director before any disclosure. The policy, however, will be to disclose information in a systematic and co-ordinated matter.

16.10 FARE-WELL

- On Retirement:

The Department Manager/ Head will organize a farewell on the Company's premises for the retiring Management Cadre employee preferably during the last hour of the day's work. The cost of the farewell function viz. snacks and tea from canteen, will be borne by the Company.

- On Resignation:

The Department Manager/ Head will organize a farewell on the Company's premises for the resigned Management cadre employee, who has resigned after completing five years of service, preferably during the last hour of the day's work. The cost of the farewell function viz. snacks and tea from canteen, will be borne by the Company.

16.11 PROFESSIONAL MEMBER-SHIP

Departments/Employees are expected to be members of professional institutions. Such institutions help the department / employee to keep abreast of information and activities in the respective field. It also provides platform for one to contact other professionals in the same field, who could be of use.

Department Manager/HOD must initiate their requirements through Functional Head and forward it to HR Head for obtaining approval of HR Committee / Managing Director.

HR Head will administer such memberships.

16.12 LIBRARY

Kilburn has a technical library. Management Cadre employees are expected to suggest reading material for library related to technology and work. There are many valuable reference books, which are meant only for reference in the Company premises.

Management Cadre employee should return borrowed books within 7 days from the date of issue.

The library will be managed by R & D Department. Management Cadre employee may recommend to the employee in charge of the library, the various technical articles of common interest, which needs circulated.

An employee, who loses book or magazine borrowed from the library or on his/her resignation does not return the same to the library, the reasonable cost of the book/magazine shall be recovered from his/her dues.

16.13 DOUBLE EMPLOYMENT

Management Cadre employees should not take up any other service or employment, while in the services of Kilburn, as per the contract of employment.

Kilburn will not object to employee being involved with work related to social causes like assignments in education and where the compensation, if any is a reimbursement of travel expenses and a token amount for the effort of the employee. However, an employee should obtain prior approval from the Company by making an application through his/her Department Head.

Kilburn has objection to double employment and to any interference with the employee's working hours and Kilburn shall deal with the same as per the contract of his / her employment.

16.14 ANNUAL MEDICAL CHECK-UP

All Senior Managers in Grade M-6 – M-8 are expected to get themselves medically checked once every year.

Manager in Grade M-5 are expected to get themselves medically checked once every two year.

Management Cadre employees in Grade M-1 to M-4, who have completed 50 years of age, are expected to get themselves medically checked once every two year .

16.15 CONFLICT OF INTEREST

Kilburn expects its employees to observe the highest standard of business ethics. They should not engage in any activities which would conflict or interfere with their job responsibilities. Illustrative examples of kinds of conflict that must be avoided are listed below:

- Employees should not act as director, partner, consultant or agent or invest with a supplier, customer or competitor which could lead to conflicts.
- Employees should not receive gifts, loans or favours from any supplier or Company, the Kilburn does business with.
- Employee should not use Kilburn funds, facilities, resources or personnel for private purposes except as those specifically provided as perquisites.
- Employees should not profit from confidential information or business opportunity arising out of their position in the Company.
- Only employees authorized by the Board can enter in to contracts/agreements on behalf of the Company.

16.16 CHANGES IN PERSONAL DATA

All Management Cadre employees have personal responsibility and an obligation towards himself/herself and Company in providing accurate information on Personal data.

Any change in Personal data relating to name, marital status, children, address, awards, distinctions or professional qualifications should be correctly and promptly communicated to HR Department through his/her HOD.

Absence of change in Personal Data can lead to an inconvenience to employee and a hardship in administration of benefits, which are some time bound and get time barred.

Employee should take utmost care to pass on such information on time.

16.17 SOCIAL FUNCTIONS

All Company functions should be treated as part and parcel of Company business activities.

Such Functions help employees to understand each other better and builds bonds of unity and common purpose.

All employees are expected to actively participate and give full support to make Company functions a success.

Currently, we celebrate following social functions:

- Dassera Puja
- Ganapati Festival

16.18 IDEAS AND SUGGESTIONS

An employees, who thinks of a creative idea is obliged to make a suggestion in the overall interest of the Company. This would result in:

- A better method of working.
- Reduction in cost.
- Improvement of the product, services and communication.

We have maintained suggestion boxes in Administrative Building, Amenities Building and Shop Floor wherein the employees are encouraged to submit their suggestions in standard format. These suggestions will be reviewed by the management once in every two months. For suggestions which are chosen by the management as productive for the company, an Appreciation Letter shall be awarded to the employee making the suggestion.

The Managing Director will appreciate an employee for his/her suggestion if it is accepted and leads to a contribution.

The employee's idea will have to be submitted in writing to the Secretary, Suggestion Committee: **Presently Head HR, who will take up such matters at a meeting of Functional General Managers.**

16.19 NOTICES AND CIRCULARS

Notices and Circulars on Policy Matters/ policies can be issued only by the Managing Director or the person authorized by him.

Circulars of a routine administrative nature can be issued by the Functional Head. A copy of the same should be sent to HR Department for record.

16.20 CONDOLENCES

A condolence meeting, when an employee expires, while in service, will be held by the Department concerned and other departments will observe two minutes silence.

An official delegation of the Management Cadre employees will represent the Company and pay homage.

An immediate assistance of Rs. 10000/- will be offered towards funeral expenses from the Company. HR Department will extend full co-operation to the legal heir of the deceased to settle the dues as early as possible.

16.21 INFORMATION ON PERSONAL MANUAL

The Personnel Manual serves as guideline on the policies related to Management Cadre employees. Managers in charge of locations should seek assistance from HR Head – Mumbai in case of any doubt before implementing any policy matter mentioned in the Personnel Manual.

16.22 CAUTION:

This Personnel Manual gives you a broad guideline on Personnel Policies. In some instances, for a specific interpretation or a clarification, you may have to refer the original circular, act, rule or deed, which will supersede all other understandings of these policies.

Other than Acts and Rules of the State, on all other Personnel Policies, the Management reserves the right to change, alter, amend and/or withdraw them, any time without giving notice or reasons.

The term "Employee" and Management Cadre Employee" are used interchangeably.