



HUMAN RESOURCE MANUAL

CHEMEXCIL

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WELCOME NOTE

Dear Colleague,

It gives me immense pleasure to be in touch with you as a part of CHEMEXCIL family.

Although you have your own unique duties and responsibilities, you also play an important part in implementing the goals of your department and the Council.

We appreciate the talent, qualities, enthusiasm and energy levels that you bring. I am sure this will help us to become a force to reckon with in the market place. We assure you that excellence in the work place will result in a rewarding career for you.

The CHEMEXCIL Human Resources Manual provides an overview of important information related to your employment right from joining up to retirement from CHEMEXCIL. It mainly provides a detailed overview and serves as a useful guide. It is important for you to be familiar with the information in this handbook, so please read it carefully

Our success is built by creative, productive and performing employees who are encouraged to make suggestions while thinking “out of box”. Each one of your contributions is essential to fulfilling our mission towards our stakeholders. The primary goal of CHEMEXCIL and yours, as one of the employees, is to personify our Vision “To excel in Positioning Basic Chemicals, Cosmetics & Dyes exports from India as products of choice in the regional and global markets”. We can achieve this through dedication, hard work, commitment and our consistent performance.

We look forward to work with you more closely and wish you a successful and rewarding career with CHEMEXCIL.

With Best Wishes

Raghuveer Kini
Director General





PREFACE

We have put together this Human Resources Manual which provides detailed information on a wide range of topics related to your employment with the Council. The provisions of this manual will apply to all employees on our rolls and it will help you understand the processes and policies that we will follow, give an overview of the facilities and benefits that are available to all employees and also provide a platform for continuous interaction between Management and staff.

As a staff member of CHEMEXCIL, your role in realization of the Council's corporate vision will be very significant and valuable. It is expected that you will bring into your work, the highest standards of performance along with a commitment to values, work ethics, professionalism, and skill enhancement.

Applicability:

This HR policy is applicable and binding to all employees of CHEMEXCIL effective from 8th January, 2024 and supersedes all other service rules applicable to the employees of the Council. This HR policy has been proposed by the Director General and approved by the Chairman.

Modification, Addition or Deletion & Revision of Clauses:

From time-to-time necessary modifications can be made to the Policies by adding, deleting or changing specific clauses as the need arises.

Any such request for change will be put up to the Director General by the Human Resources department. The Director General in turn will place before the Chairman/Vice- Chairman for approval. On receiving the approval, Director General will inform the Human Resources Department to make the necessary amendments / modification and the amendments will be communicated to all the employees through a Notice / Circular / Email. The same will be binding on all employees of CHEMEXCIL.

We welcome you to the CHEMEXCIL FAMILY and wish you a long and exciting career with us.





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1. COUNCIL PROFILE

The Basic Chemicals, Cosmetics & Dyes Export Promotional Council (known as CHEMEXCIL) is a Section 25 Company under the Companies Act 1956 (Now under Section 8 of Companies Act 2013) and registered as a no profit organization setup in accordance with the Foreign Trade Policy under the Foreign Trade (Development and Regulation) Act, 1992 notified by the Ministry of Commerce and Industry, Department of Commerce, Government of India, representing the exporting community of the Indian Chemicals Industry including Dyes, Dye Intermediates, Cosmetics, Toiletries, Essential Oils, Caster oil and Specialty Chemicals.

The export promotion strategies evolved since 1963, the year when CHEMEXCIL was incorporated, have fetched rich dividends, which are exhibited in the form of high growth rates. These export achievements represent the dedicated efforts of around 4000+ CHEMEXCIL members who are in the process of creating a niche for themselves in the highly competitive global markets.

The numerous local associations already in existence did not focus on issues of the trade at an international level. It is hence that the CHEMEXCIL was incorporated in early 1963. The CHEMEXCIL unites manufacturers, and exporters of chemical products all over India for a common interest. This shall shape and influence the industry's future and bring integration and opulence amongst its members, while protecting the interest of the customers at the same time.

India is being recognized as a good sourcing hub for chemical products. The entrepreneurial skill coupled with the technical expertise of Indian entrepreneurs and supports from CHEMEXCIL enable the Indian Chemical industry to en-cash opportunities available in the global trade.

VISION, MISSION, OBJECTIVES:

VISION:

(To excel in Positioning Basic Chemicals, Cosmetics & Dyes exports from India as products of choice in the regional and global markets)

MISSION:

To enable and assist the members of the basic chemicals, cosmetics & dyes exports promotion Council in enhancing exports of chemical products to realize the full potential in global markets through concerted efforts and deliver duties by virtue of being a nodal government agency.

OBJECTIVES:

1. To be an interface with the Industry and the Government of India to formulate Export-oriented Policies and also to create a favorable environment to augment exports of the above items from India.
2. Participate in international exhibitions being held abroad and invites overseas delegations to India to promote our exports & establish long term strategic alliances
3. Sponsor trade delegation, study teams and sales teams to various markets abroad





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4. Organize Workshops/Seminars on various trade and policy related issues
5. Provide consultancy and guidance services for chemical exporters
6. Assists its members in locating and pinpointing the source of their requirements. It also helps to affect a smooth trade deal between buyers and sellers to offer a total service package, completely free.
7. Acts as a forum for representation of the trade related issues & as a liaison between the exporting community and the policy planners
8. Deliver duties by the virtue of being a nodal agency appointed by the Ministry of Commerce & Industry for compliance of REACH legislation of the European Union.
9. Participate in the Grievance Committee Meetings organized by the DGFT from time to time and take up issues of the member-exporters connected with Customs, Central Excise, Port Authorities, etc. and try to resolve the same
10. Participate in the Review Meetings as well as Task Force Meetings being organized by the Ministry of Commerce & Industry from time to time to chalk out strategies for promotion of exports of the items coming under the purview of the Council with presentations covering suggestions/views being received from its members.
11. Prepare and submit to the Ministry of Commerce & Industry Annual Action Plan for promotion of exports of the items coming under its purview, covering Budget Proposals for participation in various international exhibitions/Buyer Seller Meets/being held abroad as well as in India for the benefit of its member-exporters.
12. Issue Recommendation letters addressed to various overseas Consulates/Embassies in India for issue of Visas for the member-exporters for attending Exhibitions/delegations as well as export/business promotion tours abroad.
13. Issue Non-preferential Certificates of Origin to its member-exporters for export of their items to various countries abroad on the condition that the said items are covered under our purview and are manufactured in India as authorized by the Ministry of Commerce & Industry
14. Organize Export Award Function to felicitate outstanding exporters on their excellent export performance
15. Become a 'one contact point' for sourcing information on any of the above products from India.

Confidential Information

By accepting employment with the CHEMEXCIL, all employees have accepted the condition not to disclose confidential or trade information to third parties. Even if an employee should decide to leave the Council, his/her obligation regarding confidentiality of Council information will be binding subsequent to termination of employment. This is reinforced through the general employment terms & conditions, which governs all Council staff.

Confidential information may be information in any form: e.g., written, electronic, oral, overheard or observed. Confidential Information includes (among other things) internal information, trade related and financial information, and plans concerning the Council, and private information about our members, suppliers and employees. Access to all information is granted on a "need to know basis". A "need to know" is defined as information that is required in order to do the job.



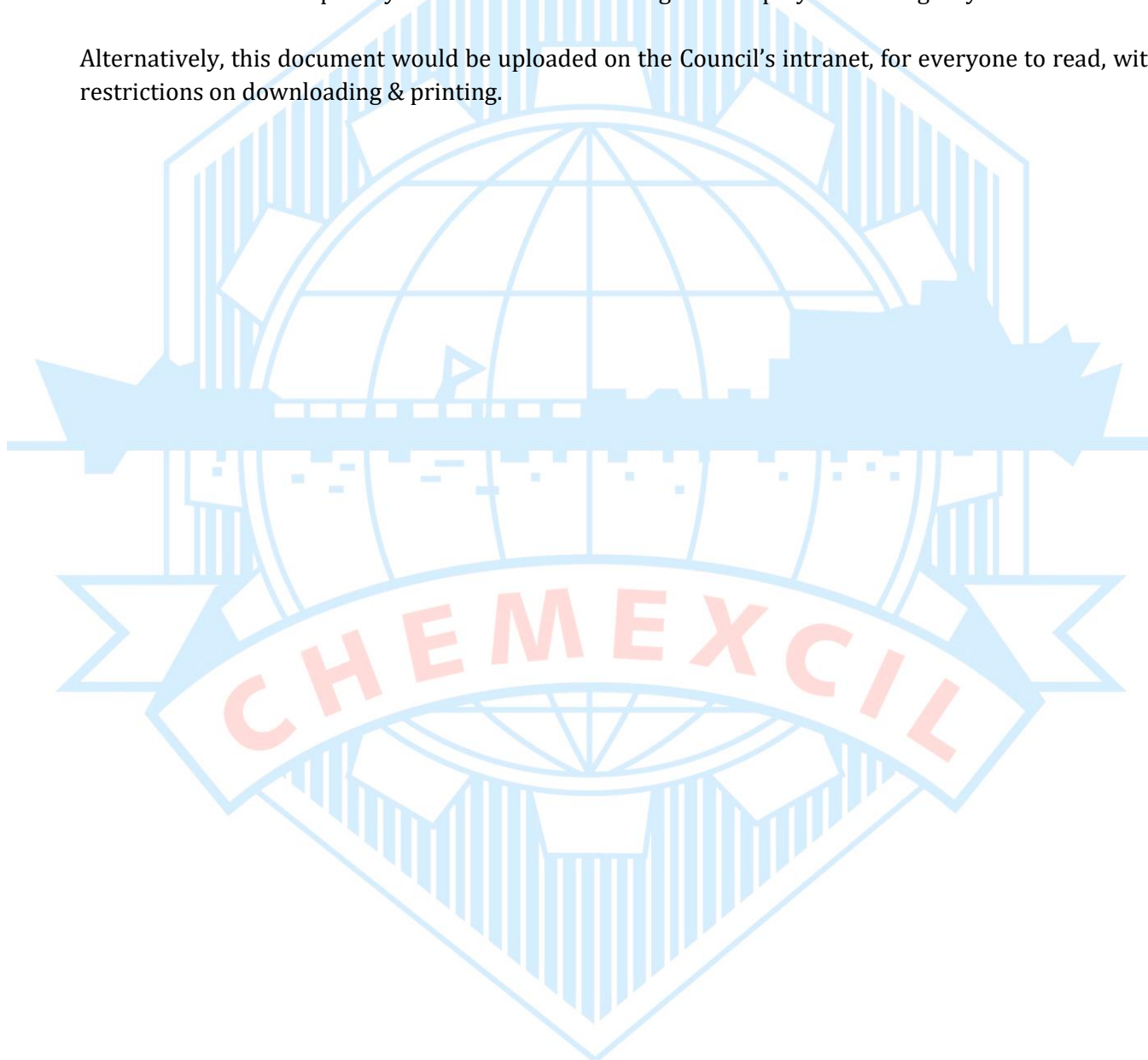


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During the daily work, an employee may be exposed to information that is considered strictly confidential. This information should not be discussed with anybody, including; other employees, trade members, vendors, family and friends.

Information exclusively termed “Confidential” needs to be maintained at all times in Folders/Envelopes clearly marked “CONFIDENTIAL”. The folder also needs to carry the name/designation of the person in whose custody it rests and who can access it (in case of conditional access). Extremely confidential Information like Personnel Files and Financial Details need to be maintained in locked cupboard/safe. The keys to be in the custody of the Director General or any competent authority. Disclosure of confidential information (willfully or otherwise) is a serious offence and strict disciplinary action will be initiated against employees found guilty.

Alternatively, this document would be uploaded on the Council’s intranet, for everyone to read, with restrictions on downloading & printing.





2. COUNCIL HEIRARCHY

Key aspects:

There are 5 levels defined based on seniority

TOP MANAGEMENT
Director General, Executive Director

SENIOR MANAGEMENT
Sr. Director, Director, Jt. Director

MIDDLE MANAGEMENT
Regional Director, Deputy Director,
Assistant Director

JUNIOR MANAGEMENT
Sr. Executive Officer, Jr. Executive Officer

STAFF
Sr. Executive , Jr. Executive, Management Trainee,
Front Office Receptionist, Office Assistant

Grade Structure & Designation

Sr. No.	Grade	Designation
1	M1, M2	Director General, Executive Director
2	M3, M4, M5	Sr. Director, Director, Jt. Director
3	M6, M7, M8	Regional Director, Deputy Director, Assistant Director
4	M9, M10	Senior Executive Officer, Junior Executive Officer
5	M11, M12, M13	Sr. Executive, Jr. Executive, Management Trainee,
6	E1	Front Office Receptionist
7	E2	Office Assistant





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ATTENDANCE & WORKING POLICY	TOTAL PAGES – 3
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Supersedes Service Rules Document Dated: 10/06/1968	Approved By: Director General, Vice-Chairman, Chairman & CoA

3. ATTENDANCE POLICY & WORKING HOURS POLICY

3.1 Objective & Guidelines:

CHEMEXCIL expects employees to be ready to work at the beginning of assigned daily work hours, and to complete their task by the end of assigned work hours. All employees of all grades are required to register their attendance daily at the scheduled reporting time. Salary will not be paid for the day if attendance has not been registered in person.

Employee's regular attendance is essential for the efficient flow of work and is considered as a measure of his desire to perform the job. CHEMEXCIL cannot tolerate repeated absenteeism or late coming, which results in low productivity and indiscipline.

Employees must report to duty on a fixed / notified time and it is the responsibility of all employees to meet the standards of attendance.

Director General will sign / approve the monthly attendance of staff and will send the report to Payroll on 25th of every month.

Regular office timings at all locations:

Option 1: 09.30 a.m. to 6.00 p.m. (with half an hour lunch break).

3.2 Applicability: To all employees of CHEMEXCIL

3.3 Late Coming and Early Going:

Owing to certain personal exigencies, on specific occasions/days, employees may be permitted to report late to work or leave early with permission of the HoD and intimation to the HR Department

3.4 Special Cases:

If an employee works late till 01:00 am or beyond, next day they are allowed to come late to the office by 13:00 hrs. Half day's salary will not be deducted for such instance. The employees exceeding the specified time limit will have to apply for a half - day leaves for every such instance. The employee has to submit leave application.

3.5 General Cases:

Whenever there is a need of leave of absence in case of emergency situations or for ill health, the employee must inform their superior over phone. In addition, the employee must submit the leave application to their immediate reporting manager as soon as he/she returns to duty. All Casual Leave & Privilege Leave should be sanctioned in advance, as per Council's leave procedure, except those casual leaves in cases of emergency cases and about which employees have informed the HoD & HR Department over phone, subject to post approval on return on duty at the sole discretion of the HoD.





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3.6 The procedure for the permissions is as follows:

The employee needs to write an application for late coming / early leaving and get the approval of reporting superior. The approved application is to be submitted to the HR Department and an acknowledgement received.

In case of regions, the Regional Director to approve late coming / early going or leave. A duplicate copy of the form (application) is to be retained by the employee for further reference. In case of any discrepancy, the same to be brought to the notice of Director General. Employees are expected to be regular & punctual at work.

An employee in case of emergency will be allowed to come late the office for leave early twice in a month with approval from HoD and intimation to HR Department.

3.7 Late Sitting:

The following facilities can be availed by individual employees working beyond **20:00 hrs.** working hours.

GRADE	Conveyance Allowance after 2000 hrs. (if not using office vehicle)
M1-M5	Cab/Taxi Fare as Actual on submission of the Bill
M6-M13	Cab/Taxi Fare as Actual on submission of the Bill with approval from the HOD (possibly on sharing basis with other employees)
E1-E3	Cab/Taxi Fare as Actual upto Rs. 800/- with approval from the HOD (possibly on sharing basis with other employees)

Late sitting is allowed only with the prior permission from superiors depending on exigencies of work and is at sole discretion of the Management

3.8 Procedure:

Employees must fill in the Expense claim form / voucher, get it signed by the reporting superior and submit the approved Claim Forms along with the supporting bills/receipts to the accounts department. However, the claims will be reimbursed once in a week.

3.9 Working Hours Policy:

The employee will be required to adhere to timings as may be notified from time to time. Heads of Departments (HODs) and Regional Director/ Manager to schedule employees to work in order to meet quality and operational requirements.

An employee's absence from work habitually reporting late to work and/or excessive absenteeism will be treated as indiscipline and appropriate disciplinary action (including termination) can be initiated against erring employees. An employee's late-coming/unpunctuality and absenteeism record may be a significant factor in evaluating performance, promotions, increments and transfers.

If an employee is absent continuously for ten working days without informing the reporting HOD, disciplinary action will be initiated against the employee remaining absent for more than ten consecutive days without prior approval of leave.





3.10 General Guidelines for Working Hours:

a. Working Hours – 09.30 a.m. to 6:00 p.m. (Mon to Fri)

b. Weekly offs – Every Saturday and Sunday would be a weekly off.

*In case of Business Exigencies, any employee would be required to work on Saturday, compensatory off will be applicable to such employees. No employee can refuse to attend office duty on Saturday, if required. Compensatory off must be utilized in the next five days else the same will laps automatically.

c. Grace period – Grace period of 10 mins from 0930 hrs. i.e., upto 0940 hrs. will be permitted. Any employee coming late for not more than 5 minutes after the grace period will have to report to the Director General for approval. Late coming will be marked from 0946 hrs. One day Casual Leave (CL) or one day salary (only in case where CL is exhausted) will be debited after three late marks in a month and for a block of three late marks subsequently. This is however allowed after approval by HoD and not as a right.

d. Lunch Period – All employees are provided with lunch time of 30 minutes in length on eachwork day. Lunch time will be from 1.00 p.m. to 1.30 p.m. The lunch hour is not extendable.

e. Hours of Work at Regional Offices:

- Regional offices observe all Sundays, and all Saturdays as weekly off.
- All Regional Office's will also work between 09: 30 a.m. and 6: 00 p.m. with 30 minutes lunch break 1 p.m. to 1:30p.m.

f. In case of work exigencies, the Council can declare Saturdays as an official working day or even call off any official holiday.





CODE OF CONDUCT & DISCIPLINARY POLICY	TOTAL PAGES - 3
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4. CODE OF CONDUCT & DISCIPLINARY ACTION

CHEMEXCIL is committed to a high Standard of Excellence. The highest standard of ethics, honesty and professional behavior is expected from the employees of CHEMEXCIL. Good personal conduct contributes to a good work environment for all. Below mentioned Code of Conduct is a formal disclosure of the way the Council operates and will be binding on all employees.



4.1 CODE OF CONDUCT

i. Preamble:

CHEMEXCIL is a professionally managed organization engaged in promoting country's Chemical exports and, committed to total member satisfaction & enhancing all stakeholders' value.

The Council's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. CHEMEXCIL employees are guided by the vision statement & values mentioned therein for the success & reputation of CHEMEXCIL.

ii. Applicability: This Code of Conduct is applicable to all Staff of CHEMEXCIL.

iii. Code Of Conduct-Details:

a. Honesty, Integrity, Ethics:

All CHEMEXCIL employees shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Council's official work, while in the premises of office or notionally extended premises for the purposes of work of CHEMEXCIL, at sponsored events, or when representing the Council.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against Council's needs and/or values.

b. Respect for Individuals:

CHEMEXCIL employees shall treat their fellow employees, members with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear.





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Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

CHEMEXCIL employees shall not use abusive or offensive language, tone or gesture with their fellow employees or members. Superiors shall not insult/demean their subordinates.

CHEMEXCIL employees shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for protection of Women's Rights at the work place. Each employee shall strive to protect women employees from any act of sexual harassment and take appropriate action whenever required.

CHEMEXCIL employees will desist from writing / instigating supporting others directly or indirectly in what so ever manner in writing or otherwise and directing letters to ministry, COA or any other person or party failing which strict disciplinary action will be initiated against such employees including termination of services.

c. Sharing of Official Information

CHEMEXCIL employees shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Council's Policy Guideline on Designated Spokes persons authorized for communicating to the media in this regard, shall be strictly followed.

CHEMEXCIL employees shall not speak ill about the Council to any external agency which would tarnish the image of the Council. Similarly, CHEMEXCIL employee or employees/ members shall desist from indulging in rumor mongering/loose talks, about the Council that is detrimental to the Council's interest.

CHEMEXCIL employees will desist from writing / instigating supporting other directly or indirectly in whatsoever manner in writing or otherwise and directing letters to ministry, COA or any other person or party, failing which strict disciplinary action will be initiated against such employees including termination of services.

d. Maintaining Confidentiality

In addition to the above mentioned, the CHEMEXCIL employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavorable reports on developments in the Council, inconsistent communication at the times of crisis.

CHEMEXCIL employees may, in the course of their employment and engagement, become aware of and possess information of the Council or third parties disclosed to the Council that is not generally known. This may include information which if disclosed could jeopardize the interests of the Council.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.





e. Professional Engagement & Public Advocacy:

Council employees are encouraged to associate themselves with activities of professional bodies/forums to enrich their knowledge and also help in building Council's image. However, such engagement should not result in dereliction of duty or in discrediting the Council's image/reputation or abuse of Council's resources.

f. Intellectual Property Rights

During the course of the employment with the Council any knowledge, inventions, discoveries and processes gathered by the staff and s to be only shared with the Council and it will become the Council's property

g. Use of Council Assets & Brand Logo

CHEMEXCIL employees shall not exploit the Council's resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software, or network with suppliers/members etc.

CHEMEXCIL employees are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including visiting cards. Deviations from the specific logo templates will not be permitted.

h. Use of Information Technology

CHEMEXCIL employees shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology. The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails. Users should comply with the Corporate E-mail usage Guidelines.

i. Working Environment & Dress Code Policy

CHEMEXCIL employees shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness, violence or confusion in the minds of colleagues.

Superiors shall endeavor to create a climate in ensuring the above. Also all CHEMEXCIL employees are expected to follow the dress code policy in order to project a professional image through attire personal grooming & hygiene and bearing, in turn creating a pleasant work environment and to enforce a strong sense of integrity.

Formal dress code during the working hours to be strictly followed, except on holiday working. Male employees to wear formal shirt, trouser, suit/blazer & shoes. Female employees to wear saree, salwar kameez, Punjabi suit, blazer, western formals.



**j. Environment, Health & Safety (EHS)**

CHEMEXCIL employees shall endeavor to create a safe working environment by keeping their office surroundings clean and hygienic.

All employees should ensure not to keep / store any inflammable or fire hazardous materials in the office premises and strive to keep the exits passage clutter free and accessible in case of emergency.

The administration should ensure that all fire extinguishers in the office premises are regularly checked for use in case of emergency.

In case of any safety lapses employees should immediately raise the issue. Regular fire drills need to be administrated on a regular basis.

k. Corporate HR policy

People are the most valuable resources that contribute towards realizing the dynamic vision of the Council. Hence in consonance with the HR functions, CHEMEXCIL shall be relentlessly committing to:

- i. Acquiring, developing and retaining a pool of high-caliber talent
- ii. Enabling and empowering the employees to be creative and innovative
- iii. Establishing systems and practices for maintaining transparency, fairness and equality & integrity.
- iv. Creating a culture of continuous learning, competitiveness and excellence through change management,
- v. Respecting ethics, values and good governance

l. Risk Management Framework Including Risk Management Policy

The employees have to comply with all the laws applicable to the CHEMEXCIL, adhere to the Risk Management framework and abide by the Internal Audit Guidelines.

m. Prohibited Items

Use, sale, purchase or possession of narcotic drugs, arms/weapons by CHEMEXCIL employees at work place or when on duty, is strictly prohibited. Consumption of alcohol during office hours and official meetings is strictly prohibited; barring extra-ordinary situations approved by the Director General.

n. And Finally

All CHEMEXCIL employees besides being good employees shall endeavor to contribute proactively towards the overall progress of the Council.

They should ensure that no negative publicity, or loose talks and rumors are spread during the time of any crisis or otherwise to ensure the image of the Council and its members is protected.

iv. Disciplinary Action

In the event of an employee violating the code of conduct, appropriate disciplinary action shall be taken against such an employee. The disciplinary action may include issuing internal memo, warnings / awarding penalties or dismissal from service. There are stages to the warning procedure. CHEMEXCIL reserves the right to initiate the warning





procedure at any stage, or to jump stages, depending upon the circumstances of the case.

- a. **Internal Memo:** Written warning will be issued by the superior to the employee for any misconduct communicating not to repeat the same mistake / misconduct.
- b. **First Written Warning:** If a serious breach of discipline is committed, or an offence is repeatedly committed despite earlier verbal warnings, or conduct does not meet standards acceptable to CHEMEXCIL, a first written warning will be given. A copy of the warning will be kept in the employee's personnel file.
- c. **Final Written Warning:** If there is a significant breach of discipline which is insufficiently serious to justify dismissal or if following a first written warning there is failure to improve and/or further misconduct, final written warning will be given to the employee. This will give reason, the improvement required and the time scale, if any, for improvement. It will warn that dismissal will result if there is further misconduct. A copy of the warning will be kept in the employee's personnel file.
- d. **Dismissal without Notice (summary dismissal):** Dismissal procedures will be initiated as per the prevalent Labor Law. In circumstances where the management believes that gross misconduct has occurred, the penalty will normally be summary dismissal without notice. This decision may jointly be taken by the Director General, in consultation with the Chairman.

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ARMS LENGTH POLICY	TOTAL PAGES – 1
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4.2 ARMS LENGTH POLICY

i. Objective :

To prevent any conflict of interest of any employee who is working for CHEMEXCIL and having own business or of any close relative aligned to any activity of the Council.

ii. Applicability:

This policy is applicable to all employees of CHEMEXCIL in Staff, Executive, Managerial or Leadership cadre

- Council will not hire /empanel/ associate with, for any business activity any vendor or agency that is owned/partnered by any employee directly or indirectly.
- Not to hire /empanel/ associate with, for any business activity any close or distant family member/ relative of any employee of the Council.
- An employee may refer a vendor or agency for providing a particular service only if the above conditions are fulfilled.



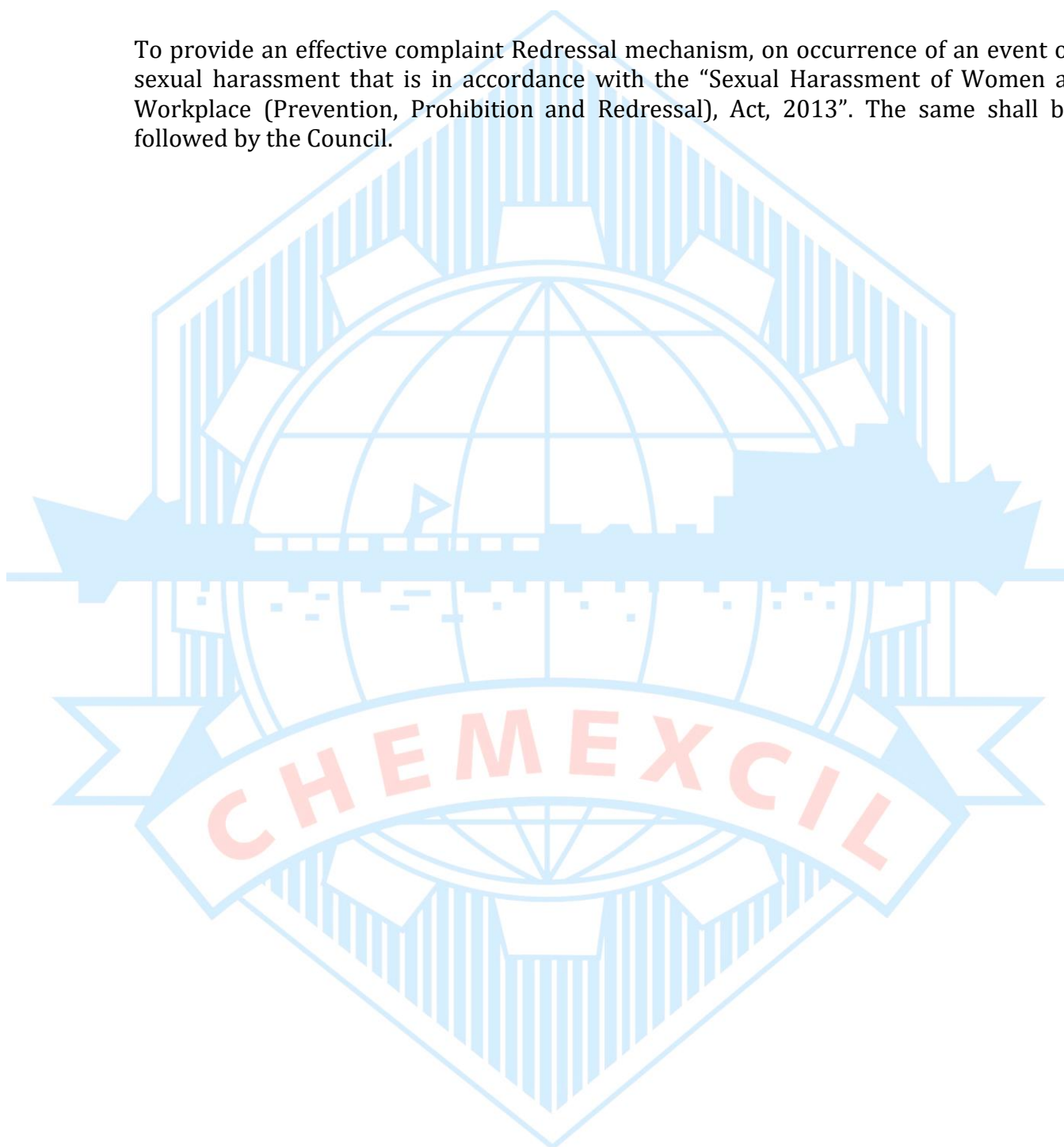


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PREVENTION OF SEXUAL HARASSMENT POLICY	TOTAL PAGES – 1
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4.3 PREVENTION OF SEXUAL HARASSMENT POLICY

To provide an effective complaint Redressal mechanism, on occurrence of an event of sexual harassment that is in accordance with the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013”. The same shall be followed by the Council.





RECRUITMENT POLICY	TOTAL PAGES – 4
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5. RECRUITMENT POLICY

5.1 Objective:



This policy aims to promote and maintain high standards of professional recruitment practice by encouraging recruiters to adhere to best practices.

- To attract and retain highly qualified, talented workforce available on merit.
- To disseminate information about employment opportunities with the Council through numerous channels, to ensure necessary attraction.

5.2 Applicability: All employees at all levels.

5.3 Policy:

Regardless of the sources, and the position to be filled-in, all candidates whom the Council is considering for interview should fill in the Employment Application Form.

If any of the details mentioned in the Employment Application Form turns out to be false or inaccurate or there is evidence that any relevant information has been deliberately suppressed, the employment could be terminated without any notice.

5.4 Procedure:

The recruitment and selection policy must be in line with the Council's Manpower Planning.

Departmental Head/ Regional Head will systematically review their business plans, team structure, skills and manpower flowing out of Business Plan to arrive at the manpower required for the said financial year.

On the basis of assessment, Departmental Head/ Regional Head will prepare their 'Manpower Plan' and he will fill Manpower Requisition Form. Creation of new position or filling up of old position needs to be approved by the Director General, as there is a financial liability on the part of the Council.

Approved Manpower Requisition Form will be submitted to HR department for approval of Management along with a Job Description.

The HR Department may look at various sources of recruitment for filling in its positions. Resume received from different sources will be screened, based on the 'Job Description', by HR.

Resume meeting the job criteria shall be forwarded to the concerned Head of Department for their endorsement.





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Based on the availability and in consultation with the HOD, schedule of the interview will be communicated to the short-listed candidates, either by phone/email etc. clearly mentioning the name of the contact person, date, time and venue.

On completion of preliminary test (if required) and preliminary screening, if it is felt that potentiality of the candidature is in doubt the candidate may be dropped from the process and duly informed to the candidate.

The interview panel would typically involve two levels above the position e.g. the Directors and above, HR Manager and Director General. It may involve ED/ Director General/ Chairman for senior level recruitment and specialists from outside for certain positions.

Council will not reimburse the travel expenses to any candidates coming for interview. Unless approved by the Director General as a special case.

The final interview can be in two or three parts with panelists available in a rough order of seniority meeting the candidates successively.

Psychometric tests may be conducted for any senior or key and critical positions being considered in the Council depending on the situation.

HR Head or his nominee would be present in all interviews to ensure full communication among panelists and to aid the panelists in administrative formalities such as recording interviewer's comments and decisions.

Any candidate found to be canvassing for his / her candidature can be disqualified. No recommendations by any employees should be entertained in order to have a fair selection process. Candidates should be selected purely on the basis of merit alone.

5.5 Responsibilities:

Human Resources Department shall be responsible for the following:

- i. Communicating to applicants the requirements of this Policy and associated procedure;
- ii. Confidentially storing any documentation associated with this Policy.
- iii. Conduct background verifications of all certificates / documents, previous employer check, address proof details, police and criminal court background checks of all the candidates after their joining through a reputed employee background screening company.

5.6 HOD/Managers:

They are responsible for ensuring that no applicant commences employment until his or her appointment has been confirmed.



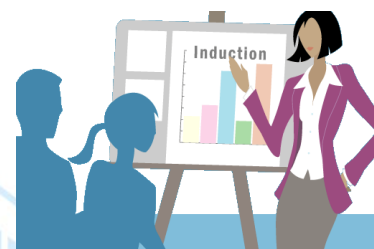


INDUCTION POLICY	TOTAL PAGES - 2
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Supersedes Service Rules Document Dated: 10/06/1968	Approved By: Director General, Vice-Chairman, Chairman & CoA

6. INDUCTION POLICY

6.1 Objective

CHEMEXCIL realizes that in order to maintain effective and efficient performance, all employees must be taken through a comprehensive induction process.



CHEMEXCIL commits itself to assist new employees to integrate into the culture of the Council and to acquaint themselves with details and the requirements of the job as quickly as possible.

The induction process will take place by means of a formal induction checklist which will guide the HR functionaries for the purpose of employee orientation.

6.2 Applicability: Applicable to all new Joiners

6.3 Guidelines

- i. A new employee's induction in the Council should not be seen as a routine event or as a mere formality but a significant process by which the new employee gets to know the Council, internalizes the Council's social and behavioral environment and values, as well as the required job-related skills and competencies.
- ii. No new employee would be engaged on the normal job directly without having been exposed to an Induction Program. It is the responsibility of the Human Resource Department to plan and deliver, in consultation with the Manager, a suitable induction program.
- iii. The duration and extent of the induction to be given to the new employee will be for two days. The induction period can be extended for a longer period if the need arises to ensure that new employees are properly inducted.
- iv. Wherever a new staff joining the Council, they will be initially introduced to other Departments in the same location, the HR shall take the initiative to prepare a brief induction/ familiarization program for him/her after ascertaining the availability of all concerned. Such induction may either precede his joining the Department or may be in the course of his working in the Department concerned, depending on the convenience of all concerned.
- v. A formal announcement by e-mail will be made across the Council with a brief introduction of the new employee by the HR department.
- vi. The employee should be taken around the office, shown the location utilities and





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introduced to all the staff. The concerned Reporting Manager will be responsible for the subsequent processes of Induction.

vii. No employee should be allowed to join the duties unless all requisite documentation has been submitted and all background verification is processed through an external professional agency. During the induction program, the employee shall be required to complete the documentation process including:

- i. Completion and submission of Personnel Detail Form.
- ii. Essential documents to be obtained and verified with originals: SSC, HSC certificates; Degree, Diploma certificates; Work Experience / Relieving letter of last and previous employers (wherever applicable); passport (if available); PAN / Aadhar Card / Residence Address proof.
- iii. Submission of three passport size photographs.
- iv. Completion and submission of salary account opening form.
- v. All the above rules are applicable to the new employees joining at Regional Offices too.



CHEMEXCIL





PROBATION POLICY	TOTAL PAGES – 2
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7. PROBATION POLICY

7.1 Objective:

To allow the Council, to closely evaluate & monitor the knowledge, skills & attitude required for the job, of newly hired employees. This also includes evaluating the suitability and efficiency in the context of the Council.

7.2 Applicability: Applicable to all the new Joinees.

7.3 Policy:

All new entrants will be on probation for a period of six months from the date of joining. Those who join between 1st to 14th will be confirmed effective 1st and those who join between 15th to last day of the month will be confirmed effective 15th. On completion of probation period and after an evaluation of employee's performance, the services will be confirmed, extended or terminated.

The same appraisal form as in Annual appraisal will be used for confirmation appraisal also. If the performance of the employee during the probation period is not satisfactory, probation period can be extended for a period of three months. However the total period of probation, including the period of extended probation should not exceed nine months. At the end of the probation extension period, if the performance is still not satisfactory, the services of the employee will be terminated.

7.4 Performance during the Probation Period:

Employees who are not performing as per expected levels of performance during the probation period should have at least one discussion during the probation period with their respective Functional Head. Feedback on performance level and development plan should be discussed with the employee.

7.5 Confirmation:

On successful completion of Probation, HR will ensure appraisal and confirmation in time; it cannot be done without involvement of HODs and the employee. Confirmation will not be automatic. A letter of confirmation will be given to the confirmed employee by the HR department.

7.6 Notice Period during the Probation Period

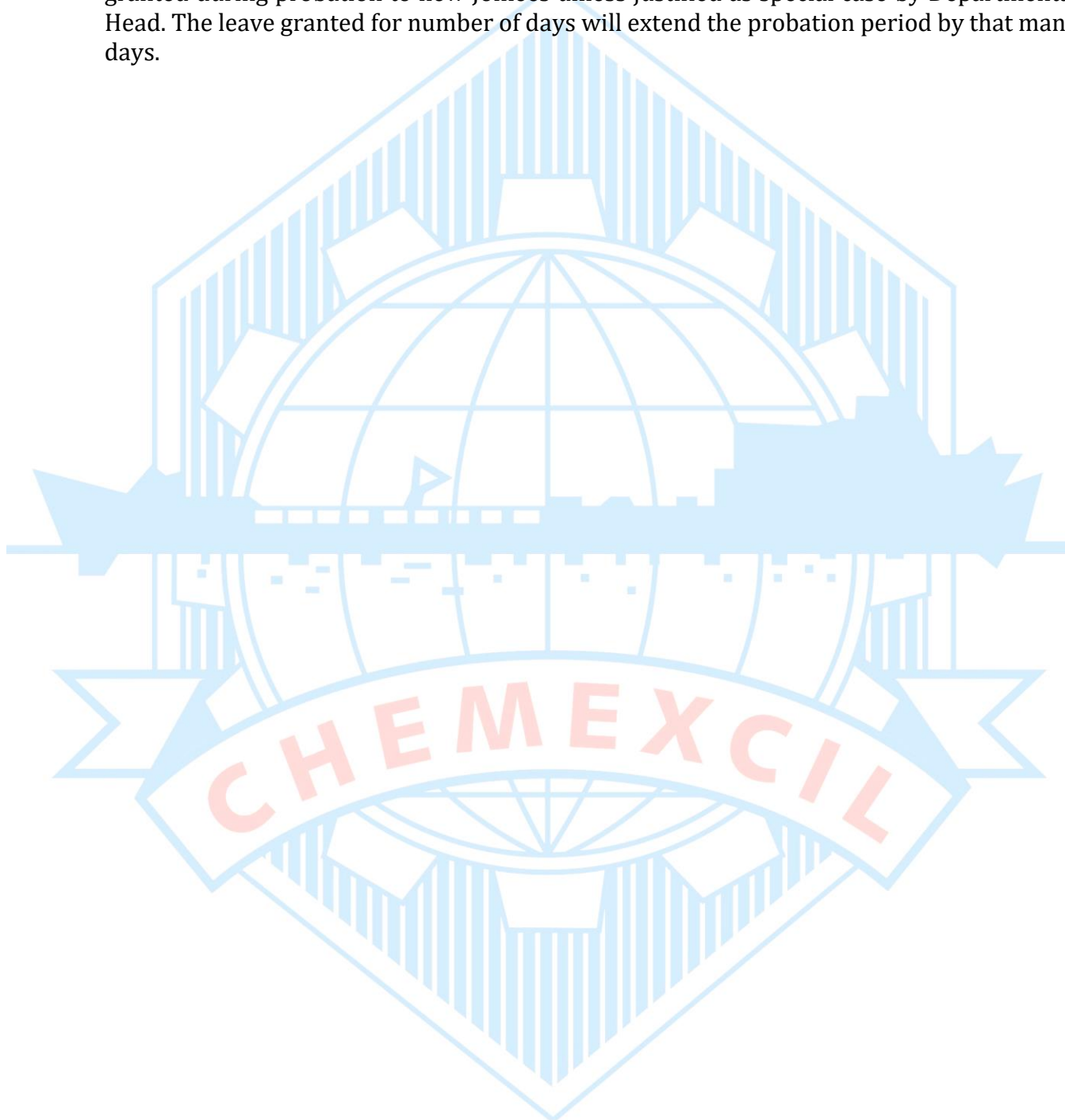
In case of separation, all Probationers would be required to serve a notice period as per the terms and conditions mentioned in the appointment letter.





7.7 Leave during the Probation Period

The objective of probation period as mentioned above is provide time for the new Joinees to settle in the Council and for the Council to judge whether the new Joinees is able to appreciate the culture of the Council and perform satisfactorily. Hence, no leave will be granted during probation to new Joinees unless justified as special case by Departmental Head. The leave granted for number of days will extend the probation period by that many days.





LEAVE POLICY	TOTAL PAGES – 6
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8. LEAVE POLICY

8.1 Objective:

All employees of CHEMEXCIL are encouraged to avail the paid leave facility as and when needed to take time off for rest, and to attend personal exigencies. The purpose of the leave policy is to define leave eligibility, facilitate planning and availing of leave in a systematic manner.

Leaves are allotted without discriminating between Management, staff or any other categories. The Number of days of Leave eligibility per year does not vary with years of service.



Employee Category	Privilege Leave (PL)	Casual Leave (CL)	Commuted/ Sick Leave (SL)	National Holidays
All Employees (Except temporary)	30 Days	10 Days	15 Days	17 Days (in liaison with Government Holidays)

8.2 General Guidelines

- Leave year for accounting purposes would be the Calendar year i.e. January to December.
- In a calendar year an employee is eligible for 30 days Earned Leave / Privilege Leave (including weekly off and National/Public Holiday), 15 days sick leave and 10 days Casual Leave
- In case of employees who have put in at least one year of service 30 days Earned will be credited to their account on 1st January every year.
- Casual Leave is credited at the start of each calendar year every year.
- For employees who join in the middle of the leave year, eligibility would be calculated pro-rated basis.
- Prefixing or suffixing of leave is permitted and intervening weekly offs or Public Holidays will be counted as leave.
- The responsibility of obtaining sanction for leave will be with the employee.
- No leave can be claimed as a matter of right. The employee's superior/s has the discretion to sanction, defer or refuse any leave depending upon exigencies of work.





- i. As a general rule, leave must be with prior intimation and with the approval of the HOD concerned. Else the same would be classified as unauthorized leave and the pay may be deducted accordingly.
- j. In case of Sick Leave, if the Council feels the necessity of ratifying the medical prescription and the fitness certificate by the Council's appointed Doctor w will be considered as final approval.
- k. Leave records of all employees will be maintained by Payroll/ HR Department.
- l. It is necessary that duly filled and approved leave application must reach HR by 25th of every month without fail. If, any employee fails to apply for leave or to regularize the absence before the cut-off date, HR will not send any intimation nor would follow-up for the same. The duration of such absence will be treated as unauthorized and no salary will be paid for the period.
- m. No leave can be availed of during the notice period. No employee can be on leave on his/her last working day in the Council. If any employee on serving notice period happens to avail leave due to health issues or any emergency situation, the notice period will be extended by the number of days the employee was absent.
- n. Leave Application for Regional Heads should be routed to Director General

8.3 Privilege Leave (PL):

a Eligibility:

All confirmed employees of the CHEMEXCIL are eligible for paid leave. Employees on probation are not entitled to take leave, except on any exigencies.

However, on confirmation they can avail, of the leave accumulated during the period of probation as per the norms.

b. Entitlement:

For the first year the PL will be on pro-rated basis.

Every employee of CHEMEXCIL is entitled to avail 30 days PL in a year. However, the leave can only be availed after completion of six months of service with full pay in case of new joiners.

The leaves will be credited to the employee's leave account at the beginning of calendar year (i.e. 1st January every year)

When an employee avails PL, s/he will be paid the same salary as was paid before proceeding on leave.

At a stretch on one go; an employee cannot avail more than 15 days of PL, unless approved by the Director General with justification. To avail the PL, the employee needs to submit a PL application form to the sanctioning authority at least 15 days in advance. The period can be reduced in case of contingency or emergency by the sanctioning authority on a case-to-case basis.





c. PL accumulation and Encashment:

PL can be carried forward and accumulated to a maximum of 120 days (120 days is inclusive of the entitlement of 30 days of the new calendar year)

In the entire service of an employee, an employee can en-cash a maximum of 120 days of Earned Leave at the time of retirement and anything above 120 days they have to enjoy.

Permanent employees can en-cash up-to a maximum of 15 days of Earned Leave in a calendar year, based on Basic Salary.

Leave encashment will be calculated as follows = (Basic Salary / 30 * no. of days). Tax deduction on encashment will be as per the applicable provisions of the tax laws. Leave en-cashed will be payable with monthly salary based on the Basic Salary as on date of encashment.

Request for encashment of leave will be considered once in a calendar year only and to a maximum of 30 days only.

In case of retirement / termination/ resignation, the employees would be paid the balance of Earned Leave to his credit, subject of maximum of **120 days, less the number of days already en-cashed by the employee.**

d. Procedure:

En-cashed leave is treated as separate amount and will not form a part of salary or any other allowance. It will be paid separately as 'Leave encashment' and is taxable.

8.4 Casual Leave (CL):

a. Eligibility:

- i. All employees are eligible to take 10 days CL in a Calendar Year.
- ii. Maximum 2 days CL can be taken at a time at a stretch.
- iii. Employee cannot combine CL and PL, by any means
- iv. Casual Leave will be credited in the employees leave account as on the 1st January of every calendar year in advance.
- v. Employees joining in the course of the year will be eligible for pro-rata leave on their date of joining for the period up to 31st December in the said calendar year.
- vi. In case any employee separates from the services of the Council during the year, recovery on account of excess casual leave availed by the employee during the year would be made.

b. Entitlement:

- i. If CL extends beyond 2 days, then the employees will have to apply for PL.
- ii. Intervening weekly off days / National / Festival / Declared holidays will be counted as a part of CL. However, preceding or succeeding weekly off days/holidays will not be counted as leave.
- iii. Balanced CL remaining unutilized as on 31st December will lapse.
- iv. Half day CL can be taken as required. In order to avail Half day CL minimum 4 hours of working is required, if the duration of work in office is less than 4 hours the leave will be





calculated as full day CL.

- v. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective reporting Manager on the same day through phone/sms or e mail, however approval of the supervisor is necessary.

c. Procedure:

Employees have to fill Leave Application Form and submit it to the Reporting Manager prior to availing CL and get a formal approval of the HoD. CL can neither be en-cashed nor be adjusted to the notice period. However, in case of emergency, employee should communicate/inform the respective HoD of his/her absence. On resuming duty, the employee has to regularize the CL and inform HR accordingly.

8.5 Sick Leave (SL):

a. Eligibility:

- i. All confirmed employees are credited 15 days SL as on the 1st January of every calendar year in advance.
- ii. If an employee continues to be absent on grounds of ill health after exhausting the entire quota of SL during the calendar year, such excess days of absence will be deducted from PL and if PL is not available, they will be considered as unpaid leave.
- iii. Employees joining in the course of the year will be eligible for pro-rata sick leave for the service rendered in the current year subject to confirmation of service.

b. Entitlement:

- i. Medical Certificate has to be submitted as a proof of sickness if SL is exceeding more than 2 days.
- ii. Intervening Weekly off days / National / Festival / Declared holidays will be counted as a part of SL.
- iii. Half day SL can be taken as required.
- iv. SL can neither be en-cashed nor be adjusted to the notice period.

c. Procedure:

- i. Inability to attend office because of any sickness should be notified to the respective Reporting officer on the same day through phone.
- 9 Leave Application Form has to be filled & submitted along with the medical certificate on resuming duty.
- 10 Sick Leave for more than two days should be supported by medical certificate from a registered medical practitioner. If an employee is absent for a period exceeding a week because of sickness, he / she should produce a fitness certificate from the attending physician/surgeon.





8.6 Extraordinary Leave without Pay (LWP)

The Director General may grant extraordinary leave to an employee under special circumstances with/ without pay if no other leave is in credit of the employee.

Cancellation of Leave

The Director General can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules pertaining to LWP will be applicable.

8.7 Special /Compensatory Leave (Comp-Off)

- a. **Entitlement:** Comp-off/ Special leave will be entitled only after 6 hours of work in a day for working on holidays (for those not entitled to overtime). Such special leave standing in credit of an employee on 31st December shall be consumed by the following calendar year and no further carry forward shall be allowed.

In case an employee is required to report to work on any Sundays/Saturdays/Declared Holidays, the employee is entitled to a compensatory holiday ("comp-off") of one day in lieu of every holiday worked. The employee working on a holiday should report for work on the holiday on receiving written permission/instruction from the Director General.

The request for compensatory holiday needs to be made using the "Leave application form" and presented to the reporting superior. The reporting superior on approval to submit the form to the HR Manager for record.

Leaving for official travel or coming back from official trip on weekly off /Saturdays / declared holidays before 12 noon, the employee is not eligible for claiming comp off for the same.

b. **Overtime:**

i. **Eligibility:**

Only Office Assistant staff (Driver & Peon) will be eligible for overtime benefits. The Overtime eligibility will start only after working hours exceeding 9 hrs. as per the law.

8.8 Other Leaves:

- a. **Maternity Leave:** All female employees of the Council can avail Maternity Leave as per Maternity Benefit Act 1961.
- b. **Paternity Leave:** All male employees of the Council can avail Paternity Leave as per Paternity Benefit Act 2017.





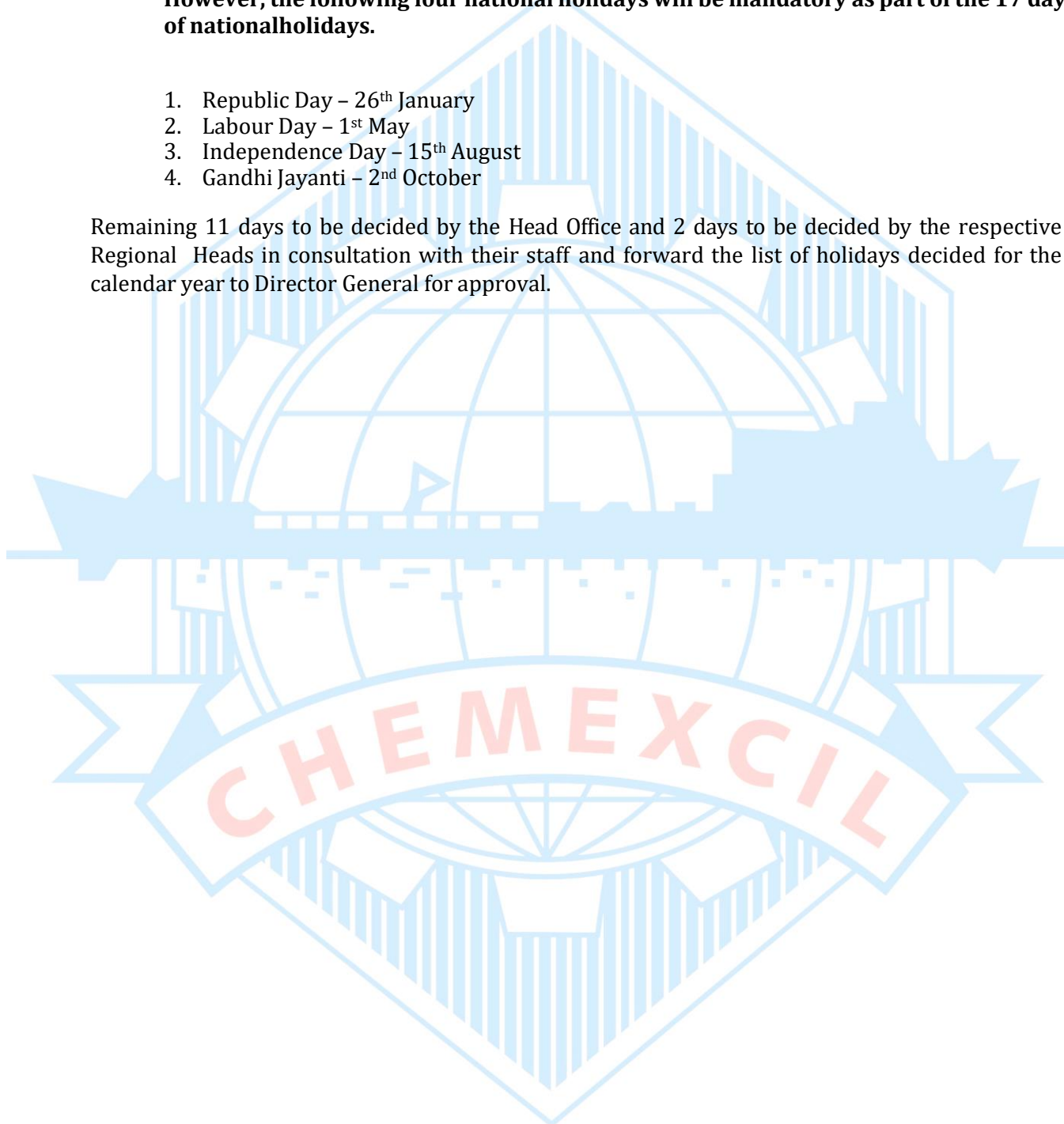
c. National Holidays (Paid Holidays)

The list of public holiday is available with the HR department and will be circulated at the beginning of the year. While the number of days of public holidays are fixed however the occasion will vary as per the region. Paid holidays should not be more than 11 days annually and has to be standardized across all Regional Offices and Head Office.

However, the following four national holidays will be mandatory as part of the 17 days of national holidays.

1. Republic Day – 26th January
2. Labour Day – 1st May
3. Independence Day – 15th August
4. Gandhi Jayanti – 2nd October

Remaining 11 days to be decided by the Head Office and 2 days to be decided by the respective Regional Heads in consultation with their staff and forward the list of holidays decided for the calendar year to Director General for approval.





PERFORMANCE MANAGEMENT POLICY	TOTAL PAGES : 8
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9. Performance Management System (PMS)

9.1 Introduction:

The Performance Management System (PMS) is the most important element in driving Council excellence. It is akin to the heart when it comes to human anatomy. Like the heart absorbs blood and pumps fresh blood into the body, the PMS receives crucial data related to the performance of the Council and pumps back important milestones to be achieved in the form of KRA's and training needed to sharpen knowledge, skills and attitude for the new targets of the forthcoming financial year. The PMS continuously monitors performance to keep the Council alert and healthy.

A professional Performance Management System ideally tries to capture the Competence of employees and rewards, recognizes or reprimands them for better performance for achieving next year's business plan. Here, competence is a combination of Job knowledge, skills and attitude of the employee.

The performance of the Council is looked at it in a three-dimensional structure: Individual employee performance, his departments contribution to the Council and finally what the Council has been able to achieve in terms of business performance (revenue and profits).

9.2 Objective:

Performance Management System is an integrated process of objective evaluation & institutionalize the Performance setting, merit based assessment and evaluation that will support individual employee, departmental & Council growth and help create a performance driven culture.



9.3 Job Descriptions:

CHEMEXCIL makes every effort to create and maintain accurate job descriptions for all positions within the Council. CHEMEXCIL maintains job descriptions to aid in orienting new member to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations.





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The HR Department will prepare job descriptions when new positions are created in discussions with the incumbent and the Reporting Manager. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and relevant, reflecting the work being done.

Employee should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary from time to time.

9.4 Performance Evaluation Cycle:

CHEMEXCIL's official Performance Management Cycle is divided into half yearly business reviews (HYBR).



9.5 Half yearly Performance Evaluation Cycle

Interim evaluations shall be conducted half yearly basis during the performance cycle for both probationary and confirmed employees to advise an employee of his or her progress toward meeting performance measures or to identify performance problems. These evaluations are to be noted in the Half Yearly Review Form which should be maintained in supervisors' documentation files to be used when the annual evaluation is being conducted.

The employees at Regional offices are required to attend half yearly review through Conference call. The details regarding conference call will be sent by the Head Office regularly.

9.6 Half Yearly Review Documentation

1. **Performance Improvement Plan (PIP):** The performance improvement plan shall be developed by the supervisor and HR based on the competencies that they would like to improve in the employee. Employees should be given written information and copy of the plan.
2. **Extra ordinary Performers during Cycle:** HOD(s) are encouraged to recognize incidents of employee performances that are truly extra ordinary. A supervisor should document incidents of extraordinary performance. The document must be signed by the HOD, given to the employee, and a copy retained in the HOD's confidential file until the annual performance evaluation is completed. If the employee receives an overall annual evaluation of Extra ordinary performance or below expectation (unacceptable performance), the form must be attached to the annual evaluation form to support the rating. Otherwise, the form is retained in the supervisor's file.





9.7 **Annual Review**

- a. **Self-Appraisal & Evaluation:** The Self-Appraisal Form must be distributed by the HR Department as per the specified schedule. Each appraisee must be provided an opportunity to provide the supervisor with a self-assessment of his or her job performance. The appraisee shall be required to complete a self-appraisal form evaluating his/her performance against set standards. The details of the form shall be **kept highly confidential and shall not be discussed with anyone except the respective HR Personnel.**
- b. **Rating:** The appraisee is then rated in the following categories as per his/her Annual Performance Score

Rating	Definition
1	Unacceptable Performance
2	Needs Improvements
3	Satisfactory Performance
4	Good Performance
5	Excellent Performance

- **Excellent Performance (5)** - The employee consistently and significantly exceeds expectations of the job in all areas.
- **Good Performance (4)** - The employee exceeds expectations in several areas on a regular basis.
- **Satisfactory Performance (3)** - The employee consistently fulfills expectations and at times may exceed expectations.
- **Needs Improvements (2)** - The employee's performance does not consistently meet expectations. A performance improvement plan is required.
- **Unacceptable Performance (1)** - Even with additional coaching and supervision, the employee's performance does not meet expectations. Immediate improvement is required – final notice should be considered for termination of employment.

c. **Record keeping:**

Annual Performance Evaluation Forms are official personnel documents and must be maintained by the HR Department in employees' official personnel files when completed. All performance review documents shall be treated as 'Strictly Confidential'

d. **Data Analysis:**

Training needs analysis should be done through the appraisal process and in discussion with the HOD and HR.

Employee Engagement Plan for the Council should be created after the completion of the appraisals.

Individual Development Plan (IDP) should be made for critical roles and for those with rating of 1 & 2.





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The synopsis of the appraisal process including recommendations for the salary increments should be sent to the Chairman and Vice Chairman for approval. Once their approval is obtained, the salary increments should be processed with arrears if applicable.

BASIC CHEMICALS, COSMETICS & DYES EXPORT PROMOTION COUNCIL (CHEMEXCIL)				Performance Appraisal Form - Staff		
Name of Employee: -				Employee Code: -		
Department: -				Date of Confirmation: -		
Date of Joining: -				Designation: -		
Appraisal Period: -						
Name of Appraiser: -						
(I)	KEY RESULT AREAS	WEIGHT AGE	UNIT OF MEASUREMENT	SELF-RATING	SUPERVISOR RATINGS	COMMENTS
1.						
2.						
3.						
4.						
5.						
		100 %				

The Annual Training calendar and the Employee engagement plan arising out of the performance management systems should be approved from the Chairman and Vice Chairman and executed by the HR department.

This completes the entire cycle of the Performance Management Process.





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Performance Appraisal Form:

BASIC CHEMICALS, COSMETICS & DYES EXPORT PROMOTION COUNCIL (CHEMEXCIL)			Performance Appraisal Form - Staff			
(II)	FACTORS ENABLING PERFORMANCE	Max. Rating	Marks	Self-rating	Supervis or rating	Comments
1	Competence (Job Knowledge & Skills, attitude)	20	70			
2	Performance On The Job :- a) Quality	10				
	b) Quantity	10				
3	Performance of Job with Applications & Presence of Mind	10				
4	Planning, Organizing, Staffing & Co-Ordination	10				
5	Inclination, taking additional responsibilities	10				
6	Interest, Initiative, Involvement & Commitment to Job Responsibility	5	30			
7	Communication Skills :- a) Oral	5				
	b) Written	5				
8	Attitude (Character, Loyalty, Values & Intention)	5				
9	Punctuality & Attendance	5				
10	Relationship With :- a) External People -	3				
	b) Colleagues -					
	c) Subordinate -					
11	Adherence to safety & other precautionary measures	2				
TOTAL			100			

(III)	DEVELOPMENTAL NEEDS (Training Required)	Comments
1		
2		
3		
4		
5		

(IV)	Employee's Comments:	
	Supervisor's Comments:	
	Sign of Employee with Date	Sign of Supervisor with Date
	DG's Comments:	
	Sign of DG with date	





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Detailed Process

Phase 1:

First and foremost, meeting with the Chairman, Vice Chairman, Select COA members, DG and Sr. Employees of the Council to understand the legacy and future plans. Vision, mission, values and try to understand - according to them, what are the strengths and causes of concern (if any) and objectives which can be taken into account while devising the PMS.

Thereafter, meeting with employees at the Head office and the regional office (one on one) trying to understand what are their thoughts about the existing PMS and what would they like to change to match with their respective department objectives. Also check with them what suggestions they have to make regarding the new PMS robust and meaningful.

1. Understand what was the business plan for the previous financial year. It is very important to understand what were and what are the business objectives the Council is trying to achieve. The performance review of the past year will capture what was achieved and vice the versa.
2. Understand the Compensation philosophy of the Council and check whether it is in line with the Council's vision.
3. Understand the Council structure and what edits the management has planned to align the structure with the new business plan.
4. Study existing PMS system and check last three years business results vis a vis PMS outcome.
5. Study what were the outcomes of the previous cycle of PMS like - salary increment, training need analysis, how engaged employees are currently. What methodology was used to ascertain performance of employees, what was the formula used, what was the bell curve outcomes (department & Council)?
6. Study existing CTC structure and recommend edits.
7. Check employee attrition / retention rates and probe reasons and action taken.
8. Meeting with the HR Department and team to analyze their interpretations of the PMS and their challenges to achieve the objectives of the Council in terms of managing talent.
9. Create and present the Executive Summary based on the information gathered to the top management.
10. Conduct Compensation survey of the sector we belong to and check the percentile we are at amongst other Councils or gather data about the salary levels position wise.]
11. Conduct 'Goal setting' offsite workshop for senior and mid management level employees. This will cover how goals are set, how to define KRA's, how to conduct effective review meetings and how to supervise getting the job done and how to provide feedback effectively. Two workshops of two days each.





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12. Set appropriate KRA's for the entire staff.
13. Conduct monthly review meetings to steer the team towards achieving business objectives.
14. Counsel and motivate employees who are not upto the mark.
15. Conduct 'Town hall meeting' to address and communicate the situation of the Council in terms of business performance, challenges and advantages. This is a monthly platform to communicate Councils plans to employees and also for employees to recommend/ suggest how to improve performance, systems for profitable outcomes. (Addressed By ether Chairman, Vice Chairman, COA members or DG. Facilitated by HR)
16. Performance awards and long service (loyalty) awards for eligible employees.
17. Compact and value-added MIS to Chairman on monthly basis on the Council productivity and critical performance metrics.
18. Half yearly and annual top management performance review (strategic offsite meet two days) - facilitated by Universal
19. Monthly address by eminent business personalities to top management team to benchmark best business practices from diverse sectors. - facilitated by Universal

Phase 2:

1. On the basis of the information gathered from the above stakeholders, devise a customized PMS.
2. Design a new performance Appraisal form which will have the following sections:
 - a. KRA's of the previous financial year.
 - b. Enabling factors contributing to the achievement of the KRA's.
 - c. Training need analysis
 - d. Employees comments (inputs) to arrive at the Employee engagement plan for the Council.
 - e. Supervisors' comments
 - f. HOD / ED comments.
3. Presentation to HOD's explaining them the design and what, how and why of the revised appraisal form. How to execute the appraisal process and rate performance.
4. Distribution of appraisal form to all eligible employees online. Explain to staff how to complete the entire document including the self-appraisal section.
5. Assist/facilitate supervisors to conduct one on one meetings with their departmental staff to discuss past year performance and set KRA's for next year.
6. Collect everybody's completed appraisal document and do quality check.
7. If all well, then check department wise and Council 'Bell Curve'. Make corrections if required based on curve results.





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8. Strategies salary increment and performance bonus formula.
9. Check 'if what' method wage / salary bill.
10. Presentation to COA on PMS outcome scenario.
11. Make edits based on COA feedback / review and recommendations.
12. Obtain Chairman / COA approval on the salary increments, bonus and promotions if any.

Phase 3:

1. On the basis of the above processes, engage the HR team with the task of collating the training needs analysis and prepare annual training calendar.
2. Prepare department wise salary increments based on approved final ratings.
3. Prepare employees engagement chart based on employee feedback as well as the results of the employee satisfaction survey.
4. Prepare revised salary statement and share the same with HOD's for their knowledge.
5. Ensure distribution of increased salary in all the salary components of the CTC. Revise the new CTC structure.
6. Process payroll on the basis of the revised compensation. Keep accounts department in the loop.
7. Prepare salary increment / promotion letters and send them to respective employees with cc to HOD.
8. Send individual email to employees informing them about the revised KRA's.
9. Keep the completed appraisal document in each employee's personnel file or in the HRIS, then save the document through the same.

End of Performance Management System Policy





LEARNING & DEVELOPMENT POLICY	TOTAL PAGES: 3
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10. LEARNING & DEVELOPMENT POLICY

10.1 Objective:

CHEMEXCIL encourages employee development & intends to provide periodical training for development of the employees, which will enhance their specific job skills and their overall professional strengths, as well as their personal development.

10.2 Principles:

All training, learning and development should lead to improvements in employees and their performance.

- a. Learning is everyone's responsibility and implicit in this commitment is the expectation that all employees are required to support and promote employee growth in line with business requirements.
- b. The support and active participation of senior managers is seen as essential in both planning and managing L&D, and as leaders of a culture of learning and continuous improvement.
- c. The role of HR is one of facilitating change, managing L&D activity, and building and supporting the overall learning culture rather than one of simply coordinating training.
- d. Learning is seen as an important part of the Council's value system.

10.3 Budget:

- a. Training Budget is a centralized budget which will be initiated by HR, approved by ED.
- b. **Area of focus:** The focus will be mainly on three aspects:
 - i. To equip employees to perform their daily tasks and jobs effectively by ensuring adequate training in their functional areas. This will ensure that employees are exposed to and up dated with the latest trends, technology in their functional domain.
 - ii. To equip employees to be personally effective at their job and grow as an individual, learning plan will also focus on trainings related to behaviors, attitudes, etc.
 - iii. For the Council to transform and achieve its vision, learning initiatives will also be derived from the Council's direction and strategy.

This will form the basis for all learning related initiatives at CHEMEXCIL





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c. Identification of Learning Needs

The process of training starts with the identification of training needs. The training needs identification process will be done at two levels.

- i. Behavioral Training Needs
- ii. Functional/Technical Training Needs

d. Behavioral Training Needs

These are behavioral training needs of each individual employee. These will be generally identified through Performance Appraisal Process. They can also be identified through inputs given by the Functional Heads.

The top 2- 3 behavioral needs identified across different levels and functions will be given priority keeping the budgets and relevance in mind.

Personal Effectiveness and behavioral aspects: These programs are developed to bring in a change in behavior, attitude and personality of the team members for increased productivity and personality growth.

e. Functional/ Technical Training Needs:

These training needs will be identified in line with the operations undertaken by the various departments and will be identified after discussions with the respective HOD or through the Performance Appraisal Process. The frequency of the identification survey will be once a year but can be conducted if there are some changes generated by the changing business needs.

f. Functional Training Programs

These programs will be designed to address all employees of the Council, to expose them to an in-depth as well as overview of the respective departments' operations and the skill sets required to discharge their responsibilities effectively.

Also, in addition to these, Team members shall be nominated to seminars and lectures as and when required for updating of various types of skills.

g. Training Nomination Procedure:

- i. Employees can self-nominate with the approval of their respective HODs
- ii. HODs / Directors can nominate the employees, teams.

The Head of respective department, ED will have the final authority on nominating an individual /groups. The training nominations then shall be forwarded to the HR team who in turn shall verify the same and process the nominations.

h. Eligibility conditions for attending the training programs:

A team member is eligible for attending a training program only if –

- i. S/He has not attended a similar program in the previous 6 months of his working in the Council.
- ii. S/He is not the only person who has been trained in a sequence of training programs held by external agency continuously in the previous 6 months.
- iii. S/He is not facing any disciplinary action related either to performance or behavior.





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iv. S/He in not serving notice period.

10.4 Training Resources

a. Infrastructure –

Adequate training infrastructure shall be provided for the training program as per the need.

b. Faculty –

- i. Internal Faculty – Experienced team members / leaders, with good communication skillsshall be identified as internal faculty by HR and to be developed as subject matter expert for the training purpose.
- ii. External Faculty – Various training institutes and trainers outside the Council's purview shall be identified on the basis of prior experiences of training with them and / or on the basis of the references from other companies. Specialized resources shall be identified for specialized skills training.

The final authority of selecting the training resources both faculty and the institutes shall be vestedwith ED. A few aspects like the cost effectiveness, training effectiveness and availability of trainingresources for a continuous period shall form the basic tenets for selection of an external framing resource.

c. Training Feedback

The evaluation of the training program shall be done with the feedback from the trainees which arebased on the following aspects:

- a) Content of the training program
- b) Coverage of the topic
- c) Presentation of the subjectmatter

Those employees who attend the training programs shall fill the feedback form, soon after the completion oftheir respective sessions, on the above parameters. The same shall be collated by HR.





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COMPENSATION POLICY	TOTAL PAGES : 6
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11. COMPENSATION POLICY

11.1 Objective:

CHEMEXCIL believes in paying fair salary to all employees. Our compensation philosophy encourages delivery of business results through attraction and retention of best talent.



11.2 Policy:

CHEMEXCIL recruits employees depending upon their skill sets, relevant experience, competencies, market potential and existing compensation. Thus, compensation packages are individual, specific, and based on agreed terms between the employee and the organization.

It is pertinent that confidentiality of compensation is nurtured, demonstrated and communicated to all employees and comparisons are strictly prohibited.

All compensation and increments would be merit based.

11.3 Grade Structure & Designation

Sr. No.	Grade	Designation
1	M1, M2	Director General, Executive Director
2	M3, M4, M5	Sr. Director, Director, Jt. Director
3	M6, M7, M8	Regional Director, Deputy Director, Assistant Director
4	M9, M10	Sr. Executive Officer, Jr. Executive Officer
5	M11, M12, M13	Sr. Executive, Jr. Executive, Management Trainee
6	E1	Front Office Receptionist
7	E2	Office Assistant

11.4 Payment Term & Salary Period

Salaries are credited on 30th of every month except under unavoidable circumstances that shall be communicated to employees and salary slips generated.

Employees are entitled to benefits as applicable to their position and as mentioned in their appointment/ Salary revision Letter.





11.5 Salary Components

This policy outlines the salary elements which go into compensation and benefits packages of employees and the eligibility criteria applicable. The Compensation package will be reckoned on Cost to Council basis and broadly consists of the following:

- a) Basic
- b) House Rent Allowance (HRA)
- c) Transport Allowance
- d) Special Allowance

a. Basic:

Basic Salary is the money an employee receives from his/her employer by rendering his/her services. It is the amount received by the employee in lieu of the work done by him/her for a certain period say a day, a week, a month, etc. The basic scale would be as per the terms of employment and revisions from time to time and is reckoned for the purpose of PF and ESIC, Gratuity.

b. House Rent Allowance (HRA)

HRA is related to attendance and is proportionately reduced for absence without leave. The HRA shall be paid to all employees on monthly basis as per the grade.

c. Transport Allowance

This allowance is given to the employees to travel within the city for commuting from residence to office to attend his/her normal duty.

d. Leave Travel Concession (LTC)

All employees of the Council whose services are confirmed in writing and who have completed at least one years of uninterrupted service are eligible for LTC will be paid as one month of Basic salary in a block of two years.

The employees and his/ her family are entitled for LTC.

Employees may travel by any mode of transport; however, reimbursement will be restricted to the entitlements of their Basic salary. Travel out of India will not be considered for tax exemption.

e. Gratuity: All permanent employees on the rolls of CHEMEXCIL become members of Group Gratuity Scheme. This is governed by Payment of Gratuity Act, 1972,

Gratuity shall be payable to an employee as per Act.

f. Provident Fund

Eligibility: All eligible employees joining CHEMEXCIL becomes member of Provident Fund as stipulated in the eligibility criteria in the Act. This is a contributory fund to provide for monetary benefits for employees post retirement and governed by Employee Provident Fund and Miscellaneous Provisions Act, 1952.

The provident Fund shall be payable to an employee as per Act.





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g. Administration of Fund: The Regional Provident Fund Commissioners Office.

Procedure:

- All new employees will need to fill a nomination form appointing a nominee(s) and return it to the HR department.
- Employees who join CHEMEXCIL, after working in another Organization will fill in the relevant forms provided by the HR department to transfer their PF account from the previous employers to CHEMEXCIL.

Grounds for withdrawal: The RPF may permit a member to withdraw PF accumulation as per prevailing rules, and the amount withstanding to members credit in the fund.

Exceptions: Any exceptions to this policy as per an individual employee's term of contract and employment will be reviewed and approved by the HR Department.

h. Group Mediclaim Policy

Objective: The Council is providing Mediclaim insurance coverage to all employees to assist them in their hospitalization needs. Premium for the same is borne by the Council.

Eligibility: CHEMEXCIL has taken a comprehensive Group Mediclaim Policy for the employees and is applicable to all regular employees. The maximum reimbursable limits for various grades are as follows:

Grade M1, M2	Rs. 10 lacs
Grade M3, M4, M5	Rs. 8 lacs
Grade M6, M7, M8	Rs. 6 lacs
All other Grades	Rs. 4 lacs

Policy & Procedures

This policy shall be governed by the following guidelines:

- Family includes employee, spouse and two dependent children upto the age of 25 years.
- No medical check-up is required for employee and their dependents in all age groups while joining the scheme
- All benefits under this scheme will be subject to terms & conditions laid down by the Insurance company from time to time.

i. Children Education Allowance

Children Education Allowance and Reimbursement of Tuition Fees has been merged and it will henceforth be reimbursement upto a maximum of Rs 27,000/- per child, per annum, subject to maximum of 2 children till the age of 18 yrs and/or upto 12th standard whichever is earlier.

The reimbursement of Children Education Allowance for Special children of the employee shall be Rs.4500/- per month (fixed) on submission of necessary documents.

The upper age limit for Special children is 22 years. In the case of other children, the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.





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j. Liveries:

Three sets of uniform (Cloth,Stitching charges),yearly to the Office Assistants only.





LAPTOP / DATACARD & MOBILE PHONE POLICY	TOTAL PAGES : 4
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12. LAPTOP / DATACARD & MOBILE PHONE POLICY

Objective

- To improve accessibility and effectiveness of employees for better availability & connectivity.
- To provide guidelines for uniform application of policies of entitlement, reimbursement and cost effectiveness.
- To improve efficiency, productivity, accuracy and dependency.

12.1 Laptop / Data card Policy

a. Eligibility:

- Laptop shall be provided by the Council to selected staff as per the job profile, for the discharge of their official duties, with the approval of the Director General.
- Data Cards will only be provided to the employees in business-critical roles, to facilitate communication while on move with the prior approval of Director General.

b. Procedure: In order to issue a Laptop / Computer, data card, a Purchase Requisition shall be raised by Functional Head and shall be submitted to ED.

c. Replacement: Replacement or up-gradation of the Laptop shall be done on the basis of technical assessment by the IT Department not before 3 years with the prior approval of Director General. The employee needs to surrender his/her laptop before replacing with new laptop.

d. Theft / Loss of Laptop: In the event of theft, the user employee will be required to lodge a police complaint (FIR) & forward the same to IT department through Functional Head. Employee shall be financially liable for any loss or damage to the laptop.

e. Retirement / Resignation: Upon retirement / resignation employees are required to return the laptop along with all accessories in good condition to IT department and in case the same is found to be damaged beyond the normal wear and tear, the estimated cost of repair shall be recoverable by the Council from his full & final settlement.

f. Caution: Employees who are issued Laptop must use the same for authorized purpose and are not allowed to watch unauthorized sites like sports, online games, porn sites etc. In case any employee is found guilty, strict disciplinary action will be taken against such an employee.





12.2 Mobile Phone Policy

- a. Eligibility:** Employees who are required to be largely mobile (out of office duty) for the performance of their job and also need to remain accessible, and / or are required to operate from multiple locations will be eligible for this facility. The final approval of the Director General is required.

b. Mobile Phone Reimbursement

- i. Entitlement:** Employees in the following grades, who have frequent official use of a Mobile phone, and has been specifically approved by Director General, will be entitled to the following reimbursement. The reimbursement entitlement limit is inclusive of all the facilities (e.g.: STD/ISD/Roaming, internet facility, ring tone download etc.)

The mobile phone bill reimbursement entitlement is as below:

Sr. No.	New Grade	Monthly Entitlement Including rental (in Rs.)
1	M1 TO M5	Rs. 2000/-
2	M6 TO M10	Rs. 1000/-
3	M11 TO M13	Rs. 800/-

Note: E1-E2 staff will be reimbursed Rs. 300/- for the calls.

ii. Process & Ground Rules:

- Head of department to send the handset requisition to administration department
- All mobiles issued will be standard equipment's and as per limit fixed by CHEMEXCIL
- Eligible employee may transfer their existing number to CHEMEXCIL plan on request. Costs or expenses if any associated with their transfer will not be borne by the Council.
- CHEMEXCIL has a standard plan any other charges such as Roaming, International calls should be avoided and it is user's personal responsibility.
- CHEMEXCIL has the right to dial to any doubtful number from the bill of user for verification; there is no legal liability on violation of privacy by CHEMEXCIL.
- While regular bills will not be issued to the employees, activities will be monitored, Employee is expected to reimburse the charges to CHEMEXCIL
- For Replacing existing handset or number HOD approval should be submitted to HR.
- On resignation or retirement the employee will return the mobile phone including the sim card to CHEMEXCIL mandatorily.





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iii. Loss of Mobile Phone: Instances, where the employee loses the mobile phone, the following penalty will be applicable:

- First instance – Recover of depreciated cost (as per book of accounts) and in case, the depreciated value of the handset is 0 (NIL), then minimum Rs.500/- will be recovered as penalty.
- Second instance – Recover of purchase value of similar functionality handset.
- Third instance – Recover of purchase value of similar functionality handset with addition to Rs. 1000/- as penalty.

iv. Incurring costs on personal mobile: Employees who are using personal mobile phone for official business, CHEMEXCIL to reimburse such call charges to the concerned employee.

v. Authorized Usage

1	In the event of the phone being lost or stolen the employee must contact the Admin Department for cancellation / deactivation of the services complaint lodge a report in the concerned Police Station.
2	Phones must not be used for any commercial or business purpose other than of the CHEMEXCIL.
3	Phones must not be used for unlawful purpose.
4	Hand held phone must not be used while driving.
5	Phones must not be used for taking photographs or recording other than the Council's events.
6	Use of data services must be compliant with CHEMEXCIL and associated policies.
7	No spam calls, no download of unauthorized software, no restricted or material, like sports, online games, porn etc. for apps download is allowed. Strict disciplinary action will be taken if such unauthorized downloads are found on the mobile.

vi. Revoking of phone or termination of employment: In cases where employment ceases or is terminated CHEMEXCIL owned mobile phone and accessories must be returned to the Admin department.

In case departing employee wants to transfer the same number, such requests must be made through the HOD

vii. General Guidelines

- Employees are expected to use their mobile handset for all official/ personal calls.
- The policy provides for reasonable amount of personal calls. In case, an employee exceeds his monthly limits on account of personal calls, he will require necessary waiver signed from the respective HOD and submit to Finance. Otherwise the excess bill amount will get deducted from the respective employee's salary.
- The employee is eligible for a new mobile after 4 years





TRAVEL POLICY	TOTAL PAGES : 3
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13. TRAVEL POLICY

13.1 Objective: The policy endeavors to provide its employees a comfortable travel while on Council's business.

- a. Overseas Travel:** All overseas travel will be governed by the MDA scheme revised guidelines effective from 1st April 2006. Overseas travel policy in force at the time of travel as per the Government of India policy.

Note: Any deviations as per the approval of Director General. Domestic Travel

- i.** To lay down guidelines for all employees in CHEMEXCIL so as to claim expenses incurred on local travel undertaken on account of official outdoor duties.
 - ii.** This policy envisages that employees required to incur such expenses will apply reasonable discretion, keeping the guidelines of this policy in mind all the times.
- b. Applicability:** This domestic travel policy shall be applicable to all the employees including trainees, required to undertake business travel in India.
- c. Classification of cities:** For the purpose of expenses to be reimbursed for domestic business travel, following classification of cities will be applicable.

Class	Cities
A	Mumbai, Delhi & NCR, Kolkata, Bangalore, Chennai and Hyderabad, Ahmedabad.
B	All States and UTs* Capital other than those in Class "A", Pune, Surat.
C	Other Cities / Towns not covered under "A" & "B" categories

- ❖ UTS are Andaman & Nicobar Islands, Chandigarh, Dadra & Nagar Haveli, Daman & Diu, Lakshadweep, and Pondicherry
- ❖ All travel has to be undertaken only after department/functional heads approval or as the case may be. A minimum of 3 working days should be provided for completion of all relevant approval processes.

PS: Any deviations in the above shall be subject to the approval of Director General





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13.2 Director Travel Rules:

- i. **Prior approval** – All Travel shall be undertaken after written prior approval from the DG. For Air travel of any employee, prior approval of DG is must.
- ii. **Travel bookings** – All the travel related transactions (bookings, cancellations etc.) should be routed through the Travel/Administration Department. All travel requisitions have to be made in the prescribed format. All such information should be given to the Travel/Administration Department before 3 working days (minimum) from the date of travel & 10 working days in case of international travel so the necessary arrangements can be made as regards to travel.
- iii. The tickets are normally purchased by CHEMEXCIL through the appointed Travel Agent. However, if an employee purchases the Tickets, to claim reimbursement, the used ticket stub/boarding pass or a photocopy of the ticket needs to be attached with the Expense Statement Form. Tickets booked personally must be cheaper than the rate provided by the Council appointed travel agent.
- iv. Cancellation of tickets– In case of last-minute cancellation of plans by an employee, it is the responsibility of the employee to cancel the tickets and submit the refund to Accounts & Finance at the earliest. Employee will bear the cost of cancellation in case of cancellation due to his / her own reasons.
- v. **Travel advance**** – Employees may avail travel advance for the proposed travel from accounts & finance department, for which travel requisition form should be submitted before, 3 working days (minimum) from the date of travel & 10 working days in case of international travel.
 - i. Any unused air / train / bus tickets are to be surrendered to the CHEMEXCIL immediately on return, for obtaining a refund.
 - ii. Any deviation from the Council norms has to be highlighted in the Travel Requisition Form.
 - iii. Reimbursement of travel expenses – On return from travel, the expenses incurred should be filled in the Travel Expense statement and submitted within a week of arrival or before the commencement of the next visit whichever earlier.
 - iv. Till the submission of Travel expense form along with the supporting documents the Accounts & Finance Department will hold the cost of the tickets, as an “advance” against the employee’s name.
- vi. **Travel advance amount**

Sr. No.	Travel days	M1 to M3	M4 to M6	Other Grades
1	Travel for a day.	5000	5000	3000
2	Travel for more than a day but up to 3 days only.	10000	7000	6000
3	Travel for 4 days but up to a week	15000	10000	8000

- i. Employees can use their credit cards for settling certain bills and can claim the permitted reimbursements by submitting the travel expense forms.
- ii. For advances above the limit mentioned the employee would have to state the reason and get it approved from the Director General for cash.





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vii. Expenses incurred to be reimbursed during Travel

- i. **Entertainment Expenses:** Expenses incurred for entertaining member over breakfast, lunch or dinner or taxi Ministry officials/ acquaintances for official purposes would be reimbursed on approval from the Director General.
- ii. **Medical Expenses:** All actual medical expenses incurred during the domestic travel period in case of sudden illness will be reimbursed on production of vouchers and bills.
- iii. In case the member uses credit cards to settle his / her bills during travel, CHEMEXCIL shall make payments against the charge slips enclosed with the Travel Statement Form. Interest charges / Service charges levied by the credit card organizations arising out of delay in making payments etc. will not get reimbursed i.e. it will be borne by the employee.

viii. Expenses incurred not to be reimbursed during Travel Lodging & Boarding

- i. The Travel / administration department will negotiate corporate rates with hotels at various locations and notify the same.
- ii. In case of availability of hotels with negotiated rates at a location, the employees are expected to stay in the same hotel.
- iii. In the absence of a notified hotel at a location, employees can choose to stay in a hotel as per their entitlements keeping the travel/ administration department informed about the same.
- iv. It is understood that employee should be able to demonstrate cost consciousness and negotiate the best rates.

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LOCAL CONVEYANCE POLICY	TOTAL PAGES : 2
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14. LOCAL CONVEYANCE POLICY

14.1 Objective:

- d. To lay down guidelines for all employees in CHEMEXCIL so as to claim expenses incurred on local travel undertaken on account of official outdoor duties.
- e. This policy envisages that employees required to incur such expenses will apply reasonable discretion, keeping the guidelines of this policy in mind at all the times.

14.2 Applicability: All employees

14.3 Entitlement

a. Use of personal vehicle for Council's work:

In case of the use of personal vehicle for the Council's purpose (with prior approval from reporting superior) expenses incurred shall be reimbursed as follows:



Sr. No.	Vehicle / Two Wheeler	Rate of claim
1	Use of personal / office four wheelers for official visits only for M1 to M3	Rs.8 per km
2	Use of personal / office two wheelers for official visits within city other Grades	Rs. 4 per km

- i. The employees may use their personal vehicles on prior approval from the HOD/ Director General.
- ii. This rate includes the fuel expenses and maintenance charges.
- iii. Parking charges shall be reimbursed against presentation of parking tickets only.
- iv. All cases, where a car has to be hired, it needs to be booked through the travel/administration department, who will make the required arrangements it needs to be pre-approved by Director General/ HOD.
- v. Where travel is not by personal vehicle, employees should use the most economical means of public transport.
- vi. Where travel is by auto rickshaw, taxi or public transport, one may go to a maximum limit of 60 kms (one way).
- vii. Under this policy, no claim should be made for travel from home to office or back. This also applies to employees claiming fuel benefit for Council owned vehicles.
- viii. If there are any other genuine/ bonafide expenses incurred by the employee, such claims may be authorized by the Functional Head on a suitable written explanation being given by the employee, for the same.
- ix. If an employee (including all grades) travelling outstation during weekdays for any business purpose has to report to office for half day or else min. 4 hrs in a day.





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b. Conditions:

- i. If the travel time starts from 5 pm onwards.
- ii. On return boarding pass or travel tickets to be submitted to HR / Admin.

c. Procedure

- i. All claims should be authorized by the ED. It shall be the responsibility of the employee, the immediate supervisor and the HOD to verify the correctness the claim.
- ii. Claims for reimbursement must be made through Cash Vouchers.
- iii. Once approved by the ED accounts will clear the claims within 3 working days.

d. Local Conveyance Reimbursement:

The conveyance expenses incurred by the employees who travel within the city on official duty will be reimbursed by CHEMEXCIL

Authorized Mode of transport:

Sr. No.	Grade	Mode of Transport	Amount (in Rs.) per month
1	M1 to M4	Taxi	On actuals (with receipts)
2	M5 to M9	Auto Rickshaw, Local Train- Ist class, Taxi (in specific areas where Auto Rikshaw does not operate)	On actuals (with receipts) Without Receipt- With approval of HoD
3	E1 to E3	Bus, Local Train – IInd class	On actuals (with receipts)





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EMPLOYEE WELFARE POLICY	TOTAL PAGES: 1
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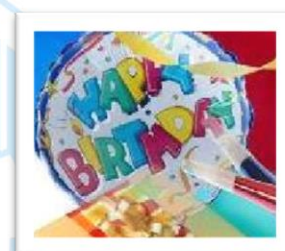
15.EMPLOYEE WELFARE POLICY

15.1 Objective: Employees need to be engaged while at work breaking the monotony of regular work. These activities are to be conducted to improve overall harmony amongst employees as well as improve productivity and positivity in the Council.

15.2 Birthday Celebration: On every 4th Friday of the month, CHEMEXCIL will celebrate all employee's birthday falling in that respective month.

15.3 CHEMEXCIL Day: Get-together of the employees

15.4 Annual Picnic: Once in a year the employees have to be taken out for an annual picnic.



15.5 Open Sessions: Town Hall Meetings / Suggestion Scheme

On a predefined date periodically, Town Hall Meetings will be held at each location. The Director General will chair the session at Head office and the Regional Director / Regional HOD will chair the session at Regional Offices.

Objective

The session's objective is to enable each employee to seek any clarification or information and provide any suggestion or discuss any matter felt important related to business, work environment at the Council.

It also serves as a platform to enable the management to communicate various aspects of the business plans & policies to the employees.

The session will be minuted and the minutes sent to the Director General.

Suggestion Scheme

A 'Suggestion Box' will be kept in a conspicuous place in each of the CHEMEXCIL offices, wherein the employees will drop their suggestions. These suggestions will be reviewed by the HR Department periodically.

15.6 Policy for systematic Career Progression of employees:

Applicable to all confirmed employees of the Council.

The philosophy of Chemexcil is to ensure growth of employees with growth of the Council. Towards this, as a part of the Performance Management System, the Council has in place a detailed career path for every position on the organisation structure and thus has adopted a three way career progression ensuring multiple growth opportunities to all deserving employees during their tenure with the Council. It should be noted that the career progression of employees is based on merit and the Council





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will take into consideration good performance, good conduct, aptitude and competence (job knowledge, skills and attitude) required to be eligible for elevation / promotion.

The three way career progression will be as:

- i. Vertical career growth
 - ii. Horizontal career growth
 - iii. Lateral career growth
- i. **Vertical Career growth:** Vertical means when an employee is promoted to the next level in hierarchy of his / her function/ department. This is also referred as 'Career Enrichment'. The other approach to vertical career growth is by way of Up-gradation to the upper grade.
 - ii. **Horizontal Career growth:** Horizontal means when an employee is provided an additional department to manage along with his / her existing department as a Promotion. This is also referred as 'Career Enlargement'.
 - iii. **Lateral Career growth:** Lateral career growth means when an employee is Promoted for excellent performance in his existing department and post promotion is given the responsibility of another department / function to strengthen the other department. This is also referred as 'Career Enhancement' and is a typical way of transferring appropriate talent to address a critical gap in the Council's efficient functioning. Employees who are considered for Lateral Career growth are popularly known as "Commandos". Such employees are further considered to be on fast track career growth and preferred for Strategic positions like HOD or Director General of the Council.

The Council makes it clear that promotion is not a right but a privilege and the same is not time bound. The pre requisites for career growth is as follows:

- a) Minimum qualification: Graduation in any field (Science graduates are preferred however, if not available then Arts & Commerce can be considered).

For senior positions, (Manager upto Director General), the minimum qualification will be post graduation in any discipline.

- b) Consistent rating of minimum 4 (outstanding performance) in the previous three appraisal cycle.
- c) The career progression will be a dependent on the annual performance appraisal process outcomes.
- d) Employees are encouraged to update their knowledge and skills through and training programs sponsored by the Council.
- e) The Council will always prefer to consider internal talent for new and existing vacancies arising in the Council from time to time, however in situations where the internal talent is not found to be appropriate in terms of competence, the Council will be forced to acquire talent from outside the Council.
- f) In case of a situation where there are multiple aspirants for a particular position, the Council will set up an 'Assessment Centre' to assess the right candidate by employing various tools to decide on Promotions or Up-gradations.
- g) Promotions and Up-gradations will be processed by the HR department, recommended with justification by the Director General and finally approved by the Chairman & Vice Chairman of the Council.





GRIEVANCE HANDLING PROCEDURE POLICY	TOTAL PAGES : 3
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16. GRIEVANCE HANDLING PROCEDURE

Objective

CHEMEXCIL as far as Possible will ensure, open communication between the management and the employees.

Grievance Redressal Policy



16.1 Objective: To support the right of every employee to lodge a grievance with his/her Manager /HR if the individual believes a decision, behavior or action that affects their employment is unfair.

16.2 Key Aspects

- This policy applies to all categories of employees.
- Grievances can be effectively and promptly resolved.

16.3 Process & Ground Rules:

Levels	Hearing authority
Level 1	HOD
Level 2	HR
Level 3	DG with help of fact-finding committee
Level 4	Chairman

16.4 Exceptions

- This procedure will not be used for the resolution of collective grievances related to salaries or benefits.
- Director General is authorized to approve any exceptions, except Chairman hearing





16.5 Policy on Disciplinary Procedure

- a. **Objective:** The disciplinary procedure provides a framework for dealing with instances where employees are alleged not to have met the required standards of conduct

16.6 Key Aspects:

- i. This policy applies to all employees of CHEMEXCIL
- ii. **Acts of omission:** Acts of omission on the part of an employee that shall amount to gross misconduct and attract Disciplinary Action are detailed below:
 - a. Insubordination or disobedience of any lawful or reasonable order of a superior.
 - b. Taking or giving bribes, illegal gratification or any consideration in cash or kind for any favour or promise of favour or for doing or for not doing any official act.
 - c. Absence from duty without permission, absence without leave, act of absconding (as mentioned under Leave Policy), over stayed beyond sanctioned leave, irregular attendance and habitual late attendance.
 - d. Insolence, impertinence, rude or un civil behavior.
 - e. Breach of any administrative circulars or orders, or any regulation or instruction or the maintenance of discipline in the office.
 - f. Negligence or neglect of work or consistently poor performance record.
 - g. Drunkenness while on duty or intemperate habits affecting the efficiency of work.
 - h. Conviction of any employee under a criminal offense involving moral turpitude.
 - i. Unauthorized divulgence of any official information or confidential or secret document.
 - j. Commission of any act subversive to discipline or good behavior.
 - k. Failure to give full and correct information regarding his correct history and record or in connection with any offense committed by himself or any other employee within his knowledge when demanded.
 - l. Failure to give full and correct information to the Appointing Authority or the Committee regarding any matter related and connected with the Council.
 - m. Non-observance or non-compliance of any of the rule of this HR policy.
 - n. Gambling within the premises of the Council.
 - o. Theft, fraud or dishonesty in connection with a Council activity or property or the theft of property of another employee.
 - p. Commission of any act inconsistent with his status as an employee of the Council.
 - q. Sexual or any other type of harassment of fellow employee.
 - r. Writing or supporting **Pseudonymous letters / emails** to all and sundry defaming the Council and its stakeholders including ministry representatives, senior employees of the Council, Chairman and or COA members.
 - s. Spreading rumors and instigation fellow staff against Council or seniors.
 - t. Conducting and or participating in any meeting without the permission of superior authority, on line or off line, during working hours.





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16.7 Process & Ground Rules:

a. Informal Stage:

- i. Managers bring to the attention of the employees the standards required and any failure to meet those standards.
- ii. Minor misconduct, (e.g. recurrent lateness) should be dealt with by Reporting manager/ Head of Department informally and without delay.
- iii. It is advisable to confirm the outcomes of any discussions in writing to the employee
- iv. However, where an issue has been discussed with an employee informally and if:
 - the issue has not been resolved and the problem persists OR
 - the required improvements in conduct are not achieved OR
 - Further information becomes available during discussions which make the matter sufficiently serious the formal disciplinary action procedure should be invoked with penalties as deemed fit.

b. Formal Stage:

- i. In case of any grave misconduct or any misconduct not resolved at the informal stage, the Director General/any other authority directed by the Committee of Administration (COA) shall deliver a Charge-Sheet setting out the alleged misconduct within seven days of the incident taking place.
- ii. Thereafter an inquiry shall be conducted by an appointed Enquiry Committee or HR expert.
- iii. On conclusion of the enquiry, the enquiry officer will submit his/her findings describing and highlighting all the facts recorded during the enquiry, mentioning the charges proved, partially proved or not proved.
- iv. HR Department will function as nodal agency and facilitate in the disciplinary procedure.
- v. After taking into consideration all facts, Enquiry Officer will submit the Enquiry report to the Management.
- vi. The decision of the appropriate authority as ratified by the Committee of Administration (COA) /Director General shall be final and binding and shall be communicated to the employee formally before the action is carried out.
- vii. The order passed shall be final and there shall not be any appeal against the order ratified by the COA except as available in view of legal remedy.
- viii. In the event the above process stages are not followed as mentioned here, then concerned employee may attract disciplinary action.

c. Penalties: In the case of proved misconduct, the employee concerned shall be liable to any one of the following penalties:

- i. Suspension (as provided by applicable laws.)
- ii. Levy of fines
- iii. Stoppage or postponement of increment
- iv. Demotion to a lower post or grade
- v. Reprimand
- vi. Termination, Discharge, removal or dismissal from service.

Note: An employee can also be kept under suspension pending inquiry and final action thereof into the alleged misconduct. However he shall be eligible for payment of subsistence allowance as per law.

There shall not be two forms of punishment for any misconduct.

Exceptions – Director General is authorized to approve any exceptions.





EXIT INTERVIEW POLICY	TOTAL PAGES: 1
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17. EXIT INTERVIEW POLICY

17.1 Objective: It is an opportunity for the DG to conclude the employee's tenure with the Council on a positive note. Valuable feedback concerning training and development, benefits and compensation can be obtained during the Exit Interview. By exploring these issues through exit interviews, the Council can learn about the issue and take corrective action.

17.2 Applicability: This policy is applicable to all employees, who are leaving the Council.

17.3 Procedure:

- As soon as an employee tenders his resignation, the Reporting Manager must inform the Human Resource Department.
- The Human Resource Department will contact the Reporting Manager to arrange an exit interview.
- The exit interview must be an objective process with a view to understanding the root cause for the resignation.
- Feedback from the employee is shared with the Functional Head & DG and considered for translating the same into a process improvement opportunity.
- The interview will be held confidentially with a member of the Human Resource Department.
- Employees leaving the Council need to fill in an Exit Interview Form and complete an exit interview with the HR at least 48 hours before the last working day.
- The reporting superior to communicate acceptance of the resignation in writing to the concerned employee, clearly indicating the date on which the employee is to be relieved at the end of working hours.
- A copy of the Resignation Acceptance letter is to be forwarded to the HR Manager and the HOD (if reporting superior other than HOD)
- The employee is required to handover all Council property (viz. data cards, laptops, mobile phone corporate credit cards, training material etc) to the HR before his/her last working day.
- On receipt of all Council property the Manager is required to complete a No dues Certificate and forward the same to Human Resources Department on/before the last working day.
- Manager shall also need to arrange for deactivation of email / other system access on receipt of resignation / within one week of last working day of the employee.





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SEPARATION POLICY	TOTAL PAGES: 2
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18. SEPARATION POLICY

18.1 Objective: To facilitate smooth transition of employee keeping in mind the interests of the Council and the separating employee.

18.2 Guidelines: Separation may be on any of the following grounds.

- a. **Voluntary** - where the Employee resigns from the services of the Council or is terminated from services of the Council for whatever reason thereby relinquishing one's employment with the Council.
- b. **Involuntary** - where the separation is initiated by the Council for any of the following reasons but not limited to:
 - i. On the grounds of nonperformance
 - ii. On the grounds of financial impropriety
 - iii. On the grounds of immodest and unacceptable personal behavior with the colleagues,
 - iv. On grounds of harassment or intimidation of subordinates.
 - v. On grounds of colluding with vendors, suppliers and agents of the Council for personal benefit.
 - vi. On grounds of working against the interest of the Council.
 - vii. On grounds of working against the interest of the nation.
 - viii. On grounds of misconduct

18.3 Retirement from Services:

a. Voluntary Abandonment of Services Voluntary Separation-

- i. The employee who wants to quit the services voluntarily is required to submit his/her letter of resignation to the HOD, Director General.
- ii. All the concerned must ensure that, they have discussed and understood the reason of resignation and accept the resignation on behalf of the Council.
- iii. The HOD needs to communicate acceptance of the resignation in writing to the concerned employee, clearly indicating the reason, notice period to be served and, the date on which the employee is to be relieved at the end of working hours.
- iv. A copy of the Resignation Acceptance letter is to be forwarded to the HR and the Director General.

b. Involuntary Separation:

- i. In case of an employee's services being terminated, the employee is served a termination notice duly signed by the Director General under the guidance of the Chairman, giving details of the termination, the reasons for termination, the notice period to be served and the relieving date on which the employee is to be relieved at the end of working hours.
- ii. The employee can approach the HR if s/he needs any clarification or seeks any information regarding the termination.





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c. Retirement from Services: An Employee will retire from the services of the Council on attaining the retirement age of 60. All applicable dues would be paid to him on his/her retirement and dues if any will be recovered from his full & final settlement.

d. Voluntary Abandonment of Services:

An Employee who absents himself/herself for 21 calendar days in a row or more or extends leave without notification/authorization will be termed as having voluntarily abandoned or relinquished lien on employment with the Council. The Council shall deem such automatic relinquishment of lien on employment as repudiation of contract by Employee and not as termination of services. Employee's name will be taken off the Council payroll. HR will follow due process in ensuring that the delinquent Employee is given sufficient opportunity to represent his/her case. The Council is not liable to pay any notice pay to such employees.



CHEMEXCIL





19. PANDEMIC & WORK FROM HOME POLICY

19.1 Policy brief & purpose:

- a. This policy includes the measures the Council is actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. The Council assures all employees that it will always treat the private health and personal data with high confidentiality and sensitivity.
- b. This coronavirus (COVID-19) and Work from Home policy is susceptible to changes with the introduction of additional governmental guidelines. If so, the policy will be updated accordingly as soon as possible.

19.2 Scope:

This coronavirus policy applies to all of employees including contractual staff who physically work in our office(s). We strongly recommend to the staff working at Regional offices to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

19.3 Policy elements:

Here, the required actions are explained for employees to protect themselves and their colleagues from a potential coronavirus infection.

a. Sick leave arrangements:

- i. If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- ii. If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered with a 14 day compulsory quarantine period with a doctor's certificate confirming your recovery.

b. Work from home requests:

- i. If you are having symptoms of Covid-19, please isolate. Also if you are able to work, you can request to work from home.
- ii. If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please get tested and request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- iii. If you are a parent and you have to stay at home with your children, request work from home with an approval from your departmental head to decide and set performance expectations.
- iv. If you need to provide care to a family member infected by COVID-19, request work from home. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you are asymptomatic or you have a doctor's certificate confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.
- v. All employees who have been allowed Work from home will maintain a "work log book". This will have to be submitted to the supervisor every **evening**.





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c. Traveling/commuting measures:

- i. All work trips and events – both domestic and international – will be cancelled/postponed whenever the Council feels appropriate.
- ii. In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- iii. If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- iv. If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, you will be asked to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

d. General hygiene rules:

- i. Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second hand wash method). You can also use the sanitizers you will find around the office.
- ii. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- iii. Open the windows regularly to ensure open ventilation.
- iv. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- v. If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- vi. In case any employee is granted Work from Home after proper justification, during such period of Work from Home, conveyance/ travelling allowance will not be paid for those many days.
- vii. **Internet allowance:** Employees granted Work from home will be eligible for Maximum amount of Rs. 500/- per month towards Internet allowance against Bill subject to approval from HoD.
- viii. Any other Allowance which may be required to be considered during lockdown or work from home.





20. HR HELPDESK

In case an employee has any doubt / any query to be resolved, HR helpdesk is there to provide support and help.

You can feel free to be in touch with us in any of the ways mentioned below:

HR helpdesk number –

- 1. Mr. Prashant Khambaswadkar: +919769020000; e-mail: prashant@universalgroup.solutions**
- 2. Ms. Shalaka Wakankar: +919769784888; e-mail: shalaka@chemexcil.in**



-----End of HR Policy-----

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