HR Policy

Note- only the office and sales team are subject to this policy.

Sr.No	Title	Description
1.	**Office Timing**	• The office timing is from **9:45 am to 6:30 pm**. • Above time includes 1 hour Lunch break • 1-2 pm shall be considered as Lunch break • 30 minutes of late coming is allowed but beyond that it will be marked as half day leave. However, if an employee comes to office late continuously for more than 5 days that will be counted as one day leave.
2.	**Casual Leave**	• All employees are entitled to **12 Casual Leaves** (CL) for every Calendar year starting from January 2023 – December 2023. • The number of CL should not exceed more than 2 in any month, prior to approval. An employee needs to inform the HR 24hour in advance by email for prior permission.
3.	**Earned Leave**	• All employees are entitled to **6 Earned Leaves** (EL) for every financial year after completing a period of 6 months of employment with Splice Laminates Pvt.Ltd. • An employee must inform by email to the HR at least **15 days in advance** when planning to take earned leaves. • The discretion completely lies with the management to approve or reject the leave based on the work pressure and challenges at that point of time.
4.	**Medical Leave**	• In case of a medical leave, the employee must inform the management immediately. If the employee is not in a state to inform, a family member is requested to inform the company about the absence and the reason for it. • Salary will not be deducted in case of serious hospitalization. However, for minor health issues, employees are required to work from home. • Once the employee is medically fit to join back, they need to submit a valid medical certificate along with medical reports and bills to claim their salary.
5.	**Compensatory Off**	• An employee who has worked on a Sunday or on a Holiday as listed in Annexure-I, then that employee is entitled to a Compensatory Off against the Sunday that he has worked. • In case of availing a compensatory off an employee needs to

		inform the HR at least one week in advance.
6.	**Unpaid Leave**	• All employees are entitled to **12 Casual Leaves, 6 Earned Leaves and 12 Listed Holidays**. • Any employee who takes more leaves than mentioned above without any intimidation that shall be counted as an unpaid leave. • Salary cut will be implied on the basis of the number of unpaid leaves that has been taken by an employee.
7.	**Attendance**	• Splice Laminates Pvt.Ltd maintains a strict attendance of all the employees. You are required to report on time and not leave office before completing 8 hours of work.
8.	**Termination**	• An employee who continues to be absent from work for a period of 7 days without informing the company or by not giving any valid reason for his/her absence will be terminated from the service with immediate effect. • The salary will be given on the basis of number of days the employee has served in the last month of his/her service at Splice Laminates Pvt.Ltd. **The full and final payment will be done after** **45 days from his/her date of termination.**
9.	**Holidays**	• The company has **12 listed holidays** for the financial year from April 2023 to March 2024. Kindly refer to the Annexure-1 for the list of Holidays.
10.	**Notice Period**	• If an employee wants to resign, he/she needs to serve a notice period of minimum **one month** or payment in lieu off. For candidates on probation period shall serve a 15 days' notice period.
11.	**Maternity Leave**	• All female employees shall be eligible for maternity leave as per the provisions of the Maternity Benefit Act. Those female employees, who are covered under the Employees State Insurance Act, shall be given the maternity benefits as provided under the ESI Act.
12.	**POSH Policy (Prevention of Sexual Harassment at Workplace)**	• Splice laminates Pvt.Ltd adheres to a **zero-tolerance attitude towards any kind of sexual harassment or discrimination** at workplace caused by any employee towards another employee, client or anyone associated with the company. • Strict action will be taken by the company if any employee is found to be guilty of causing violence of any kind – physical,

		mental, sexual and verbal. The employee if found guilty might even have to lose his/her job or provide a compensation to the aggrieved person. • If an employee faces any kind of violence or discrimination at splice laminates Pvt.Ltd then he/she is requested to report immediately to the management of the company. • Everyone in the company is supposed to maintain strict code of conduct and digital etiquette.
11.	**COVID Policy**	• Keeping the present pandemic situation in mind in case of further lockdown in the country the company shall remain closed. • As work from home will not be possible for all, hence the company will not pay salary during the lockdown period.
12.	**Vacation Holiday**	• All employees are entitled to a total of 18 holidays annually. This includes 12 casual leave and 6 earned leave. Employees can take all of their holidays at once, subject to approval. • To take a vacation holiday, an employee must inform HR by email at least **one month** in advance of the intended start date of the vacation. HR will acknowledge receipt of the email and will confirm the vacation dates within 5 working days.
12.	**Social Media Policy**	• All employees in splice laminates Pvt.Ltd needs to maintain the protocol of social media policy. No employee is entitled to post anything in their personal social media handles about the company business or services without any consent but flyers/posters pertaining to business promotions should be shared by every individual. • If an employee is found to post any misinformation about the company in social media handles, it will be considered as a breach of trust and necessary actions will be taken against that employee. • An employee even after leaving splice laminates Pvt.Ltd needs to maintain the confidentiality of the company. If he/she fails to do so the company might be compelled to take legal action against the individual.

***Kindly note that all the terms and policies are subject to change based on the requirement and discretion of the management. All employees will be informed priorly if there is any change in the policy. The ultimate decision-making power lies solely in the hand of management**

Annexure-I

List of Holidays

Sl.No	Holiday	Date
1.	Republic Day	26th January
2.	Holi	7th & 8th March
3.	Eid-ul-Fitr	24th April
4.	Eid-ul-Azha	29th June
5.	Moharram	29th July
6.	Independence Day	15th August
7.	Janmashtmi	7th September
8.	Milad-un-Nabi or Eid-e-milad	28th September
9.	Gandhi Jayanti	2nd October
10.	Dussehra	24th October
11.	Diwali	12th November
12	Any other local holiday As per approval	1 Day

Approved By

Rules for the above Leave Policy

1. **Eligibility for leave**: Employees must have completed a minimum of 6 months of continuous service before they are eligible to take any type of leave.
2. **Types of leave**: Employees can take different types of leave such as sick leave, casual leave, earned leave, and maternity/paternity leave. The number of days allowed for each type of leave will be specified in the company's leave policy.
3. **Applying for leave**: Employees must apply for leave in advance and obtain prior approval from their HR. They must also provide a valid reason for the leave.
4. **Diverting calls and responding to queries**: Employees who are on leave must divert their calls to a colleague or senior and respond to any queries that may arise. Failure to do so will result in a deduction of salary.
5. **Assigning work to subordinates**: Employees who are on leave must assign their work to their subordinates to ensure the smooth running of the company. Failure to do so will result in a deduction of salary.
6. **Informing seniors and coworkers**: Employees who are on leave must inform their seniors and coworkers of any important information related to the company. Failure to do so will result in a deduction of salary.
7. **Deduction of salary**: Taking leave without prior approval, not diverting calls or assigning work to subordinates, and keeping important information to oneself will result in a deduction of salary.
8. **Approval of leave**: Approval of leave will be based on the availability of resources and workload of the employee's team. The final decision will be at the discretion of the HR.
9. **Leave balance**: Employees can check their leave balance at any time and must ensure that they do not exceed their allocated leave days.
10. **Return from leave**: Employees must report back to work on the specified date after the completion of their leave. Failure to do so may result in further disciplinary action.