



KRISHNA SOLVECHEM LTD.
CHEMISTRY WITH COMMITMENT

Code Of Conduct of Company

REVISION HISTORY

Version	Description	Effective Date
V.0	Code Of Conduct	01/04/206

Reg. Office: M-2, Srinivas Building, 382/384, Narsi Natha Street, Mumbai – 400 009

CODE OF CONDUCT

HUMAN RESOURCE

Introduction

An employee handbook is designed to provide every employee with policies and procedures of “**Krishna Solvechem Limited**” to get acquainted with its culture. These policies explain about the working conditions, benefits, and policies affecting employment.

All employees are responsible for performing at a level that is consistent with expectations and adhering to the work rules/ procedures and complying with all laws. If an employee is unclear about any of these procedures; it is the employee’s responsibility to consult a manager/ process owner or HR.

Procedure

Organization structure has been identified and the same has to be reviewed at least once in year to check for its suitability.

Recruitment & Exit of resources

- In case of a human resource requirement, the Manager of the respective department has to convey the same to HR through email. HR will forward the same to director for his approval and once the same is being approved, HR will start with the recruitment procedure.
- Recruitment for employees is done through any of the following sources:
 1. Job Applicant forms received through Company’s website
 2. Employee referral;
 3. Search through job portals
 4. Advertisement through newspapers
 5. Recruitment agency

Appointment

- On receipt of curriculum vitae through online portal or through email for the eligible candidates, the candidates are shortlisted by the HR / Director and called for an interview;
- After the first round of personal interview candidates are shortlisted, the final interview is conducted on the same day or scheduled at a later date where the terms of service and costs are discussed and finalized.
- Details of the Interview evaluation are accordingly maintained.
- On finalizing the candidate, an appointment letter is issued. Also, an acknowledged copy of the same is retained for the Company’s records.
- Simultaneously candidate is asked to submit the education, experience and other skill details along with proofs.
- Records of education, experience and skills is maintained for each employee.

- New joinees can be employed on probation period. On completion of the probation period at the discretion of the Director, the employee on probation can be confirmed.

Exit

- At the time of exit of an employee, the employee first needs to intimate through email to the concerned senior.
- Employee is required to follow exit procedure as per "Employee Exit Checklist". Also, he / she is required to sign "Leaving Instructions & Declaration" and "Non – Disclosure cum Non - Solicit Agreement".

Training

- A training program is organized as and when required where the speaker is a Director / Manager.
- After the training session, a training feedback form is circulated to the attendants to evaluate the effectiveness of the training.
- In case of new joinees, on job training is provided.

Work timings & Attendance

- The normal office hours are from 10 am to 7 pm.
- Lunch break is for 45mins between 1.00 pm to 2.00 pm
- An employee has to work for minimum of 4.5 hours to become eligible to claim half day.
- Every employee has to punch his/her attendance using the Biometric system to record in time and out time
- Failure to punch the in/out attendance, then employees are required to sign and enter time against their name in the attendance register.
- Late mark will be applicable for 15mins late coming or early going. If anyone is late for 3 days in a month then half day's pay will be deducted from the salary. On every subsequent default after three days, half days Earnings / stipend will be deducted on every default. E.g. if an employee/trainee is late for 5 days in a month then 3 days half day will be deducted in that month.
- It is also mandatory for the employees to inform to their senior and HR for late coming
- Employees who come late to office without informing their senior and HR, half day leave/ salary will be deducted
- Prior information to be given to HR in case of any change in weekly off/ shift timings.
- In case the employee goes outdoor/ official work, he/ she has to inform his/ her senior accordingly.
- Every employee needs to send EODs to their immediate senior

Dress Code

- The Company's objective, in establishing a dress code, is to enable team members to project an appearance that is business like and neat. Business/ casual dress is the standard for this dress code.

Leave

- Every employee shall be credited with 1 day of leave for every financial month except for the month of March where 3 leaves shall be credited worked from the date of joining. Employee is entitled to annual leave of upto 14 days in a financial year.
- Leaves will be calculated on pro rate basis and rounded off to nearest whole number.
- Encashment of accumulated leave will be done at the end of financial year for balance leave.
- Balance leaves cannot be adjusted against the notice period during termination of services.

Salary

- Salary will be credited on/ before 5th of every month.
- Salary to all permanent employees shall be directly credited to their respective bank accounts
- Salary/ stipend shall be provided through cheque to employees/ trainees who are on probation

ID card

- For security and identification purposes, this card must be worn at all the times by the employees.
- Replacement of this card will be made on payment of ₹150/-.

Travel Policy

- Travel expenses related to official visits for employees will be paid by the Company at actual.
- In case of any expense incurred by the employee during travel, will be reimbursed by the company upon submission of receipts and approval.

Confidentiality of Information

As a result of employment with the Company, Employees may be entrusted with confidential information; with regards to company and/ or affiliates, its customers and suppliers

Protection and Use of Company Property

All employees of the Company are responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damage to Company's assets, including all kind of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as copyrights, patents, trademark, etc. used in carrying out their responsibilities. All employees must use and maintain Company's property and resources efficiently and with due care and diligence.

Harassment

The company is committed to provide a work environment that is free of inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex or gender identity. Employees are responsible in supporting the Company in its endeavor to protect others from any form of such harassment.

Fraud and Misconduct

Fraud – or the act or intent to cheat, trick, steal, deceive, or lie – is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee.

Records

Sr. No.	Format Name	Identification No.	Maintained By
1.	Appointment Letter	HRA/01/R0	HR Manager
2.	Training Attendance	HRA/02/R0	HR Manager
3.	Training Feedback	HRA/03/R0	HR Manager
4.	Employee Record File	-	HR Manager
5.	Interview Evaluation form	HRA/04/R0	HR Manager
6.	Exit Interview form	HRA/05/R0	HR Manager
7.	Employee Exit Checklist	HRA/06/R0	HR Manager
8.	Leaving Instructions & Declaration	HRA/07/R0	HR Manager
9.	Non – Disclosure cum Non - Solicit Agreement	HRA/08/R0	HR Manager