

Rialto



RIALTO ENTERPRISES PVT LTD

EMPLOYEE HANDBOOK

Employee Handbook

This handbook has been prepared to assist you regarding any questions you may have regarding your employment with Rialto Enterprises. Please take the time to read it.

This handbook states only general company guidelines and policies. The company may, at its discretion modify the guidelines stated in this handbook at any time with or without notice.

Dear Colleagues,

I'm very excited to share this brand-new employee handbook with all of you. If you have recently joined us, on behalf of our entire team, I would like to welcome you and wish you success in your career at Rialto Enterprises.

We're excited to have you join us! This employee handbook is designed to provide you with essential information and outlines our policies, procedures, and benefits to help you understand your responsibilities and rights as an employee.

The HR department is here to support you. Please don't hesitate to reach out with any questions or concerns. Your feedback is valuable to us, so please let us know if there's anything you'd like to see added or improved in the handbook.

I am confident that your experience at Rialto Enterprises will be enjoyable, rewarding, and challenging. Let's join hands together and continue this journey for a bright future.

Best!!!

A handwritten signature in blue ink is written over a circular purple stamp. The stamp contains the text "RIALTO ENTERPRISES, INC." around the top edge, "7200" in the center, and "CHICAGO, ILL. 60641-1271" around the bottom edge.

Deepa Varadhan
Head - Human Resources



Know Your Company

Rialto Enterprises is a leading contract manufacturer of manual toothbrushes for the multinational consumer goods giant, The Procter & Gamble Company (P&G).

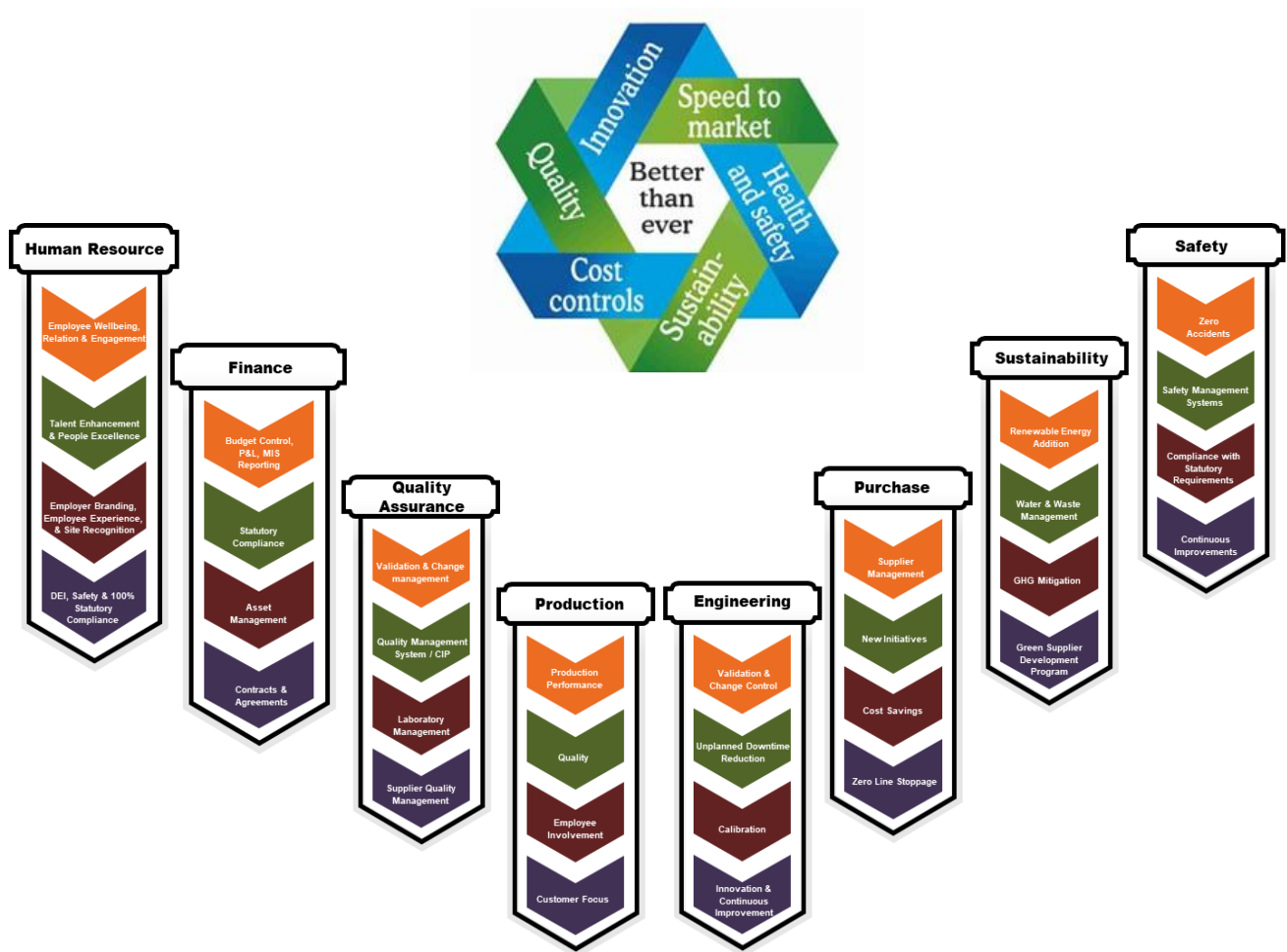
Rialto meets a large part of P&G's global manual oral care volume. It ships to more than 140 countries across the globe.

Rialto Enterprises is located on the outskirts of Chennai, connecting Vandalur and Kelambakkam, Rialto is a beehive of activity. The lush green foliage hides the factory from outside view. Inside the plant, state-of-the-art machinery lined up on either side of the factory floor, produces more than 2 million manual toothbrushes a day.

Rialto supplies as many as 400 variants of these toothbrushes to more than 140 countries across the globe. Rialto has been achieving a 100% target year on year, while still measuring up to the most stringent quality specifications of the various certifying agencies and its giant multinational customer, the Procter and Gamble Company, USA



OUR VISION



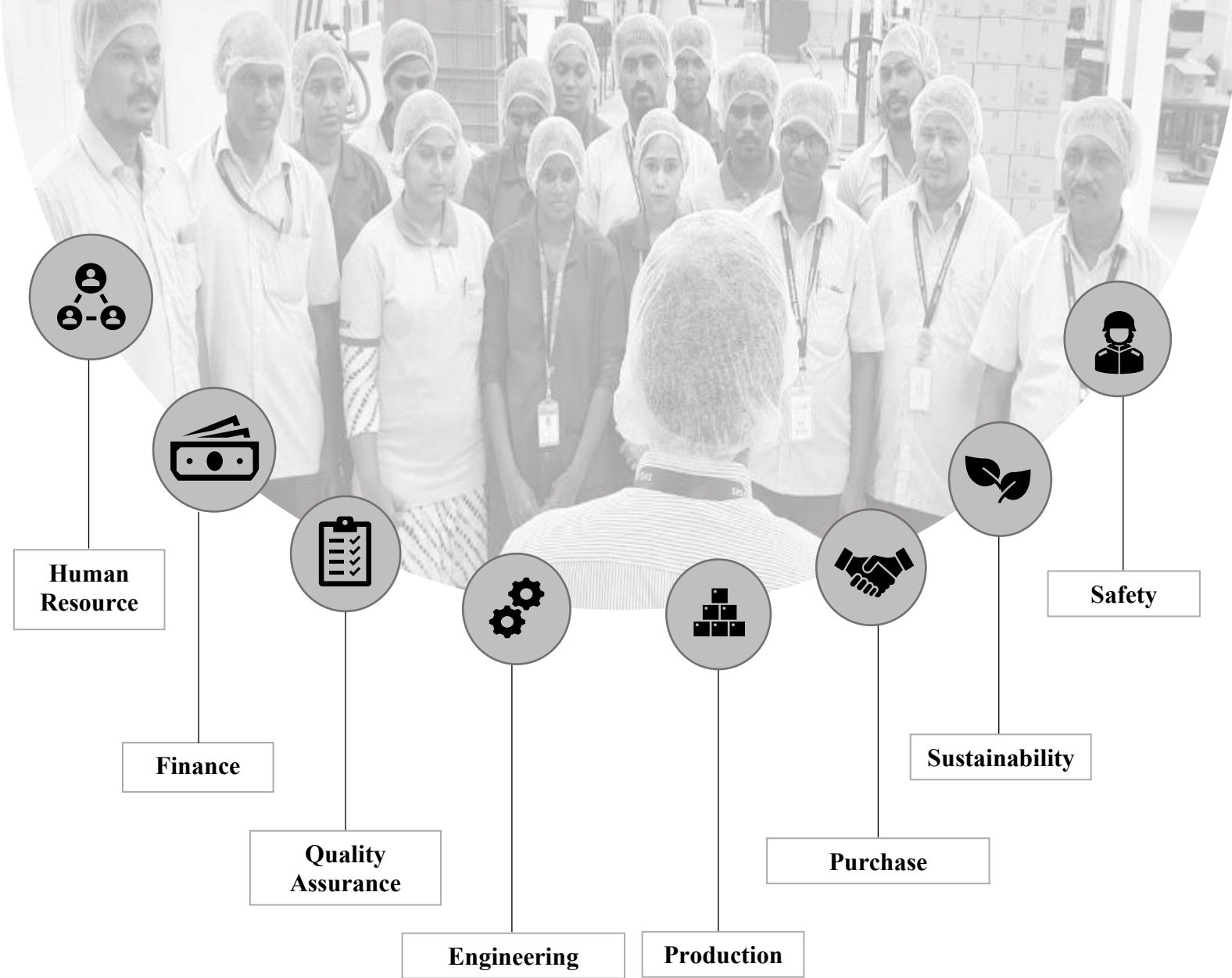


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1. RECRUITMENT AND SELECTION POLICY

Purpose

The purpose of this policy is to describe the methods and procedures to be used to fill the human resource needs of the company. The policy includes guidelines on screening of resumes, interviewing of candidates and their selection.

The policy also highlights the practices that the company follows as an equal employment opportunity provider.

Scope

This policy is applicable to all employee associated with Rialto Enterprises Pvt Ltd (hereinafter referred to as the 'Company').

Policy

Procedure

- a. The hiring manager will send the employee job requisition form (SOP HR 01 – 01) based on the need and submit the requirements to the HR Head.
- b. HR Head will verify the job requisition with the budgeted manpower planning and send the approval to the plant head.
- c. Plant head will further endorse and approve for the hiring manager to proceed with the hiring process.
- d. The form identifying the requirement, job profile and description is to be filled up by the hiring manager in the Job requisition form based on competence standard (SOP HR 01 – 03).
- e. The hiring manager will then get the approval of the Plant Head in the Job requisition form (SOP HR 01 – 02). The plant head may choose for the position the organization level, Experience and Roles & Responsibilities, depending on the business requirement. After the approval of the Plant head, the Head HR will then check the availability of personnel from the following options available:
 - Existing database of the candidates maintained in HR department.
 - By placement of Advertisements.
 - Placement agencies.
 - Inter/Intra Department Transfers.
 - Sourcing through Job Portals/social media.
- f. The lead time required for the sourcing of resumes will be communicated to the hiring by the recruitment executive, which varies depending on the position and the profile.

- g. Eligibility test (Aptitude test) will be conducted only for mandatory positions and the candidates must score more than 60% to qualify for next level.
- h. The qualified candidates will be interviewed by respective Dept. HOD using the Interview Assessment Form as per (SOP HR 01 – 04). The candidates must score more than 60 marks in Interview Assessment.
- i. After a preliminary review of resumes by the Recruitment executive, these will be passed on to the Hiring Manager, who, in turn, will select candidates for interview. Only the Recruitment executive will contact the candidates and arrange appointments.
- j. After the pre-screening, short listed applicants will have a preliminary interview by the Head HR like sharing of Company Vision & Mission, required skill for the position, exposure required etc. Post successful completion of Head Hr interview candidate will qualify for the technical Interview by the respective hiring Manager, Plant Head and CEO.
- k. The decision to hire will be made by the Hiring Manager in consultation with the Head HR, Plant Head and CEO based upon the Capability and Adoptability during their final interview.
- l. After selection, HR will prepare the Offer Letter and send to the selected candidate.
- m. Once the candidate has accepted the offer letter, candidate will join on or before the date given in the letter of appointment and changes in their date of joining should be communicated to and approved by Head – HR & Plant Head. It should be made clear to the candidate verbally that the offer is dependent on satisfactory results from Background Check Verification of education and previous organizations.

Address verification

- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

2. JOB GRADING POLICY

Purpose

The purpose of this policy is to determine the value of one job in relation to or compared to another regardless of the experience of the specific individual occupying the position at any given time.

Scope

This policy is applicable to all employee associated with Rialto Enterprises Pvt Ltd (hereinafter referred to as the 'Company').

Policy

All jobs in the Company are classified into 6 Levels. Senior Leadership, Leadership, Managerial, Supervisory, Executive Core and Operative Core.

The levels and grades have been arrived at through a systematic process of Job Evaluation. It is a process of deriving the relative worth of a job or role in in a fair and logical manner. Job Evaluation takes into account Rialto's context and complexities and evaluates the role based on Know How, Problem Solving and Accountability

The following grades and levels are applicable to all full time and contract employees of the Company.

Refer to Table at the end of this chapter.

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Band	Grade	Description
Leadership Level		
President	M7	Jobs at this level are responsible for managing company resources, leading the executive management team and as well as overseeing all company operations.
Sr. Vice President	M6	Roles driving and impacting the strategy, overall top-line and bottom-line of the Company.
Vice President	M5	Maintaining awareness of the competitive market landscape, expansion opportunities, industry developments etc.
Sr. General Manager & General Manager	M4	<p>Cascading strategy into Business Unit/Functional level imperatives and translating them into operative goals for generating revenue/supporting the business</p> <p>Jobs at this level are responsible for heading specialist team in a technical discipline which must deliver specific, measurable objectives through the management and coordination of internal resources or the development of relationships and coordination with external “partners”.</p> <p>Full-fledged professionals who will be heading Business Units/ Functions and will have proven expertise and experience.</p> <p>Delivery of results would be focused to sector/ functional goals</p>
Managerial Level		
Sr. Manager & Sr. Controller	M3	The Job is primarily accountable for implementing and adapting work plan in the light of operational events.
Controller	M2	Uses own personal experience on improvements to ways of working, processes and procedures, which will enhance efficiency and effectiveness.
Manager	M1	<p>Jobs in this level are recognized in the organization as having a certain level of expertise in providing practical solutions/implementation options based on Know How gathered from extensive applied experience.</p> <p>Seasoned professionals who have deep expertise in a particular function/area and will generally be leading / accountable for specific area of work within the Business Unit/ Function</p>
Technical Manager	E5	The role requires “big-picture thinking” aligned with company goals and makes independent decision regarding the direction of the function/ department/process/ project.
Deputy Manager	E5	Assumes responsibility for people’s product (what factor)

Band	Grade	Description
Supervisory Level		
Assistant Manager	E4	Jobs in this level are recognized in the organization as having a certain level of expertise in providing practical solutions/implementation options based on Know How gathered from extensive applied experience.
Sr. Executive	E3	Jobs at this level provide technical analysis and support within a specific sub-function of the business. Applies technical knowledge and expertise using standard techniques to provide technical support which contribute to the development of wider solutions to business issue. Supervising team members / Individual Contributors with a subject matter expertise to achieve a common department/ functional purpose
Executive Core		
Executive	E2	Undertakes specific operational/technical/ support tasks of varying complexity to support in the implementation of business processes/projects and analysis and resolution of issues.
Engineer	E2	These Jobs are able to select and use appropriate procedures/ equipment/ techniques to analyse and interpret data and produce required technical outputs.
Deputy Engineer	E1	Participate as part of a team to implement projects, occasionally providing technical leadership to junior colleagues.
Assistant Engineer	E1	Jobs in this level are typically individual contributors who have experience on working within the area and are now developing deeper expertise in the same
Senior Assistant	E1	
Operative Core		
Technician	E0	Jobs at this level provide technical/operational support and service within a business / project. Jobs in this level are typically individual contributors
Assistant	E0	
Office Assistant	E0	
Junior Assistant	E0	
Driver	E0	
Gardner	E0	
Plumber	E0	

3. PROBATION AND CONFIRMATION POLICY

Purpose

Rialto Enterprises recognizes that a supportive and developmental process is vital in providing the appropriate level of support and training for new hires upon commencement of their employment. Hence, the probation period is intended to give new hires the opportunity to demonstrate their ability and to determine whether the new position meets their expectations. Rialto Enterprises uses this period to evaluate employee's capability and overall performance.

Scope

This policy is applicable to all new hires in Rialto Enterprises Pvt Ltd (hereinafter referred to as the 'Company') whose terms and conditions of employment state that their confirmation is subject to a probationary period.

Policy

All new employees will have to undergo a 6 (six)-month probation period during which the employee will be assessed based on performance, behaviour, and fitment. Based on the assessment, the confirmation of services will be decided. Upon successful completion of the probation assessment process, employees' confirmation letter shall be sent as a soft copy.

Trainee / probation evaluation – staff

Trainee's competencies will be evaluated based on 8 competencies between 1-5 rating scale (1 being the least and 5 being the highest)

- A. Staff joined as trainee will be changed to next level trainee/Probation upon successful completion of the training period. Department head shall evaluate the trainee and provide the confirmation for change from Trainee to next level trainee/probation through Trainee Assessment Form.
- B. In case of Staff whose overall training period rating is found to be 1 will be terminated from the service of the company and will be issued Training / Probation Discontinuation letter as per format.
- C. In case of Staff whose overall training period rating is found within 2-3 will be extended to 3/6 months and next level movement to trainee/probation will be based on his performance and Assessment during the extended Training Period through Trainee Assessment Form.
- D. In case of Staff whose overall training period rating is found within 4-5 will be moved to next level movement.
- E. In case Trainee has more than 3 LOP occurrences during the evaluation period rating will be 1 - Poor only.

Factors considered for evaluating trainee performance:

- Adaptation to Working Environment
- Application of Knowledge Adherence to Systems & Policies
- Capability to work in a Team
- Ability to analyse the situation
- Readiness to take Initiative
- Interpersonal Communication Skill
- Attendance (to be filled by HR)

Factors considered for evaluating trainee performance:

- Managerial Effectiveness
- Good at Working
- Good at Problem Solving
- Committed, Dedicated & Hard working
- Innovative
- Goal Oriented
- Interpersonal Communication Skill
- Motivational Skill
- Attendance (to be filled by HR)

Responsibilities**Disclaimer**

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

Role	Responsibility	Timelines
New Hire	<p>Demonstrating their suitability for the post for which they are appointed.</p> <p>Connecting with the reporting manager and ensuring that the goals are set within one month of joining.</p> <p>Identifying and Communicating to their reporting manager at the earliest opportunity any difficulties they are experiencing.</p> <p>Raising with their reporting manager any training and development or support which they believe to be necessary for him/her to fulfil the requirements of the role.</p> <p>Meeting objectives within deadlines set.</p>	During the Probation Period.
Reporting Manager	Establishing the standards of performance, consistent with the requirements of the position, in line with the job profile.	Within a week of employee joining.
	Providing training and guidance as necessary.	Whenever required.
	Monitoring the performance of the employee.	Throughout the probation period.
	Providing appropriate supervision to monitor progress or identify difficulties and provide opportunity for resolution.	Throughout the probation period.
	Holding regular one-to-one meetings with the employee to ensure a good working relationship and provide feedback on the employee's progress.	Monthly
	Arranging and conducting formal probation review meeting.	2 weeks before the completion of 3 or 6 months as applicable
	Advising HR about the outcome of the probation period. Confirming whether or not the employee has completed probationary period successfully after the review meeting.	Immediately after the probation review meeting
	Follow up performance review in cases of extended probation.	At intervals mentioned in the probation procedure.
	Communication to HR indicating the confirmation / termination of the employee (extended probation).	After the completion of extended probation period
Department Head	Approval for confirmation/extension / termination of employee on probation.	At the end of probation period.
Human Resources	Probation review reminders to reporting Managers.	Two weeks prior to the completion of probation period.
	Advising on cases of unsatisfactory performance/ progress and, where appropriate, supporting reporting managers during formal meetings to address serious cases.	Throughout the probation period.

4. CODE OF BUSINESS CONDUCT POLICY

Purpose

Code of Business Conduct (hereinafter referred as “Code”) gives a commitment to uphold the professional and legal standards to uphold the ethical framework to help employees make the right decision(s) in the best interest of Rialto Enterprises Pvt Ltd. This policy lays down certain standards of conduct that Rialto Enterprises expects all its employees including Board members, Retainers, Consultants, and guests are responsible for maintaining the highest ethical standards to adhere to maintain a certain quality of working environment. Following these standards will create a positive and healthy atmosphere to make the best use of the employee’s potential.

The purpose of this code is to bring in compliance to relevant policies, standards, laws, and regulations that guide the working of the Company and be cognizant of the accountability, as individually and collectively, towards various stakeholders including the management, government authorities and civic society.

Scope

This Code applies to all employees of Rialto Enterprises Pvt Ltd - on rolls and on contract, its Board members, customers and Vendors and their employees as applicable, guests and visitors while they are in Rialto Enterprises campus.

This Code covers a wide range of business practices and procedures and serves as a guide for honest and ethical conduct.

Policy

A. Business Ethics

a Conflict of Interest

It is the policy of Rialto Enterprises to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, all employees must avoid activities which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations which must be avoided. Any exceptions must be reported to the HR Head and written approval for continuation must be obtained.

The term “conflict of interest” describes any circumstances that could cast doubt on an individual’s ability to act with total objectivity with regard to the best interest of Rialto Enterprises.

- Rialto Enterprises expects its employees not to be involved in any arrangement or circumstances, including family or other personal relationships, which might discourage them from acting in the best interest of Rialto Enterprises.

- No employee or his/her relative shall act as a broker or on behalf of a third party in transactions involving or potentially involving Rialto Enterprises. Employees or their relatives shall not have any financial interest in any outside enterprise which is currently doing business or seeks to do business with or is a competitor of the Company. If the employee finds out that Rialto Enterprises is doing business with any organization/ individual with which he/ she is directly or indirectly involved– for example, through a relative, the employee is obliged to bring it to the notice of the Department Head and HR Head.
- An employee should not be the final decision maker for any business contract or arrangement with any organization wherein his/ her immediate family member is related to such an organization in any manner. In the event an employee finds himself/ herself in a position of having to decide on such a contract or arrangement, he/she should refrain from taking such a decision and refer the matter to his/ her reporting manager for taking a decision, clearly informing his/ her superior of his/her interest in the concerned organization.
- Employees should not solicit or promote any personal/ public cause or organization/ association during working hours.
- Employees should not attend Training/ Promotional Programs organized by supplier/ vendor/ customers. However, if the business relationship necessitates, it should be approved by the HR Head.
- In consideration of one's employment with the Company, Employees are expected to devote full attention to the business interests of the Company. Employees are prohibited from engaging in any activity that interferes with your performance or responsibilities to the Company or is otherwise in conflict with or prejudicial to the Company. This prohibition includes performing services as a director, Employee, agent or contractor for a customer, a supplier or any other entity that has a business relationship with the Company, except as approved by the Company.

Other potential conflict of interest situations that can arise and should be avoided are:

- a. Outside employment or any other obligation or relationship which could cause the employee to use his position and influence within the Company which tantamount to conflict of interest.
- b. Unauthorized divulging of information knowingly or unknowingly (including sharing physical material) is a violation of the Conflict-of-Interest policy.
- c. Accepting or offering substantial gifts, excessive entertainment, Favors, or payments which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the Company.
- d. Participating in civic or professional organizations that might involve divulging confidential information of the Company.
- e. Initiating or approving any form of personal or social harassment of employees.
- f. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.
- g. Borrowing from or lending to employees, customers, or suppliers.

- h. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former employer or other person or entity with whom obligations of confidentiality exist.
- i. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
- j. Making any unlawful agreement with distributors with respect to prices.
- k. Improperly using or authorizing the use of any inventions which are the subject of patent claims of any other person or entity.
- l. Engaging in any conduct which is not in the best interest of the Company.
- m. Each employee must take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review.
- n. In case of investments by Employees in such business which leads to conflict of personal interest with the Company, the Employees must ensure such investment should not amount to compromising their responsibilities towards the Company. Company policy prohibits Employee from owning stock or having a proprietary interest in a Company competing with or doing business with the Company.

Violations of this conflict-of-interest policy may result in discharge without warning.

a Receiving and Giving Gifts and Entertainment

- a. Rialto Enterprises should not pay or accept /receive any gift and Entertainment, consideration or favour in cash or kind for self (or any family members or relatives) from any person including, but not limited to, vendor, customer, stake holder, business partners or any one with whom they are dealings with on behalf of Rialto Enterprises.
- b. Employees and their relatives shall neither give nor accept gifts from any customers, vendors, government officials or anyone else with whom they are in business transaction with.
- c. Gift includes any monetary or non-monetary benefit or advantage provided by any person or relative who has a business relationship with the company.

b Anti-Bribery, Anti-Corruption, Anti-Fraud and Anti-Money Laundering

- a. Rialto Enterprises shall comply with all applicable Anti-Bribery, Anti-Corruption, Anti-Fraud and Anti-Money Laundering laws and will establish to check, report and prevent any breach of such Laws.
- b. Employees will always encourage to show meritocracy and shall follow it as a principle while interfacing with others including other employees, government officials, business partners, Suppliers, contractors, agents etc. Therefore, giving or receiving an undue reward /bribe/corruption/extortion/embezzlement or anything to influence the behaviour of someone to obtain commercial advantage is discouraged. As law-abiding employees, you will not directly or indirectly pay any bribe to any other employee, Governmental officials, business associates, contractors, vendors, agents, etc.

Gifting to government officials:

- c. No gifts or other benefits, including entertainment, which could be considered as influencing any business decision to obtain an advantage, shall be offered to government officials.
- d. Exceptions to the above include:
 - Provision for local conveyance while the government official visits our campus or corporate offices.
 - Business lunch or dinner in accordance.

c Confidential information and code of prevention of insider trading

- a. Company's trade secrets, other proprietary information and much of its internal data are valuable assets. Protecting these assets, including maintaining their secrecy, plays a vital role in the continued growth of the organisation.
- b. Employees should always act in good faith and must maintain high confidentiality of vital information related to the Company acquired during discharging their responsibilities to the Company. Only such information can be disclosed which are to be provided as per applicable laws or is mandated by the Board to be disclosed in public domain. Employees shall not share any such confidential information with the public / media / any other person or Company, without the specific prior approval of the Board.
- c. Employees shall also refrain from using vital information of the company that's not in public domain for personal gains directly or to the immediate family members, which otherwise will amount to insider trading. Employees are encouraged to always follow the Code for Prevention of Insider Trading.

This Code is applicable to the following persons:

- i. All people managers.
- ii. All Employees (including temporary employees, trainees) in the Finance and secretarial Department.
- iii. All executive assistants/confidential secretaries.
- iv. Any other person who in the opinion of the Chief Executive of the Company, General Manager who may be designated as President, Vice President, Senior Vice president, General Manager has access to or is likely to have access to unpublished price sensitive information relating to the Company. For the purpose of this Code of Prevention of Insider Trading, the aforesaid persons are individually or collectively referred to as "Designated Persons".

d Integrity in Personal Conduct

Workplace integrity starts with honesty, decency, and trustworthiness, following through on commitment and being honourable with our actions. Rialto Enterprises expects its employees to:

- a. Conduct themselves with integrity and professionalism in all situations and at all levels, be it in dealing with customers, colleagues, vendors, within the framework of Rialto Enterprises values and culture.

- b. Transact with others in a fair and dignified manner, including being diversity sensitive.
- c. Be responsible for fair representation and accuracy of information in the documents prepared, authorized or approved or signed off.

B Company assets, Confidentiality and Financial Integrity

1. Accurate and Complete Data, Records, Reporting & Funds

Rialto Enterprises expects its employees to provide all stakeholders information that is correct and complete.

- a. Records will be maintained as per requirements from customers, regulatory bodies or any other body etc., which is required as law of land.
- b. Reporting of data will be as per company's reporting structure.
- c. Employees will not misuse or misappropriate the funds of the company in any manner.

2. Usage of Company's Assets

- a. Protecting the assets of the company is a key responsibility of all the employees. Care should be taken to ensure that assets are not misused, misappropriated, loaned to others, or dealt with in a manner prejudice to the company.
- b. Rialto Enterprises expects its employees to use diligence and responsibility in managing Rialto Enterprises funds under their care and responsibility. Funds must be used only for business purposes. All employees must take reasonable steps to ensure that Rialto Enterprises receives good value for its funds spent and must maintain accurate and timely record of expenditures.

3. Electronic Resources Usage

- a. Rialto Enterprises encourages its employees to take back-up of all-important data regularly. Any usages that threaten the integrity of the system, the privacy, or that are otherwise unlawful, are hence forbidden.
- b. Rialto Enterprises reserves the right to access and monitor all messages and files on its system, including information regarding employee internet use, as and when deemed necessary and appropriate. The electronic resources shall be used in an effective, ethical, and lawful manner.
- c. Employees are strictly prohibited from accessing online content of any nature not essential to perform their job.
- d. Employees, who receive or notice obscene or inappropriate messages or content, are advised to report the same immediately to their reporting manager or the HR Department. Rialto Enterprises will not be responsible for actions of employees deemed illegal with respect to the usage of electronic resources.

4. Protecting Resources handling Confidential Information

- a. Employees are expected to use the information received in the course of their employment, only for the purpose it is intended for or normally used, and never for personal gain or for a third party's gain, nor disclose the confidential data or

information to expect on need basis and with a confidentiality undertaking from such third parties.

- b. Rialto Enterprises has many kinds of business relationships with many organizations and individuals. Rialto Enterprises expects its employees to take special care in handling confidential information of its customers, suppliers, potential suppliers or any other third party, with responsibility.
- c. In keeping with the terms of employment, all employees are expected to devote themselves fully to the responsibilities entrusted upon them while engaged with the Rialto Enterprises full time. They are expected not to serve as an employee, agent, director, partner, or consultant of any other business enterprise which could lead to conflict of interest. Any employee including the newly joined employee at the time of joining, shall disclose any association with the third parties as and when such association is established.
- d. Employees should not, knowingly, or unknowingly make false or misleading statements regarding its competitors or the products of its competitors, customers, or suppliers.

5. Intellectual property

- a. Rialto Enterprises expects its employees to secure the Rialto Enterprise's rights in the inventions and any copyrights, patents, trademarks, or other intellectual property rights including all Rialto Enterprises pertinent information and data.
- b. All obligations with respect to any intellectual property should continue to remain the same even after separation from Rialto Enterprises.

C Workplace Integrity

Rialto Enterprises shall not discriminate any person based on age, race, caste, ethnic origin, religion, political affiliation, gender, marital status, or disability. Unless any law or regulations or the subject job warrants us to do otherwise, Rialto Enterprises will recruit, select, develop, transfer, advance people solely on merit basis and reward people on the basis of their performance and potential, without discrimination on grounds of age, race, caste, ethnic origin, religion, political affiliation, gender, marital status, or disability.

1. Enabling Work Environment & Harassment Free workplace

- a. Rialto Enterprises will foster an environment that is open, honest, straightforward, and fair, respectful of the roles and views of others. Rialto Enterprises, with guidance from the Values, will encourage sharing of required information with co-employees, to enable them to perform their jobs effectively, efficiently and to contribute to the overall growth of Rialto Enterprises.
- b. Rialto Enterprises is committed to provide a constructive work environment, free of any kind of harassments. Sexual harassment and/or discrimination based on age, race, religion, caste, gender, ethnic origin, disability, marital status, or any other base is prohibited Rialto Enterprises expects that no employee will indulge in harassment of any kind. Employees are encouraged not to indulge in any activity, such as quarrels/ fights / violence of any nature which disturbs the work and the environment. Any act seen violating this norm, will attract disciplinary action.

- c. Read, understand and abide by the Prevention of Sexual Harassment Policy (Refer Employee handbook for detail policy on Prevention of Sexual Harassment).
- d. Treat all complaints in a sensitive, fair, timely and confidential manner.
- e. Employees will not use their position in the company to gain any illegal advantage or for committing any offence.
- f. Bullying is unreasonable behaviour that is directed against an individual or group; by another individual or group and is derived from the misuse of power over the target of the behaviour. This may include:
 - Verbal abuse, shouting.
 - Excluding or isolating behaviour
 - Deliberately withholding information vital for effective work performance
 - Giving employees impossible assignments
 - Physical abuse
- g. Rialto Enterprises expects and encourages its employees to ensure their personal conduct in public place and with the public should be dignified and reflect Rialto Enterprise's Values.
- h. Rialto Enterprises respects the religious beliefs and practices of all employees.

2. Communication Media Policy

- 1 Rialto Enterprises its employees to refrain from interaction/communication with the print and electronic media on matters related to the historical, current, or future operations of Rialto Enterprises or which are likely to have an impact on the operations, reputation or image of Rialto Enterprises Only authorized personnel are permitted to do so. Posting or discussing information concerning the Rialto Enterprises' services or business on blogs and social networking sites such as Twitter and Facebook, Instagram are strictly prohibited, except for designated employees.
- 2 Employees should protect all trademarks, brand name and other proprietary material of Rialto Enterprises and of third parties in their care and control. Employees should not disparage products or services of competitors or any third party and should avoid political or religious remarks in advertisements or in communication- internal or external.

3. Respecting Privacy & Confidentiality of information

Employee Data shall be stored as per Company Privacy Policy. Employees are expected to respect the privacy of other employees/Suppliers/Subcontractors/Customers and safeguard the confidentiality of information that Rialto Enterprises or you had about such employees/ Suppliers/Customer/Subcontractor etc.

Rialto Enterprises and its employees shall comply with any and all local and international privacy and data protection laws. Where needed non-disclosure agreement with employee's/customer/ suppliers etc. will be enforced.

Guidelines:

- a. Sensitive information pertaining to an employee/customer/Suppliers must be obtained only with prior consent of such employee/customer/suppliers etc.
- b. Employee personal information gathered must be reasonable, relevant, and not be intrusive in relation to the purpose for which it is collected. Such information shall only be used for the purpose for which it is collected and shall not be retained longer than necessary.
- c. All employee personal information shall be kept confidential and secure.

Our commitment to Privacy:

We are committed to protect Privacy rights of individuals whose personal information is provided to us. To affirm our commitment to protect Privacy as well as personal data, we provide this notice explaining our Information Security practices and Policies we follow in collection, storage and use of personal data including sensitive personal data as received from providers under lawful contracts or from persons directly. We ensure all our employees comply with our Privacy and Security policies. Rialto Enterprises has established its policies, standards, and procedures.

Collection and processing of personal information:

Personal information including sensitive personal data may be received, processed, or stored by Rialto only under valid contracts entered with providers.

The types of personal information received by Rialto may include the following but not limited to names, addresses of natural persons, as well as sensitive personal data such as password, financial information like Bank account or credit card or debit card or other payment instrument details, medical records and biometric information etc.

Accessing or correcting your personal information:

At any time, the provider can request regarding their own personal information maintained at BFIH for various purposes as listed below but not limited to:

- i. General information
- ii. Update of personal information
- iii. Deletion of personal information

Rialto Enterprises will respond to such requests as soon as possible after confirming the authenticity of the requestor and the request.

D. Human Rights, Anti-Discrimination and Diversity

Rialto Enterprises commits to providing a decent work environment by protecting our employees' security, property rights, privacy rights, civil and political rights, social and cultural rights as well as by preventing any form of harassment, moral and physical violence and inhumane or degrading treatment.

Rialto Enterprises prohibits any form of child labour which damages a child's physical, social, mental, psychological, and spiritual development, depriving them of childhood and dignity. We do not tolerate any form of forced labour, involuntary prison, and bonded labour.

To prevent any form of discrimination or harassment, we conduct regular risk assessments and audits of internal controls. We have also implemented a whistle-blower mechanism, remediation procedures, a Code of Conduct as well as compulsory awareness trainings covering diversity, discrimination, and human rights issues. Discrimination involves any distinction, exclusion or preference that has the effect of nullifying equality of treatment or opportunity based on illegitimate grounds: race, colour, gender, age, language, property, nationality or national origin, religion, ethnic or social origin, caste, economic grounds, disability, pregnancy, belonging to an indigenous people, trade union affiliation, political affiliation or other opinion, marital or family status, personal relationships and health status such as HIV/AIDS status.

Candidates are informed prior to employment the terms and condition of employment through offer letter and detailed are provided in appointment agreement. Upon hiring, company does not withhold any government issued identification or personal documentation in original. No fee is charged direct or indirect from the candidate before, during or after recruitment.

E. Health, Safety and Environment

As an organization, Rialto Enterprises:

Is mindful of the impact of the activities, products, and services of Rialto Enterprises on human health and environment over and above statutory requirements, to reduce adverse impact, if any.

Takes particular care to adopt measures necessary to ensure the best possible protection against risks to health and safety, at the workplace, take steps to minimize the risk of accidents at the workplace.

Expects its employees to follow all safety practices and procedures. Visitor's safety is the responsibility of the employee hosting the visitors.

In keeping with its commitment to create a safe and healthy environment, prohibits the use of alcohol or illegal drugs or any other controlled/prohibited substance/material and tobacco products, including chewing tobacco, within campus.

Raising Concerns

All employees have an obligation to uphold the ethical standards of Rialto Enterprises. If any violation is observed concerning behaviour or one that may represent a violation of Code, the same should be raised promptly. Doing so, will allow Rialto Enterprises an opportunity to deal with the issue and correct it, ideally before it becomes a violation of law or a risk to health, security or the reputation of Rialto Enterprises.

Employees should not deride or criticize Rialto Enterprises, its businesses, and policies in any forum– public, social media or otherwise. Criticism, complaint, or concern should be shared within the organization with members of the management team, including the reporting manager and HR team, for its resolution.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

5. GENERAL CONDUCT POLICY

Purpose

The purpose of this policy is to prescribe the rules and guidelines governing the general conduct of all employees to ensure smooth operations and provide the best possible work environment.

Scope

This policy is applicable to all employees with Rialto Enterprises Pvt Ltd (hereinafter referred to as the 'Company').

Policy

Employees are expected to conduct themselves in a professional manner when at work or when on Company business. This policy lays down rules & regulations to address:

1. Misconduct

Employees are expected to conduct themselves in a professional manner. The following are some examples of misconduct, which may result in disciplinary action, up to and including termination of employment.

2. Attendance

- 1 Absent from work without valid reasons.
- 2 Habitually coming late for work.
- 3 Leaving the workplace or the Company's premises during working hours without authorization.
- 4 Clocking another employee's time record or allow other employee to clock own attendance record.

3. Honesty

Theft, fraud or dishonesty including attempted theft, attempted fraud or attempted dishonesty in connection with the Company's business or property, or of the other employees or customers.

- 1 Removing or attempting to remove Company documents, property, etc from the Company premises without authorization.
- 2 Demanding, taking, or giving bribes or any illegal gratification.
- 3 Loitering, malingering, or pretending to be sick during working hours.
- 4 Participating in unauthorized financial transaction within the Company's premises.
- 5 Forgery, falsifying or defacing any official documents such as medical certificate, payment receipts etc. that tantamount to fraud.
- 6 Furnishing false or incomplete information for personal or other records required by the Company including misstatement made in application form for employment.
- 7 Deliberately damaging / vandalizing the Company's or other employees' or customers' property.

4. Performance of Duty

- 1 Insubordination or disobedience to a lawful order by Superior/Reporting Manager or any act in defiance of authority or disrespecting Superior/Reporting Manager.
- 2 Wilful slowing down of work and/or inciting others to do so or interfering in the work of other employees.
- 3 Incompetence or failure to meet established standards of work includes a set target of quantity and quality.
- 4 Sabotage the business or operations of the Company.
- 5 Wilful damages to the Company's property including those entrusted to employees' care.
- 6 Negligence in safeguarding of confidential/classified information of the Company.
- 7 Persistently taking medical/sick leave in order not to come to work and indicating unwillingness to perform duties and obligation.
- 8 Sleeping during working hours in the Company premises.

5. Public Relation/Information

- 1 Distribution of picture, leaflets, literature or posting notices within the Company premises without prior written approval from the Management.
- 2 Making derogatory remarks or spreading rumours or unpleasant information or intentionally misrepresent facts or any matters relating to the Company, Customer or employee.
- 3 Unauthorized liaison with the press about the Company.
- 4 Use, publish or disclose any classified or confidential information of the Company to the public or the Company's competitor.
- 5 Participating in any act or entering any relationship that would adversely affect the public image of the Company and misrepresentation of fellow employees.
- 6 Posting, altering, or removing any matter on notice board without the permission of the Management.

6. Disturbance of Peace and Order

- 1 Wilful assault, threat or intimidation of employees or other people within the Company premises or outside the Company if the assault, threat or intimidation is as a result of a dispute which started in the Company premises.
- 2 Insulting or attempting to assault any related/authorized personnel causing a disturbance at the Company's service providers/ vendors' premises.
- 3 Inciting, inducing, or aiding other employees to commit any offence which tantamount to a misconduct.
- 4 Organize or attend unauthorized meeting or assembly within the Company's premises and the service providers' premises.
- 5 Commit any form of immoral, indecent, or illegal act including sexual harassment within the Company's, customers, and the service provider's premises.
- 6 Use of vulgar or abusive language or gestures while communicating with other employees, visitors, or customers.
- 7 Instigating industrial action amongst employees against the Company.
- 8 Taking part in anti-government activities or against the Company.

7. Security and Safety

- 1 Entering or assisting any person to enter the restricted areas without authorization.
- 2 Lend/Borrow access card to unauthorized person.
- 3 Use/holding others access card to enter restricted area.
- 4 Unauthorized use of photographic devices and/or sound recording equipment and devices within the Company premises.
- 5 Bringing in or in possession of any weapon on the Company's premises.
- 6 Failure to use safety devices or equipment provided by the Company for employee's safety.
- 7 Creation of hazards related to fire, safety, or health.
- 8 Failure to comply with the Company Security and/or Safety regulations.
- 9 Not wearing an identification badge in the Company premises or falsifying the badge or wearing another employee's badge.
- 10 Misuse of the Company's safety and security equipment's/devices such as firefighting equipment's, safety boot etc. for other purpose.
- 11 Smoking in prohibited area in the Company's premises.

8. Other Misconduct

- 1 In possession of illegal drugs or under the influence of drug in the Company's and/or service providers' premises.
- 2 In possession of alcohol or under the influence of alcohol in the Company's and/or service providers' premises.
- 3 Engaging or participating in any form of gambling within the Company's and / or service providers' premises.
- 4 Vandalism or improper use of the Company's facilities.
- 5 Listening to music or watching/downloading movies/porn in the premises using personal mobile phones or any other gadgets including office laptops/desktops.
- 6 Using company's internet for accessing any social media.
- 7 Spitting or littering anywhere in the Company's premises other than in the facilities provided.
- 8 Convicted for any criminal offence by any Court of Law of the country concerned either prior or post-employment.
- 9 Any other acts of misconduct, which is inconsistent with the fulfilment of the expressed or implied terms and conditions of employment and services.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

6. BADGE POLICY

Purpose

The purpose of this policy is to provide guidelines and standards for employees, contractors, and visitors since they are required to wear the approved identification badges while on our facilities.

Scope

This Policy is applicable to all employees, Vendors and Visitors associated with Rialto Enterprises Pvt Ltd
(Hereinafter referred to as the “Company”)

Policy

1. Employee Badge

- 1 The Human Resource department shall issue an Identification (ID) badge to every employee. New hires shall receive this on completion of all the joining formalities.
- 2 The Human Resources department shall ensure that proper records indicating the employee's name, employee number and signature of the issuing authority are maintained. All employees must always wear their ID badges in a visible place at the time of entry into the premises and while on Rialto Enterprises campus.
- 3 When an employee's ID badge is lost or unusable because of damage, the employee must report this to the HR department who will then arrange to have the same replaced at the earliest.

2. Contractors Badge

“Contractor” refers to those individuals who work in Rialto Enterprises under a contract. For e.g. housekeeping staff, Security personnel, et al.

- 1 Every contract employee will be issued the approved identification badge by the respective contract supervisor.
- 2 All contractor personnel must wear their ID badges – in a visible place at the time of entry into the office campus.
- 3 All materials, equipment, etc. brought in by contractors in connection with their work must be shown to security who will maintain a record of the same to facilitate movement of the same out of the facility on completion of the work.

3. Visitor Badge

All visitors are required to sign in and out in the Visitors' book at the Security cordon in the main gate and will be issued with Visitor Identification badge.

All the personal property of visitors such as laptop, mobile phones, Pen drive, Hard Disk must be declared and registered at the main gate. Cameras, video equipment, etc. will not be permitted into the facility except with specific permission from Security Services.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

7. SECURITY POLICY

Purpose

Security of information as well as assets is vital to the sustainable growth of Rialto Enterprises. Security is therefore of paramount importance and takes a key role in our corporate ethics. This policy helps employees and other stakeholders aware of the security guidelines prevailing in Rialto Enterprises.

Scope

This Policy is applicable to all employees, Vendors and Visitors associated with Rialto Enterprises Pvt Ltd (Hereinafter referred to as the “Company”)

Policy

Visitors, Vendors and Contractors

All visitors, vendors and contractors are required to register with the security cordon at the main gate and must be issued with the appropriate badges before entering the company premises. If an unauthorized item is found in possession which is prohibited to be taken inside the premises, then the same will have to be deposited with the security at the main gate. The item will be returned to the owner on their exit from premises.

Security Check

Electronic frisking will be carried out by security to maintain data confidentiality and prevent theft of company property. All employees need to abide by the rules and guidelines with respect to physical and electronic frisking by security to maintain data confidentiality. Security will not allow employees, vendor, visitor, or any contract workers to carry any storage devices (pen drive, CDs, hard disk etc.) Any of such items found needs to be deposited with the security at the main gate. They will be returned to the owner on their exit from the entity.

Material Pass

All company property taken out of the company premises must be accompanied by authorized materials pass to be given to the security post for verification and signature.

Photography/Videography

Carrying a video camera or taking photographs/videos using mobile phones in the company premises are strictly prohibited unless prior permission has been obtained from the business unit head and the General Services department.

Smoking

Smoking is permitted only in designated smoking zone and is prohibited in any of the office spaces.

Parking

Employees can park their vehicles at the designated parking lot. Visitor's vehicles are allowed at company premises depending on availability of parking slots.

CCTV Surveillance

Security cameras are installed in the entire office premise to ensure the overall safety and security of our employees.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.



8. DRESS CODE POLICY

Purpose

This policy has been drafted to act as a guideline for all employees with regards to the dress code. Our employees are required to maintain a professional image.

Scope

This Policy is applicable to all employees associated with Rialto Enterprises Pvt Ltd (hereinafter referred to as the “Company”)

Policy

- a. The permissible dress code for employees is uniform given by company from Monday to Thursday. Employees are allowed to wear business formals on Friday and casuals on Saturday.
- b. Employees interacting with Customers, external vendors must maintain a professional image and the prescribed dress code for such occasions is Business formal attire.
- c. For employees, Uniform means:

The term “Uniform” typically refers to standardized clothing or attire that employees are required to wear during or while working hours/ On duty. The uniform aims to promote a professional appearance, reinforce corporate identity and maintain a consistent brand image across the organization.
- d. For gentlemen, the definition for Business formals and Business Casual are as follows:
 - a. Business Formal work attire is properly buttoned and tucked full, or half sleeved formal shirts and formal trousers.
 - b. Business Casuals are collared T-Shirts, any casual trousers, and covered shoes. Jean/ Denims are not allowed inside shopfloor area.
- e. For ladies, Business Formal and Casual work attire includes Salwar/Churidar Kameez, Kurtis or Sarees.
- f. Employees working in shopfloor must wear Head Cap, Face Mask, Safety Shoes, appropriate Personal Protective Equipment (PPEs) wherever required, as per company standards to meet out the personal safety and the product quality.
- g. Footwear from Monday to Friday: Wearing a footwear with fully closed toes for men is compulsory. Employees working on shopfloor, FGS, Stores must wear safety shoes at any cause. Flashy athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe (for men) are not acceptable in the office.
- h. Business casual attire must be within the limits of decency and modesty expected of a working professional. Employees are advised to be sensitive to socially acceptable norms of work wear.
- i. Employees are also expected to maintain good personal hygiene. This means employees are required not to have unkempt hair, moustache, and beard.

- j. The following clothing/accessories shall not be permitted at any time inside the shopfloor. Employees sporting this attire shall be asked to return home to change into appropriate clothing:
 - a. Torn, dirty, or frayed clothing.
 - b. Revealing, tight, transparent clothing
 - c. Collarless T-Shirt.
 - d. Sandals and open footwear from Monday to Friday (for men)
 - e. Sweatpants, exercise pants or casual sports wear
 - f. Half, Three-fourth pants, or shorts
 - g. Skirts that are above the knee
 - h. Any clothing that has words, terms, or pictures that may be offensive to other employees.
 - i. Visible Body piercing and tattoos
 - j. Wearing of accessories and jewellery including finger rings, bangles, anklets, other jewellery, loose hair, and flowers inside shopfloor
 - k. Employees may come on a semi formal attire or more casual clothing or Ethnic wear during special days as per the communication received from the HR.
 - l. Employees working from home or from any remote location must be properly dressed when participating in any video call/meetings.
 - m. Any failure or refusal to follow the policy will be dealt as a violation and necessary actions will be initiated against the employee.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

9. EMPLOYEE DISCIPLINE POLICY

Purpose

Rialto Enterprises expects all its employees to be conscientious and motivated by self-respect and professionalism which dictates their conduct to be in a professional manner and perform satisfactorily on the job. Clear guidelines have been laid out in the 'Code of Business Conduct' to govern all potential situations across different events.

In those situations, where an employee conducts himself or herself in an indiscipline manner, the Company has the responsibility to take necessary action. Each step in the progressive disciplinary procedure concentrates on outlining the action that will be initiated to address the indiscipline behaviour or unsatisfactory job performance. The remedial efforts of the degree of discipline imposed by the Company would be reasonable and commensurate with the severity of the indiscipline act of an employee. The same has been outlined in detail in the contents below.

Scope

This Policy is applicable to all employees associated with Rialto Enterprises Pvt Ltd (hereinafter referred to as the "Company")

Policy



Standards of Behaviour

The Company regards its employees as its most valuable resources and thereby reposes a high level of trust and confidence in them. It therefore encourages its employees to reciprocate such trust and confidence with work performance and conduct consistent with the following general principles:

- a. Honesty and punctuality in all actions
- b. Judicious use of Company resources, properties, facilities and benefits within the limits established by a policy or business practice.
- c. Accurate accounting of Company funds and property placed in his/her charge.
- d. Prompt and truthful reporting of matters that adversely affect or could affect the Company.
- e. Fidelity in the custody of confidential information which he/she acquires knowledge of during employment.
- f. Abiding by company rules, regulations, and policies, e.g. safety.
- g. Respect Superiors and Co-employees.
- h. Cooperation and team spirit in all actions
- i. Orderliness in the work and workplace
- j. Upholding Company 'Pride' in working with the organization.
- k. A deep sense of responsibility to undertake his/her job effectively and expeditiously.

Unacceptable Behaviour

- a. Gross Misconduct or Undesirable Behaviour
- b. Dishonesty
- c. Negligence on Duty
- d. Breach of Trust
- e. Insubordination and Discourtesy
- f. Violating Security, Safety, and Hygiene regulations
- g. Absenteeism
- h. Committing Misconducts within the meaning of certified standing orders of the Company.

The [grid](#) below outlines potential action depending on the degree of indiscipline conduct.

Degree of Indiscipline act	Type of Disciplinary Action
1°	Written Reprimand (<u>WR</u>) / Caution Memo
2°	Final Written Warning (<u>FWW</u>) / Warning Memo
3°	Disciplinary Leave (DL) / Suspension from work
4°	Dismissal (D)
4°	Dismissal (D)

Gross misconduct

It is deemed as conduct that is deliberately wrong or improper.

Dishonesty:

It means an absence of integrity, a temperament to betray, cheat, deceive or defraud. It is the concealment or distortion of truth in a matter of fact relevant to the Company or connected with the Employee performance of one's duties.

Negligence of duty:

It means failure to exercise due care in the discharge of one's duty or omission to perform a task or duty without sufficient cause such as:

Breach of trust:

Any of the following acts shall constitute breach by the employee of the trust vested on him by the management or Company representative.

Insubordination and discourtesy:

It is defined as disobedience or not submitting to authority; mutinous or not subordinate. The penalty for insubordination ranges from written reprimand to dismissal for cause depending on the circumstances of the case and the gravity of the offense.

Process for disciplinary action**Incident Summary and Notification**

When a reporting manager/ HR spots an act of indiscipline committed by the employee or receives report from other sources, regardless of grade and position or level, shall conduct an initial inquiry/ investigation. If after the initial investigation, there is a reasonable ground to believe that an infraction was indeed committed, and that it requires disciplinary action then the reporting manager / HR shall prepare an Incident Summary (Annexure A). The Incident Summary shall contain all the required details (from other employees/sources that might have any knowledge or are themselves involved) against which necessary formal inquiry/investigation, can be conducted and necessary action be taken.

Incident Summary has to be submitted to the HR Head/ Plant Head, to initiate a formal inquiry/ investigation process within twenty-four hours from the date of discovery or receipt of notice of the Indiscipline act. It is crucial that the reporting manager has all the relevant facts of the case and/or incident.

Inquiry Investigation

All formal inquiry/investigations related to any disciplinary concerns will be held by HR Department.

Inquiry/Investigation procedure:

When the need for formal inquiry/investigation arises, the HR shall send an email communication requiring the concerned employee/s to explain within 24 hours in an Explanation Letter.

Depending on the degree of the indiscipline act, the formal inquiry/investigation will be initiated.

- ✓ In case of 1^o offense, if the misconduct is proved or admitted a Caution Memo will be issued stating the offense against which the Written Reprimand is issued.
- ✓ Misconduct of a similar nature as that, against which a Caution Memo has been issued within a period of three months will necessitate a Final Written Memo / Warning. The same is the case when a 2^o offense, is proved or admitted.
- ✓ A third misconduct of a similar nature within a period of three months from the date of commission of the second one or any 3^o offense will necessitate Disciplinary Leave / Suspension to allow him/her to contemplate, plan and adapt a resolution and specific course of action to correct the act or behaviour.
- ✓ Fourth misconduct of a similar nature within a period of three months from the date of commission of the third one or any 4^o offense will necessitate dismissal.

In recommending the appropriate punitive action, the following factors must be considered by the committee:

- Gravity of the indiscipline act.
- Extent of negligence.
- Employee's previous records (if any)
- Other factors which could tend to aggravate or mitigate the indiscipline act.
- Any decision taken will be discussed with the employee concerned and a letter to the same extent shall be given.'
- The whole process of investigation, data gathering and rendering of the decisions shall be made within the prescribed period of not more than ten (10) working calendar.

Note: Refusal or neglect to accomplish or submit an Explanation Letter shall mean a waiver of his/her right to be heard. However, the Explanation Letter is not a Disciplinary Action, it gives the employee, an opportunity to explain his/her actions or justify his/her side against the allegations.

No order of disciplinary leave / suspension or dismissal as a punishment shall be made except after holding an enquiry against the employee concerned in respect of the alleged misconduct in the manner specified.

If as a result of the enquiry held or explanation tendered, the employee is not found guilty, s reporting manager is responsible to hold another inquiry/investigation to find actual erring employee.

Records:

A concise summary of all the evidence and information gathered during the inquiry/ investigation shall be recorded in the investigation report by the HR representative. Copy of all disciplinary actions taken against and employee will be placed in the concerned employee file for records.

Prescriptive and ageing period:

The prescriptive period for all indiscipline act committed by an employee shall be reckoned with in a period of One (1) Year and shall no longer be considered of such violation thereof.

NOTE: For some indiscipline acts the Company retains the right to report the matter to the Police where the charges may be laid. The Police will be notified about any criminal act against the Company or another member of staff. Management has a duty of care to all staff and always will be subordinate to the legal process.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

Annexure A

Request for disciplinary action

Instructions: This summary is to be prepared by a reporting manager or HR immediately after an incident involving an employee's behaviour occurs, when the reporting manager has a reasonable basis to believe that discipline may be warranted.

Things to do:

- Prepare this Incident Summary.
- Obtain witness statements.
- Review the completed Incident Summary promptly and produce it to the Investigation Committee.

Incident summary

Employee ID		Employee Name	
Designation		Shift	
Date of Incident		Time of Incident	
		Location of Incident	

Witnesses: Name(s): _____

Did you personally witness incident? YES / NO

If not, how did you become aware of incident _____?

When did you become aware of the incident? _____

Did the incident involve a single employee or a group? _____

Did any co-worker file an incident report? YES / NO

Describe what happened in detail, i.e., actions and/or statements of the employee(s), instruction to employee(s), statements of witnesses, physical evidence, and your remarks, what did the employee(s) and you do or say.

Signature of the reporting manager with Date

10. PREVENTION OF SEXUAL HARASSMENT(POSH) POLICY

Purpose

This Policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

Scope

The ‘Policy on Prevention of Sexual Harassment of women at workplace: Guidelines for Rialto Enterprises Pvt Ltd’ intends to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

References

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Definition

Sexual harassment may occur not only where a person uses sexual behaviour to control, influence or affect the career, salary or job of another person, but also between co-workers. It may also occur between a Rialto Enterprises Pvt Ltd employee and someone that employee deals within the course of his/her work who is not employed by the Company. “Sexual Harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

- a) Any unwelcome sexually determined behavior, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely:
 - Physical contact and advances
 - Demand or request for sexual favors
 - Sexually colored remarks or remarks of a sexual nature about a person's clothing or body
 - Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS etc.
 - Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person’s wishes; vi. Giving gifts or leaving objects that are sexually suggestive.
 - Eve teasing, innuendos and taunts, physical confinement against one’s will or any such act likely to intrude upon one’s privacy.
 - Persistent watching, following, contacting of a person and
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

b) The following circumstances if it occurs or is present in relation to any sexually determined act or behaviour amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment
- Implied or explicit threat of detrimental treatment in employment
- Implied or explicit threat about the present or future employment status.
- Interference with the person's work or creating an intimidating or offensive or hostile work environment or
- Humiliating treatment likely to affect her health or safety.
- The reasonable person standard is used to determine whether or not the conduct was offensive and what a reasonable person would have done. Further, it is important to note that whether harassment has occurred or not, does not depend on the intention of the people but on the experience of the aggrieved woman.
- **Aggrieved woman:** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.
- **Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman
- **Employee:** A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.
- **Workplace:** In addition to the place of work [Head office / Branch offices, Factories] it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during and/or arising out of employment/ contract/ engagement with Rialto Enterprises Pvt Ltd, including transportation provided for undertaking such a journey.
- **Employer:** A person responsible for management, supervision, and control of the workplace

Acronyms:

- ICC - INTERNAL COMMITTEE
- HR - HUMAN RESOURCES
- HOD - HEAD OF DEPARTMENT

Responsibility

- Responsibilities of Individual: It is the responsibility of all to respect the rights of others and to never encourage harassment. It can be done by:
 - a. Refusing to participate in any activity which constitutes harassment.
 - b. Supporting the person to reject unwelcome behaviour.
 - c. Acting as a witness if the person being harassed decides to lodge a complaint.

All are encouraged to advise others of behaviour that is unwelcome. Often, some behaviours are not intentional. While this does not make it acceptable, it does give the person behaving inappropriately, the opportunity to modify or stop their offensive behaviour.

- Responsibilities of HOD: All HOD's at Rialto Enterprises Pvt Ltd must ensure that nobody is subject to harassment and there is equal treatment. They must also ensure that all employees understand that harassment will not be tolerated; those complaints will be taken seriously; and that the complainant, respondent/s, or witnesses are not victimized in any way.

Redressal mechanism – formal intervention

In compliance with the Act, if the complainant's warrants formal intervention, the complainant needs to lodge a written complaint, which shall be followed by a formal redressal mechanism as described in this Policy. In case of a verbal complaint, the complaint will be reduced in writing by the receiver of the complaint and signatures of the complainant will be obtained.

Internal committee

- To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an "Internal Complaints Committee" is constituted. The detail of the committee is notified to all covered persons at the workplace.
- The committee comprises of:
 - Presiding Officer: A woman employed at a senior level in the organization or workplace.
 - At least 2 members from amongst employees, committed to the cause of women and or having legal knowledge.
 - One external member, familiar with the issues relating to sexual harassment.
 - At least one half of the total members is women.
- The committee is responsible for:
 - Receiving complaints of sexual harassment at the workplace.
 - Initiating and conducting inquiry as per the established procedure.
 - Submitting findings and recommendations of inquiries.
 - Coordinating with the employer in implementing appropriate action.
 - Maintaining strict confidentiality throughout the process as per established guidelines.
 - Submitting annual reports in the prescribed format

Current nominated members of the committees are given in Annexure A.

Lodging a complaint:

- The complainant needs to submit a detailed complaint, along with any documentary evidence available or names of witnesses, to any of the committee members at the workplace.
- The complaint must be lodged within 3 months from the date of incident/ last incident. The Committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint.

- Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the women for making the complaint in writing.
- If the aggrieved woman is unable to lodge the complaint in account of her incapacity, the following may do so on her behalf, with her written consent.
 - Legal heir, relative or friend
 - Co-worker
 - Any person having the knowledge of the incident
- If the initial complaint is made to a person other than a committee member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the committee immediately.
- Wherever possible Rialto ensures that all the complaints of harassment are dealt with speedily, discreetly and as close as possible to the point of origin.

Receiving a complaint (guidelines)

- Dealing with incidents of harassment is not like any other type of dispute. Complainants may be embarrassed and distressed, and it requires tact and discretion while receiving the complaint. The following points are kept in mind by the receiver of the complaint:
- Complaint is listened to and the complainant informed that the Company takes the concerns seriously. Complainant is informed that these concerns will be reported to the appropriate committee and follow up will be done speedily.
- Situations are not pre-judged. Written notes are taken while listening to the person. Complainant is allowed to bring another person to the meeting if they wish. When taking accurate notes, complainant's own words, where possible, is used. Clear description of the incident in simple and direct terms is prepared and details are confirmed with the complainant.
- All notes are kept strictly confidential. Complainant's agreement is taken to allow proceeding with the matter, which involves a formal investigation.
- The complainant is advised that although the process is confidential, the respondent needs to be informed, and any witnesses and persons directly involved in the complaint process will also learn of the complainant's identity.

Care is taken to prevent any disadvantage to or victimization of either the complainant or the respondent.

Resolution procedure through conciliation:

- Dealing with incidents of harassment is not like any other type of dispute.
- Once the complaint is received, before initiating the inquiry the committee may take steps to conciliate the complaint between the complainant and the respondent. This is only if requested by the aggrieved woman.
- It is made clear to all parties that conciliation in itself doesn't necessarily mean acceptance of complaint by the respondent. It is a practical mechanism through which issues are resolved or misunderstandings cleared.
- In case a settlement is arrived at, the committee records & reports the same to the employer for taking appropriate action. Resolution through conciliation happens within 2 weeks of receipt of complaint.

- The committee provides copies of the settlement to complainant & respondent. Once the action is implemented, no further inquiry is conducted.

Resolution procedure through formal inquiry

Conducting inquiry

The committee initiates inquiry in the following cases:

- No conciliation is requested by aggrieved woman.
- Conciliation has not resulted in any settlement.
- Complainant informs the committee that any term or condition of the settlement arrived through conciliation, has not been complied with by respondent.

The Committee proceeds to make an inquiry into the complaint within a period of 1 week of its receipt of the original complaint/closure of conciliation/repeat complaint.

Manner of inquiry into complaint:

- Complainant should submit the complaint along with supporting documents and the names of the witnesses.
- Upon receipt of the complaint, the committee sends 1 copy of the complaint to respondent within 7 working days.
- Respondent replies with all supporting documents within 10 working days of receiving the copy of the complaint.
- No legal practitioner can represent any party at any stage of the inquiry procedure.
- The Complaints Committee makes inquiry into the complaint in accordance with the principles of natural justice.
- In conducting the inquiry, a minimum of three committee members including the Presiding Officer is present.

Interim relief

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to -

- Transfer the complainant or the respondent to any other workplace.
- Grant leave to the aggrieved woman of maximum 3 months, in addition to the leave she would be otherwise entitled.
- Prevent the respondent from assessing complainant's work performance.
- Grant such other relief as may be appropriate

Once the recommendations of interim relief are implemented, the employer will inform the committee regarding the same.

Termination of inquiry

Committee at Rialto may terminate the inquiry or give ex-parte decision, if complainant or respondent respectively is absent for 3 consecutive hearings, without reason. 15 day written notice to be given to the party, before termination or ex-parte order.

Inquiry procedure

- All proceedings of the inquiry are documented. The Committee interviews the respondent separately and impartially. Committee states exactly what the allegation is and who has made the allegation. The respondent is given full opportunity to respond and provide any evidence etc. Detailed notes of the meetings are prepared which may be shared with the respondent and complainant upon request. Any witnesses produced by the respondent are also interviewed & statements are taken.
- If the complainant or respondent desires to cross examine any witnesses, the Committee facilitates the same and records the statements.
- In case complainant or respondent seeks to ask questions to the other party, they may give them to the Committee which asks them and records the statement of the other party.
- Any such inquiry is completed, including the submission of the Inquiry Report, within 90 days from the date on which the inquiry is commenced. The inquiry procedure ensures absolute fairness to all parties.

Considerations while preparing inquiry report.

While preparing the findings/recommendations, following are considered:

- Whether the language used (written or spoken), visual material or physical behaviour was of sexual or derogatory nature.
- Whether the allegations or events follow logically and reasonably from the evidence.
- Credibility of complainant, respondent, witnesses and evidence.
- Other similar facts, evidence, for e.g., if there have been any previous accounts of harassment pertaining to the respondent.
- Both parties have been given an opportunity of being heard.
- A copy of the proceedings was made available to both parties enabling them to make representation against the findings.
- A copy of the final findings is shared with the complainant and the respondent to give them an opportunity to make a representation on the findings to the committee.

Action to be taken after inquiry.

- Post the inquiry the committee submits its report containing the findings and recommendations to the employer, within 10 days of completion of the inquiry.
- The findings and recommendations are reached from the facts established and is recorded accurately.
- If the situation so requires, or upon request of the complainant, respondent or witness, Management at Rialto Enterprises Pvt Ltd may decide to take interim measures such as transfer, changing of shift, grant of leave etc. to protect against victimization or distress during or subsequent to the course of inquiry, pending the final outcome.

Complaint unsubstantiated

- Where the committee arrives at the conclusion that the allegation against the respondent has not been proved, it recommends to the employer that no action is required to be taken in this matter.

- Further, the committee ensures that both parties understand that the matter has been fully investigated, that the matter is now concluded, and neither will be disadvantaged within the company.

Complaint substantiated.

- Where the committee arrives at the conclusion that the allegation against the respondent has not been proved, it is recommended that the employer take necessary action for sexual harassment as misconduct, in accordance with the applicable service rules and policies, and this may include:
 - Counselling.
 - Censure or reprimand.
 - Apology to be tendered by respondent.
 - Written warning.
 - Withholding promotion and/or increments.
 - Suspension.
 - Termination.
 - Or any other action that the Management may deem fit.
- The employer at Rialto acts upon the recommendations within 60 days and confirm to the committee.
- Post implementation of the actions, follow up with the complainant occurs to ascertain whether the behaviour has in fact stopped, the solution is working satisfactorily and if no victimization of either party is occurring. This follow up is undertaken by the complainant's Line Manager supported by HR.

Malicious allegations

- Where the committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the woman or the person making the complaint.
- The action recommended should be similar to the ones proposed for the respondent in case of substantiated complaints.
- While deciding malicious intent, the committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry.

Confidentiality

- The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and not published or made known to public or media.
- Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

Appeal

- The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials and not published or made known to public or media.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

11. PERFORMANCE IMPROVEMENT PLAN (PIP) POLICY

Purpose

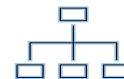
Performance Improvement Plan (hereinafter referred as “PIP”) is designed to facilitate constructive discussion between the employee and reporting manager to ensure work performance is improved. PIP identifies performance and/or behavioural issues that need to be corrected and creates a written plan of action to guide the improvement and/or corrective action. This enables the reporting manager and employee to communicate with a higher degree of clarity about specific expectations and to help the employee attain the desired level of performance.

Scope

This policy is applicable to all employee associated with Rialto Enterprises Pvt Ltd (hereinafter referred to as the ‘Company’) and to all visiting vendors and consultants.

Policy

The objectives of PIP are:



- RESPONSIBILITY
- INDIVIDUAL PRIORITIES
- KNOWLEDGE, SKILLS BEHAVIOURS
- DEVELOPMENT PLAN
- RE-ENGAGEMENT AGREEMENT



- CONTINUOUS FEEDBACK
- INTERIM REVIEWS



- END OF CYCLE REVIEW
- MONITOR PROGRESS AND DEVELOPMENT

1. Identify the performance to be improved or the behaviour to be corrected.

2. Provide clear expectations and metrics about the work to be performed or behaviour that needs improvement.
3. Identify the support and resources available to help the employee make the required improvements.
4. Establish a plan for reviewing the employee's progress and providing feedback to the employee for the duration of the PIP.
5. Specify possible consequences if performance standards as identified in the PIP are not met.

When to implement a PIP?

PIP will be implemented when an employee's overall performance rating during the annual appraisal is far below expectations, or in the mid-year, or during the probation period or during any period if the reporting manager determines the employee's performance requires improvement. The criteria for an employee to be recommended for PIP could be any or few of the following:

- Failure to meet project timelines or scheduled goals.
- Lack of Teamwork
- Lack of Customer focus
- Lack of Initiative
- Lack of Accountability
- Inadequate demonstration of supervisory / leadership skills
- Quality issues
- Lack of adaptability to change.
- Absenteeism

PIP Period

Depending on the performance and the employee's experience level, the PIP period is for 6 months.

Procedure for PIP

1. Reporting Manager should complete the PIP form and send it to HR after getting approval from the department head.
2. HR will respond within 24 hours after reviewing the document.
3. Reporting Manager should have a one-to-one discussion with the employee about the PIP and share a copy of the plan.
4. Both reporting manager and employee must sign the PIP document on the day of the meeting and a signed copy of the PIP document must be shared with the HR.
5. Reporting Manager will do regular reviews on the performance as specified below.
6. Monthly Review – Reporting Manager / President will do monthly review and submit the report to Head HR.
7. Final Review – After 6 months the PIP persons will have final review with CEO.

Tips for Reporting Managers on drafting PIP

- a. Identify the job duties or responsibilities that are not being performed at an acceptable level. These can be broad categories such as attendance, customer service skills, meeting deadlines, etc.
- b. Indicate and outline acceptable work performance standards and expectations that must be performed on a consistent basis within a given timeframe. Standards should be measurable, and achievable.
- c. Discuss plans for performance improvement with the concerned employee and list the support and resources planned on providing to assist the employee. For ex: formal learning like any internal trainings or On-the-job training or coaching by the reporting manager, other staff members, or other experts related to the area of improvement.

Reporting Manager's Responsibility

- a. Emphasize that change is necessary; performance must be improved and maintained. Also communicate the plan for providing feedback to the employee. Specify meeting times, with whom and how often. Specify the measurements that will be considered in evaluating progress.
- b. Once the PIP form is complete provide a copy to the employee and the original should be submitted to HR.
- c. After issuing a PIP to an employee, be sure to schedule dates for follow-up discussions. Allow the employee on monthly basis to make the recommended improvements. During the period, provide regular feedback and coaching to the employee. At the end of the 6 months, the status of the employee's improvement must be recorded.

What happens if performance is not improved?

If on completing the PIP period, a significant level of improvement is seen; the reporting manager along with department head could decide to close the PIP and continue to monitor the employee's performance to ensure it remains consistent.

However, if on completion of the PIP period, it is determined that the stated performance issue continues and remains at a concerning level, the reporting manager along with department head could decide on the next course of action which could be an extension of the PIP for a specified period not exceeding 45 days or termination of employment if the situation calls for.

If an employee has to be terminated on account of unsatisfactory performance, HR will discuss with the employee about the cessation of employment along with the reporting manager.

If an employee's performance deteriorates within 3 months after the removal of PIP, then the employee will be once again placed on PIP not more than 2 weeks or 14 working days or could lead to termination of employment depending on the performance.

An employee cannot be in PIP for more than 2 times while they are employed in the Company. Any issue on performance observed for the 3rd time will lead to termination of employment.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

12. EMPLOYEE MEDICAL INSURANCE POLICY

Purpose

This policy provides guidelines, rules and process relating to reimbursement of medical and hospitalization expenses to the employees within specified maximum limits.

Scope

This policy is applicable to all employee associated with Rialto Enterprises Pvt Ltd (hereinafter referred to as the 'Company').

Definitions

- 'Employee' means permanent employee of the Company, including a probationer, but excluding trainees or fixed time contractual or temporary employee.
- 'Dependents' means spouse, economically dependent children and economically dependent parents.
- 'Family Unit' means the employee and his/her dependents.
- "Effective Date" means the date from which the Scheme shall first commence as set out in the Schedule.
- "Eligible Person" means, any person who has satisfied the eligibility criteria
- 'Hospital/Nursing Home' means an institution operation for care and treatment of sickness and injuries and which has been registered either as a hospital or as a nursing home with the local authorities. It, however, does not include an establishment that is incidentally a place of rest, a place for aged, a place for drug addicts or a place for alcoholics unless and to the extent that such establishment is accepted by the Company.
- 'Surgery or Surgical Procedure' means manual and / or operative procedure (s) required for treatment of an Illness or Injury, correction of deformities and defects, diagnosis and cure of diseases, relief of suffering or prolongation of life, performed in a Hospital or Day Care Centre by a Medical Practitioner.

Policy

An employee shall be eligible under this scheme to the reimbursement of expenses he/she incurs on treatment in the event of an injury/illness/ailment/disease in respect of self and in respect of dependents.

An employee shall be entitled to claim reimbursement of expenses (benefits) in respect of himself / herself or their dependents under Hospitalization Benefits.

Hospitalization Benefits

The hospitalization entitlements are as per the related Insurance Policy taken by the Company for group insurance. This is subject to change from time to time.

Every eligible employee shall be given an e-card which shall contain the details of self and dependents, and which can be used by the company approved hospitals to verify the identity of the employee. The employee may have to show this card to the company approved hospital in order to claim admission. Employees can download a soft copy of their e-card from the payslip portal

The definition of dependents in this case would be:

- ✓ Spouse
- ✓ Maximum of two children (includes if the second born is a Twin)

Reimbursement claims under 'Hospitalization Benefit' will be provided, only if it is made in the prescribed claim form and is accompanied by Hospital discharge summary card or patient's history card or any other relevant proof of hospitalization.

General Conditions:

It shall be the duty of the employee concerned that he/she submits correct and truthful information as regards personal data of the employee and/or his dependent, which may be required by the Company.

It shall be the duty of the employee concerned that he/she discloses correct and truthful information as regards the claim he/she admits under the scheme of his/her own accord or as may be required by the Company.

All claims must be submitted along with adequate and relevant bills supporting documents. The Company reserves the right to decline reimbursement where it is not satisfied about the nature of the medical expenditure.

Employees shall keep the company informed of any change in the composition of the family unit.

To understand more about cashless and Reimbursement Process, Allowed/Disallowed medical expenses, reach out to the Site HR Business Partners.

Disclaimer

The Company reserves an unconditional right to amend /abrogate the entire scheme or any part of it at any time it may deem fit. However, any such modification, amendment or discontinuance shall not affect the claim relating to the period prior to the discontinuance of the scheme.

The HR Head reserves the right to review any special circumstances and approve the medical expense of any employee who has overspent his/her limits. This will be on a genuine case of hardship and decided on the merit of the matter on a case-to-case basis. Any such exception will be approved by Head HR and Plant Head.

Expenses for medical termination of pregnancy may be covered, provided a certificate from a qualified practitioner is produced stating the medical reason for such termination.

Any treatment for injury caused by self-abuse or attempted suicide will not be permissible for reimbursement.

Any other expenses that are considered non-medical in nature will not be reimbursed. Non-Medical expenses are subject to change based on the renewal of the master policy with the Insurance Company.

13. ENVIRONMENT HEALTH AND SAFETY POLICY

Purpose

The Purpose of this policy is to implement and manage a system of accountability for health, safety and environment roles and responsibilities at levels of the Company. Rialto Enterprises Pvt Ltd is committed to ensure a safe and healthful workplace and protect the environment.

Scope

Applicable to all employees of Rialto Enterprises Pvt Ltd - on rolls and on contract

Policy

Our EHS management system is established on the following principle:

- Comply with laws, regulations, and organizational requirements applicable to our operations
- Establish methods to use energy more efficiently, reduce waste and prevent accidents
- Conduct periodic assessments to verify and validate EHS performance

The Company provides information to Employees about workplace EHS through regular internal communication such as:

- a. Training sessions
- b. Team meetings
- c. Bulletin board postings
- d. Memorandums
- e. Other written communication

Employees are expected to obey safety rules and exercise caution and common sense in all work activities. Employees must report any unsafe conditions to their reporting managers. Employees must also take due care of the instruments and equipment provided to them and any alteration in the working parameters of the equipment or malfunction of the equipment should be brought to immediate notice of their reporting Managers.

Each employee is responsible for safe keeping and daily maintenance of the equipment provided to them and in case of equipment malfunction it is the employee's responsibility to follow up with the respective equipment service and maintenance provider for suitable corrective action at the earliest.

EHS Team is responsible for the Emergency Preparedness Plan and its execution. Their responsibilities are as follows.

- a. Conduct periodical mock drill
- b. Form Emergency Brigade Team as a cross functional team and manage its function
- c. Communicate emergency contact numbers to all employees
- d. Conduct periodical training programs on the effective utilization and functioning of the safety systems

- **Safety Precautions:**

Shop Floor in charge and other installation supervisors will issue adequate safety precautions to be observed with reference to each machinery. However, all employees should observe basic safety precautions while moving inside the premises and any violation of Safety aspects will be seriously viewed.

- **Health Related Issues**

Employees who become aware of any health-related issue, including pregnancy, should notify their Superior, and/or Departmental Manager, and HR of health status. A written “permission to work” from the Employee’s doctor may be required at the time or shortly after notice has been given. The doctor’s note should specify whether the Employee is able to perform regular duties as outlined in his/her job description. A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, Employees should notify their Superior and/or Departmental Manager and/or HR. An Employee suffering from serious infectious and contagious disease such as Hepatitis, Aids, Tuberculosis, shall immediately report such infection to Management.

- **Employee requiring Medical Attention**

In the event an Employee requires medical attention, whether seriously injured or becoming sudden ill while at work, the employee’s personal physician or family member shall be notified immediately.

If it is necessary for the Employee to be seen by the doctor or go to the company, a family member shall be called to transport the Employee to the appropriate facility.

If an emergency arises requiring Emergency Medical Services to evaluate the injury/medically unfitness of an Employee on-site, the Employee will be responsible for any transportation charges. Furthermore, Employees shall not be responsible for transportation of another employee due to liabilities that may occur. A physician’s “return to work” notice may be required.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time

14. EXIT POLICY

Purpose

The purpose of this policy is to lay down the procedure for separation from Company that can be initiated either by the employee or by the company and also dictates the processes to be followed, documentation and settlement guidelines.

Scope

This Policy is applicable to all employees associated with Rialto Enterprises Pvt Ltd (hereinafter referred to as the “Company”)

Policy

This policy is initiated when either the employee or the company may give the other notice for resignation/ termination of contract or service.

Procedure in Case of Resignation from Service by Employee:

Resignation intimation: An employee resigning from the services of the company needs to submit the resignation to the immediate manager. The manager will intimate the same to the Department Head and the HR team by forwarding the resignation as soon as it is received.

Perpetuation Counselling: A perpetuation counselling dialogue must be entered into between the manager and the employee no less than 4 days after receiving the resignation. If required by the manager, HR can be involved in the counselling dialogue.

The dialogue should be documented in a standard format and should cover:

- ✓ Reasons for leaving
- ✓ Steps that can be taken in order to retain the employee
- ✓ Decision from the perpetuation counselling and closure or process of addressing employee requirements and approval process with timelines
- ✓ If the employee decides not to withdraw his/her resignation the next step is applicable

Decision on the relieving date: The manager should, in consultation with the employee discuss the date of release and handover an action plan. The full terms of the contractual notice period for leaving the services of the Company will be as defined in the appointment letter should be served. The Company however reserves the right to release an employee earlier with the approval of the Department Head and Human Resources team. The notice period for all exit purposes are as follows:

For employees on probation: 30 days

For confirmed employees: 90 days

The Notice period will be calculated from the date of the resignation letter/email sent by the employee.

Early Release: A release before completion of notice period should only be permitted if the employee is not in a business-critical position and/or if the position does not require a

replacement to be provided within the next three months. If the resigned employee is suffering from a serious illness which does not allow the employee to attend work, then his / her request for an early release may be considered. All such requests must be accompanied by valid medical certificate and the final approval for the early release to be obtained from the Department Head.

Earned Leave: The employee can set off eligible/pro-rated Earned Leave against the notice period (calendar days) not served, after the approval of the Department Head. On the other hand, if the employee serves the complete notice period, the eligible/prorated Earned Leaves will be encashed along with the final settlement. The employee cannot avail the earned leave during the notice period. The formula for encashment is given below:

$$\frac{\text{Gross Pay} \times \text{Number of days of encashment}}{30}$$

Maximum number of leaves that can be encashed cannot exceed 30 days. For more details, refer to the leave policy.

Unserved Notice Period: In case, if employee wishes to leave the services of the Company without serving the full notice period, subject to the approval from Department Head on early relieving, employee will be liable to pay salary in lieu of the unserved portion of the notice period (after set off of available/prorated Earned Leave) as per the below formula:

$$\frac{\text{Gross Pay} \times \text{Number of calendar days of unserved notice}}{30}$$

Salary after resignation: Salary for last working month will be paid along with the full and final settlement. Any last work date falling after 20th of the month, the final settlement is paid on the following month's pay day. If notice period is not fully served, then the salary of the last month will be withheld for calculating recoveries/dues and will be paid along with the final settlement after necessary recoveries are adjusted from salary. The experience & relieving letters will be issued post confirmation from Payroll team about no due/recovery. In case if the employee owes certain amount of recovery, relieving letters are issued once the dues are settled.

Exit Formalities: Exit formalities should be communicated to the employees by the HR team in not less than 3 days prior to the date of relieving. Mail on Exit Clearance shall be sent to employees by the HR team. The employee needs to obtain a clearance from all concerned department as mentioned in the Clearance form and return all Company's property to the concerned departments. The employee must also surrender the company paid mobile connection to the IT department on the day of exit clearance. The employee should also enter his/her responses in the Exit Interview Form and approach the HR team with the completed Clearance form and Exit interview form on the date of relieving.

Procedure in case of Termination from Service by Company:

In the case of termination of employment by the company, the manager will advise the HR team on the reason for termination along with the approval of the department head.

For reasons other than breach of contract and proven violation of Business ethics and code of conduct policy, where termination is without notice, the company will give the employee notice as stated in the appointment letter or salary in lieu of notice pay.

HR will examine the reasons and ensure that policies for performance related terminations are followed.

HR will issue a formal letter to the employee informing him/her of the termination of employment and the details of the settlement.

All other exit procedures remain the same as that of resignation from services of company unless otherwise stated in the communication letter to the employee.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

15. LEAVE POLICY

Purpose

The purpose of this policy is to define guidelines with regards to the consumption, entitlement and approval of leaves and working rules.

Scope

This Policy is applicable to all employees associated with Rialto Enterprises Pvt Ltd (hereinafter referred to as the “Company”)

Policy

All the employees should record their Absence/Leave in Leave Card on regular basis without fail. If Leave balance is available, Leave will be posted in SAP or else the same will be considered as LOP.

Types of Leaves and its Guidelines:

All Rialto employees are entitled to avail the following types of leaves with the guidelines mentioned below.

Employee Category	Types of Leave	No. of Leaves Eligible in a Calendar Year	Accumulation
Confirmed Staff	Earned Leave / Privileged Leave	31	All confirmed staff are eligible for only 2.5 days Earned Leave in a month & un-availed leave will be accumulated in next month.
Probation	Earned Leave	12	Newly Joined employees who are under probation period are eligible for 1 day leave in a month till their confirmation.
Trainee & NAPS Trainee	Earned Leave	12	Post Graduate Trainees / Graduate Engineer trainees / Graduate Trainees are eligible for 1 day leave in a month during their training period.
Permanent Workmen	Earned Leave / Privileged Leave	15	Permanent Workmen are eligible for only 1 day of Earned Leave in a month & un-availed leave will be accumulated in next month.
	Casual Leave	6	Permanent Workmen can avail 3 days Casual Leave once in 6 months.
	Sick Leave	6	For sick Leave, which is availed for more than 2 days continuously, PW should submit their Medical Certificate to HR Department on reporting to duty.

*Maternity and Miscarriage leaves will be as per the act; applicable for female employees only***

Guidelines for availing Leaves:

- All types of leave should be approved by the Reporting Officer (RO). Approval of the leaves are at the discretion of the Reporting Officer.
- Employees are advised to inform their RO well in advance before taking any leave except for any emergencies. This will help the organization to plan the deliverables better.
- Leave should be applied in the Leave Card well in advance, or the day of resuming duty and the leave taken along with sanctioned and approval sign.
- Either Paid leave or LOP, all type of leave taken should be entered in Leave Card without fail.
- Unapproved – Leaves/On-Duty/Work from Home/Compensatory Off will be considered as LOP. Later approval based on the request will not be considered.
- Leave balance available in the month of December will be calculated on Gross Salary and will be paid during January of every year as Leave Encashment, subject will change as per the management decision.
- On cessation of employment, un-availed Earned Leave/ Casual Leave will be encashed in Full & Final Settlement on last drawn Gross, as per the applicable law and severity in the case.

Guidelines for Sick Leave Entitlement:

- Employees who have availed more than 2 days of Sick leave continuously should submit "Certificate of illness" along with associated diagnostic reports, medical prescriptions and "Certificate of fitness" issued by a medical practitioner at the time of reporting back to duty. These shall be reviewed and approved by the OHC company Doctor and Human Resources to decide eligibility for paid medical leave.
- It is expected that employee take care of their health, and that incidence of medical leave is only exceptional only on need basis and severity in the case.
- In the event of work-related injury/illness, special Sick Leave will be recommended by OHC & the same approved by Head HR.

Working Rules:

1. All the employees should record their attendance by punching in on a daily basis while reporting to duty.
2. All leaves should be regularized by the employees as per the guidelines mentioned in Leave Policy.
3. It is the employee responsibility to regularize leaves, On-Duty, Work from home, Compensatory Off and reporting to duty appropriately.

Work Pattern / Timings:

- Company will publish days of work – 5.5 day [Monday – Saturday (Half Day)]***Only for general shift employees**, No. of shifts and its timings based on customer requirements, production capacities and operational efficiencies.
- Declaration of work pattern is the sole discretion of the management.
- Employees needs to swipe the Attendance/Access card both Entry and Exit in all times.
- Forgot to Punch / Miss to display card is a deviation, however in case loss of card or forgot card may be considered only as an exemption and not as regular practice.
- In Case of Forgot to Punch/Loss of Card employees have to inform HR through email marking copy to Dept. HOD clearly mentioning the appropriate details for regularizing

Shift Timings for Staffs, Operators & Trainee:

Shift	Shift Timings	Tea Break		Lunch/Dinner Break		Tea Break	
		Batch 1	Batch 2	Batch 1	Batch 2	Batch 1	Batch 2
General Shift	08:45 AM To 05:15 PM	10:00AM to 10:10AM		01:30PM to 02:00PM		3:30PM to 3:40PM	
First Shift	07:00 AM To 03:00 PM	8:50AM to 9:05AM	8:30AM to 8:45AM	12:25PM To 12:55PM	11:50AM to 12:20PM	----	
Second Shift	03:00 AM To 11:00 PM	----		7:50PM to 8:20PM	7:15PM to 7:45PM	5:15PM to 5:25PM	5:00PM to 5:10PM
Third Shift	11:00 PM To 07:00 AM	1:15AM To 1:25AM	1:00AM to 1:10AM	----		4:15m to 4:25AM	4:00PM to 4:10AM

Punch In-between Work Hours:

Employees must mark their Out-Time / In-Time punch without fail while leaving for Lunch/Dinner and while leaving to other units along with their approval from HOD.

On-Duty & Permission:

- Employees are expected to inform their On duty/Out of Office/Permission prior to availing the same with HOD's approval through email to HR SPOC. In case of emergencies/ unplanned should send email at the earliest instance of resuming back to work.
- Reimbursement if any on Local conveyance and Food expenses is made on the occurrence of On-duty only with approval from HOD.
- While exiting office for On-Duty employees have to mark their attendance Out-Time without fail.
- Un Approved On-Duty will be considered as absent, and it will be marked as LOP.
- Every employee is entitled to avail only 2 permissions in a month.
- Permissions are allowed only during the end of the shift for one hour only, exceeding the same will be considered as half day leave.
- It is employee's responsibility to inform HR through email on his/her permission details duly approved by their HOD.
- While exiting office with permission employees have to mark their attendance Out-Time without fail.

Shift Schedule / Shift Change:

- Department wise Shift Schedule have to be shared to HR on every Friday for the preceding week by the Department SPOC or HOD.
- Employees have to adhere to the shift which has been scheduled to them as per the weekly shift communication e-mail from respective department SPOC or HOD.

- In case of change in shift for any business purpose or medical reasons with proof, the same has to be approved by HOD and e-mail communication should be sent to HR on the same day.

Late Entry / Loss of Pay:

- Employee's late arrival for 3 consecutive days is considered as Half-Day leave which will not fall under the available Leave balance.
- Employees have LOP upon:
 - Availing leaves beyond their eligible leave balance for that payroll period
 - Absence without email communication either as On-Duty or C-Off for the payroll period will be considered as LOP for the payroll period.
 - Late entry will not be clubbed with Leave.

List of Holidays:

Every Calendar year list of holidays with maximum of 12 days or less per year will be published in the month of December by HR Department.

The maximum no. of Holiday limits and holiday dates are subject to change as per the management decision.

Disclaimer

The company reserves the unconditional right to change, amend, modify and/or rescind this policy at any time.

Thank You