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Policy Section - 1	
<b>Title</b>	<b>Recruitment &amp; Employment Policy</b>

## I. GUIDELINES

- Recruitment is the joint effort of user department and the HR Department to identify and secure the best possible candidate for a particular position in that department.
- The approval from the approving authority must be sought prior to the appointment of an individual who has a relative (brother, sister, wife, husband, son, daughter, first cousins - mothers and fathers side or any other near relations) - already in the employment of the SHARE INDIA GROUP or any of its subsidiary.
- An individual who was employed by the Company previously would be considered for employment again only with the prior approval of the approving authority.
- The prior approval of the approving authority must be sought for any internal employee's deployment on permanent roll from contractual staffing.

## II. RECRUITMENT PROCESS

### I. Manpower Planning

It is the process of systematically assessing and forecasting the future demand and supply for employees and the deployment of their skills within the strategic objectives of the organization based on the approved business plan for the unit. Thus, the first step is to take a 'satellite picture' of the existing workforce profile (numbers, skills, ages, flexibility, gender, experience, forecast capabilities, character, potential, etc.) and future demands.

#### Authority

The manpower planning is a strategic process done by the HR Department in consultation with the Functional Heads and Management.

#### Requisitioning

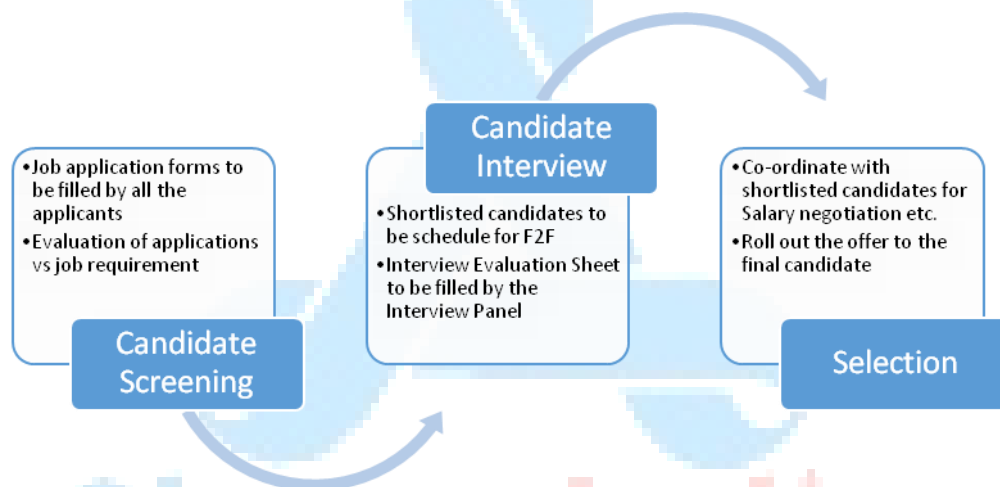
A Manpower Requisition Form (MRF) for employees should be completed by respective Functional Head / Line Manager for all full-time, part-time, temporary and casual position openings and sent to the HR Department and should take all the requisite approval as per MRF.

The requisition states the essential functions of the position, reason for vacancy/addition.

If the requisition is for a new position/ for an existing position where job requirements will change significantly, a Job Description form should be completed by Line Manager giving overview of position, primary responsibilities, experience, education, required skills and abilities.

### **Sourcing Process: Across all level and employment type**

The HR identifies the various recruitment sources for getting needed employees on board / contractual as per the manpower planning. The sources can be both internal or external viz. internal job posting, media releases, campus recruitment, job portals, recruitment through consultants, lateral selection etc.



**Note: This process shall be charted to recruit any new hiring on permanent roll, on temporary roll or from contractual/ temporary roll to permanent roll**

### **II. Candidate Screening**

Selection procedure begins with the screening of Bio-data by the concerned Functional Head.

HR will take full assistance from the Functional Head / Line Managers in identifying technical competency of the candidate during the selection process

### **III. Selection Interview**

HR will co-ordinate with the candidates and schedule the interview of shortlisted candidates from related functions.

Interview schedule will be provided in advance as per the convenience of the candidate to all interview panel members.

#### **IV.Reference Check**

If required, HR will do one reference check of his/her credentials the selected candidate.

Appointment of selected candidate is subject to verification of his/her credentials.

In case any information provided at the time of appointment is subsequently found to be wrong / incorrect, the employment will be terminated for misconduct without giving the benefit of notice period or severance compensation benefits to such employee on separation.

#### **V. Offer of Employment**

After being selected by the Company the successful candidate shall be given **Offer Letter** to formally offer him/her the job and seek his acceptance along with Resignation copy.

The Company usually allows one month for joining to the selected candidates. In exceptional cases, a candidate may be allowed an extension for joining if the concerned Line Manager and HR Manager agree. The offer is conditional upon the candidate reporting to work on the specified date and becomes void after the specified date if the candidate does not report to work.

#### **VI. Appointment Letter**

Appointment Letter to be issued after actual joining that will indicate the terms and conditions of employment.

The employee should refer to his/her Appointment Letter's for details on the terms and conditions governing his/her employment with the Company.

#### **VII. Joining Formalities & Orientation**

The Line Manager / HR Department will take care of joining formalities & orientation of new entrants.

Every employee must undergo an orientation program. This would cover organization's Vision, Mission, Principles, Safety, Organization Structure, HR policies etc.

The following documents have to be completed and submitted by each employee.

1. Aadhar Card, PAN Card.
2. 3 Passport size photo.
3. Qualification Documents.
4. Bank Accounts Details.
5. Experience cum Relieving letter. (If applicable)
6. Last Salary proof

HR may be approached for clarification on what documents would be acceptable to SHARE INDIA GROUP where several options or possibilities exist.



## Policy Section - 2

<b>Title</b>	<b>Relocation Policy</b>
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### OBJECTIVE

Business exigencies may require employees to be transferred from one department to another or from one location to another. Under such circumstances, SHARE INDIA GROUP reserves the right to transfer any employee. The Company will assist the employee in meeting reasonable expenses when they are transferred to a different location within India for Company business.

### APPLICABILITY

This Relocation Policy will be applicable to **all employees**.

They will not, however apply to any employees on contract, part-time employment and daily rated employees unless specifically mentioned in the terms of appointment.

### ENTITLEMENT

#### Transportation Allowance and Settling Allowance

In the case of relocation, SHARE INDIA GROUP will provide the expenses incurred during the transportation of household goods and settling allowance. The entitlements for such reimbursements are detailed below:

Type of allowance	Entitlement
Transportation Allowance	½ Month basic or actual whichever is less
Settling Allowance	½ Month basic

## Policy Section - 3

<b>Title</b>	<b>Maternity Benefit</b>
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### Maternity Leave

- As per the Maternity Benefit (Amendment) Act, 2017- Women who have completed 80 days in the 12 months immediately preceding the date of her expected delivery is entitled to maternity leaves for a maximum of 26 weeks of which not more than 8 weeks shall be preceding the expected date of her delivery.
- Women having 2 or more surviving children shall be allowed maternity leave of 12 weeks of which not more than 6 weeks should be before the expected date of her delivery.
- As per the new Maternity Benefit (Amendment) Act, 2017 ("Amendment Act"), the Maternity leave available to the working women has been increased from 12 weeks to 26 weeks for the first two children. Besides, provisions relating to work from home and crèche facility have been introduced in the Amendment Act.
- Male employees are entitled to a leave of 02 days within a week of the date of birth or adoption of a child.
- To be eligible, an employee must have worked for an organization for at least 80 days in the 12 months before the expected delivery or adoption date. The rule also provides associated benefits, such as paying wages during the leave period of 02 days.
- Female employee shall give to Share India, in writing, notice of claim for maternity benefit and payment stating the date from which she will be absent from work.
- Female employee must provide to Share India, proof of child birth issued by the registered medical practitioner, in order to claim maternity benefit payment.
- If such employee resigns from employment during Maternity Leave without resuming on duty, the benefit shall be extended only up to the last day of the employment with the Company.
- In case of illness arising out of pregnancy, Privilege Leave can be combined with Maternity Leave.
- Accumulation or Encashment of Maternity leave is not permissible
- For the purpose of Maternity or Miscarriage / Medical termination of Pregnancy intervening weekends / holidays will be calculated as leave days.

### **Right to payment of maternity benefit. –**

1. Subject to the provisions of this Act, every woman shall be entitled to, and her employer shall be liable for, the payment of maternity benefit at the rate of the average daily wage for the period of her actual absence immediately preceding and including the day of her delivery.
2. The maximum period for which any woman shall be entitled to maternity benefit shall be 26 weeks, that is to say, 13 weeks up to and including the day of her delivery and 13 weeks immediately following that day.

### **Payment of medical bonus.**

Every woman entitled to maternity benefit under this Act shall also be entitled to receive from her employer a medical bonus of Rupees Twenty-five hundred, if no pre-natal confinement and post-natal care is provided.

### **Leave for miscarriage**

In case of miscarriage, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of 6 weeks immediately following the day of her miscarriage.

### **Working days and Office timings:**

The office shall work on all days of the week except Sunday and such other holidays as may be declared well in advance from time to time.

The general office timings shall be from 10:00 AM to 06:30 PM from Monday to Friday and from 10:00 AM to 02:30 PM on Saturdays.

However, all such staff members who are required to report early or stay till late due to nature of work assigned to them, they shall be required to report at such time as may be stipulated by their departmental head from time to time and remain present for at least 08 hours and 30 minutes from Monday to Friday and at least 04 hours and 30 minutes on Saturdays.

All staff members shall be compulsorily required to mark their attendance through the attendance machine while coming to and leaving from the office. Even in such case where a Staff Member is found not to have marked his/her in-time or out-time through the attendance machine, the data available in the attendance machine shall only be considered as relevant. In case the staff member is outside the office on Official Duty, then the attendance shall be marked on the basis of confirmation received from concerned departmental head.



## **Leaves, Short Leave and Overtime**

### **1. Leaves**

Leave, other than sick leave, cannot be claimed by any staff members as a matter of right. Discretion is reserved with the concerned departmental head empowered to sanction leave, to refuse or revoke leave at any time, depending on exigencies of the company's work.

All leave must be applied for at least 1 working day prior for approval to concerned departmental head, with the exception of sick leave / emergency situation, which may be intimated verbally and post facto approval sought upon resumption of work. All leaves taken by staff members without proper approval shall be subject to suitable disciplinary action including but not limited to marking of additional half leave for all unapproved leaves.

Subject to the conditions as mentioned hereinafter, staff members shall be entitled to 1 (One) paid leave per calendar month during first 6 months of their tenure and 2 (Two) paid leaves per month thereafter. However, staff members joining the organization on or after 10th day of the calendar month shall not be entitled to any paid leave during first calendar month of their tenure:

- a) the staff members who have been / shall be granted exemption from attending the office on Saturdays shall be entitled only to 1 (One) casual (without pay) leave per calendar month. Such staff members shall not be entitled to any paid leave;
- b) the staff members who remain on leave for more than 6 working days in any calendar month shall be entitled only to proportionate paid/casual leaves. The fractions, if any, shall be rounded off to nearest 0.5;
- c) in case of such staff members who are found to have availed leave for more than 6 consecutive working days, the intervening weekly/office holidays shall also be added to the leave period.

### **2. Short leave**

Subject to the following conditions, staff members who are found to have reached late or left early shall be marked as half days:

- a) Staff member reaching late or leaving early by up to 15 minutes on any 2 days during the month shall not be marked as half day;
- b) In addition to the above, Staff member reaching late or leaving early by up to 2 hours on any 2 other days during the month shall also not be marked as half day;
- c) Staff member who is found to have left the office for any reason whatsoever before serving at least 2 hours, shall be marked as absent for that day.

### **3. Overtime**

All the staff members are expected to complete their work/assignments within their regular working hours. However, in case due to any exigency, if staff members are advised by their concerned departmental to stay back beyond their regular working hours then they shall be entitled to lunch / dinner, if applicable, along with payment of overtime as follows:

- a) Presence beyond 12 working hours (9 hours on Saturdays) - Overtime equivalent to Half Day; and
- b) Presence beyond 15 working hours (12 hours on Saturdays) - Overtime equivalent to Full Day.

Further, the staff members shall also be entitled to payment of overtime as follows along with lunch / dinner, if applicable, in case they are advised by their concerned departmental head to report to the office on a weekly/office holiday:

- a) Presence up to 6 working hours - Overtime equivalent to Half Day; and
- b) Presence beyond 6 working hours - Overtime equivalent to Full Day

### **4. Payment of Overtime, Leave Encashment etc.**

The payment of overtime and leave encashment etc. shall be as follows:

- a) Overtime payments shall be made on a monthly basis after adjusting excess leaves taken by staff member and balance of advance taken by staff member, if any;
- b) All balance paid leaves, if any, shall be en-cashed on an annual basis after the end of financial year;
- c) All balance casual leaves, if any, shall elapse at the end of financial year;
- d) The negative balance in paid / casual leaves account (in excess of 2 (Two), if any) shall be adjusted by deduction from salary on a monthly basis; and
- e) The negative balance in paid / casual leaves account, if any, shall be fully adjusted by deduction from salary on a quarterly basis.

### **5. Lunch Break**

The lunch break shall be for a period of 30 minutes only. Staff Member/s who are found to be resuming their duty after 30 minutes of lunch break for more than 2 days during the month, may be marked half days for relevant days.

## Policy Section - 4

<b>Title</b>	<b>Salary / Compensation Policy</b>
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The Company's compensation and benefits policy and systems have been developed with the aim to maintain a reasonable level of pay and benefits that are competitive with the average compensation of employers offering similar employment and competing in the industry and which is aligned with Company's business strategy and culture.

### **SALARY ADMINISTRATION**

#### **Pay Period**

Salaries are paid monthly by direct credit into the employee's bank account not later than 10<sup>th</sup> of each month.

Salary slips are uploaded on ESS portal on or after the 15<sup>th</sup> of each month once payroll calendar is locked after submission of all statutory compliances.

#### **Salary Increment**

Salaries are reviewed and if necessary adjusted according to performance effective on 1st April of each year. Salary increments are awarded after performance review has been conducted and it is entirely at the management's discretion based on staff performance, job responsibilities, qualifications and other relevant factors such as business performance, local market conditions, etc.

### **SOCIAL SECURITY MEASURES / ANNUAL BENEFITS**

#### **PROVIDENT FUND**

SHARE INDIA GROUP has a contributory PF scheme covering all its permanent employees. The scheme is regulated as per the provisions of the 'Employees' Provident Fund and Miscellaneous Provisions Act', 1952 and Employee Provident Fund Scheme, 1952.

Contribution to EPF is as per the Employee Provident Fund Scheme, 1952.

## **EMPLOYEE PENSION SCHEME 1995**

Employee Pension Scheme can be withdrawn only after retirement or in case of death or permanent disability in the form of periodic instalments of pension. In case of death of the employee, the nominee of the employee will be eligible for periodic pension from the EPS.

## **GRATUITY**

Gratuity is payable as per the Gratuity Act 1972

## **Employees' State Insurance Act (ESIC)**

ESIC is applicable as per the ESIC act.

## **Medical Insurance :**

Employees are covered under Medical Insurance. This is an umbrella coverage of Rs. 200,000/-. This coverage is only for employee.

## **Submission of details / documents for TDS purposes**

All the staff members whose salary income is liable for deduction of tax at source (TDS), shall be required to submit the required declaration with accounts department on or before 30<sup>th</sup> April every year. Further, the cutoff date for submission of relevant proofs shall be 28<sup>th</sup> February. In case of any default in this regard, it shall be assumed that the staff member is not eligible for any deduction under Income Tax Act leading to deduction of TDS at applicable rates.

## Policy Section - 5

<b>Title</b>	<b>Separation Policy</b>
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### BACKGROUND

The exit of any employee from SHARE INDIA GROUP could be due to various reasons like – retirement, termination, voluntary resignation. This policy has been framed for hassle free exit management of the employees, which ensures the protection of SHARE INDIA GROUP assets, minimizing the impact on the business and clients.

### APPLICABILITY

This policy is applicable for all the employees of SHARE INDIA GROUP at the time of separation from the Company.

The guidelines and process to be followed for each condition is given below:

### RESIGNATION

A notice of resignation must be given in writing to the Line Manager, and a copy immediately forwarded to the HR Department. It should include the last day of work, the effective date of the resignation and the reason for the resignation.

### IMPORTANT:

- This simply creates a breach of contract if the employee doesn't give proper notice. The employer can decide whether to accept that breach and waive compliance with the notice period or it can hold the employee to the notice period. All it means is that the employee must work out the full notice required and if he/she does not, the employer can claim for damages.
- If employee resigns without giving notice as per terms of the employment contract, he/she is in breach of contract and employer does not have to pay notice pay in such a situation. If, after given notice, the employee does not work in that duration, employer does not have to pay (no work, no pay). If the employee gives late or short notice that is a breach of contract and employer can either hold the employee to what's left of the contract or cancel and sue for damages.

## **Notice Period**

Employee has to refer the notice period clause of his/her appointment letter. However, company reserves the right to withdraw / change in notice period clauses from time to time as per requirement and subsequent announcement to employees.

## **Exit Interview**

Upon receiving the employee's notice of resignation, an exit interview would be arranged for the employee with the HR Department. This discussion aims at reviewing the reasons for resignation and to outline the appropriate exit arrangement.

If the resignation is confirmed the employee would need to sign on the completed exit interview form.

## **RETIREMENT**

### **Retirement date**

The official retirement age at SHARE INDIA GROUP is 70 years. The employee will be informed about his retirement date at least 1 month in advance by the HR. The retirement day will be the last working day of the month in which the employee turns 70.

## **TERMINATION**

An employee may be terminated from the service of the Company after following the disciplinary procedure under the following circumstances:

- Violation of Company policies
- Dishonesty/Indiscipline/Non performance
- Unauthorized absenteeism
- Unethical behavior
- Terms cover under employment contract
- Any other reason at the discretion of the Company Management.

**Note:** Termination requires prior review and concurrence by Line Manager & HR. The basis for the termination and facts supporting the action must be fully documented.

After appropriate counseling, employees who are unable to meet the established standards of performance for a position may be terminated with defined notice period or equivalent payment in lieu of notice.

Employees terminated for misconduct are not eligible for re-employment in the Company.

### **Process of Termination**

The employee is notified by the Line Manager about / HR the reasons for termination. A termination letter is issued by the HR department and handed over to the employee by the Line Manager where in the employee is informed that the decision is final and from when the termination will be effective. Employee should fulfill the settlement formalities and get clearance and the Finance department makes full & final settlement of the employee's account.

### **GUIDELINES FOR SEPARATION**

The following guidelines are to be followed in all the above cases of separation from SHARE INDIA GROUP:

**Return of Company property-** The outgoing employee is to return all the Company property and submit the same to the HR department along with **exit checklist form**. The HR Department verifies the state of the property and gives a clearance certificate to the employee.

Where permitted by applicable laws, Company may withhold the employee's salary or final salary against the cost of any items that are not returned when required. Company may also take all action deemed appropriate to recover or protect its properties.

**Final Settlement of Accounts/dues clearance** - HR Department prepares the full & final settlement within 45 - 60 days, of the outgoing employee after considering all legitimate dues till last working day in the Company. The Finance department after receiving instructions from HR Department clears the full & final dues of the outgoing employee.

## Policy Section - 6

### Title

### Disciplinary Action and Other Code of conduct

#### Disciplinary Action

The Company in its sole discretion reserves the right to discipline employees in a manner that it supposes to be appropriate given the severity and circumstances of the misconduct. However, while deciding on the disciplinary procedure to be adopted, the Company shall ensure that the principles of natural justice are complied with. Depending on the severity of the misconduct and the circumstances, the disciplinary actions may range from verbal warning, written warning, final written warning to suspension or summary dismissal.

The Company will initiate appropriate disciplinary action depending on various factors, including but not limited to on the nature of the misconduct or unacceptable behavior, the urgency of the situation, etc. The Company will follow applicable law and the principles of natural justice, wherever necessary or required, while taking necessary disciplinary action.

#### Sexual Harassment and Other Discriminatory Harassment

Sexual harassment and other discriminatory harassment are illegal and shall be dealt with very strictly. Actions or words of a sexual nature that harass or intimidate others are completely prohibited and shall not be allowed under any circumstances. Such an incident shall invite suitable disciplinary action upto termination. Further, suitable disciplinary action shall also be initiated against the complainant, if the complaint is found to be false.

#### Restrictions w.r.t. trading on Stock / Commodity Exchanges

As the Company expects its employees to devote their full and undivided attention exclusively to the business of the Company, employees are completely prohibited from trading on any Stock / Commodity Exchange (except transactions relating only to IPOs / Public Offers) either on their own behalf or on behalf of their family member/s, relatives and/or friends through the company and/or through any other broking entity without seeking prior consent from the Company's management. All existing trading accounts in whosoever name being maintained / operated by the Company's employees, if any, must be disclosed to the Company immediately.



## **Engagement in any other employment/business activity**

Unless the Company otherwise consents in its sole discretion, staff members will be required to devote their full and undivided attention exclusively to the business of the Company during the entire term of their employment with the Company. They will not be allowed to accept any other employment or engagement without prior consent of the management.

## **Miscellaneous**

- Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity and may negatively impact the Company's reputation. Therefore, you are expected to treat others with the same respect and dignity that any reasonable person may wish to receive.
- Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is highly critical. You shall be required to exercise due care and diligence in this regard.
- Your company is committed to preserving customer and employee trust. Therefore all information, whether it is business, customer or employee-related, must be treated in a confidential manner.

Share India

# SHARE INDIA GROUP

## Exit Interview Summary

The purpose of an exit interview is to allow the organization to understand the reasons why staff leaves and to gain feedback from departing staff of their impressions on how well the organization is functioning. HR is particularly interested in views on what changes and improvements could be made that will benefit the organization. Individual responses will remain **confidential**.

Name: ..... Position: .....

Location: ..... Department: .....

Date of Joining:..... Date of Leaving: .....

Reasons for leaving (please tick):

☐ Personal/Family Reasons

☐ Retirement

☐ Career Advancement

☐ Dissatisfaction

☐ Ill Health

☐ Expiration of Contract

☐ Working Conditions

☐ Personality Conflict

☐ Other

## 6. Exit Interview Questions

1. *If you have accepted another position, what attracted you to your new role?*

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2. *Are there any factors that, if they could have been changed, would have prevented you from leaving?*

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3. *SHARE INDIA GROUP is commitment to creating an ethical environment with policies, practices and a Staff Code of Conduct designed to regulate and deal with any form of unethical behavior.*

*Please indicate from your own experience and observations whether you have ever been aware of any form of unethical conduct occurring?*

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4. Please indicate whether you believe the organization has provided an environment that has been safe and free from discrimination, harassment, workplace bullying or any other form of unfair treatment?

\_\_\_\_\_

5. *How would you describe the environment and team dynamics of your group/Business Unit? If necessary, suggest what adjustments you think your manager should make in order to improve dynamics within the team.*



6. *Were you happy with the conditions of your employment including the level of training and professional development provided? Please make any suggestions that you believe may make SHARE INDIA GROUP a more attractive place to work.*

[illegible]

7. In your opinion, does the role you are leaving need to be refilled with the same expectations of the role? If not, what changes should occur?

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8. Do you have any other suggestions that you believe would improve SHARE INDIA GROUP as an organization?

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9. Are there any further comments you wish to make?

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**To be completed at interview:**

Have all equipment & possessions of SHARE INDIA GROUP been handed in:

Laptop	YES	NO	NA	(Please Circle)
ID/Access Card	YES	NO	NA	
Work Related Passwords:	YES	NO	NA	

This exit interview was conducted by (HR): .....

Date of Exit Interview:...../...../.....

I agree that when I cease to be an employee of SHARE INDIA GROUP, I have no right to any information contained in the SHARE INDIA GROUP email or network file systems. I acknowledge that access to that information may be provided to anyone whom the Management or his authorized delegate may decide requires it.

Signature of Employee: .....

**Office Use Only:** Agreed follow up, where appropriate:

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.....

## Policy Section - 7

<b>Title</b>	<b>Performance Management Policy</b>
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### BACKGROUND

SHARE INDIA GROUP is committed for maximizing the potential, performance and productivity of its employees by bringing clarity on “What is expected out of them.”, “How these expectations have to be met and “What support they need to achieve these expectations”.

### PURPOSE

The purpose of this policy is to establish a system for work clarity, appraise the work done, identify development needs, and document employee’s performance. The goals of the process are:

- To help ensure that the quality and quantity of work performed by the employees’ best meets Company’s needs.
- To identify Training & Development needs of the employees.
- To allow for continuous communication between Reporting Manager and Employee about job performance.
- To act as one of the important source for providing Input data for taking reward & recognition decisions.

### APPLICABILITY

This policy applies uniformly to all employees on the regular roles of Share India Group.

### APPRAISAL PERIOD

Appraisal Cycle will be – April to March.

### ELIGIBILITY CRITERIA

Joining date is no later than 31<sup>st</sup> September. People who have joined between 1<sup>st</sup> April to 31<sup>st</sup> September shall be provided increase on pro- rata basis.

## PERFORMANCE APPRAISAL STAKE HOLDERS

- Employee
- Line Manager/Functional Head
- Management
- HR

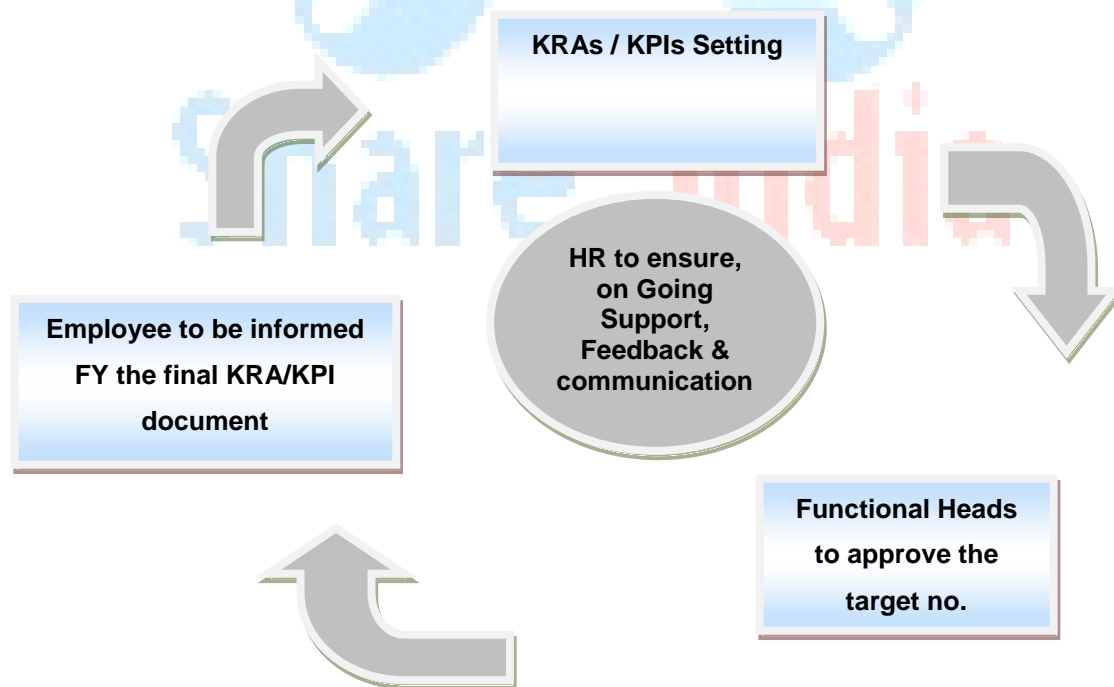
## PROCESS

- The employee fills the KRAs / KPIs results FY and submits to the Line Manager.
- The Line Manager reviews and approves the KRAs / KPIs results filled by the employee by the end of FY.
- A final review is conducted by the Functional Heads.
- Management will review the approved results along with HR & Functional Heads.

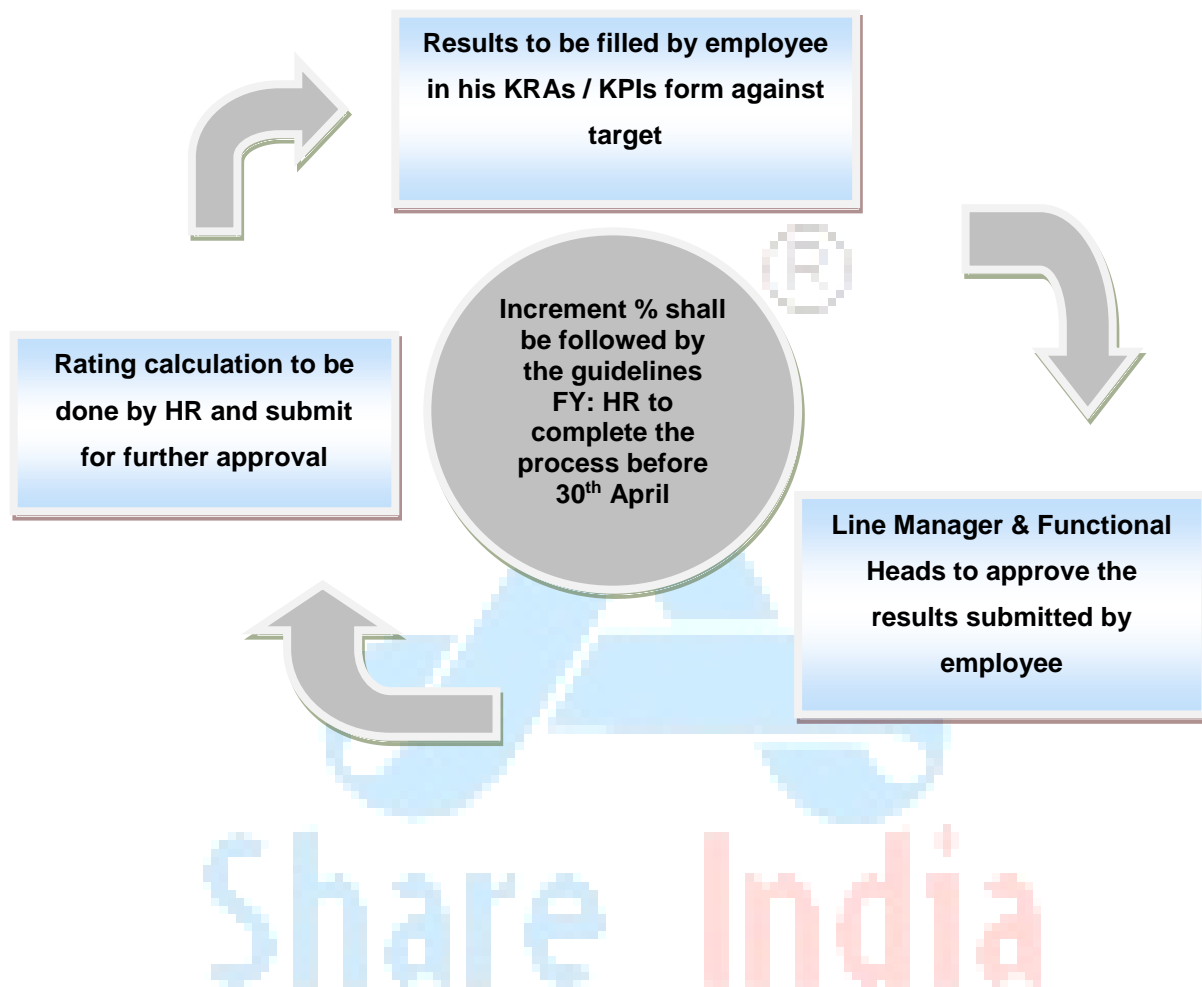
Note: End to end cycle of PMS shall be coordinated by HR as per guidelines charted FY.

## PROCESS FLOW:

### Phase -1: Setting up KRAs / KPIs for the employee



## Phase -2: Result submission for Performance Appraisal



## Policy Section - 8

<b>Title</b>	<b>PIP Policy (Performance Improvement Plan)</b>
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### 1. Purpose:

This policy is to provide an opportunity to those employees whose performances have been much below expectation, who have not met mutually agreed goals and need immediate improvement and changes to remain eligible to continue their association with us.

### 2. Process:

- Identifying poor performances that need to be put under Performance Improvement Plan (PIP) in consultation with Functional Heads.
- Performance Improvement Plan (PIP) needs to be discussed with the employee to clarify company expectations during PIP tenure.
- Functional Head / Line manager who wish to initiate PIP for a poor performer must first prepare employee's latest performance and show enough sufficient evidence to indicate poor performance to prove. **The attached form must be completed.**
- HR along with Employee's direct line manager shall discuss with the employee his/her latest performance to agree and commit to the expected performance for a period of 30-90 days.
- HR shall issue to the employee a copy of the completed PIP Form and submit a copy of the Form to HR.

### Follow-up Review:

Follow-up review on performance shall be conducted from time to time. The intent of this review is to help the employee achieve the set goals and review the results of the stated action plans.

HR shall be copied and notified on all follow-up review sessions.

### Completion of PIP

Upon completion of the 30-90 days' period, if the employee has shown satisfactory improvements in performance, the line manager shall call upon the employee to talk about closing of the case. HR shall be informed that the PIP program is to be discontinued for the employee.

If, after the follow-up and review sessions within the 30-90 days' period, the employee fails to show any or little progress or improvement in performance, line manager shall interview the employee to discuss his/her shortcomings and unacceptable performance. Based on the findings during the follow-up review, the line manager may recommend that one of the following actions be taken after discussion with HR:



A) An extension of another 30 days if it is determined that the employee is close to goal attainment and requires more time.

B) Downgrade/Internally transfer the employee to another position where he/she can perform more effectively.

C) Terminate the services of the employee with the Company. The recommended course of action must be endorsed by the approving authorities and the Human Resource prior to implementation, and compensate notice pay.

## **5. Revision of the Policy**

HR will update the contents of this policy timely in-line with company business expansion & development.



## PERFORMANCE IMPROVEMENT PLAN FORM

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_ PIP Period: \_\_\_\_\_

### Required areas for performance improvement:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

### Timeline to achieve the objectives:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

### Results of discussions for different steps:

Employee has made \* significant / some improvement / no improvement. (\* circle where applicable) for objective#:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

### Result of the final discussion: (\* circle where applicable)

Employee has made \*  
significant improvement /  
some improvement/  
no improvement/

### Employee's Comment:

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### Supervisor/Line Mgr.'s Comment:

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**Further Action agreed:**

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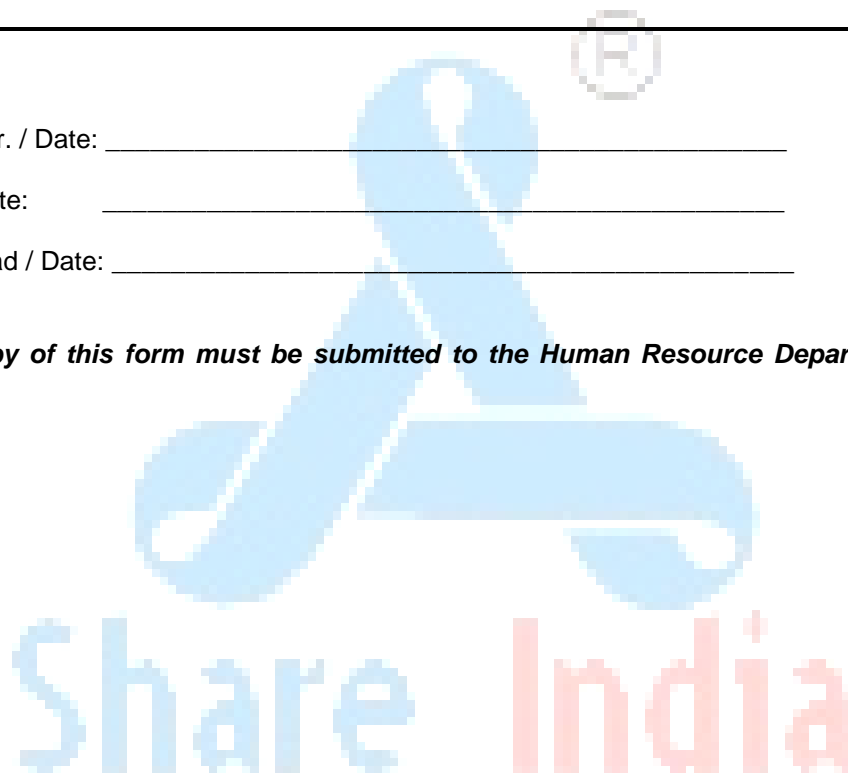
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Supervisor/Mgr. / Date: \_\_\_\_\_

Employee / Date: \_\_\_\_\_

Functional Head / Date: \_\_\_\_\_

***Duplicate copy of this form must be submitted to the Human Resource Department after the review period.***



Policy Section – 9-A	
<b>Title</b>	<b>Laptop Policy</b>

### For Department

- A) Department head can put the request for maximum of Three LAPTOPS if required for his/her department. (if any specific configuration is required then to mark accordingly).
- B) Any requirement for more than 3 Laptops by the said department has to be requested for approval from the Directors.
- C) The LAPTOP has to be purchased within a budget of Rs 50,000/- (approved by department head) or higher (only after prior approval from Directors)
- D) The LAPTOP shall be issued in the name of Department head (with intimation to HR department also) and will ensure its safety/custody.
- E) The request for upto 3 Laptop shall be made to IT department head.
- F) The concerned department needs to update the HR Department and Accounts Department, in case of any dispose-off / sale of a Laptop.

### For IT Department

- 1) At least 2 Quotations need to be obtained by IT Department. ( Not required if old quotation is 6 months old).
- 2) Purchase order to be prepared and send to the Accounts department, along with Invoice.

## Policy Section – 9-B

Title	Child Tuition Fee (School fee for economically weaker Employees)
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### APPLICABILITY

- This Policy will be applicable to employees who are economically weaker.
- They will not, however apply to any employees on contract, part-time employment and daily rated employees unless specifically mentioned in the terms of appointment.

### ENTITLEMENT

- 1) Tuition fee of children of employees having gross salary below Rs. 23,000/- for FY 2022-2023 and Rs. 24000/- finalized for next financial year 2023-2024, will be paid by the relevant company/Firm in which he/she is employee. Last year's passing certificate copy to be submitted for claiming this facility.
- 2) Maximum limit is Rs 50,000/- for the year per employee and upto, three children per employee in which school fees /Uniform/ books will be paid.
- 3) Any extra payment above Rs 50000/- if requested to be paid shall be deducted from salary of the employee.

### PROCESS GUIDELINES

- Employee shall submit the "School Fee Reimbursement Form" dully filled and attached all the mandatory documents (Fee break-up on School letterhead, Invoice along with school sign and stamp, final bill after payment).
- Cheque will be drawn in favor of school only. The employee will have to submit the copy of receipt of school fees/books/uniform within 15 days of clearance of cheque otherwise the same will be deducted from his/her next month salary and then he/she will not be eligible for next year.
- NO CASH will be paid under any circumstances.
- HR department will check the eligibility and validate the fees/school. The HR department will mark the employee's company name to which that employee belongs.

- Head-HR will approve and forward it for the payment to Head-Business Payment Department.
- There will be no Payment for Books/uniform if its original tax invoice is not submitted.
- Copy of result /report card to be submitted to HR on Quarterly/Half yearly basis.

#### **IMPORTANT**

- There is no provision for reimbursement of Home tuition payments.
- The complete amount will be recovered from the employee's salary, If there would be any discrepancy found at any moment during verification in the case where Child is studying in village school far from Delhi/NCR.



Share India

<b>Policy Section – 9-C</b>	
<b>Title</b>	<b>Loan / Advance Policy</b>

## **Loans / Advances to the Staff Members**

The rules w.r.t. Staff Advances shall be as follows:

- a) Advances can not be claimed by any staff members as a matter of right. Discretion is reserved with the management to sanction Advances.
- b) Advances shall be granted in emergency cases only. To decide whether a situation is emergent or not shall be management's prerogative.
- c) The maximum amount of advance shall generally not exceed twice the amount of salary of concerned staff member.
- d) The advance amount shall be fully deducted from the concerned staff member's salary within 10 months from the date of grant of advance.
- e) Subsequent advance shall not be granted unless previous advance is repaid/settled in full and a period of at least 2 months has expired since the date of full repayment of last advance amount.
- f) None of the staff members shall be granted advance more than twice in any financial year.
- g) The amount of Overtime, Bonus and Leave encashment etc. shall be fully adjusted against balance advance amount, if any.

## Policy Section – 9-D

<b>Title</b>	<b>Business Travel Policy (Domestic Travel)</b>
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### Objectives

Business Travel Policy is intended to facilitate business mandated / required travel, while ensuring convenience, managing costs and maintaining efficient business processes. This policy will be applicable for all group entities and subsidiaries.

The objectives of this policy are:

- ✓ The company expects the employees to travel expeditiously and comfortably to meet the needs of the business.
- ✓ To ensure a clear and consistent understanding of the policy and associated procedures of travel.

### Scope

This policy applies to all domestic travel on approved business visits for all permanent employees.

### Code of Conduct

- Whilst on tour employees are expected to maintain the highest code of conduct. As they continue to represent SISL & other group companies.
- It is the responsibility of each employee to exercise discretion and prudence while incurring expenses under these rules.

### Sanctioning Authority

Before undertaking any tour, an employee must obtain prior sanction from his line manager.



<b>Policy Section -10</b>	<b>SOPs (Standard Operating Procedures)</b>
<b>Title</b>	<b>Branch Offices – Manpower hiring &amp; Trading operations</b>

- Minimum Age - 18 years, Max. Age- 60 years;
- Branch manager must issue **recommendation letter** certifying employees' suitability for appointment in trading team. (Refer Annexure-1)
- Branch manager to send **video to HR Department** showing presence of candidate in the branch and completion of joining formalities by the candidate himself/herself for each new appointment.
- Candidate to be discontinued in case he/she remains absent for a continuous period of 2 months'. There shall be a minimum cooling-off period of at least 1 year after discontinuation;
- Candidate to be discontinued in case of his/her failure to obtain NISM certificate within 6 months after appointment.
- The employee should have passed class 12<sup>th</sup>.
- No new employee to be appointed in the month of March.
- All relevant documents with salary structure of new employee's should be submitted with HR for salary **within 3 days of his/her date of joining** the organization by the branch manager.
- Branch manager to send monthly recommendations regarding employee's attendance and release of salary.
- **For Monthly Salary:** Candidate to send monthly **video to HR** regarding confirming his/her continuous employment. **Refer the attached "Guidelines for Video upload"**.

**Documents required before appointment:**

- Signed resume
- **Recommendation letter** from Branch Manager
- Duly completed and signed **Employee Information Form**
- **Self-attested** copies of PAN Card, educational proof, Address Proof and Proof of Bank Account

## Policy Section -11

<b>Title</b>	<b>Human Rights Policy</b>
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### MEANING

Share India Securities Limited along with its owned subsidiaries ("Share India" or "The Company") recognizes the responsibility of business in the protection of human rights of every individual regardless of their age, ethnic origin, location, language, religion, ethnicity, or any other status, etc. Human rights are the basic rights, freedom, and standard of treatment belonging to all human beings by virtue of being human. Human rights are moral principles or norms for certain standards of human behavior and are the fundamental rights to which a person is inherently entitled regardless of their age, ethnic origin, location, language, religion, ethnicity, or any other status, etc. As a responsible business house, we encourage policies and practices that demonstrate our support for the protection of core human rights of our stakeholders that partner us in making our business successful.

### SCOPE AND APPLICABILITY

This policy is applicable to all the people directly or indirectly related to the Company's businesses which include all the employees of the company working at all the levels and grades, permanents, fixed and temporary, trainees, interns, or any other person associated with the company (referred as Associates). The policy will also include consultants, vendors, contractors, agents, intermediaries and representatives of such third parties with whom the Company enters into contract (collectively referred to as "Business Partners") and various communities where it operates in. Share India shall not enter into any form of business alliance with any business partner, if they are associated with any cases of human rights abuse across any region, they operate in.

### OBJECTIVE

This policy aims at recognizing and protecting the dignity of all human being. Share India Securities Limited understands the role that companies can play in protection of human rights of various stakeholders associated with it. The policies framed are guided by the fundamental principles mentioned in the United Nations Universal Declaration of Human Rights and the International Labor Organization's Declaration on Fundamental Principles and Rights at Work ("ILO Declaration"). There

is zero-tolerance against human rights violations at Share India, and we do our best to ensure that no abuse of human rights happens within any part of our business or value chain.

## **DEFINITIONS**

**Acts of Human Rights violation can be defined as:**

### **Sexual Harassment:**

Includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- Physical contact and advances
- A demand or request for sexual favors
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### **Discrimination**

Refers to the unjust or biased treatment of people, especially on the grounds of, but not limited to, caste, creed, gender, race, ethnicity, age, colour, religion, disability, socio-economic status, or sexual orientation.

### **Child Labour**

As per Sec 2(ii) of the Child Labor (Prohibition & Regulation) Act, 1986 (as amended). It prohibits the employment of adolescents in the age group of 14 to 18 years in hazardous occupations and processes and regulates their working conditions where they are not prohibited.

## **HUMAN RIGHTS POLICY STATEMENT**

### **Non- Discrimination & Equal Opportunity**

Share India Securities Limited is committed to building a work culture where all existing and potential associates have equal access to fair, open, and transparent environment to grow. Associate's capability & performance is the sole criteria for promotion, remuneration and benefits. The Company believes in being fair and equal in all our interactions with our partners, without any discrimination against any race, religion, color, disability, medical condition, gender, nationality, gender identity, sexual orientation, age, marital status, pregnancy or any other legally protected status.

## **Diversity, Equity and Inclusion**

Share India is committed to workplace culture that is rich in diversity is equitable with respect to all individuals' life journey and encourages inclusion. We are continuously striving to create an inclusive environment, where every associate can have an opportunity to participate, contribute and develop freely and equitably. Externally, Share India strives hard to ensure that services available are inclusive and accessible for all its stakeholders and/or Business Partners. All our policies are written with the use of inclusive language, such that it raises no social stereotypes in relation to gender, race, age and avoids the use of words that create barriers for the people being referred to.

## **Harassment-Free Workplace**

Share India treats all its associates with respect and dignity and provides a work environment that is free from all forms of harassment, intimidation, or humiliation- whether sexual, physical, verbal or psychological. This includes the behaviour and actions directed towards third parties during the course of conducting business. Prevention of Sexual Harassment Policy (POSH) is well executed to protect its employees against any kind of sexual harassment with the workplace. Well-documented Grievance Redressal Policy is documented to provide a platform to the Associates to raise complaints against any other workplace harassment or grievance.

## **Prohibition of Child Labor and Forced Labor**

Share India is against any form of forced or prison labour, human trafficking, use of physical punishments, or threats of violence of any form including but not limited to physical, sexual, psychological, or verbal abuse as a method of discipline or control. We make sure to comply with all applicable laws and regulations pertaining to child and forced labour prohibition. We require our Business Partners to prohibit the same in their operations.

## Policy Section -12

Title	Grievance Redressal Policy
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### OBJECTIVE:

Share India Securities Ltd. is committed to providing a productive and conducive work environment where grievances are dealt with and handled with an utmost fair, transparent, unbiased and solution oriented approach. The Objective of this policy is facilitating a work culture where employees can work without any grudges and perform to the best of the capabilities.

### SCOPE AND APPLICABILITY

This policy is applicable to the regular employees of Share India Securities Ltd.

**Grievance issues:** Any issue reported by an employee which is related to work, working environment and reporting hierarchies or violation of basic fundamental human rights of the employee.

### PROCESS:

#### STAGE 1:

- The affected employee should submit a grievance issue, (in writing) stating his/her name, designation, department, contact details, latest communication address to the Head HR immediately or max 2 weeks from the Date of Occurrence of the issue.
- The Head HR must acknowledge the written complaint, within 24 hours from the date of receipt.
- The Head HR should address the grievance within a period of Two (2) working weeks.

#### STATE 2:

- The Head HR will prepare a **Process Note** and submit to the Management Team for further discussion and approval of the actionable.
- Post approval, the Head HR will initiate discussions with concerned employee.
- Once the grievance is addressed and the issue is resolved, the concerned employee will submit a Grievance closure form to the HR Head.

## CONDITIONS:

\*\* If the grievance arises out of an order issued by the management, initially the said order shall be complied with and thereafter the concerned employee submits his grievance as per the procedure laid down in this policy document \*\*.

Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

- (i) Matters related to collective disputes/bargaining such as salary, allowances, hour of work and other benefits and causes related to disciplinary procedures.
- (ii) Annual performance appraisal /confidential report.
- (iii) Where the grievance does not relate to individual employee.
- (iv) Any grievance arising out of removal or dismissal of an employee.
- (v) Any matter pertaining to the period before the date of joining at Share India Group and / or initial appointment / absorption in SISL.
- (vi) Any matter relating to terms and conditions of appointment settled prior to joining or appointment/absorption.

## INTERPRETATION AND AMENDMENTS

Notwithstanding anything contained above, the management may modify, alter, delete or add any clause or sub clause to this Policy as and when considered necessary for the efficient conduct of the Company's business. The management shall be the final authority in the interpretation of this Policy and in the cases not covered by this Policy, his decision shall be final.

## CONTRACTION:

- **Company** means Share India Securities Ltd.
- **Work of an employee:** The role and responsibilities of an employee
- **Working environment:** The Office environment where the concerned employee is working.
- **Reporting hierarchies:** The organization structure and the hierarchy that is followed in the organization.
- **Process Note:** A document having the action plan for redressal of the employee's grievance.
- **Grievance closure form:** This is form that concerned employee will fill and submit to the HR head; post his/her issue is settled and closed.