



एक कदम आत्मनिर्भरता की ओर

HR Policy Manual

Employee Handbook

2020

Rev 1.0

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Message of the Chairman



Mr. Anupam Jaiswal
Chairman
IASC Sector Skill Council

The Indian industry and economy is making a constant headway in the global scenario. To make it more efficient National Skill Development Corporation has designed methods to enhance the unskilled labor to develop skill in various industries. Converting people to be productive and industry ready necessitates radical reform in multiple aspects of the Indian ecosystem.

The goal of the Instrumentation, Automation, Surveillance and Communication Sector Skill Council is to create a sustainable industry ready talent by scaling quality capacity and to enhance employability at all levels. Our endeavour is leveraging technology and our experience in large scale skill development, in a sustainable manner across skill sectors. The Sector Skill Council concept is a systemic approach to scaling quality capacity.

Human Resource is major assets **of any organization. In this dynamic world we need to review our HR policy on regular interval to make it more employees friendly. I hope HR Policy Rev 1 will address the issues faced by employees in the past**

Best wishes

Anupam Jaiswal

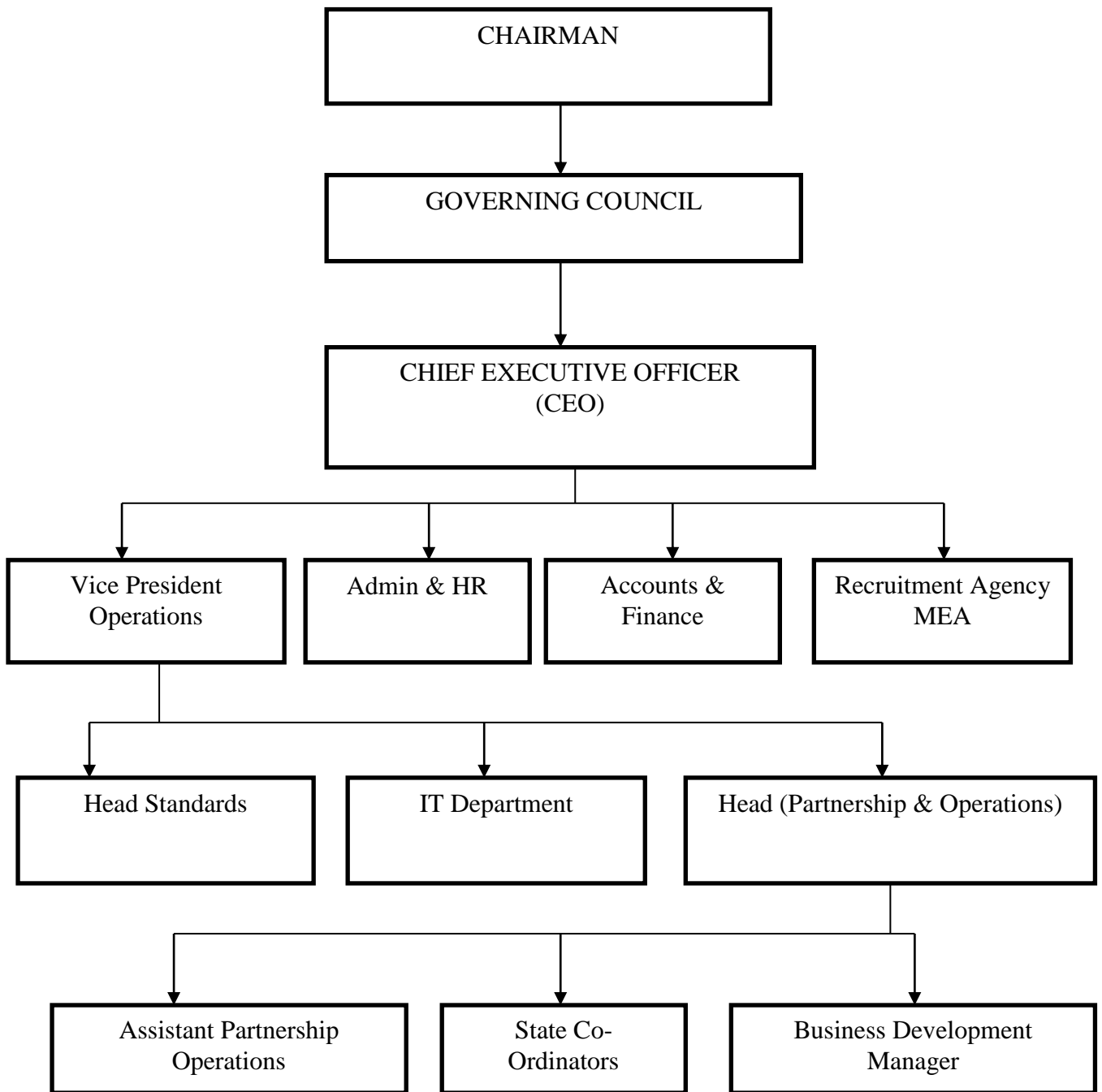
Chapter-1

VISION of IASC-Sector Skill Council

The Council envisions to play a pivotal role in generating more job roles/employment in the skilling ecosystem by proactively converting the challenges into opportunities, emerging from the automation of industries and the gradual transition to industry 4.0 Standards in the future.

OBJECTIVES of IASC-Sector Skill Council

- **The Scope & Objectives of Sector Skill Council is listed serially, in order of importance.**
- **Identification of skill development needs including preparing a catalogue**
- (Qualification Packs & National Occupational Standards) of types of skills range and depth of skills to bridge the existing skill gap.
- Align the prepared Qualification Packs (QPs) to the National Standard Qualification Framework (NSQF).
- Development of a sector skill development plan and maintain skill inventory.
- Determining skills/competency standards and qualification.
- Plan and execute Training of Trainers for the purpose of maintaining quality.
- Establishment of a Labour Market information System (LMIS) to assist planning and delivery of training.



Chapter-3

Recruitment Process

Identifying the Vacancy

The method of recruitment will be advertising in newspapers, websites & social media etc. The recruitment process begins with the Human Resource Department receiving requisitions for recruitment from any department of the Company.

These requisitions contain:

- Posts to be filled
- Number of persons
- Duties to be performed
- Qualifications required.
- Prior Experiences in relevant field
- Job Description

Hiring Approvals

All hiring has to be in line with the pre-approved organization structure and plan by the CEO and HR Committee. Replacement hiring within the approved manpower budget will also require approval from CEO and Finance Committee. However any hiring in excess of the approved manpower budget will require the approval from the Chairman and CEO.

- Managing the response, matching the job description and person specification
Vis-à-vis response
- Short-listing and identifying the prospective employees with required characteristics.
- Conducting the interview of the selected candidates and finally decision making.

Appointment Letters

IASC-SSC authorizes only HR to release offer letters to the selected candidates. All appointment letters have to be signed/approved by CEO or any other competent authority approved by BOD/GC. Selection of a candidate will be based on concurrence of the initiating department, Human Resources, and the Chief Executive Officer and HR committee. HR committee is the final decision making authority .

Probation and Confirmation

All employees will be on probation for a period of 12 months from the date of joining IASC-SSC.

The probationary period can be extended for a maximum period of six month if any probationer's performance is not meeting the expected standards as concurred by the immediate supervisor and Functional Head. Extension of Probation requires the written concurrence of the CEO and the Head of HR. The reasons for extension of the probation period have to be given in writing to the Head of HR by the Functional Head. It is mandatory to inform to the concern employee with reason for extension by Head HR within the probation period. If no information received by the concern employee it should be considered as confirm (Except for contractual employees).

Annual Performance Appraisal Report (APAR)

Employees Appraisal Reports will be maintained for a calendar year.

Rating of overall performance

| | |
|------------------|-------------|
| Outstanding | : 80% |
| Very Good | : 70% |
| Good | : 50% |
| Average/Standard | : Below 50% |

Chapter-4

Resignation

Any employee who desires to leave the services of the Company shall submit a letter of resignation to the Appointing Authority through proper channel.

A copy of the resignation letter shall also be handed over to the HR Department simultaneously and acknowledgement obtained thereof. A resignation shall take effect only after it has been accepted by the Management / Competent Authority and after fulfilling the obligations imposed by the conditions of appointment or contract.

A Permanent Employee/ probationer may leave the services of the Company after giving 1 month notice as per the terms and conditions of his/her appointment or one month pay in lieu of notice period.

Termination of Employment

If an employee performs consistently below expectations in spite of clear feedback being given and recorded, then his/her employment from IASC-SSC may be terminated by serving at least 1 month notice from IASC-SSC to employee or one month pay in lieu of notice period.

The acceptance of such resignation by the appointing authority shall take effect from the date of reliving, if he/she is on duty or from the date of communication, if he/she is on leave, or if the said authority so directs from the date of expiry of leave. Before actually relieving the employee, it should be ensured that the amounts due from/to the individual are fully recovered /reimbursed after settling for concern department and clearance of dues.

Chapter-5

Housekeeping

It will be the responsibility of all employees to ensure that the offices of the council are kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and all lights and electric equipments in the work area need to be switched off.

Dress code

The smart dress policy expands the current business dress guidelines to include smart business casual attire. IASC-SSC expects that employees will be sensitive to the great tradition of dignity and good taste of company.

Smart dress policy provides employees with added flexibility in planning their work attire based on their day-to-day work requirements and general style preferences. Employees are expected to use their best and mature judgment to dress smartly, in a way that is appropriate at IASC-SSC.

| Men | Women |
|--|--|
| Formal / casual shirts, trousers and shoes. Formal clothes are mandatory for personnel going to attend with meeting customers / visitors. | Formal Western(shirts, slacks, pants, suits)/ Indian (saree, salwar) business wear Dress shoes, dress sandals |

Code of Conduct

Employees are expected to observe the following basic principles of service:

- Observe the office hours of their shift (tardiness is not considerate of colleagues and is not acceptable).
- Be ready for work in appropriate attire.
- Keep/place office equipment, documents, and the like to their respective places before leaving the office.

- Carefully use equipment, machines, instruments, and other supplies in the office, save expendable supplies, and carefully handle documents and keep them in strict confidence.
- Do not communicate/transfer any business information of the company to any other person without prior approval of the authorized person.
- Do not enter the office or use equipment, machines, instruments and other supplies in the office for any purpose other than business without prior approval.
- Keep things in order in the workplace and keep the workplace clean at all times.
- Do not interfere with any operation or disturb the discipline and order of the workplace.
- Do not illegally borrow money or receive a gift in connection with service.
- Do not smoke anywhere other than designated places or use fire, including open-air fire and electric heaters? Building by-laws must also be adhered to at all times
- Do not leave the workplace during the working hours without permission.
- Do not receive visitors for personal reasons during working hours without prior approval from their supervisor.
- **If offered corporate hospitality**, entertainment, or personal services either free or at less than market price (unless at approved rates or discounts available to all employees), by a supplier as an enticement to conduct business, the employee should ensure that this doesn't compromise their professional integrity and judgment.

Chapter-6

Working days

The working days at the Council will be from Monday through Saturday. Unless otherwise stated, work hours would be as follows:

| | |
|-------------|---|
| Days | Monday to Saturday except 1 st & 3 rd Saturday of every month |
| Timings | 0930 hrs To 1800 hrs. with grace period of 15 minutes thrice in a month |
| Lunch-break | 30 minutes |

Weekly off

1st & 3rd Saturdays the office remains closed and Sunday will be the weekly holidays. Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from his/her immediate manager, the employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of the day of the weekly off/public holiday.

Late Arrival

Employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival he/she must inform the immediate manager (or a colleague in case the immediate manager is not available) in advance to allow for schedule changes and to handle coverage of working hours. Repeat challenges with late arrivals will be recorded as misconduct in the employee's file. All employees working with customers must ensure that all meeting commitments are met on time. Lapses in punctuality will not be acceptable. It is expected that IASC-SSC employees to maintain the punctuality. If any employee is coming late more than 30 minutes (without informing the immediate manager/colleague) half day leave will be deducted for that that.

Three such late comings less than 30 minutes (excluding grace period) without informing the immediate manager/colleague, half day leave will be deducted. If CL is expired the same shall be adjusted from salary.

Absence from office

- Any employee, who is outside the office during working hours, should ensure that the immediate manager (or a colleague, if the immediate manager is not available) is aware of his/her whereabouts.
- Unauthorized absence from office, or absence from office without prior approval from the immediate manager, will be recorded as misconduct in the employee's file.
- Unauthorized absence will be treated as Loss of Pay (LOP).

Holidays

Employees are entitled for following fixed holidays in a calendar year

1. New Year's Day (1st January)
2. Republic Day in January
3. Holi
4. Mahavir Jayanti
5. Independence Day in August
6. Mahatma Gandhi's Birthday
7. Dussehra
8. Diwali (Deepavali)
9. MahaShivratri
10. Rama Navami
11. Raksha Bandhan
12. Krishna Janamashtmi
13. GaneshaChaturthi
14. Goverdhan Puja
15. BhaiDuj
16. Christmas

The list of dates for holidays shall be made available to the employees beginning every year.

Holidays cannot be accumulated and carried forward to the next calendar year.

Holidays are **not en-cashable** at any time.

Casual Leave

Employees will be entitled to avail 1 casual leave in a month during the calendar year. All requests for casual leave should be made in writing and be recommended by his/her HOD and finally approved by the CEO. In any circumstance not more than two Casual Leave can be availed in a month. Casual leave cannot be carry forward to the next calendar year and will not be clubbed with any other leave or specified/approve by the relevant authority.

Sick /Medical Leave

Employees will be also entitled for 7 (seven) Sick Leaves during the calendar year. Sick/Medical Leaves can be carrying forward to the next calendar year. Encashment of leave is not permissible.

However, sick leave may be combined with casual leave in case of need with prior permission of the company. Sick leave will not be less than 3 days supported by medical treatment and fitness certificate to rejoin the office.

Conditions of Admissibility of Leave

Leave shall be granted for all working days involved. Any Sunday/Holiday which may fall within the leave period will be counted as leave.

An application for leave must normally reach the office of the authority granting leave at least three working days before the date from which the leave is to be commenced.

Maternity Leave

Women employees are eligible for maternity leave benefits if they have worked for a minimum period of 80 days within 12 months before the date of delivery.

Application for maternity leave should be made at least 30 days in advance in writing to the supervisor. The maximum period an employee is entitled to maternity benefits is 12 weeks of which not more that 6 shall precede the date of her expected child delivery.

- Subject to the provisions of the Maternity Benefit Act, 1961, women employees will be allowed maternity leave on full pay for up to twelve (12) weeks, of which a maximum of 6 weeks can be availed before delivery. An approved medical practitioner should certify the confinement and the employee must not take up any employment, temporary or part-time, or otherwise, during this period.
- This leave shall be limited to two children. The maternity benefit will not be applicable for a third child, when the first two children are living.
- An applicant for maternity leave must give notice to the company supported by a medical certificate not less than 8 weeks prior to the start of the leave period.
- Maternity leave may be availed in combination with other leave entitlements.
- No pay shall be due or payable in lieu of not availed maternity leave.

Chapter-7

Travel Policy

This travel policy applies to all employees that are travelling for business. Travel expenses/claim should support with vouchers/bills. Travelers are expected to be conservative in their spending, while supervisors are expected to be diligent in their review. In general, the quality of travel accommodations, client entertainment, and related expenses, should be governed by what is reasonable and appropriate to the business purpose involved.

Responsibility and Enforcement

The traveler is responsible for complying with the travel policy. The traveler's supervisor is responsible for accurately reviewing expense reports for compliance. The company will reimburse employees for all reasonable and necessary expenses while traveling on authorized company business. The company assumes no obligation to reimburse employees for expenses that are not in compliance with this policy, unless with the approval of the CEO.

Travelers who do not comply with this policy will be subject to delay or withholding of reimbursement and/or disciplinary action.

Travel Advances

All travel advances must be pre-authorized by the Finance Department in writing, and approved by the CEO. Employees must return any unused cash advance within three days upon return, along with all invoices and receipts for expenses paid for by the advance funds. Only expenses qualified as reimbursable by the Company policy are allowed to be made with travel advances. Abuse of this travel advances policy, including falsifying reports, can be grounds for disciplinary action.

Expense Reimbursement

IASC-SSC realizes that occasionally employees may have to use their own funds in the course of performing job duties. IASC-SSC will reimburse employees for all reasonable and necessary business expenses incurred by employees in the performance of their

duties, provided that the employees submit documentation necessary to qualify for reimbursement.

In order to reimburse for these expenses, you must keep the receipts, ticket stubs, etc. and return them to the Office Manager along with a completed expense reimbursement form. An original receipt must accompany every expense and expenses are to be listed by the date and category on the form. These receipts must have the date, name, address of the vendor and details regarding purchase.

All expense reports must be approved and signed by a supervisor. Approval of an expense report indicates that the supervisor reviewed the expenses submitted and that, in their opinion, they are necessary, accurate and reasonable, and that they are fully reimbursable in accordance with the company policy.

Disciplinary action will be taken in cases of fraudulent entries on expense reimbursement forms.

Travel and Expenses Policy

- All employees are responsible for:
 - Exercising good judgment and discretion in spending company funds so that expenses incurred are necessary, have a good business purpose and are reasonable.
 - Filing expense reports in a timely manner to facilitate the paying off charged items relating to the employee's travel and other record keeping directly related to expense reports.
- Requests for business travel should be made by the employee and approved by the immediate manager (Manage level and above). Approval can be over email.
- Upon return from business travel, employees are expected to claim reimbursements for expenses by the submission of all original receipts. In case of a lost receipt, approval needs to be obtained from the immediate manager.

List of Approved Expenses

- Boarding and lodging (as per entitlements);
- Meals (for self or with business associates, if any);
- Conveyance (as per entitlements/local conveyance at actual)
The travel expenses shall be admissible only when these are supported by relevant vouchers and the tour report.

Technology

Safeguarding computer resources is critical because the Council relies on technology to conduct daily business. Software is provided to enable you to perform your job and is covered by federal copyright laws. You cannot duplicate, distribute or lend software to anyone unless permitted by the license agreement.

Council provides electronic mail (e-mail) and Internet access to assist and facilitate business communications. All information stored, transmitted, received, or contained in these systems is the Company's sole property and is subject to its review at any time. All e-mail and Internet use must be consistent with Council's policies, practices and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act at all times as if you are representing Council to the public, and should preserve Council's system security and protect its name and trademarks.

You must act responsibly and adhere to all laws and Council policies when using e-mail or the Internet.

You must use your computer appropriately in accordance with Council standards and be sure to secure both the computer and all data from loss, damage or unauthorized access, reporting all instances of unauthorized access to the Information Technology Department.

Email, Internet & Other Resources Policy

The following are some examples of activities that are considered misuses of IASC-SSC resources:

- Using IASC-SSC resources to gain unauthorized access to IASC-SSC resources, or the resources of other companies / entities
- Using IASC-SSC resources to access, download, or distribute pornographic, obscene, discriminatory, harassing, or other inappropriate materials of any kind
- Using IASC-SSC resources to download, store or transmit materials that infringe any copyright, trademark, licensing agreement, or other proprietary right
- Using IASC-SSC resources to frequently or continuously tend to personal matters
- Using IASC-SSC resources to access sites for unlawful purposes, such as gambling or terrorism

- Using IASC-SSC resources in such a way as to incur lawsuits or other liability against IASC-SSC (e.g., by violating copyright laws, or creating and distributing false financial reports)
- Violating the Acceptable Use Policies of a service provider whose services are being accessed via an IASC-SSC resource.

Letters

- All letters received must be marked when received with a date and time stamp by the reception.
- Official letters/communication from may be done by the Project Director or the nominated officers only. If any other member of staff needs to issue a letter/fax, the relevant officer should initial these communiqués on the office copy, before it is sent out. A minimum of one copy needs to be kept in the Office File.
- Signatory – All letters must be approved/ signed by the relevant Authorized personnel.

E-mail

- All e-mail should be acknowledged within the course of the business day, if received within normal business hours. If e-mail is received after working hours, this is deemed to have been received the next working day.
- Staffs are requested to use the Auto reply function when out of the office for a length of time that would prevent adherence to the policy (i.e. training days, leave etc.). Alternatively, staff should allow access to their inboxes to other staff member for review and supervision.
- All important e-mails (e.g. those which announce change in rules/ policies, grant/seek approval or authorizes action in anyway), should be printed and filed.
- Signature must be added in the format as given in standard e mail signatory

Discipline

The Council expects that the employees will not only act but also be seen to act by way of following code of conduct. The code of conduct includes standards for professional behavior, conflict of interest, privacy, political and media relations.

All employees shall live up to the highest standards of conduct, accountability, and performance and shall maintain absolute integrity, discipline, impartiality and sense of ownership. She/he will behave in a disciplined manner in all our interactions with colleagues and outsiders.

Chapter-9

Policy against Sexual Harassment & Intimidation

IASC-SSC as an equal opportunity employer is concerned about any unfavorable acts by its employees, including sexual harassment at the workplace. Harassment in any form disrupts lives, decreases productivity, and damages reputations and careers. It creates feelings of uneasiness, humiliation and discomfort and undermines the employment relationship.

This policy aims at ensuring a free, fair harassment free work environment to employees by providing a redressal mechanism. Any instance of Harassment will be treated by IASC-SSC as misconduct and would be dealt with appropriately.

All staff should be treated with equal respect and dignity and should be provided with equal opportunity to develop themselves and their careers.

In accordance with the code of conduct and ethical work practices, discrimination in the workplace against any staff or job applicant based on the person's sex, race, religion, national origin or disability will not be tolerated under any circumstances.

In the event, that any sort of ethnic, racial, religious discrimination by any staff in connection with employment interferes with any individual's work or creates an intimidating, hostile or offensive work environment, the affected individual can lodge a complaint in accordance with this policy.

All acts of misconduct or lapses by employees should be brought to the notice of the relevant authority as soon as possible, by the officer holding supervisory or administrative authority over the employee.

Chapter-10

Revision of HR Policy Manual

The HR Policy Manual of IASC-SSC may come up for periodic revisions. The revision, if any, will be in tandem with the changing business needs of IASC-SSC.

IASC-SSC leadership team (CEO: Interim or permanent) hold the right to Approve any revisions (Additions/Deletion/Updating) of any HR policy.

The revised HR policy manual along with note on the changes made will be informed to the IASC-SSC remuneration Committee in the next schedule remuneration committee meeting.

HR is responsible for developing and revising this policy. HR shall consult with senior management before revising this policy.
