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## I. WELCOME NOTE:

Welcome to the team!!! We hope that you are a great addition to the team, and we hope you'll accomplish amazing things here. Your skills and talents will be a great asset to our team. We hope that your dedication and commitment to serving the company will help you and the company grow. We look forward to supporting you along the way. Congratulations on the new position, and many good wishes for your first day at VIKAS STAINLESS STEEL INDIA PVT LTD.

## II. COMPANY PHILOSOPHY:

We believe that every employee matters, the HONESTY, and TRANSPARENCY shown by the employee will help the company grow. We want a cordial working environment where we both are being benefited.

We believe in the simple, not the complex. We believe that we need to own and control the primary technologies behind the products we make. We participate only in markets where we can make a significant contribution.

Any employee should have these core values while working for the company:

- INTEGRITY: Know and do what is right.
- RESPECT: Treating others the way you want to be treated.
- RESPONSIBILITY: Embrace opportunities to contribute.
- SPORTSMANSHIP: Bring your best to all competitions.
- SERVANT LEADERSHIP. Serve the common good.
- HONESTY: It's the only key to success.
- TRANSPARENCY: Be clear in what you say and do.

VIKAS STAINLESS STEEL INDIA PVT LTD's core business philosophy is to be recognized as the leading trader of Stainless Steel sheets, coils, plates, etc. Conformity to the quality system requirement, continuous improvement, and exceptional customer service is the key basis for our uncompromising business integrity. Customer service has always been the core of our business. We strive to support our customers with flexibility, efficiency, and enthusiasm, across all our sales and delivery services.

## III. COMPANY MISSION:

VIKAS STAINLESS STEEL INDIA PVT LTD is one of the top trading companies in today's market and our mission is to maintain and create new benchmarks in the markets of India. To emerge as one the best suppliers and service providers for stainless steel raw materials, like sheets, coils, plates, pipe, tube, angle, etc.

Our prime responsibility is to maintain the relationship with the customers . The most important key point in collaborating with us is we think about our customers in saving the cost of the raw materials and just not to provide the raw material which they require.

#### IV. ABOUT THE HANDBOOK:

As an employee of VIKAS STAINLESS STEEL INDIA PVT LTD, you have your unique duties and responsibilities. This handbook is designed to assist the employees of VIKAS STAINLESS STEEL INDIA PVT LTD who are governed by the Rules and Regulations of the Company. Our motive is to help you, understand the system by providing an overview of important rights, policies, and benefits you have as an employee of VIKAS STAINLESS STEEL INDIA PVT LTD. Though this Handbook is not intended to cover all the policies and procedures in great detail. For more detailed questions, contact the HR Department.

This handbook applies to all the employees who are in permanent, probationary, and trainee appointments.

## Employment

1) Appointment: Your appointment is based on your performance in the recruitment process of our Company. Your appointment is subject to the terms and conditions mentioned in the Appointment Letter given to you. You need to give your acceptance by signing and returning the duplicate copy of the Appointment Letter to the HR department. Your Signing the Appointment Letter implies that you agree to the terms and conditions mentioned in the Appointment Letter.

2) Joining Formalities: At the time of joining, you will be given a New Employee Joining Application, which you need to fill in completely and submit to the HR Department. You are also requested to bring the following original certificates along with two sets of copies (A4 size only). These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

- a) Signed Copy of Offer letter.
- b) Degree / Provisional / Course completion Certificate of all College / University qualifications.
- c) Mark sheets of all College / University qualifications (all semesters)
- d) Certificates & Mark sheets of 10th & 12th classes
- e) 3 passport size photographs
- f) Copy of your passport (if you don't have a passport, kindly apply for one immediately, since it would be to your advantage to have one at the time of joining)
- g) Relieving letter (in case you are already employed)
- h) Latest Pay Slip/Form 16 (if already employed)
- i) Four wheeler driving license (if already obtained)

All the above documents will be kept in Employee's Permanent Personnel File along with the New Employee Joining Form.

In addition to the above requirements, you need to open a Salary Account with the State Bank Of India for your Salary Credits (In case the employee is already having an account in state bank of india he/she can provide that). The Formalities to open an account can be discussed with the HR department.

3) Probationary Period: The probationary period serves as an extension of the selection process and gives both you and your supervisor time to see if the job is right for you, and you are right for the job. As per the Company standards, you will be on probation for 6 months from the date of joining and may be confirmed as a permanent employee upon successful completion of your probation period. Your performance during this period will be appraised based on certain standards set by the company which will be discussed with you at the time of joining. In addition to your performance during the Probationary Period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the Company, mentioned above in the section of “Joining Formalities”.

If you demonstrate satisfactory work progress during the Probationary Period and the decision is made to continue your employment at the end of the probationary period, you will receive a permanent Appointment Letter in this regard. If work progress is not satisfactory, an employee can be terminated with an opportunity for appeal at the management’s discretion.

4) Work Schedule: The standard workweek schedule is six days per week, eight hours a day plus a one-hour meal period. Other schedules apply to part-time and some shift employees.

The Company also has a Flexible Work Schedule. Wherein employees have the option to choose a variable work schedule that allows employees to choose a daily work schedule and meal period which is most compatible with the Company requirements as well as their personal needs. The employee and the supervisor shall agree upon in advance of such Variable Work Schedule to be followed, consistent with the needs of the Company.

The following general rules apply to the Flexible Work Schedule:

43. An employee, who arrives later than the scheduled time, may be permitted to make up the deficit by working that much longer at the end of the workday according to the work needs of the Company. Otherwise, the tardiness shall be charged to the appropriate leave category.
  44. Supervisors shall take appropriate action to correct any abuse or misuse of this privilege may include deductions from employees’ pay.
  45. If an employee reports working early, the employee may, with the supervisor’s permission, begin work at that time and leave at a correspondingly early hour.
  46. If an employee leaves work early without permission, the time shall be deducted from the employee’s payor may be charged to the appropriate leave account if justified.
  47. An employee working later than scheduled shift due to workload can claim the extra hours, worked accordingly the next day, with the consent of the supervisor, keeping in mind the next day’s deliverables.
- 5) Work Behavior: All employees must accept personal responsibility for maintaining high standards of conduct and job performance, including observance of the Company rules and policies. Violations of these standards will result in disciplinary action. Disciplinary action is considered a dimension of performance evaluation. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance and achieve success.

6) Performance Expectations: At the time of joining you will be given a copy of your Job Description along with a set of expectations that the Company is looking for in you. This set of expectations will be made in consultation with you.

7) Performance Evaluation: Annual Performance Evaluation will be done during April every year for each employee having been employed for six months or longer. The evaluation period will cover the period 1<sup>st</sup> April to 31<sup>st</sup> March of next year. Self Appraisal forms will be given to each employee to appraise themselves on what their accomplishments were during the Appraisal Year. Completed forms have to be returned, through appropriate channels, to the HR Team. Upon receipt of the evaluation form, the following actions will be accomplished:

The Immediate Supervisor will:

- a) Complete the evaluation form as promptly as possible. Exceptional must be discussed in the Comments section of the evaluation form. Describe why performance is not satisfactory and specify how performance can be improved, or explain why performance is outstanding.
- b) Discuss evaluation with the employee emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
- c) Allow the employee to make any written comments he/she desires. Have employees sign the evaluation form and initial after the supervisor's comments.
- d) Forward the original copy of the evaluation form to the HR Department. Retain a copy of the completed form for the department and the employee.
- e) After the completion of this evaluation by the supervisor, and review by the employee, revisions must be discussed by both parties. In addition, if changes in the form are made after the employee has signed the form, the level of authority making the changes must notify the immediate supervisor and give the employee and supervisor copies of the revised evaluation.

The Director will:

- a) Review each form to ensure further actions on the appraisal.
- b) See that proper actions have been taken to resolve any identified conflicts.
- c) Account for all evaluation forms in his area of responsibility.
- d) Forward all original forms together as a group to the HR Department.

HR Team will:

Review and accuracy. Any unresolved problems will be brought to the attention of the concerned line of authority. The completed form will be placed in the Employee's Permanent Personnel File.

- 8) Job Description: At the time of joining the employee will be given a set of Job Description, that he needs to perform at the Job. In addition to it, according to the employee position in the Organisation and the requirements of the company, the employee may be given a new set of Job Descriptions discussed mutually by the employee and the supervisor. A signed Job Description sheet has to be submitted to the HR Department which will be placed in the Employee's Permanent Personnel File and will be used for future appraisals.
- 9) Roles and Responsibilities: The Roles and Responsibilities of the employee will be specified by the supervisor of the employee at the time of Joining. Apart from the Roles mentioned initially, the Company may assign new Roles and Responsibilities to the employee as and when required.
- 10) Promotions: Based on your Performance Appraisals, accordingly you might be promoted to a senior position as decided by the Company.
- 11) Transfers: You are also liable to be transferred to any of the new Offices that the company might open or you may at times need to work on some of the Company assignments abroad. Transfers may involve a promotion, reassignment, demotion, or lateral move. Your leave credits and all the other benefits go with you. Your Personnel File is also transferred to your new Office.

## Compensation

- 1) Pay: Your Pay will be according to the Pay structure specified in your Appointment Letter. You will be paid a Net Salary after making the necessary deductions. The Company is required by law to deduct the following from your pay:
  - Income Tax at the prevailing rate.
  - ESI.
  - Provident Fund.
  - Labour Welfare Fund.
  - Absences from work not covered by authorized leave credits
  - Facility Allowance is fixed at Rs 500 per month.
  - Security deposit
- 2) Pay Periods: Your Payday will be on the 7th of next month. If this day falls on a Saturday, Sunday, or a holiday, payday will be on the preceding business day. It also depends on the work completed by the employee and all reports are given on a timely basis.



- 3) Pay Mode: Your Pay Mode will be a direct deposit to your Salary Account with the State Bank Of India. You will receive a Salary Slip indicating the net amount deposited into your account after any additions, subtractions, and deductions in your salary.
- 4) Compensatory and Overtime Pay:

#### Attendance and Leaves

- 1) Attendance: The Company is using an application that can be accessed by computer or your mobile. You need to strictly maintain the Work schedule assigned to you.
- 2) Timings: The general office timings are from 9:00 A.M. to 6:00 P.M, with a half-hour break for Lunch from 1:30 P.M to 2:00 P.M. The reporting time to the Office (9:00 A.M) will have a grace period of 10 Minutes. Employees reporting to the Office after the reporting time will have to undergo Loss of Pay for that day, with an exception of Two such late comings in a month. The above-mentioned rules will not apply if:

The Employee is under a Flexible Work Schedule;

The Employee has notified his Superior in advance of the Late Coming for that day.

- 3) Holidays: The Company has decided to set the following days as Holidays:

Makara Sankranthi (Regional Holiday)  
Republic Day (National Holiday)  
Holi(Public Holiday)  
Ugadi/Telugu (Regional Holiday)  
Good Friday(Regional Holiday)  
Independence Day ( national holiday)  
Gandhi Jayanti ( national holiday)  
Ramzaan (Regional Holiday)  
Janmashtami (Regional Holiday)  
Vijaya Dashami (Regional Holiday)  
Diwali (Public Holiday)  
Bakra eid (Regional Holiday)  
Christmas (Public Holiday)

If any employee observes religious holidays other than those set aside by the Company, the HR Department will work with the employee to exchange another holiday for the religious holiday or adjust the schedule of the employee.

- 4) Flexi-Hours: Flexi – Hours is already being discussed under the topic Flexible Work Schedule in the 4<sup>th</sup> Point of Employment Section of this Hand Book
- 5) Leaves: You are entitled to the following kind of Leaves:

Sick Leave: An employee earns 12 Days in a year as sick leave. If unused, leaves can be encashed by the end of financial year. With your supervisor's approval, you may use sick leave for:

- Illness or injury preventing you from doing your job
- Medical appointments for you or your immediate family
- Illness of one of your immediate family members
- Death of an immediate family member

When you cannot come to work because of illness or injury, keep in touch with your supervisor to report your progress. You may need to submit a doctor's certificate or other evidence to verify the reason for taking sick leave.

Casual Leave: You also earn 12 Days in a year as Casual Leave. If unused, leaves can be encashed by the end of financial year.

#### IMPORTANT LEAVE NOTICE:

The leaves provided as sick leave and casual leaves are 24 in total and these are paid leaves. At the end of the year, employees can encash the remaining leaves. The encashment of the leaves will be reviewed by the Director.

#### BENEFITS:

1) Hospitalisation and Health Insurance: The Company is providing the benefits of Cashless Hospitalisation to all the employees and their immediate dependants. The Company will pay the premiums of any such Health

Insurance Policy. The employee at the time of Joining needs to fill up the Health Insurance application form and submit it to the HR Department. The employee will get a Health Insurance Card, a list of Hospitals, the Claiming process, etc. from the Health Insurance Company directly within One month of Joining

2) Certification and Training Expenses: Intending to promote Quality and keep its employees updated on the latest technologies, the Company has formulated a policy of giving away expenses about the Certification and Training. The Company will bear the expenses if any employee wants to get certified in any of the Courses related to the Job the Employee is into.

In addition to it, the company may at its discretion bear the expenses of a training module, if the Company feels such a Training has a direct implication with the Productivity. But if that employee decides to quit within 1 year of training, they have to pay for the amount of training

3) Tax Planning: The Company will also Guide you on your Tax Issues. The Company will show you different avenues of investments to plan your tax. The Company if required can provide you some discount on your Investments.

4) Dinner and Cab Allowance: Dinner Allowance will be given to Employees who may have to stay back beyond their Work Schedule for a longer duration. In addition to it, Employees staying back till late hours (i.e. Beyond 09:00 P.M) will be provided with a Cab Allowance.

5) Employee of the Month

6) Tour Policy

7) Software Facilities

8) Incentive Scheme

9) Work From Home Policy

10) Travel and Expense Policy

#### Work Place Basics

- 1) Clean Work – Place: Every employee must maintain a clean and tidy workplace in and around his/her desk and also in the remaining places of the Office.
- 2) Confidentiality: During his/her employment the employee may be disclosed with certain Technical and Business information of the Company as well as that of the Client such as methods, processes, pricing data, financial data, customer list, etc. The employee needs to maintain the confidentiality of the information he has with him. In addition to it, the Employee has to Sign a Non Disclosure Agreement at the time of Joining.
- 3) Patents and Copyrights: The Company has exclusive rights over the entire job done by the employee at the Company.
- 4) Misconduct: The employees are expected to maintain a cordial relationship with their Co – Employees, Superiors, and Sub – Ordinates. The Company has a Zero Tolerance approach towards Cases of Sexual Harassment. The Company will make sure that employees who bring the charges do not face any sort of retaliation, the company also assures the employees of their confidentiality.
- 5) Disciplinary Actions: The Company will take disciplinary action against those who are found guilty or who are leveled with charges of improper misconduct.
- 6) Personal Appearance: The employees are expected to come to the Office dressed in appropriate attire as specified by the Company.
- 7) Business Attire: The following dress code applies to Business Attire:  
For Gentlemen: They are expected to dress in business formals, i.e., a full / half-sleeved shirt, formal trousers, and formal leather shoes (brown, black, or tan).  
For Ladies: They are expected to be in a saree/suit or dressed in western business formals
- 8) Inappropriate Attire: Shorts, sundresses, Rubber Slippers, Fancy sandals are not considered appropriate. Slippers/sandals are not appropriate at all on all working days.
- 9) Personal Belongings: Employees have to be of utmost care with their personal belongings while working in the office. It is advised that the employees should not bring any expensive item to the office for their benefit.

10) Smoking Policy: The Company is dedicated to maintaining a drug-free work environment. The entire Office is a No Smoking area. Employees are requested to keep a note of the Smoking Policy of the Company. Violators will have to face the disciplinary actions suggested by the Company.

11) Equipment & Facilities: The Company thrives to facilitate the employees with certain facilities which help the employee both personally and professionally. The Company will keep on adding many more facilities as and when required. Currently, the Company provides you with the following facilities:

- Pantry, where everyone can have their Lunch.
- Cold Water Container
- Separate Restrooms for Men and Women.
- Network Printer
- Web-mail Provision with an Official E-mail ID
- Mobile Phones For Certain Designations
- Laptops
- Work From Home Benefits

12) Parking: The Company also provides you with a parking provision, if you commute by vehicle. You need to intimate the HR Department at the time of Joining about the requirement of a parking place.

13) Telephone Use: Employees have also the provision of receiving calls on the Office Phone, subject to the condition that the work doesn't get hampered. They can also make any outgoing call with the permission of the Supervisor.

14) Internet Use: The Company's internal network is connected to the Internet. Every employee with computer access to the internal network has access to the Internet, including the use of E-mail and the World Wide Web. While the Internet is a great resource for our organization, it is the responsibility of each employee to use this resource responsibly and respectfully. It is assumed that the predominant use of these resources will be for work use and that any personal use of e-mail or the World Wide Web will be limited. Personal use will never be a priority over work matters. If an employee is found spending excessive time on personal use of these resources, this privilege may be revoked for that employee.

E-mail sent from the Company should be treated the same as any other communication that is sent. All communications represent the Company as a whole, and as such, should be written professionally and appropriately. This also applies to any material that is published on the Company Website.

## Communication

1) Instant Messenger: The Company also uses an Instant Messenger(eg whatsapp, telegram) connected through a network, for internal communication. Employees can also make use of the Messenger facility to communicate within themselves. Employees are restricted to send any obscene or vulgar messages to Co-Employees using Instant Messenger. Offenders will have to face disciplinary action suggested by the Company.

2) WebMail: The Company will also use WebMail to communicate with the employees.

## Grievances

- 1) **Grievances Handling:** A positive relationship between employees and supervisors is based on mutual trust, respect, and open communication. If an employee has a problem or grievance concerning the employment, the Employee should first discuss the issue or concern with his immediate supervisor. In most cases, these discussions can clear up any misunderstanding or conflict. If the Employee is not successful in resolving the concerns about his employment, Work-related grievances, or any other unresolved issue, the Employee can approach the HR Department to address work-related problems or complaints fairly and without fear of reprisal.
- 2) **Process Improvement:** The Company also has a Process Improvement Program where the Employees are supposed to fill up Feedback Forms twice a year. Employees can also suggest any improvements if any in the feedback form.
- 3) **Employee Suggestion Program:** In addition to the Process Improvement Program the Company also has an Employee Suggestion Program, where an employee can suggest anything which might be useful to the Company in any aspect. They can approach the HR department to give the Suggestions in a written format.

## Closing

Your work with VIKAS STAINLESS STEEL INDIA PVT LTD has full potential for enriching your Professional Life which in turn will be beneficial for the Company in achieving its goals. Keep in mind that through your employment, you are a vital resource of VIKAS STAINLESS STEEL INDIA PVT LTD.

Hopefully, this handbook has helped you understand what is expected of you, your avenues to find out more information as well as outlining some of the advantages and benefits of employment with VIKAS STAINLESS STEEL INDIA PVT LTD.

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