



# Policy Handbook

Corporate Staff

Human Resources

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## Foreword

This comprehensive document serves as the road map for PIX Transmissions Ltd. employees and companies, and provides the guidelines by which the group conducts its businesses.

The PIX Policy Handbook is a set of principles that guide and govern the conduct of PIX Transmissions Ltd. companies and their employees in all matters relating to business.

The Policy Handbook is a dynamic document that reinforces the PIX Transmissions Ltd. canon of honorable behavior in business.

All of us, in our professional and personal capacities, should internalise the beliefs enshrined in the PIX Policy Handbook

Amarpal Sethi

**Chairman and Managing Director**

## **Introduction**

This policy handbook is developed to provide PIX employees as an information resource for common questions and concerns regarding Company policies. If anyone has queries about the policies/procedures outlined in this book, please feel free to contact HR Department.

The policies/procedures stated in this manual are subject to change at any given time at the sole discretion of the Company's Management.

The contents of this manual are not intended to create a contract or agreement between the Company and the employee. Employees, who are covered by a collective bargaining agreement, shall be governed by the terms and conditions of employment therein.

### **Corporate Governance**

PIX is known as a company which helps to foster a culture of good Corporate governance, keeping high the interests of its customers, employees, investors and stakeholders, by following best practices, processes and ethics towards achieving stability and growth. PIX is also acutely aware of its Corporate Social Responsibility and has implemented several initiatives to ensure safe, ethical and environmentally-friendly practices.

### **Quality Policy**

We at PIX Transmissions Limited are committed to becoming a Global Leader in terms of quality, cost and delivery for the products we manufacture.

This will be achieved through teamwork by:

1. Continually improving effectiveness of Processes, Products, People, Resources, Services and Systems
2. Satisfying the customer's ongoing requirements
3. Complying with applicable statutory and regulatory requirements
4. Mutually beneficial relationship with our suppliers
5. Obtaining and retaining relevant system certifications

# Code of Conduct

## Policy Framework

This policy is to put emphasis on the high legal and ethical standards expected from all the employees of PIX Transmissions Limited.

This “Code of Conduct Policy” has been formulated in order to foster and maintain employee trust and confidence in the professionalism and the integrity of the employees of the Company by ensuring that all employees and business partners adhere to appropriate standards of conduct as set out in this Policy. This Policy aims to provide guidance to all employees and business partners of the Company on the prescribed principles and manner of conduct for employees when they are undertaking business on behalf of the Company.

The circumstances of conducts as set out below in this Policy, although not exhaustive, are intended to cover those situations, which are most likely perceived to be encountered by Employees or business partners. In case any employee encounters any circumstance which is not covered hereunder or in case of any doubt, employees should seek guidance from the Human Resource Department and act accordingly.

Any breach of the Policy may result in disciplinary action against the particular employee including, potential dismissal or termination of employment or any other legal action as may available with the Company or all of the above together.

## Scope

The scope of this policy is applicable towards:

- 1) PIX employees
- 2) Customers
- 3) Business Partners
- 4) Stakeholders
- 5) Government

## PIX Employees

**Equal Opportunity employer:** PIX Transmissions Ltd. is committed to creating an inclusive working environment to maximize the potential of all staff, and providing equal opportunities in all aspects of employment and avoiding unlawful discrimination at work. PIX Transmissions Ltd will not tolerate discrimination, harassment, bullying or victimization of employees or third parties who do work on PIX’s behalf.

Business activities such as hiring, transfers, promotion and training compensation and recognition of employees are conducted without regard to race, colour, religion, gender, identity expression, sexual orientation, national origin, genetic disability, caste or age. Discrimination in business activities will not be tolerated.

**Dignity and Respect:** Our workforce is our most dynamic asset, the individual treatment of the employee by the supervisory and managerial staff will make a great difference in the level of employee productivity and creativity, furthermore fostering greater employee engagement within a business. A happy and satisfied employee is typically a highly productive one. Each employee must always be treated with the utmost respect and dignity.

**Bribery and Corruption:** Employees working for PIX or on behalf of PIX must not engage, offer or receive any form of illegal or improper payments or favours either directly or through any third party (such as an agent or distributor).

**Gifts and hospitality:** During the course of business activity, employee may accept minor and appropriate gifts of modest values on behalf of the Company. However any employee working for PIX or on behalf of PIX shall not accept gifts or any other personal benefit or privilege that would in any way influence or appear to influence any business decision.

**Assets and Information:** Employees shall use all company assets, tangible and intangible, including computer and communication equipment, for the purpose for which they are provided and in order to conduct our business. Such assets shall not be misused. Employees shall respect and protect all confidential information and intellectual property of our company. Employees without authorization shall not disclose any company or business related information publically.

**Insider trading:** Our employees must not indulge in any form of insider trading nor assist others, to derive any benefit from access to and possession of price sensitive information that is not in the public domain.

**Prohibited drugs and substances:** We do not tolerate use of any prohibited drugs and substances from being possessed, consumed or distributed at workplace or during the course of working hours.

**Conflict of Interest:** Employees and executive Directors shall always act in the interest of the company and ensure that any business or personal association including close personal relationships that they may have, does not create a conflict of interest with their roles and duties in the company or the operations of company. Further, our employees and executive directors shall not engage in any Business, relationship or activity, which might conflict with the interest of our company.

**Simultaneous Employment:** It is almost always a conflict of interest for a Company employee to work simultaneously for a competitor, customer or supplier. Except with the prior approval from Management, employees are not allowed to work for a competitor. The best policy is to avoid any direct or indirect business connection with our customers, suppliers or competitors, except when mandated on behalf of the Company.

**Harassment:** The Company is committed to provide a work environment that is free of inappropriate behaviour of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity. Employees are responsible for supporting the Company

in its endeavour to protect others from any form of such harassments. We do not tolerate any form of harassment, whether sexual, physical, verbal or psychological.

In the course of business conduct of any Employee, wherever harassment occurs to any such Employee as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist such affected Employee in terms of support and preventive action.

**Human Rights:** We take our responsibility to respect human rights seriously. We do not employ children at our workplaces and we do not encourage forced labour in any form. The Company does not confiscate personal documents of our employees, or force them to make any payment to us or to anyone else in order to secure employment with us, or to work with us. We have clear and fair disciplinary procedures, which necessarily include an employee's right to be heard. We respect our employees' right to privacy. We have no concern with their conduct outside our work environment, unless such conduct impairs their work performance, creates conflicts of interest or adversely affects our reputation or business interests.

**Corporate Social Responsibility:** This Corporate Social Responsibility Statement (the CSR Statement) reflects the core values that have guided, and continue to guide PIX Transmissions Ltd. PIX recognizes that its activities and services have an impact on the wider social, environmental and economic well-being. By addressing these impacts we can also improve the quality and performance of our core organizational processes and responsibilities. By embracing Corporate Social Responsibility (CSR) we actively look for opportunities to improve our environment and contribute to the well-being of the communities in which we operate.

**Reporting Concern:** Any PIX Transmissions Ltd employee can choose to make a protected disclosure, if he/she comes across any malpractices happening in the organization. The company shall ensure protection to such employee and any attempts to intimidate him/her would be treated as violation of the Code.

## **Customers & Business Partners**

**Products and services:** We are fully committed for continuous improvement of our products and services quality to ensure that the best in class quality should be delivered to our customers.

**Fair competition:** We support fair competition and development of open markets, and shall not engage in any activity that will constitute as anti-competitive behaviour.

**Dealing with customers:** Our dealing with customers shall always be fair, transparent and professional. We respect our customers' right to privacy in relation to their personal data. We are committed to safeguard our customers' personal data, in accordance with applicable law.

**Business Partners:** We shall select our Business Partners fairly and transparently. We seek to work with business partners who can demonstrate that they can work in line with the Company's stated goals and objectives. We expect them to adopt ethical standards comparable to our own. Business partners

associated with us shall present our products in honest and forthright manner and avoid unfair or deceptive trade practices.

## **Stakeholders**

PIX Transmissions Ltd always focuses on communicating with truth and candor which underscores our commitment to accuracy in our Company's books and records. Business records, including our financial statements, contracts and agreements, must always be accurate and reflect a forthright presentation of the facts. No matter what type of document or how insignificant it might seem, the information contained in a business record must always be truthful and complete. Financial records must reflect all components of the financial transactions and events.

## **Government**

Political Non-Alignment: PIX Transmissions Ltd. do not support any specific political party or candidate for political office. Our conduct must preclude any activity that could be interpreted as mutual dependence/favour with any political body or person, and we do not offer give any Company funds or property or other resources as donations to any specific political party, candidate or campaign.

## **Accountability**

It is a condition of an appointment and/ or employment that all employees must understand and adhere to the Company's Code of Conduct at all times and abide by the standards, requirements and procedures laid down herein. They must:

- a) Commit to individual conduct in accordance with this Policy.
- b) Observe both, the spirit and the letter of the law in their dealings on Company's behalf.
- c) Recognize Company's responsibility to its shareholders, customers, employees, those with whom Company does business, and to society. Assess priorities in the context of discharging these responsibilities appropriately on Company's behalf.
- d) Conduct themselves as responsible members of society, giving due regard to health, safety, and environmental concerns, and human rights, in the operation of Company's business.
- e) Report any suspected breach of the law or this Policy to the HR Office.

**Note:** This Code does not provide a comprehensive and complete explanation of all expectations from a Company standpoint or obligations from a stakeholder standpoint. Employees have a continuing obligation to familiarize themselves with all applicable law, group-level advisories and policies, company-level policies, procedures and work rules as relevant. For any guidance on interpretation of the Code, employees may seek support from the HR Department.



# Induction Policy

## Purpose

The purpose of this policy is to ensure that staff induction is dealt with in an organized and consistent manner so that employees can be introduced into their new position and working environment quickly, thereby contributing effectively and efficiently at the earliest.

## On boarding Documentation

HR will ensure completion of all essential joining documentation from the selected candidate.

List of Essential Joining Documents:

1. Joining Report
2. Employee Resume with Interview Feedback Sheet
3. Reference Check Forms
4. Previous employer's appointment, offer, and/or experience letters/ Relieving Letter
5. Educational Certificates
6. PIX Personal Resume
7. Voter ID/Driver's license
8. Electric Bill/Passport
9. Aadhar Card (self-attested)
10. PAN Card (self-attested)
11. Previous employer's latest pay slips
12. Medical Health Record Form
13. Mediclaim Form
14. PF Nomination Form
15. Employee nominee details form
16. ESIC Form (If applicable)
17. HDFC Passbook Xerox
18. 6 Passport Size Photographs

## Induction Program

All new employees will be required to go through an Induction program.

The initial induction program components will include:

- Documentation
- Introduction to PIX policies and procedures
- Awareness session on Code of Conduct, Quality, EMS, SHE policies
- Welcome note to the concerned HODs and Managers
- Introduction with concerned HODs
- Access to buildings, equipment and systems as appropriate

## **Induction Trainings**

As a part of induction, employees will be given below mentioned trainings:

- Safety Training
- IT Training
- Product Training (as required)
- CRM & Commercial training (as required)
- On-Job Training

## **Duration of Induction**

Duration of Induction may vary depending upon the department and the business requirements, however the duration of the program shall not exceed seven days under normal circumstances. The induction period can be extended further by another 2 days if there is any additional training required.

# Probation and Confirmation Policy

## Objective

The policy on probation has been formulated to achieve the following objectives:

- To evaluate the new hires who are appointed as regular employees during the probation period.
- To provide a mechanism for smooth transition from probation to confirmation if the new hire is found suitable during the probation period.
- If the new hire is not found suitable during the probation period then to terminate the employment of the new hire.

## Eligibility & Applicability

This policy is applicable to all employees who are under probation period.

## Policy Details

### Probation period:

- The probation period for Officer, Executive, Engineer, Sr. Executive, Sr. Engineer, Asst. Manager, Dy. Manager, Manager, and Sr. Manager is 3 months.
- There is no probation period for AGM, DGM and GM cadre of employees and they will be confirmed from the date of joining.
- Company may discontinue the services of employee who are under probation period any point in time without prior notice.
- During probation if the employee decided to leave the organization, in such cases, employee has to serve one month's notice period or has to submit one month's gross salary in lieu of notice period.
- It is on the discretion of HOD to waive the said notice period or to relieve the employee immediately without serving full notice period and compensation thereof.

### Guidelines for appraisal during probation:

Performance review during the probation period should be conducted every 3 months. In case of employees who have not completed adequate time performing their job for the reviews to be measurable, other metrics of performance management such as training scores may be used by the employee's manager. The responsibility for monitoring and managing probation periods lies with the Department Head.

The New Hire Evaluation process will leverage the existing Performance Management System (PMS) process by ensuring that a decision to retain or terminate employment of new employee is performed at specific times within the defined probation period or if none exists, within the first 6 months of the new hire's employment.

The Department Head must ensure that the Key Responsibility Areas (KRA's) are put in place for the new employee within 30 days of effective hire date and that regular reviews are conducted during the probation period.

Following the completion of probation period of the employee, HR will send across the Probation Assessment Form to the Department Head for assessment & confirmation. Post receiving the completed form from the respective Department Head, HR will take further action depending upon the feedback/comments provided in the form.

In case of employee transfers, prior to confirmation, the Department Head should close the PMS feedback and forward it to the new Manager to enable the confirmation decision at the end of the probation period.

If the employee is not found suitable during the probation period, PIX would terminate the employee's employment during or upon expiry of the probation period. This decision will be made by appraising the following criteria:

- The skills, competencies and knowledge of the employee on the job
- The employee's progress on given assignments
- Their reliability, trustworthiness and other relevant personality characteristics of the employee
- The employee's relations and collaboration with subordinates, supervisors and peers

### **Change Management**

This policy is owned by HR department. All changes made to the policy should be approved by the policy owner. This policy is subject to change from time to time at the sole discretion of PIX management and without prior notice of change.

### **Violations and queries**

All violations are to be brought to the attention of HR department.

# Attendance and Working Hours Policy

## Objective

The objective of this policy is to set a standard procedure for employee attendance and provide guidelines for working hours that must be followed by all staff working in PIX Transmissions Ltd., India.

## Policy Details

Please refer below table for official timing details:

Location	Office Hours	Weekly off
General Shift	09.00 am to 05.30 pm	Sunday/Wednesday
	09.30 am to 6.00 pm	
Shift I	07.00 am to 03.00 pm	Wednesday
Shift I	03.00 pm to 11.00 pm	Wednesday
Shift III	11.00 pm to 7.00 am	Wednesday
Mumbai	10:00 pm to 6:30 pm	Sunday

## Working Hours

The working hours for employees of the company are 48 hours and/or 6 days a week for general and other shift. The lunch interval is of 30 minutes a day across all shifts. The official timings and weekly off for employees shall be communicated to them by their manager, and the weekly off may not necessarily be on Sundays.

Changes, if any, to existing work hour arrangements due to exceptional circumstances shall require prior documented approval of Management.

## Attendance

Employees shall mark their attendance at the installed biometric machines. Employees who are on field duty or those who may be required to work on field occasionally shall fill the outdoor duty application online and get it approved from their manager.

Employees are expected to arrive at work at the official timings communicated at the time of joining. There will be 10 minutes grace period post the scheduled start time of work to punch in. Employees punching in after the grace period, till the next 20 minutes will be marked as "late" up to 3 instances. Post the 3 instances of "late" punch-in, every late punch in would be treated as half day. Employees who punch in directly after late punch in period would be marked as half day. Employee may apply for half day casual leave in order to compensate for their half day penalty. Any employee found reporting late to work, or found to be absent during work hours without a valid reason, or without proper authorization, shall face disciplinary action.

It is the responsibility of employee to punch in their daily attendance. Attendance can be verified by logging into their respective account on the company HR Portal. Discrepancies in attendance must be reported by the concerned employee to H.R. within forty eight hours. In any instance of an employee failing to punch in their attendance, they are required to fill and submit the mis-punch form through online HR Portal. Mis-punch form shall be approved by the concerned authority.

Wrongful submission in attendance timings provided on the part of the employee shall be considered as gross misconduct and will attract strict disciplinary action. The timings recorded at entrance by security shall be considered as final in such cases.

### **Exceptions**

Managers who report at office post completion of outdoor duty would be required to submit official gate pass at security for the duration they were out for official work.

Employees who have been granted special reporting hours on account of the nature of their work, would be required to obtain a written approval from their Head of Department and notify HR and security department.

## Access Control Policy

### Scope

This document outlines the access control policy and procedures that must be followed by all employees, business associates, contract staff, vendors, visitors, customers or any other person associated with PIX Transmissions.

### Compliance and Review

Compliance with this access control policy is mandatory for all users. Regular checks will be conducted by internal auditors.

Any breach identified during compliance checks will be investigated and addressed in accordance with the user's contractual agreement, PIX Transmissions Integrity policy and pursuant to any relevant regulations and laws.

This policy will be revised and amended by administration team as and when there are changes.

### Policy Details

All PIX Transmissions employees and business associates will be provided with a permanent access control card with general access to all facilities irrespective of their place of work. Other associates, such as contract staff, vendors, visitors, customers, guests or any other person associated with PIX Transmissions will be provided with temporary access control cards.

Entrances and exits are set up with access control wherever necessary. Users are required to scan their access control card to open the door. Users should refrain from giving their access card to others or use other's access control card to gain access. The visitors will have to report to security and obtain authorization before entering into the building. The Security desk shall make proper entries in the register before being allowed inside the premises. The details of electronic devices carried by visitors shall be entered into the register. Visitors shall be escorted when they are in PIX Transmissions premises. The visitor has to surrender the temporary access card to the security before leaving the facility/premises.

At the end of day the Security Officer of the location/facility will reconcile all temporary access control cards and account for the same.

Access to the Data Centre, server/network/switch rooms, or R&D laboratories is given on need basis after obtaining approvals from concerned manager/authorized person. Access to Data Centre will be provided only on specific approval from IT Head. All restricted access permissions will only be reviewed by respective managers/authorized person.

All access data will be stored for at least three months, unless otherwise required by law.

## **Procedure to Issue Access Control Card for -**

### **New PIX Transmissions Employees**

All new PIX Transmissions employees will be initially issued a temporary access control card with a general access. Permanent access control card shall be issued after on boarding process is completed.

HR Department will send the mail to the Security Control Room with details of the person(s) joining the organization. On receipt of details, security will make an entry in temporary access control card issue register and obtain individual(s) signature against the respective card issued.

On completion of all on boarding activities and creation of employee number, the permanent access control card will be issued to employee. Employee will deposit the temporary access control card to the Security Control Room on issuance of permanent access control card. This card will have general access to all PIX Transmissions facilities except the restricted ones, such as, the Data Centre, server/network/switch rooms, R&D laboratories, and any other sensitive area identified by management.

### **Customer**

All customer visits to the PIX Transmissions facilities will be coordinated by respective concerned departments. The concerned department to whom the customer is visiting will intimate the Security Control Room one day prior about the customer's visit with relevant details. Access to the customer will be restricted only to the department/area of visit as requested by the concerned department. Security will hand over the customer's temporary access control card(s) to the respective team member who will receive and hand over the card to the customer(s). The customer(s) on arrival will display the temporary access control card at security control room and enter the details in the customer entry register. At the time of departure, the temporary access control card will be handed over to Security at the Control Room and relevant exit-related entries would be made by the customer. The collection/deposit of customer's temporary access control card(s) will be the responsibility of the concerned department to whom the customer is visiting.

### **Vendors/service providers/visitors**

All vendors/service providers/visitors will report to the Security Control Room on arrival at PIX Transmissions facility. After obtaining confirmation from concerned department, the security will provide a temporary access control card and work permit if required. The security officer or concerned PIX Transmissions employee will facilitate movement of the vendor/service provider/visitor within the facility.

The concerned department will provide information/details of vendor/service provider/visitor to the Security Control Room prior to their visit. The temporary access control card will be issued at Security Control Room on arrival of vendor/service provider/visitor after filling in all the requisite details in the entry register. Entries made in the register will be cross checked with the prior information given for



authenticity. The list of essential items/tools carried by the vendor/service provider/visitor will also be prepared. Access to the vendor/service provider/visitor will be restricted only to the designated department/area of work/visit as requested by the concerned department. The vendor/service provider/visitor will be escorted by the respective team member who has requisitioned the services. At the time of departure, the temporary access control card will be handed over at the Security Control Room and relevant exit-related entries would be made by the vendor/service provider/visitor. The items taken out by vendor/service provider/visitor will be checked against the list of items prepared at the time of issuance of access card. Check for gate pass for any extra item(s).

### **Support Staff**

All support staff such as housekeeping, security, maintenance, catering etc., will be provided with temporary access control card as required on daily basis. All the support staff will be liable for checking every time they enter/exit the facility. The temporary access control card to the designated support staff will be issued at the Security Control Room on arrival after filling in all the requisite details in the entry register. The list of essential items/tools carried by the support staff will also be prepared. Access to the support staff will be restricted only to the concerned department/area of his work. The temporary access card will be handed over to the Security at Control Room and relevant entries would be made by the support staff at the time of departure. The items taken out by support staff will be checked against the list of items prepared at the time of issuance of access card. Verification checks for gate pass for any extra item(s) would also be carried out at exit.

### **Temporary Access Control Card to PIX Transmissions Employee**

Temporary access control card for a day will be issued to the employee at the Security Control Room to meet contingencies such as loss/forgot/damaged of permanent access control card or any other reason because of which the employee is not able to enter the area of work. The authentication of details will be verified from the database and necessary entries made in the application/registers. At the time of departure, the temporary access control card will be handed over to the security at control room and relevant entries made by the employee.

### **Re-issue of Access Control Card on Loss/Damage**

In event of any damage to or loss of ID card, employee is required to send an email to HR Helpdesk Task ID requesting for a new card within 24 hours. HR department shall notify concerned departments to deactivate the access card. A charge of Rs. 250/- will be levied to the employee for re-issuance of a new card. This amount will be deducted directly from the employee's salary. As an interim measure, employee will be issued a temporary access card, till the replacement card is procured.

### **Employee Exit**

As part of the exit formalities, employees are required to return their permanent access card to the Security Control Room, failing which Rs. 250/- will be deducted from their full and final settlement.

# Occupational & Workplace Safety

## Objective

This Employee Safety Manual has been produced to provide employees with Health and Safety guidelines and information. It also includes information about your duties as an employee and will help you to understand Health and Safety issues which affect you at work.

This manual contains the following:

- General Policy
- Employees' responsibilities, rules and procedures

## Employee Responsibilities

- As an employee you have a duty to take reasonable care of yourself to co-operate with management on all aspects of health and safety.
- You must co-operate with and follow all emergency arrangements.
- You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with any accident/ incident investigations when asked.
- You must refrain from deliberate acts or interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorized alteration or repair of equipment.
- You must carry out your tasks in a safe manner and follow any instructions or Safe Systems of Work provided to you by Management. Should you identify any hazard or hazardous situation, you must report it to the person in charge immediately or as soon as possible.
- You have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.
- It should be remembered that a breach of health and safety legislation by you may constitute as an offence and action may be taken against you by the appropriate authorities.

## Safety Rules

This section of the Employee Safety Manual outlines some of the general health and safety rules.

## Hazard Reporting

You are encouraged to report, to the person in charge, any hazards, unsafe conditions and practices that may affect you or others in order to reduce the possibility of injury or illness at work. Hazards should be reported to your supervisor or manager. We encourage participation, so that defects or hazards can be quickly identified and remedied.

## **General Safety Rules**

- You must obey all rules, signs and instructions
- You must attend relevant health and safety training
- Only undertake tasks for which you have been trained
- Ensure that all equipment used is in a safe condition
- Wear Personal Protective Equipment as specified
- Do not enter unauthorized areas
- All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident
- Smoking is not permitted in the workplace.
- Maintain good housekeeping at all times
- Ensure all pedestrian and vehicle traffic routes are kept clear at all times

## **Accident Procedures**

- You must report all injuries suffered at work (however minor) to management/concerned authority/your manager.
- You must report all accidents, incidents, near misses and dangerous occurrences to management immediately.
- You must report all instances of damage to any property or articles to management immediately.

## **Working Practices**

- You must not operate any equipment or use hazardous substances unless you have been trained and authorized to do so.
- You must use all work equipment in accordance with your training and instructions.
- You must report any fault, damage, defect or malfunction in any equipment to management immediately or if this is not possible as soon as reasonably practicable.
- You must not make repairs to any work equipment unless you have been trained and authorized to do so.
- When cleaning work equipment you must use the correct procedure as instructed.
- Work equipment must not be left switched on without someone in control of it.
- You must use all hazardous substances in accordance with written assessments and instructions.
- All hazardous, flammable or explosive substances that are not in use must be stored correctly in their designated safe storage areas.
- You must follow safe working procedures and any training and instructions given on handling glassware.
- You must obey the Alcohol Policy of the organization.
- You must carry out manual handling tasks as instructed.
- You must comply with all safe working procedures as detailed by the organization.
- You must wear suitable foot wear at all times at your workplace.

## **Working Conditions, Working Environment**

- You must use the correct tools provided at work.
- You must clear up any spillage within the work area as soon as possible and report any hazardous conditions that exist.
- Waste hazardous substances must be disposed of in a safe and approved manner.
- Do not allow hazardous substances to enter drains or sewers.
- You must keep all areas clean and tidy.
- You must dispose of all rubbish and waste materials as instructed.
- You must report any hazardous conditions to management.

## **Fire Precautions**

- You must report any use of fire fighting equipment to management.
- Do not attempt to fight fires unless you have been trained how to do so.
- You must comply with all established emergency procedures.
- You must not obstruct any fire escape route, fire equipment or fire doors at any time.
- Locked or obstructed fire escape routes must be reported immediately to management.
- You must not interfere with or misuse any fire equipment provided.
- Fire doors should be kept closed at all times, unless fitted with an automatic release device.

## **Hygiene**

- You must maintain high standards of personal hygiene at all times when at work.
- You must protect all open wounds with a suitable dressing, whilst at work.
- You must not consume food or drinks in a place where it may become contaminated.

## **Hazard and Warning Signs and Notices**

You must comply with all workplace warning signs and notices displayed.

## **Vehicles**

- Regular safety checks must be carried out on all work vehicles.
- Do not drive or operate any work vehicles without approval.
- You must not allow unauthorized passengers in work vehicles.
- You must not use work vehicles for unauthorized purposes.
- You must not overload work vehicles.
- You must report to management any medical condition that could affect your ability to drive.
- If you drive your own vehicle to company, you must follow the following:-
  - a) Employees driving 2 wheeler vehicles, must wear helmet to work daily
  - b) Employees driving 4 wheeler vehicles, must wear seat belts and follow proper 4 wheeler parking procedures.
  - c) Employees should refrain from using mobile phone whilst driving.

### **Protective Clothing and Equipment**

- You are required to use all personal protective equipment as instructed.
- You must not damage or misuse personal protective equipment.
- Personal protective equipment must be stored correctly.
- You must inform management of any personal protective equipment defects or loss.

### **Gross Misconduct**

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- a) Serious breaches of these health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
- b) Interference with or misuse of any equipment for use at work, such that it may cause harm.

# Tobacco use in Workplace Policy

## Introduction

PIX recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of PIX, effective immediately to provide a smoke and tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors of PIX.

## Guidelines

- No use of tobacco products will be allowed within the facilities of PIX at any time.
- Chewing of tobacco/Kharra/drugs etc. is strictly prohibited in PIX premises at all time.
- There will be no use of any form of tobacco in PIX vehicles at any time.
- Spitting is strictly prohibited inside or nearby PIX premises.
- Employees may not have the smell of tobacco smoke about their persons during work hours or while on company business. In general, employees should not use or consume any substance, the effects or traces of which could interfere with the employee’s presentation of a clean and professional appearance to client and the public in general.
- The Government of India has revised the law relating to “smoking in public places”, work places are now also “public places” under the law, and smoking is prohibited in such places.
- Accordingly, smoking will not be permitted on any PIX premises, including parking area, outdoor walk ways, and other areas under the control of the Company.
- Please note that PIX is required to comply with this no smoking law in areas within its control. Violations of this law shall be dealt with strictly, and any employee smoking in PIX premises shall face disciplinary action, as appropriate. There will be no designated smoking zones at any of PIX offices and employees are to refrain from smoking at all times at the work place.
- At locations where PIX occupies a shared campus, employees will not be permitted to smoke near any PIX premises. Employees are also expected to observe any rules related to smoking that have been specified for that shared campus.
- Please remember to conform to the smoking or tobacco use policies of our customers when working at a customer’s site.

## Benefits of tobacco-free workplace

- A tobacco free environment helps create a safer, healthier workplace
- Employees who are bothered by smoke will not be exposed to it at work
- Tobacco users who want to quit may have more of a reason to do so
- Those who use tobacco may appreciate a clear company policy about tobacco use at work

## **Violations & Queries**

In case you observe any violation, please report this immediately to Security at Main Gate or to HR Department.

With your cooperation and support, we will ensure compliance with this important legal requirement while maintaining a smoke free and healthy environment.

## **FAQs**

**Q:** Am I permitted to step immediately outside the office door and smoke?

**A:** No. The law requires PIX to ensure that no person smokes in any area under PIX's control. Hence, people cannot smoke in areas under PIX's control.

**Q:** Am I permitted to go smoke in a neighbouring office belonging to another company?

**A:** No, all work places are designed as "public places" under the Act.

**Q:** Can PIX set aside a place where I and go and smoke?

**A:** No. PIX cannot designate any areas as smoking zones, or provide anything designed to facilitate smoking.

**Q:** Where can I go if I need to smoke?

**A:** You are not permitted to smoke at workplace, or in any other place to which the public has access, unless this is an "open space". "Open spaces" may include roads and parks, but exclude open auditoriums, bus stands, stadiums, etc.

# Alcohol Consumption Policy

## Introduction

While beliefs and practices around the consumption of alcohol are largely a personal matter, PIX has long held the view that alcohol and business do not mix well. PIX therefore sets strict guidelines on the use of alcohol in the work context.

## Guidelines

Individual possession and consumption of alcoholic beverages, or any other intoxicant, on company premises is strictly not permitted. In addition, employees should not be on PIX premises or in the PIX work environment if they are under the influence of alcoholic beverages.

Alcoholic beverages should not be served as part of a PIX business meeting held by the Company to conduct its internal affairs on Company premises.

## Impact on performance

Anyone who allows the use of alcohol, or any other intoxicant, to interfere with his or her work performance or conduct, or to reflect unfavourably on the Company, is showing bad judgement. Such bad judgment should be taken into account in assessing the employee's performance and if it results in misconduct, may also lead to swift and strict disciplinary action. These principles apply in all situations including those specifically covered by the rules outlined above.

Furthermore, if it is found that an employee's conduct on or off the job adversely affects their performance, that of other employees, or PIX's legitimate business interests while under the influence, this misdemeanour shall be considered as gross misconduct and the employees will be subject to disciplinary action, including immediate dismissal and/or legal action if necessary.



# Medical Insurance Coverage Policy

## Purpose

To provide the Medical Benefit to the employees and their families of PIX who needs the immediate and specialized medical aid.

## Scope

The employees working at all locations of PIX but are not covered under ESIC shall be covered under the Medclaim insurance of the company. The coverage under this policy is limited to self, his spouse and 2 children who are dependent. The dependent children means the children who are below the age of 25 years and are unmarried.

## Policy

Group Medclaim policy is a yearly renewable policy that provides medical coverage to employees.

Medclaim premium is a part of employee CTC, premium may vary depending upon the cadre of the employee (refer Table 1.0).

Employees will be covered under Group Medclaim Insurance Policy as per the following categorization:

Table 1.0

Designation	Coverage	Premium
AGM & Above	10,00,000	1,870
Manager to Sr. Manager	7,50,000	1,214
Asst. Manager to Dy. Manager	5,00,000	705
Officer to Sr. Executive	3,00,000	531

The employees who are covered under the Medclaim policy are entitled for medical treatment from various hospitals that are registered with the TPI of Insurance Company. Two types of facilities are available under this policy:

1. Cashless Facility – There are certain hospitals who are registered with the TPI of Insurance Company, in such case if employee or his family member admitted in that particular hospital, on production of identification about their coverage under Medclaim policy receives cashless treatment from that hospital.
2. Reimbursement – Certain hospitals where the cashless treatment is not provided, the expenses incurred in this hospital by the covered employee of the company shall reimburse the expenses by completing the formalities required by the insurance company. The procedure of reimbursement shall be explained in detail by HR department if the covered employee have any doubt about it.

### Details of Family members

- It is responsibility of the employee to provide exact family details every year at the time of renewal of policy.

- The family members of the employee covered under this policy shall be considered as per the details given by the employee at the time of joining.
- Employee should himself update the details about his family if there are any changes about addition and deletion of any family members during the course of policy.

Medical coverage of the employee under this policy ceases upon the employee separation from the company due to resignation/termination/retirement etc. In such event his family members are also not entitled for any medical coverage under this policy.

### **Ownership & Change Management**

This policy is owned by HR department. All changes and exceptions made to the policy should be approved by the policy owner.

# Dress Code Policy

## Objective

The objective of this policy is to maintain a professional image of the Company while keeping the comfort of the employees in mind. That being said, employees are the face of PIX, regardless of whether we are working at the PIX premises or at a customer site. This policy clarifies what attire is, and what is not, appropriate in the office, at a client site and in other work settings.

## Scope

This document outlines the dress code policy and guidelines that must be followed by all employees, business associates, contract staff and trainees associated with PIX.

## Guidelines

1. Smart/Business casual attire is the standard dress code for the company.
2. For business meeting with clients, whether on PIX premises or otherwise, employees should dress in appropriate business attire.
3. It is essential that a sense of neatness and propriety is retained at all times.
4. Shorts, sportswear, torn or revealing garments, and clothing displaying offensive languages, derogatory statements or advertisements are inappropriate.
5. Please use your judgement to adapt your attire such that the spirit of the guideline is maintained. Upholding PIX's image is the sole responsibility of the employee and their decision on what is appropriate attire.
6. If a team/group of people wish to dress according to a particular theme on any given working day (e.g. for Diwali or any festive occasion etc.), they can do so with prior approval of HR dept.
7. HR reserves the right to point out any inappropriate attire.

## Violations & queries

All violations will have a suitable disciplinary action. All violations and queries are to be brought to the attention of HR.

## FAQs

Q: Can I wear worn-out jeans to work?

A: No. It is important to maintain certain dress code in an official environment, hence wearing worn-out/ torn jeans is inappropriate.

Q: Should I be in formals when I meet clients?

A: First impression is generally the last impression and we don't want the Business Partner to feel that we may have a casual attitude towards them or their business, so we need to wear smart formals.

Q: Can I wear slippers to office?

A: No.

Q: What kind of dressing is not considered appropriate in PIX?

A: Any clothing which is excessively tight-fitting, sheer, low-cut, unusually bold or provocative.

Q: Can I wear Kurtas to work?

A: Kurtas, lungis and dhotis may be appropriate for festive occasions or during ethnic day celebrations with prior approval from HR. However, they should not be worn for day-to-day office wear.

Q: What would be considered appropriate attire?

A: Men: Shirt/Collared T-shirt tucked in neatly, pressed formal/casual trousers and jeans, paired with casual or formal shoes.

Women: Sarees/Salwar Suits/Western tops paired with trousers/ skirts.

# Conveyance Policy

## Objective

This document outlines the conveyance policy and procedures that must be followed by all PIX employees for conveyance reimbursement and fuel coupons.

## Eligibility Criteria

For Fuel Coupons:

Employees belonging to Manager L1 and above shall be paid conveyance expenses for to & from commute from their residence to workplace. Such employees will be issued fuel coupons by Admin department on 6th of every month. Employees have to fill fuel from the designated petrol pump i.e. Industrial Service Station, Hingna Naka Square, Hingna Road, MIDC Nagpur.

Refer below chart for details:

Location	Vehicle Type	Volume of Litres (per month)
MIDC J7	Petrol	52 litres
MIDC J7	Diesel	43 litres
Nagalwadi	Petrol	80 litres
Nagalwadi	Diesel	66 litres

Employees (Managers and above) shall be entitled for reimbursement only if their car is used for the entire month. Partial use of car shall not be entitled for any reimbursement. The period for which the car is under servicing or repair shall not be considered for fuel reimbursement.

## Calculation

Reimbursable days = Present days + Casual Leave + Sick Leave + Paid Holiday + Compensatory Off

Fuel Reimbursement = Volume of litres / 26 x Total Reimbursable days

Weekly offs, Outdoor duty and Privileged Leaves shall be excluded from calculation.

## For Fuel Reimbursement

Employees using their personal vehicle for official purpose, shall be entitled for reimbursement of fuel expenses as mentioned in below table:

Designation	2 Wheeler (per k.m.)	4 Wheeler	
		Petrol (per k.m.)	Diesel (per k.m.)
Manager L1 & Above	-	6.72/-	4.38/-
Officer - Manager L2	2.52/-	6.72/-	4.38/-

### **Procedure for Fuel Reimbursement**

Employees can apply for fuel reimbursement by filling the fuel reimbursement form and submitting it to the accounts department. Fuel reimbursement form should be approved by department head.

### **Toll Tax Expenses**

Employees who are out on official work in their personal vehicle and paid authorized Toll Tax, the amount paid by them shall be reimbursed on producing payment receipt.

### **Policy Validity**

Policy will be reviewed every quarter depending on fuel pricing.

### **Annexure 13.1**

Fuel Reimbursement Request Form

Employee Name: .....

Department: ..... Date: .....

Date  
From  
To  
Distance  
Reimbursement  
Purpose of Travel  
Per K.M.  
Total Rs.

Total

Signature of the Claimant: .....

Name of the Claimant: .....

# Gate Pass Policy

## Objective

To allow employees to go out of the company premises during office hours.

## Scope

This policy is applicable to all employees of PIX India across Nagpur and Mumbai locations.

## Policy Details

An employee can avail two types of Gate Passes: Office and Personal

Official Gate Pass is to be taken when an employee is required to do out-of-office company work. The concerned department head is authorized to issue the gate pass based on the work requirement. The employee to whom the gate pass is issued, is considered to be on official duty for such period of time that it would take them to complete the out of office task.

Personal Gate Pass is to be taken when an employee is required to go out of office on personal work. The department head is authorized to issue the gate pass to the employee based on employee request. The monthly limit is two personal gate passes per employee, valid for a duration of 2 hours each. The gate pass can be availed any time during office hours. Once an employee has completed the quota of two gate passes for any given month, any subsequent gate pass taken shall be considered half day absent for the month.

## Process

Employee can avail and submit personal or official gate pass via hardcopy (Annex 1) available at the Main Gate / Time office. The employee should obtain the signature of their department head and submit the gate pass to security before leaving Company premises.

Manager and above cadre employees will be required to make a register entry at either the Reception at MIDC J7 or at the Security Main Gate at TRP / Mixing Unit before leaving company premises for both official and personal reasons.

Failure to follow the above mentioned guidelines while leaving company premises will result in employee being marked absent for the day in the system.

Annexure 1

PIX TRANSMISSIONS LIMITED, NAGPUR  
GATE PASS

Please allow Mr. / Ms. \_\_\_\_\_

Employee No. \_\_\_\_\_ Dept. \_\_\_\_\_

To go out,

Reason \_\_\_\_\_

Time Out \_\_\_\_\_ In \_\_\_\_\_

Date

Issuing Authority



## Compensatory Off Policy

### Objective

The objective of this policy is to introduce a standard procedure for entitlement and reimbursement of compensatory off earned after performing extra hours of duty.

### Eligibility

All employees of PIX Transmissions Limited in Grade 1 and 2, including J-7, MIDC, MEC, TRP and Mumbai Office.

### Entitlement of Compensatory off

All employees belonging to Grade 1 and 2 who perform extra duty before or after their regular duty hours only against absenteeism in shifts shall be entitled for Compensatory off.

### Exclusions for Compensatory off

- Employees from Marketing Department (field staff) shall not be entitled for C. Off.
- Employees belonging to Grade 4 shall not be entitled for C. Off.
- Employees belonging to Grade 2.1 and 3 shall only be entitled for C. Off when they work on Paid Holidays or weekly off. On normal week day they are not entitled for C. Off.

Grade Matrix	
Grade – 1	General Assistant, Supervisor, Guard, Head guard, Technician, Sr. Technician
Grade – 2	Foreman, Jr. Foreman, Officer, Executive, Engineer, Sr. Executive, Sr. Engineer
Grade – 2.1	Asst. Manager (L1, L2), Dy. Manager (L1, L2)
Grade – 3	Manager (L1, L2), Sr. Manager
Grade – 4	AGM, DGM, GM

### Encashment/Availing of Compensatory Off

All grade 1 and 2 employees are eligible to avail C. Off within the same month as leave or it shall be encashed at the end of the month.

Designations	C-off Encashment	C-off as Leave	*Meal Allowance
General Assistant	✓	✓	80/-
Technician, Sr. Technician	✓	✓	80/-
Guard, Head guard, Security Supervisor	✓	✓	80/-
Foreman, Jr. Foreman	✓	✓	100/-
Officer	✓	✓	100/-
Executive, Engineer	✓	✓	100/-

Sr. Executive, Sr. Engineer	✓	✓	100/-
Asst. Manager (L1 & L2)	✗	✗	100/-
Dy. Manager (L1 & L2)	✗	✗	100/-
Manager (L1 & L2)	✗	✗	100/-
Sr. Manager	✗	✗	At actuals ( up to the limit of 250/-)
AGM, DGM, GM	✗	✗	At actuals ( up to the limit of 250/-)

*\*Refer Meal Reimbursement Policy*

### Compensatory Off Encashment

The encashment of C. Off shall be calculated on **gross earnings except HRA allowance**.

### Availing Compensatory Off

Conditions for availing leave earned against C. Off are as below:

- Leave earned against C. Off shall be availed in accordance with the company's Leave Policy.
- Leave earned against C. Off shall be accumulated only for the month in which extra work has been done.
- Employees must avail the credited C. Off in the same month before the last working day of the month.
- Employees shall not apply for C. Off for any of dates of the upcoming month against C. Off credited in the current month.
- Leave earned against C. Off shall be automatically encashed at the end of every month if not availed by employees.

### Punching Extra Work Attendance in CAS

Employees who are required to work continuously after completion of regular work hours shall be required to mark their attendance in the Computerized Attendance System (CAS), in accordance with the following process:

- Punch-In: "Punch-In" immediately upon arrival in the Factory / Office for Work.
- Punch-Out: "Punch-Out" immediately upon completion of work.
- Work performed in extra duty hours (C. Off) shall be validated with the attendance generated in the Computerized Attendance System.

### Communication of performance of Extra Hours work (within 48 hrs)

Post completion of the extra work performed after regular duty hours, the concerned employee is required to fill the C. off Form (refer Annexure) and obtain the necessary sanction from his respective HOD. Furthermore, the form shall be submitted at Time Office **within 48 hours** of performing the extra duty hours. The details with respect to extra duty hours submitted in the C. off Form shall be compared and verified with the data from the Computerized Attendance System. The record of Computerized Attendance System shall be treated as final. The Time Office shall maintain the account of extra duty hours (C. Off) for each employee.

No. C. Off form shall be entertained for entry by the time office, if it is received after 48 hours of performing the extra work.

ANNEXURE  
PIX TRANSMISSIONS LIMITED  
REGD. OFFICE: J – 7, K – 36, M.I.D.C., Hingna Road, Nagpur -440016 INDIA

COMPENSATORY OFF FORM

I HAVE WORKED ON [Date]..... FROM [Time] ..... TO .....

FOR THE JOB OF.....

KINDLY CONSIDER THE ABOVE WORKING HOURS FOR THE CALCULATION OF EXTRA DUTY.

\_\_\_\_\_  
NAME OF EMPLOYEE:  
DEPARTMENT:  
LOCATION:  
EMPLOYEE CODE:  
Date:

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

REMARKS OF HOD  
RECOMMENDED / NOT RECOMMENDED  
SIGNATURE

## Meal Allowance & Reimbursement Policy

### Introduction

This policy outlines the procedure and guidelines for entitlement of meal allowance to employees who work for additional hours due to business requirements.

### Scope

This policy is applicable to all employees of PIX India.

### Entitlement during week days / Weekly off / Paid Holidays

Employees working in general shift, will need to work for a **minimum of 4 hours** post the end of their general shift time in order to be entitled for meal allowance. The meal allowance shall be given as per the grade mentioned below:

Grade	Designation	Amount
1	General Assistant, Supervisor, Guard, Head Guard, Technician, Sr. Technician	80/-
2	Foreman, Jr. Foreman, Officer, Executive, Engineer, Sr. Executive, Sr. Engineer	100/-
2.1	Asst. Manager (L1, L2), Dy. Manager (L1, L2)	100/-
3	Manager (L1, L2), Sr. Manager	At actuals (up to the limit of 250/-)
4	AGM, DGM, GM	At actuals (up to the limit of 250/-)

### Meal Reimbursement

Post completion of the extra work performed after regular duty hours, the concerned employee is required to fill the meal reimbursement Form (refer Annexure) and obtain the necessary sanction from respective HOD. All Meal Reimbursement Forms shall be submitted **within 6 days** from the day on which the extra work has been performed. The forms for Meal Reimbursement received after 6 days shall not be entertained.

### Exceptions

Employees from Marketing Department (field staff) shall not be entitled for the benefits mentioned above.

## MEAL REIMBURSEMENT FORM

Date:

To,

The Accounts Department,  
Pix Transmissions Ltd.  
J-7 M.I.D.C, Hingna Road,  
Nagpur- 440016

**Subject: Meal Reimbursement**

You are requested to reimburse the following meal expenses:

Employee Name	
Employee No.	
Expense Amount	

*Note: Bill(s) should be attached for the claimed amount.*

Signature of Applicant

For PIX Transmissions Ltd.

Signature of HOD

## **Internet and CUG SIM Policy (Telecommunications Policy)**

### **Objective**

The objective of this policy is to outline the provisions and guidelines pertaining to Internet and CUG SIM usage.

### **Scope**

Employees whose day-to-day work involves usage of mobile phone for business purposes would be eligible for Company issued SIM card. Employees belonging to Manager and above cadre would be entitled for Company SIM card. SIM card will be issued to employees upon the concerned Director's approval.

### **PIX Acceptable Use Policy**

PIX's information and communication systems, which includes SIM card/data card are vital to its business.

Employees have to use it for conducting PIX business or for other incidental purposes as authorized by Management. Use of these services is to be in compliance with the PIX Code of Conduct policy.

### **Company SIM users**

Employees using Company-issued SIM card will be given appropriate corporate data plans according to their business requirements.

Any amount exceeding the pre-defined data limit shall be deducted from the employee's salary. Exceptions to this rule would only be granted in cases where the department head approves the additional usage. In such cases the employee will require written authorization from their department head.

### **Data Card**

Employees using a laptop, and that require connection to internet due to business requirements, will be issued data card or data SIM by the Company.

Such employees will be recharged with appropriate corporate data plan with sufficient data limits.

Employee/s exceeding data limit of the Internet plan allocated to them, will be liable to pay for any additional expense incurred to the Company.

### **Ownership & Change Management**

This policy is owned by HR department. All changes and exceptions made to the policy should be approved by the policy owner.

This policy will be reviewed as needed. The responsibility for the review activity is with the policy owner. For any suggestions on improvement, please send an email to the policy owner.

### **Violations & Queries**

Any expense/claims without pre-approval will be treated as policy violation.

For any queries on the policy, employee may write to [hr.helpdesk@pixtrans.com](mailto:hr.helpdesk@pixtrans.com) with subject line "Telecommunication Policy – Query"

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## **Mobile Phone Usage at Workplace Policy**

### **Purpose**

PIX Mobile phone usage policy outlines the guidelines for using cell phones at work. We recognize that mobile phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.) however, cell phones may also cause problems when used imprudently or excessively.

## **Scope**

This policy applies to all PIX employees.

## **Policy elements**

Despite their benefits, personal mobile phones may cause problems in the workplace. Employees who use their mobile phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of the company's internet connection.
- Cause accidents when they illegally use their phones inside company vehicles or near areas where using phones is prohibited.

PIX expects employees to use their cell phones prudently during working hours.

## **Dos and don'ts of Mobile Phone Usage**

**We advise our employees to:**

- Use company-issued phones for business purposes only and preserve them in good condition
- Restrict using internet, texting and talking on the phone for personal purposes during working hours
- Turn off or silence their phones when asked or required to

**We strictly prohibit employees to:**

- Play games on the cell phone during working hours
- Use their phones for any reason while driving a company vehicle
- Use their cell phone's camera or microphone to record confidential information
- Use their phones in areas where cell use is explicitly prohibited (e.g. laboratories)
- Download or upload inappropriate, illegal or obscene material on a company cell phone using a corporate internet connection

## **How to properly use cell phones in the workplace**

Employees can benefit from using cell phones. They're allowed to use their phones:

- To make business calls
- To use productivity apps
- To check important messages
- To make brief personal calls, if absolutely necessary circumstances, away from the working space of colleagues
- Employees can use their phones during their breaks and while on a stationary vehicle.



## **Disciplinary Consequences**

- PIX retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with operations, PIX may ban that employee from using their cell phones at work.
- Employees may face severe disciplinary action, in cases when they:
  - Cause a security breach
    - Violate our confidentiality policy
    - Cause an accident by recklessly using their phones

## **Change Management**

This policy is owned by HR Department. All changes made to the policy should be approved by the policy owner.

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## **Leave Policy**

### Objectives

This policy is designed to provide guidance and mandates related to employee leaves.

### Prerequisites

All leave as well as paid holiday entitlement are determined for the calendar year from 01 January to 31 December every year.

Employees joining at any point during the calendar year shall be entitled for leave on prorated basis subject to their completion of the minimum required working days i.e. 90 days.

Necessary records in this context shall be maintained by HRD and be available to all employees on the PIX HRMS portal via their login-ID.

### Applicability & Eligibility

This policy is applicable and eligible to all regular PIX employees across all locations.

Employees on probation shall be eligible for paid holidays and casual leave as mentioned in the policy from the date of employment on pro-rated basis.

### Application of Paid Holidays

***Paid Holidays*** – All employees of the company are entitled for the paid holidays declared by the company at the start of the year. The employees who are handling essential services shall work on the paid holidays as per the directions of their departmental heads.

Such employees who are handling essential services on a Paid Holiday(s), will have an equivalent time credited to their leave account as a compensation for working on a paid holiday(s).

If Paid Holiday clashes with a weekly-off, then a day's leave shall be credited to the leave account of the concerned employee.

An employee shall be entitled for a particular Paid Holiday if that employee remains present on either the preceding or the succeeding day of the Paid Holiday. If an employee avails half day leave in the second half of the working day as prefix to a paid holiday and avails a full day as suffix after paid holiday, in such cases paid holiday shall not be counted.

In the event of a paid holiday falling between consecutive leave taken by employee or during his/her absence from work, such paid holiday shall be treated as either leave or absent from work respectively.

### List of Paid Holidays

1. Republic Day
2. Holi
3. Maharashtra Day
4. Independence Day
5. Pola (2<sup>nd</sup> day) (Shall not be applicable to Mumbai Office Employees)
6. Ganesh Chaturthi
7. Dussehra
8. Deepawali

9. Bhai Duj ( Only for Mumbai Office in place of Pola)

### Types of leave

Following types of leave are applicable to employees:

- Casual leave
- Privilege leave
- Sick leave
- Maternity leave

### Casual leave

1. Employee shall be entitled for 7 days of Casual Leave during a calendar year.
2. Employees joining the company in between the calendar year shall be eligible for Casual Leaves on prorated basis.
3. The definition of a working month is any month in which the employee has worked for more than 20 days.
4. During probation period, employees will be eligible for casual leave on pro-rated basis.
5. Casual leave shall be granted for a maximum of 3 consecutive days at a time.
6. Casual leave can be availed for half a day as well.
7. Casual Leave can be availed during the course of the current year only and cannot be carried forward to the succeeding calendar year and cannot be encashed at any point in time.
8. It is not permitted to combine leave of any other kind with Casual Leave.
9. Paid Holidays declared by the Company, as well as weekly-offs, could be prefixed or suffixed to Casual Leave.
10. Paid Holidays/weekly-offs falling between successful days of Casual leave shall be treated as Casual leave.

### Privilege leave

#### *Entitlement*

Employees shall work for a minimum of 90 days from the date of employment to be eligible for earning privileged leave.

The privileged leave earned for the preceding calendar year shall be credited to employee's account on completion of probation period.

For example- If an employee joins on 15 Nov and is on probation period of 3 months, in such case upon completion of probation on 15 Feb, privilege leave accrued during preceding calendar year i.e. from 15 Nov to 31 Dec shall be credited to employee's leave account.

And, the privilege leave earned during the calendar year shall be credited on 01 January of the succeeding year.

For example- If an employee joins on 15 Mar and is on probation period of 3 months, in such case upon completion of probation on 15 Jun, privilege leave accrued during the calendar year i.e. from 15 Mar to 31 Dec shall be credited to employee's leave account on 01 January of succeeding year.

The maximum number of leaves eligible shall be as per the table given below depending upon the working of the employee during the year.

Designations	Number of leaves
General Assistant – Sr. Executive/Engineer	21 days
Asst. Manager – General Manager	30 days

### Calculations

Designation	Minimum paid days criteria	Leaves per month
General Assistant – Sr. Executive/Engineer	24 paid days in a month	1.75 days
Asst. Manager – General Manager	24 paid days in a month	2.50 days

Employee meeting the paid days criteria would be credited with privileged leaves as per above table, however employee having paid days less than 24 days in a month, would be entitled for privilege leaves on prorated basis, as per below formula:

$(1.75/\text{Total days in a month}) \times \text{No of paid days}$

Example: If an employee has 18 paid days in January, he/she would be entitled for  $(1.75/31) \times 18 = 1.016$  leaves in January.

Number of leave shall be rounded off only at the end after addition of all leaves accrued at the end of each month, and not at each month.

Example 1: If an employee has accrued 1.24 leave in April, then 1.24 shall not be rounded off to 1.0 or 1.5.

Example 2: If an employee, after summation of the accrued leaves for all months arrives at 19.73 leaves, then in such case the employee shall be credited with 20 leaves.

As a general rule of thumb, decimal equal to and above 0.5 shall be rounded off to higher whole value and below 0.5 shall be rounded off lower whole value.

Employees joining employment with the Company on any day other than 1<sup>st</sup> January would be eligible for the privileged leave on pro-rated basis.

### Example:

Supposing an employee joins the company on 14<sup>th</sup> July and meets the minimum eligibility criteria for privileged leave entitlement, then the employee would be eligible for leaves according to below calculations:

Month	Paid Days	Meets minimum criteria of paid days?	Calculation	Leaves to be credited on 01 Jan
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July	17 Paid days	✘	$(1.75/31) \times 17 = 0.95$	0.95 Leave
August	26 Paid days	✓	If Paid days greater than 24, then credit 1.75 leave for particular month.	1.75 Leaves
September	27 Paid Days	✓	If Paid days greater than 24, then credit 1.75 leave for particular month.	1.75 Leaves
October	31 Paid days	✓	If Paid days greater than 24, then credit 1.75 leave for particular month.	1.75 Leaves
November	29 Paid days	✓	If Paid days greater than 24, then credit 1.75 leave for particular month.	1.75 Leaves
December	18 Paid days	✘	$(1.75/31) \times 18 = 1.01$	1.01 Leaves
Total leaves credited			$0.95 + (1.75 \times 4) + 1.01 = 8.96$	<b>9 leaves</b>

#### General practice for availing privilege leaves

- Employee shall apply for Privilege Leave online, at least 7 days prior to the date on which an employee wish to avail leave.
- Minimum number of Privileged Leave employee may apply for is 03 days.
- Employee may apply for Privilege leave earned on multiple occasions, but not exceeding 5 (five) times in a calendar year.
- Paid Holidays/weekly-off falling between consecutive Privilege leave shall be treated as Privilege leave.

#### Sick leave

1. Employees not covered under ESIC would be eligible for 2 days of Sick Leave.
2. Employees may avail Sick Leave as half day if required.
3. Employees would be eligible for Sick Leave only post confirmation on prorated basis.
4. Sick Leave shall be non-cumulative and cannot be combined with any other leave. Director discretion in very special cases could be called upon for acceptance of combination of Sick Leave with any other type of leave.
5. Paid Holidays declared by the company and/or weekly-offs, during the course of the calendar year, may be either prefixed or suffixed to Sick Leave.

#### Maternity Leave

Maternity Leaves shall be given in accordance with the Maternity Benefit Act 2017.

#### Availing, Accumulation and Encashment of Leave:

1. Casual Leave, Sick Leave and leave earned against work done on Paid Holidays cannot be carried forward.

## 2. Privilege Leave

- a. An employee would have 1 full calendar year to use the entitled privileged leaves. The leave used in this regard is termed as the **Availed Leave** for the purpose of this policy document.
- b. In the event that the employee is unable to use up all the entitled privileged leaves in the current calendar year, he/she would be eligible to carry forward maximum of 50% of entitled privileged leave from current year to the succeeding calendar year. The leave carried forwarded as such is termed as **Carried Forward Leave** for the purpose of this policy document.
- c. If employee is still left with privileged leaves at the year-end after carry forwarding 50% of entitled leaves, in such case balance un-availed privileged leaves shall be automatically encashed. The leave encashed as such is termed as **Lapsed Leave Encashment** for the purpose of this policy document.
- d. Moreover, employees will also have the option of either availing the Carried Forward leave during the course of the subsequent year, or encashing the same, provided they apply for encashment on or before January 31<sup>st</sup>. The leave encashed as such is termed as **Carried Forward Leave Encashment** for the purpose of this policy document.
- e. Payment of Lapsed Leave Encashment and Carried Forward Leave Encashment shall be made in the 1<sup>st</sup> week of February.

### **Change Management:**

Management reserves right to reject the leave application looking to the exigencies of Company's business

Any amendment to this policy shall be solely at the discretion of the Management.