

KELTRON COMPONENT COMPLEX LIMITED

STANDING ORDERS

1. GENERAL

1.1. APPLICATION

These Standing Orders apply to all persons who come within the definition of "Workman" in the Industrial Employment (Standing Orders) Act, 1946.

1.2. DEFINITIONS

In these Standing Orders unless there is anything repugnant in the subject or context:-

- a) "Company" means Keltron Component Complex Limited
- b) "Management" means the Company's Managing Director and include all Officers to whom any of the functions, in relation to which the term used in these Standing Orders, is delegated by the Managing Director.
- c) "Premises" means the factory buildings, Administrative Offices (including Branch Offices), godowns, warehouses, showrooms, stores and such other premises (whether at present existing or that may be established in future) which are used for transacting any of the business of the Company or for keeping any of the properties belonging to the Company and includes vacant places adjacent or appurtenant thereto.
- d) "Workman" means any employee of the Company, who is covered by the definition of "Workman" as per the Industrial Employment (Standing Orders) Act 1946.
- e) "Permanent Workman" is a workman who has been engaged

on a permanent basis and who has been confirmed in any grade or salary after satisfactory completion of the probationary period stipulated in the appointment letter issued to him or by these Standing Orders.

- f) "Temporary Workman" means and includes a Workman who is engaged for work which is essentially of a temporary nature and likely to be ended within a limited period and also a workman who is engaged for work on a permanent nature but specifically for a short tenure such as Workman appointed to a leave vacancy or appointed till a permanent arrangement could be made or for other reasons.
- g) "Probationer" is a Workman who is provisionally employed to fill a permanent vacancy in a post and has not completed the probationary period stipulated in his appointment letter or by these Standing Orders.
- h) "Trainee" is a learner who has been appointed as such for a stipulated period with or without stipend/allowances.
- i) "Apprentice" is a learner who is appointed as such under the Apprentice Act 1961.
- j) A "Badli or Substitute" is a workman who is appointed in the post of a permanent workman or probationer who is temporarily absent.
- k) A "Casual" workman is one whose employment is of a causal nature.
- l) "Leave Salary" means the amount paid to the workman for the period spent on leave by him.
- m) "Service" means the period during which a workman is employed by the Company and includes the period during which he is on duty as a probationer and/or as a permanent workman as well as on leave duly sanctioned, except extraordinary leave for 90 days or more in a calendar year.
- n) "Day" means a calendar day beginning and ending at midnight but extends upto the end of a shift, where it begins before midnight and ends after midnight.

- o) "Month" means a calendar month, but for the purposes of calculation of salary and for its payment, if the management prescribes another period in respect of any workman or class or classes of workman, it shall mean such other period.
- p) "Notice Board" means the board or boards placed in the Time/Gate office or any other conspicuous place for the purpose of exhibiting notices issued by the management.
- q) Masculine includes feminine and the singular includes plural, wherever context so admits.

2. SERVICE

2.1 CLASSIFICATION

The workman are classified as follows:

- a) Permanent
- b) Probationer
- c) Temporary
- d) Trainees
- e) Apprentice
- f) Badlies or substitutes
- g) Casual

2.2 ADDRESS AND OTHER PARTICULARS

Every Workman on joining the service of the Company shall furnish to the Management his address, age, qualifications, personal data and such other details with proof thereon as may be prescribed by the management, in such form as may be prescribed. The address given by the workman shall be the address at which he would be resident during his service in the Company and any change in such address and other particulars furnished by him shall be duly notified by him to the Management as soon as the change takes place. The Management shall not be liable to take into cognisance any change that has not been duly notified to the Management and any notice or letter sent by post or otherwise to such address as is given by the workman shall be deemed to have been duly served upon and received by the workman concerned.

2.3. PROBATION

Every workman recruited to the service of the Company on a regular basis shall, unless otherwise specifically mentioned in the appointment order, be on probation for a period which shall be six months initially, subject to extension for such further period or periods not exceeding six months as may be found necessary by the Management from time to time. If the vacancy to which the appointment was made has arisen due to promotion or transfer of another workman, the period of probation shall stand automatically extended till such time as the workman, who previously held the post, gets confirmed in the post to which he was promoted or transferred. The management may terminate at its discretion the service of a probationer at any time during or immediately on completion of the period of probation or such further period or periods of extension of probation as may be ordered from time to time and for doing so it shall not be necessary to give any notice or assign any reason or pay any compensation and such termination shall not be deemed to be in any manner a termination in pursuance of any disciplinary action.

If a permanent workman is promoted or transferred to another post otherwise than for a temporary period, he shall be deemed to be on probation in the new post for a period of six months initially subject to extension for a further period not exceeding six months and such person may at any time during or immediately on completion of the probationary period in the new post or such further period or periods of extension as may be ordered, be reverted to his old permanent post and for doing so it shall not be necessary to give any notice but assigning any reason and such reversion will not constitute a reversion as a disciplinary measure. If the vacancy to which a workman is promoted or transferred has arisen due to the promotion or transfer of another workman or other employee, the period of the probation of the former shall stand automatically extended till such time as the letter gets confirmed in the post to which he was promoted or transferred.

2.4. CONFIRMATION

At the end of the probationary period, a workman may be confirmed by the Management at their discretion if his performance conduct and character are found satisfactory during the period of probation otherwise he shall be discharged from service if he does not hold any permanent post in the Company or reverted to his permanent post if he holds another permanent post in the Company. On confirmation in a higher post, all previous confirmations in lower posts will lapse. No workman shall be confirmed in a post in which another workman holds a confirmation, which has not lapsed.

2.5. SENIORITY

The seniority of a workman in a grade shall be reckoned in the following manner:-

- a) Subject to clause(b) & (c) below, in accordance with the date of commencement of his service in the grade i.e. one who commences his service earlier will have seniority over another who commences service later.
- b) Subject to (c) below, if more than one workman joins at the same time, according to the marks secured by them at the selection or promotion.
- c) If the service of any employee is not continues i.e. any break in service occurs due to unauthorised absence overstayal of leave or joining time, any extra-ordinary leave in a year for 90 days or more, suspension etc. which is not condoned by the Management or strike which is not legal, only the service after the break and which is continuous will be considered for seniority.
- d) If two or more workmen have the same seniority in a grade the one who had seniority in the next lower grade, if any, on the day of commencement of service in the higher grade, will be considered as senior.
- e) In the case of a permanent workman, who is on probation in a higher or parallel post, his service in such higher/parallel

post will count for seniority in his confirmed post, and if a workman, whose confirmation in a post has lapsed due to his confirmation in another post, is latter reverted to the former post, his service in the latter post, will count for seniority in the former post.

2.6. TEMPORARY APPOINTMENT

A workman appointed on temporary basis shall vacate the post at the end of the period for which he is appointed and, if he is appointed till such time as an event may occur, he shall vacate the post on happening of such an event. In such cases, if the temporary workman has already been confirmed in another post, he shall be reverted to that post; otherwise his service shall be terminated; and such termination or reversion will not be treated as termination or reversion in the course of any disciplinary action. Temporary service will not confer on the workman any right for continued service or for appointment in the same or in any other post in the Company.

2.7. PROMOTION

Promotion shall be governed by the promotion policy in force from time to time.

2.8. TRANSFER

Every workman shall be liable to be transferred from one post to another, from one department, unit or branch/associate/subsidiary to another, from one type of work to another or from one place to another place according to the discretion of the management without any additional remuneration either by way of increase in pay or allowance, compensation for increased cost of living at the new place of work or any other manner or reason. Workmen are also liable to be transferred to any subsidiary of the Company whether at present existing or that may be established in future or to any other Company formed by splitting up or reorganisation of the Company.

2.9. FOREIGN SERVICE AND DEPUTATION

The management may, if it finds in expedient to do so at any time, place the services of any workman at the disposal of the State or Central Government or other Companies or bodies and every workman shall be liable to such foreign service deputation if ordered by the Management. During the period of such foreign service/deputation, the workman shall be deemed to continuous in the service of the company and shall be entitled to receive such pay and allowances as he would have drawn if his service were not so placed on foreign service / deputation. He may also draw during the period of such foreign service / deputation such other allowances as may be ordered by the management. However, if the deputation is to a Company other than the subsidiary/ associate/unit of KSEDC the workman will be entitled to receive deputation allowance of 20% of his basic pay, if the post of which he is deputed is higher than the post he is holding in the Company and 10% in the case of deputation to a parallel post.

2.10. RESIGNATION

Subject to the terms and conditions in the order of appointment or in the contract of employment, a workman shall not leave or discontinue his service in the Company without giving prior notice in writing to the Management of his intention to leave or discontinue his service; provided that the Management may waive such notice. The period of such notice shall not be less than-

- a) 7 days during the period of probation or temporary service or training/apprenticeship; and
- b) 30 days in the case of a permanent workman.

The Management may permit a workman to leave or discontinue his service after giving a shorter notice than prescribed above, on his paying or agreeing to pay a sum equivalent to his pay for the period of deficiency in the notice period.

2.11. TERMINATION OF SERVICE OTHER THAN AS A DISCIPLINARY MEASURE

The Management may terminate the service of any temporary worker, apprentice/trainee, badli or substitute or casual worker without any notice or pay in lieu thereof.

Subject to provisions of the Industrial Disputes Act, 1947 and the rules framed thereunder a workman, who has been confirmed in a permanent post, may be discharged from the Company's service on abolition of the post after giving one month's notice or pay in lieu thereof; provided that, if he has earlier been confirmed in any other post and such other post has not been abolished, he has to be reverted to the other post and if, on such reversion, there is shortage of posts to accommodate him, and all the other persons who hold confirmation in such other post, such number of persons who are found to be in excess of the number of posts may be discharged from service by the management provided further that whenever any discharge or reversion under this Standing Order has to be made, it shall be done in accordance with the principle of seniority.

A workman, whether he has been confirmed or not, may be discharged at any time by the Management, If he is found by a Medical Officer nominated by the Company to be physically or mentally unfit for the work for the which he is engaged. Management may, however, at its discretion, offer him an alternate job (if available), if in its opinion he is or is likely to be fit for such alternate job, and if he is found to be unfit for such other job also, the Management may discharge him from service. In the case of such a discharge, the workman will be entitled to one month's notice or pay in lieu thereof.

2.12. The Company may, at any time, for a reasonable cause terminate the services of, or, discharge from service, any permanent workman by giving him one month's notice or payment of one month's salary in lieu of notice; giving of one month's notice or payment in lieu of notice, shall not be necessary where the termination of discharge is as a measure of punishment, or, is in

accordance with express terms of employment agreed to by the workman.

The employment of a workman who is engaged in, or whose duties are of confidential nature, may be terminated at any time by the Management if the Management has reason to believe that the continuation of the workman in employment is likely to effect the secrecy and security of the information which the management considers is of a confidential nature and which the workman might have come to know or acquire during the course of his employment, or, of any process or method of manufacture which the Management considers confidential.

2.13. SERVICE CERTIFICATE

Every workman shall be entitled to a service certificate at the time of leaving his service by retrenchment, termination, discharge, dismissal, resignation or retirement, after obtaining a clearance certificate from the concerned department head.

2.14. SUPERANNUATION

Every workman shall retire on completion of 58 years of age; provided that the Management may, at its sole discretion, re-employ for such period as decided from time to time by the Management. A workman may, at his discretion, retire from services at any time after 15 years of service, with the prior written sanction of the Management which shall not be unreasonably withheld.

2.15. EXCLUSIVE SERVICE OBLIGATION OF WORKMAN

Workmen (including workmen on leave) shall not except with the permission of the Management in writing, directly or indirectly, either on whole time or part-time basis, engage in any other profession or business or enter the service of, or be employed in any capacity or for any purposes whatsoever any other person, firm, Company or Government department or together organisation and shall not have any financial dealings with any person, firm or Company having business relations with the company. Every workman shall, at all time during the period of his service, whether or not during the normal stipulated working

hours, be prepared and ready, if required, to carry out any reasonable or lawful orders and duties required of him by his superiors to the best of his ability even if it involves working beyond or outside his normal hours or work.

2.16. SECRECY

No workman shall, by writing to any person including another employee or by any communication to news papers, journals etc. or by writing or publishing books, pamphlets or leaflets or by speech or discussion at any place, disclose or cause to be disclosed, any information or document, relating to the company except with the prior approval in writing of the Management. No workman shall, otherwise than in the normal course of his work, engage in giving information or advice on matters relating to the activities of the Company.

Except in the ordinary course of his duties, no workman shall disclose, during the service with the Company, any secret, cost of production of any of the Company's products, information on purchase made or contract entered into by the Company, or quotation given or tender submitted or order secured by the Company, information on settlement of claims by the Company, in or out of court or any other information on matters of trade or business of the Company or secret process, technical information, drawing, pattern, equipment design and other similar matters.

No workman shall, except with the previous written permission of the Management, carry with him outside the factory premises any note book, drawing, photograph, instrument, apparatus, document, file, paper or any other property of the Company.

No workman shall take for his personal use notes, drawings or sketches relating to the Company's workshop, building, process, equipment or work or keeping copies of official papers, otherwise than in the normal discharge of his duties.

All books, drawings, sketches, photographs, notes and other papers containing information relating to the Company's business affairs or operation are always treated as Company's property, whether prepared by the workman or otherwise.

2.17. RECORD OF SERVICE

A record of service in such form as may be prescribed by the Management from time to time shall be maintained in respect of each workman of the Company. A separate file will also be maintained in respect of each workman in permanent service, in which all important papers pertaining to his service shall be filed. The records of service and file relating to each workman shall be retained till three years after the termination of his service.

2.18 DATE OF BIRTH

The age of a workman shall be proved as may be required by the Management at any time by the production of a true and authoritative copy of the Birth Certificate or School Certificate, if no birth certificate is available. In the event of the workman not being able to produce the certificate, he shall submit himself to medical examination by a medical practitioner as may be designated by the Management, for certifying his age and the certification of such medical practitioner shall be final and conclusive in all matters relating to the employment of such workman.

Every workman shall be required to furnish proof of his date of birth at the time of his appointment. The date of birth once recorded shall not be altered except in the case of clerical errors.

3. SALARY

3.1. BASIC SALARY

A workman holding any post in the Company shall draw (as basic pay) the basic pay fixed for the post and if there is a time scale, the stage in the time scale at which he is placed from time to time. A workman on a time scale of pay promoted to a higher scale of pay, unless the Management places him at a still higher stage, shall draw as initial basic pay on the new scale the higher of the following, viz. (a) the minimum of the higher scale and (b) the stage in the new scale next above the amount arrived at by increasing his basic pay in the lower scale on the date of promotion by one increment in such lower scales (this shall be the next

increment that would have fallen due to him had he continued in that scale or if he had already reached the maximum of that scale, the amount of the last increment in the scale) whether or not the amount thus obtained is a stage in the new scale; and, in every such case, his next increment in the new scale shall fall due on completion of the prescribed period in the new scale from the date of promotion. If a workman who was not on a time scale of pay, is promoted to a time scale of pay, he shall draw as his initial basic pay in such scale, such amount as is fixed by the Management; provided, however, that his total monthly salary shall not be reduced by such promotion, and the date of his first increment in the scale shall fall due on the expiry of the prescribed period of eligible service in such scale.

3.2. INCREMENT

Increment shall depend on efficiency, conduct and satisfactory performance of individual's duties and will be considered on the date of completion of one year service for confirmed workmen and payment will be made effective from the first of the month in which he completes one year. The period of service spent on extra-ordinary leave will not be counted for increments. Periods of unauthorised absence or any absence other than ESI leave during which he is not eligible for pay as also periods of suspension (other than the suspension pending enquiry, which is later regularised on the workmen being absolved of the charges) will also not count for increments. Increment has to be sanctioned by the Management before a workman become eligible for the same. The Management reserves the right to withhold or delay or refuse any increment, with or without cumulative effect.

3.3. DEARNESS ALLOWANCE

A workman on a time scale of pay is eligible for dearness allowance of such amount as is sanctioned by the Management from time to time. A workman on daily rate of wages or on consolidated monthly pay or a trainee/apprentice receiving a stipend/allowance will not be eligible for any dearness allowance, unless it is specifically declared and sanctioned by the Management for such workmen.

3.4. WHEN PAYABLE

The salary of a workman for his service during each month will be paid on or before the first working day of the next month and will be paid on that day. However, the Management reserves the right to postpone the payment of the salary to any day not later than the seventh day of the subsequent month, if it becomes necessary for any reason to postpone such payment; provided that a notice to this effect indicating the date on which the salary would be paid is displayed on the Notice Board prior to the last working day of the month concerned.

Any unclaimed salary shall be disbursed on a convenient day as decided by the Management.

Where the employment of any workman is terminated, the salary due to him shall be paid before the expiry of the second working day from the day on which his employment is terminated, subject to the production by the workman, of a clearance certificate issued by the competent authority nominated by the Management in this behalf.

4. LEAVE JOINING TIME AND HOLIDAY

4.1. ELIGIBLE LEAVE

The workman shall be eligible for leave as per the Factories Act or any other law as the case may be, however, it shall be competent for the Management to sanction to the workman any other leave, or leave facilities more favourable to them.

4.2. PRIOR SANCTION NECESSARY

Except in the case of leave on medical grounds, a workman shall not avail himself of leave of any nature or absent himself from duty without prior written sanction of the Management duly communicated to him or displayed on the Notice Board. If any workman absents himself on medical grounds, the sanctioning authority may and, if the absence is for a period exceeding three days, shall insist on the production of a certificate from ESI Doctor, if any, a registered medical practitioner or any of the Company's approved medical consultant and, if such certificate produced

does not indicate a valid ground for the absence, the absence may be treated as unauthorised and such disciplinary action as is provided for in these Standing Orders may be taken against the workman. The Management may refuse leave if the absence is likely to prejudicially affect the work.

4.3. GRANTING LEAVE AND RECALLING FROM LEAVE

The Management may grant leave to a workman and may also cancel it subsequently before the workman has proceeded on leave. A workman who has already proceeded on duly sanctioned leave may be recalled by the Management before the expiry of the period of leave in case of exigency and if so recalled, he shall forthwith report back for duty.

4.4. LEAVE ADDRESS

The workman shall, while making his application for leave or at any time thereafter before proceeding on leave, indicate to the authority sanctioning the leave, his address while on leave and shall keep the said authority informed of any change in the address previously furnished. If the workman fail to furnish his address during leave, the address of the workman furnished to the Management may be considered as his address during leave and any notice sent to such address shall be deemed to have been duly sent to the workman and duly received by him.

4.5. WHEN AND HOW TO APPLY

Applications for all kinds of leave shall be submitted in duplicate in the prescribed form to the Officer competent to sanction the leave. Applications for any kind of leave, other than casual leave, shall be submitted at least 7 days before the day from which leave is required, except when leave is applied for on medical or any other exceptional grounds provided that the sanctioning authority may, solely discretion, sanction the leave notwithstanding the application being submitted late. Applications submitted later than 7 days before the date from which leave is required may be refused without assigning any reason by the competent authority.

4.6. EARLIER RETURN FROM LEAVE

Unless he is permitted to do so by the authority competent to sanction his leave, a workman on leave other than the casual leave shall not return to duty before the expiry of the period of leave granted to him.

4.7. STATION OF RETURN FROM LEAVE

A workman on leave shall, unless instructed otherwise return for duty to the place at which he was last stationed and rejoin work from which he proceeded on leave.

4.8. CERTIFICATE OF FITNESS

The Officer competent to sanction leave may and, if the period of leave exceeds five days (excluding holidays) shall require a workman who avails himself of leave on medical grounds to produce a medical certificate of fitness from the ESI Doctor, a registered medical practitioner or any of the company's approved medical consultants, before he is permitted to resume duty, even if such leave was not sanctioned on a medical certificate.

4.9. LEAVE DURING SUSPENSION ETC.

No leave shall be granted to a workman under suspension or against whom disciplinary proceedings are pending or to a workman who has submitted his resignation from service or whose service is due to terminate within 30 days except by the Managing Director/Chairman or such other officer as is specially authorised by the Managing Director / Chairman of the Board for this purpose.

4.10. WHEN PAYABLE

The leave salary due to a workman for the period of earned leave, sick leave or maternity leave properly sanctioned to him for a period exceeding 4 days at a stretch may be paid to him on the day on which he proceeds on leave or on any subsequent day, if the workman requests for such payments. Leave salary in all other cases shall be paid along with salary on the date on which salary for the month paid.

4.11. CONDITIONS FOR GRANT OF LEAVE

- (i) Leave will not be sanctioned unless the exigencies of service permit, irrespective of whether the applicant has the leave applied for to his credit. If the exigencies of service so require, the authority empowered to grant the leave is also entitled to revoke the leave or any unexpired portion of it, and recall the workman to resume duty. As far as possible leave, particularly earned leave will have to be planned in advance.
- (ii) Holidays can be affixed and prefixed to leave of any kind.
- (iii) A workman on leave shall not take any service or accept any employment during leave period.
- (iv) Any kind of leave due to workman may be granted in combination with or in continuation of any other kind of leave except casual leave subject to clause 4.12 hereunder.
- (v) No leave shall be granted beyond the date on which a workman must ordinarily retire. Provided that the Management may allow a workman who has been denied in whole or in part, on account of the exigencies of service, the earned leave which was due to him pending retirement, the whole or portion of the earned leave so denied even though it extends to a day beyond the date on which such workman must ordinarily retire.

4.12. APPLICATION FOR LEAVE

All applications for leave shall be on leave form and should be sent sufficiently in advance to the leave section who will note the entitlement of the leave on the application, and send it to the sanctioning authority. Application other than for earned leave should be presented at least 24 hrs. prior to actual availing of the leave. If the workman after proceeding on leave desires extension thereof, he shall apply to the authority concerned for the extension of leave, who shall send a written reply either granting or refusing the extension of the leave to the workman if his address is available and if such reply is likely to reach him before the expiry of the

leave originally granted to him. In the event of a workman remaining absent in excess of the leave granted, he shall lose the lien on his appointment unless he has previously secured permission to extent the leave originally granted and return to work on the first working day following the period covered by any such extension. If however he returns to work within 7 days of the expiry of the leave granted and give a satisfactory explanation to the Managing Director or any other officer appointed for the purpose for his omission to apply for extension of his leave and also for his failure to return to duty after the expiry of the leave, he may be excused and re-instated in his post. If a workman absents himself from duty without leave or permission for more than 7 consecutive working days he shall lose his lien in his appointment.

Workman requiring leave for urgent purposes such as attending to sickness or funerals of near relative or for purposes which could not be anticipated, may approach the sanctioning authority direct for the sanction of leave, who shall grant him the leave at once. But enquiries will be made later regarding their bonafides. If no such enquiry it is proved that the leave applied for was not bonafide or not for any emergency, he will be punished with any of the punishments provided for under Clause 6.3.

In the case of death of any near relative, the workman may apply for leave by sending word or leave application to the competent authority/sanctioning authority.

The following will be considered as near relatives :-

Husband, wife, son, daughter, mother, father, grand parents, grand children, brother, sister, father-in-law, mother-in-law, uncle, aunt, cousin, nephew, niece, brother-in-law, sister-in-law or any dependent if actually living with the workmen.

4.13. SANCTIONING AUTHORITY

The authority for sanctioning leave shall be notified by the Management from time to time; he shall sanction the leave in accordance with the provisions of these Standing Orders.

4.14. HOLIDAYS

The holidays for the workman of the Company shall be governed by the provisions of the Industrial Establishments (National and Festival) Holidays Act. The Management has the right to declare any other day or days as paid or unpaid holidays without previous notice. However the Management has the right to require by notice in writing any workman/workmen or group of workmen to work on Sundays or any holidays.

5.1. WORKING TIME

The working hours will be as per the notice exhibited on the respective notice boards. The period and hours of work for all workmen for each shift shall be exhibited on Notice Boards. The Management has the right to require a workman or class or group of workmen to work extra time during any day beyond the prescribed hours of work during any week or beyond 48 hours, subject to the provisions of the Factories Act or any other law.

5.2. SHIFT WORKING

More than one shift may be worked in a department or departments or in a section of a department of the Company at the discretion of the Management. If more than one shift is worked, a workman shall be liable to be transferred from one shift to another. The Management reserves the right to vary such shift workings at any time, subject to the provisions of the Factories Act. At certain times it may become necessary to transfer a workman from the shift to another either as a temporary arrangement or on permanent basis. In such situation the Management shall communicate the change to the effect workman atleast 24 hours prior to such change, except in case of emergencies when the Management may arrange such change on short notice.

5.3. ATTENDANCE AND LATE COMING

All workman shall be at the work spot at the time fixed/ notified under standing order 5.1 and shall register their attendance by Punching their cards or in any other manner as may be notified in the notice put on the Notice Board. A workman

who arrives for work after half an hour after the scheduled time shall not be admitted to work except, with the permission of the departmental head.

A workman shall be allowed 10 minutes grace at the start of the shift only 4 days in a month but no grace shall be allowed after mid shift break. If a workman is habitually late, he will be treated as a habitual late comer and dealt with as per these Standing Orders. Salary for the period of late coming (except 10 minutes grace, 4 times a month) shall be deducted from a workman who comes late for work. No workman shall be allowed to leave the workspot during working hours without prior permission in writing of the departmental head. If a workman, after registering his attendance in the manner notified is found absent from his proper place or places of work during working hours without permission, apart from deduction being made from his pay for the duration of the absence aforementioned, his absence will be treated as misconduct.

5.4. IDENTITY CARD / BADGE

The Management may at any time prescribe identity card/badge for all workmen or any section of workmen. Such identity cards/badges may show the name of workman, his number, his classification and such other details of the workmen concerned as may be prescribed by the management. A workman may also be required to have his photograph affixed to the identity card.

An identity card/badge may be required to be signed by an officer authorised in this behalf. If any such identity card/badge has been prescribed in respect of any workman, he shall carry such card/badge as per instructions given to him by the Management at such time and in such manner as is required of him and shall produce such card/badge as per instructions given to him by the Management at such time and in such manner as is required of him and shall produce such card/badge as and when required by the security staff or by his superior officers. The card/badge so issued shall remain the property of the Company and shall be surrendered on leaving the Company's service. If an identity card/badge is lost by a workman, he should immediately report the

matter to the officer who issued it to him, who may on payment of Rs. 2/- or the actual cost whichever is more as may be prescribed as the cost thereof, issue a fresh identity card/badge to him.

5.5. ENTRY/EXIT

Workmen shall enter or leave the Company's premises only by the gate notified for the purpose. Every workman shall always have on his possession when he is within the Company's premises the identity card/badge, if any issued to him. A workman is liable to be refused admission inside the Company's premises for work or for any other purpose, if he does not have on his person the said identity card/badge. However, a workman who has forgotten to bring his identity card/badge may report to the Security Officer at the gate who after consulting the head of the department concerned, may issue a permission slip and allow him to enter the premises, and in such case the permission slip issued to him shall be treated as his identity card/badge for the day. On entering the premises or on departing at the scheduled hours of work, all workmen shall punch their cards drop their badges or record the fact of entry or departure in such manner as may be prescribed by the Management. Any workman who is found within the premises without any identity card/badge or permission slip issued to him, is liable to be sent out and will not be entitled for the salary for the day.

5.6. SEARCH

A workman is liable to be detained and searched on entering or leaving or at any time while he is within the Company premises by security staff of the Company and/or such other person or persons appointed by the Management for this purpose. If he is required to go to any security post of building or other premises for the purpose of search, he shall be liable to comply with the request. A female workman shall be so searched only by a female searcher. A workmen carrying tiffin boxes, document cases, badges or other receptacles shall keep them open for inspection when demanded on entry and departure.

The persons authorised to search shall have the right to recover from those who as searched any article belonging to the

Company and such other articles of the workman as the Management may consider dangerous to the personal and or property of the Company. The persons authorised to search have also right to detain at the gate office or any other premises any article belonging to the workman which is not required by him for work or during his work, while the workman is within the Company premises.

5.7. DRESS

The Management has the right to prescribe the dress to be worn by a workman or a class of workmen within the Company premises. The Management may also issue uniforms to any classes of workmen. If any such dress has been prescribed or any uniform has been issued, the workmen shall wear them whenever they enter the Company premises and shall be wearing them till they go out of the premises. The dress to be thus prescribed or the uniform may include shoes, chappals etc. Even when no dress is prescribed, a workman shall report for duty only in proper dress. Any workman shall report for duty only proper dress. Any workman, who is not properly dressed or who is not wearing the uniform of any that has been prescribed or is issued, may be refused admission for work or at any time after admission may be required to leave. No workman shall be allowed to work at or near running machinery with loose clothing.

5.8. SAFETY

All workman are bound to observe safety precautions and such instructions or directions as may be issued from time to time by the Management in this regard. And safety equipment or clothing provided by the Management for work on particular machinery or equipments or in particular places shall be worn or used during work on such machinery, equipments or places. All accidents, however minor, should be reported at once by the workman concerned or any other workman or workmen who may witness the same to the Department Head or in his absence to the next junior officer. Failure to do this will be considered as a misconduct. Further Management may refuse to take cognizance

of any accident, that is not immediately reported to the Management, and may treat it as having occurred outside the Company premises and not in the course of employment and the Company shall not have any liability or responsibility in connection with such accidents. Workmen shall engage themselves only in the operation of the machinery or on duties to which they have been posted. They shall not enter any premises which they are not required to enter for the purposes of their normal duties nor shall they touch or tamper with any machinery or equipment with which they are not concerned. Removal of guards or other safety devices on machines while in operation is expressly forbidden and shall constitute a misconduct.

5.9. DUTIES AND OBLIGATIONS OF WORKMEN DURING WORKING HOURS

Every workman shall carry out the work for which he has been employed conscientiously and to the best of his ability and in accordance with any direction or general instruction given to him by the Management directly or through delegate authority. Each workman is responsible for and shall take proper care of all machines, plant, tools, gauge, jigs, fixture, drawings, papers, files, documents, records and other property of the company generally or specifically entrusted to him. He shall not take out of the premises any such property of the company without a pass on the prescribed form issued to him by the management. Neither shall he conceal or attempt to conceal any such article or material. Every workman shall take precautions to safeguard the Company's property and to prevent accidents or damage to it. He shall also immediately report to his superior officer of any defect which he may notice in any machinery, equipment or other property and which might endanger himself or any other person or might result in damage to the company's or any person's property. It is the duty of every workman to see that his machine and/or work place is kept clean and tidy. Strict observance of all the safety instructions including those relating to fire prevention and precautions is necessary on the part of every workman.

5.10. STOPPAGE OF WORK

The management by a notice put on the Notice Board at any time, in the event of fire, catastrophe, breakdown of machinery, shortage of power supply, civil commotion, shortage of want of raw materials, lack of orders, lack of finance or such other causes, stop any section's or premises of the company wholly or partially for any period/periods without prior notice. In the event of such stoppage during working hours, the workman affected shall be notified as soon as practicable by notices to be put on the Notice Board as to when the work will be resumed and whether they are to remain or leave their places of work. If the period of detention of the workman in the factory premises does not exceed one hour, the workman so detained shall not be paid for the period of detention. If the period of detention exceeds an hour the workman so detained shall be entitled to receive pay for the period they are thus detained as a result of the stoppage. No other compensation will be admissible in such cases of stoppage. The management may, by notice put on the Notice Board in the event of a strike affecting either wholly or partially any section or department of the company, close down either wholly or partially such section or department and any such other sections or departments affected by such closing down. The workmen concerned shall also be notified by a general notice prior to resumption of work as to when work will be resumed. Matters connected with lock-out and lay-off will be dealt with in accordance with the provisions of the Industrial Disputes Act, 1947. When the workman are laid-off consequent on the stoppage of work, the workman shall be entitled to compensation in accordance with the provisions of the Industrial Disputes Act, subject to the conditions that no such compensation shall be payable in respect of any period of lay-off after the expiry of the first forty five days.

5.11. STRIKES

No workman shall go on strike without giving the Management a notice of strike within six weeks before striking or within fourteen days of giving such notice or before the expiry of the date of strike specified in the notice in the strike or during pendency of any conciliation proceedings before a Conciliation Officer or proceedings before a Labour Court, Industrial Tribunal

or Arbitrator as the case may be and thirty days after the conclusion of such proceedings or during any period in which a settlement or award is in operation in respect of any matters covered by the settlement or award. If ten or more workmen acting in concert absent themselves without due notice and without reasonable cause deductions from salary will be made as provided in subsection (1) and (2) of section 9 of Payment of Wages Act, 1936 and such deductions from the salary of any such persons will include such amount, not exceeding his salary for 8 days. A workman shall be deemed to be absent from the place of work, if, although present in such place, he refuses to carry out his normal work either in pursuance of a stay-in strike, go slow, work to rule or any other cause.

6. MISCONDUCT AND PUNISHMENT

6. 1. The following acts and omissions on the part of a workman shall amount to misconduct :-
- (1) Refusal to perform the duties entrusted to him, which a person in his position could reasonably be expected to perform in the circumstances.
 - (2) Negligence or neglect of work.
 - (3) Refusal, expressed or implied, to do the allotted work or to act as per the orders of his superior in the matter of his work.
 - (4) Refusal to work in a different job or in a different place or refusal to work on any other job or machines as may be required by his superior or refusal to do additional work entrusted to him, which could reasonably be expected of him.
 - (5) Refusal to work extra time or on Sundays or on holidays when directed to do so by his superior.
 - (6) Insubordination or disobedience, whether alone or in combination with another or others.
 - (7) Talking or behaving in a disrespectful manner to superior,

challenging the authority of a superior or shouting at a superior.

- (8) Exhibiting bad temper, using foul language or talking in a discourteous manner to another employee or any person with whom the Company has business connections within the premises of the company.
- (9) Upsetting the peace and decorum of the office or work place.
- (10) Engaging in idle talk or conversation or failing to respect the right of others to work in peace.
- (11) Drunkenness, riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing other workmen, wrongfully interfering with the work of other workmen, assault, or threat of assault, either provoked or otherwise or the commission of any act subversive of good and proper behaviour during duty hours within the premises or outside.
- (12) Intimidating, assaulting or threatening any person with whom the company has business connections within the premises of the company.
- (13) Slandering against any person within the Company premises or work place.
- (14) Failure to show proper courtesy to the customers or other persons with whom the company has business connections within the premises of the company.
- (15) Any act or conduct detrimental to the interest of the company or its good name.
- (16) Issuing public statements, giving interviews, publishing articles, speaking at public gatherings etc., criticising the affairs of the company which the workman cannot establish.
- (17) Presence within the company premises in a drunken stage.
- (18) Causing damage or loss to the company's goods or property.
- (19) Initiating, conducting or taking part or inciting other workmen / employees to take part in any strike, go slow

- work-to-rule or similar actions, the contravention of the provisions of any law or rule in force.
- (20) Holding or attempting to hold meetings within the premises of the company without the written sanction of the management.
 - (21) Distribution or exhibition within the company premises of any newspapers, bill, poster, pamphlet etc. without the sanction of the management.
 - (22) Collection or canvassing for the collection of any money within the company premises not sanctioned by the management.
 - (23) Habitual late attendance
 - (24) Loitering or leaving the place of work without permission during the prescribed time of work.
 - (25) Absence without leave or permission granted by an Officer who is authorised to sanction such leave or grant such permission.
 - (26) Overstayal of leave or joining time without prior sanction of the management.
 - (27) Engaging in any trade, money lending or any other activity, or attending to any work other than his allotted work within the company premises.
 - (28) Engaging in any trade, business or other commercial activity or acceptance of employment under any other person, firm, company or other organisation outside his hours of work during the tenure of service with the company, without the permission of the management.
 - (29) Smoking within the company premises or in such place where it is prohibited or spitting in any place other than in spittoons provided for that purpose or using any part of the premises as urinals, latrine, bathrooms etc. other than the place provided for the said purposes.
 - (30) Taking meals except in the place provided for the purpose.

- (31) Failure to keep his work place / machine / equipments clean and tidy.
- (32) Gambling within the company premises.
- (33) Sleeping while on duty.
- (34) Theft, fraud, dishonesty or breach of trust, misappropriation in connection with the company's business or property, or with the property of other employees / workmen or any other person with whom the company has business connections.
- (35) Seeking, soliciting or accepting bribe, gift, gratuity, reward in kind or cash from any other employee/workmen or any of the persons with whom the company has business connections or giving or attempting to give bribe, gift, gratuity, reward in kind or in cash to another employee/workman of the company.
- (36) Insolvency, seeking a moratorium or arrangements with his debtors, more than 50% of his pay being attached or arrest or imprisonment for non-payment of debt.
- (37) Conviction by a court of law for criminal offence involving moral turpitude or entailing punishment by imprisonment.
- (38) Committing any offence punishable under the Indian Penal Code within the company premises, whether or not police action follows.
- (39) Entering or attempting to enter or leaving or attempting to leave the company premises except through gates or routes specified for the purpose.
- (40) Failure to wear the uniform, if supplied, or any other dress that is prescribed, or if no dress is prescribed proper dress and/or the identity card/badge while the company premises or failure to show such card/badge to the security personnel or any superior on being required to do so.
- (41) Refusal to be permitted to be searched by Security Staff or other persons nominated by the management.
- (42) Interference with factory safety devices or contravention of safety rules.

- (43) Failure to report to management any accident, either to himself or to any other workmen coming to his knowledge or defect or damage to machinery, equipments or other property of the company or any other circumstances which may cause damage or loss to the company coming to his knowledge or of any contagious disease to himself or any member of his family.
- (44) Manufacturing or attempting to manufacture unauthorised articles within the company premises.
- (45) Unauthorised use of the company's quarters or company premises or any of the company's properties.
- (46) Disclosing confidential matters or official secret of the company to other employees or any other person otherwise than in the bonafide discharge of his duties.
- (47) Disclosing any matter or any confidential information connected with the affairs or working of the company or any person with whom the company has business connections, coming to his knowledge, to an employee/workman or to any other person otherwise than in the course of the bonafide discharge of his duties in the company.
- (48) Furnishing false information at the time of selection for appointment or at any time thereafter during the service with the company in respect of himself or in respect of any other person.
- (49) Habitual breach of any rule or instructions of the management or repetition of any act or omission against which the workman was previously warned by the management.
- (50) Entering another department or section otherwise than in the course of his duty.
- (51) Entering or remaining on company premises unless on duty without permission.
- (52) Deliberately making false complaints or statements against co-workmen or superiors.

- (53) Deliberately spreading false information with a view to bringing about disruption to company's normal work.
- (54) Falsifying or refusing to give testimony when accidents, misconducts and other matters are being investigated.
- (55) Absence without leave or without permission.
- (56) Impersonation.
- (57) Initiating, conducting or participating in any demonstration within the company premises.
- (58) Refusal to accept transfer from one shift, department or place to another.
- (59) Slow-down the work or inciting others to resort to go-slow tactics.
- (60) Striking work or inciting others to strike in contravention of any provisions of law or rule in force or the provisions of the Standing Orders.
- (61) Punching the attendance for another person.
- (62) Being within the company's premises in possession of properties stolen or believed to be stolen or possession of which is not satisfactorily explained.
- (63) Failure or refusal to accept charge sheet, order or other communications.
- (64) Bringing alcoholic drinks or drugs into the premises.
- (65) Leaving the work before the scheduled time without prior sanction.
- (66) Commission of any act or conduct subversive of discipline of the company, whether in the premises or outside, within the duty hours or outside duty hours.
- (67) Deliberate abuse of any leave, privilege, concession or benefits for the time being in force.
- (68) Squatting or remaining anywhere within the company premises with a view to achieve any demand or to intimate,

coerce or threaten the management of the company or any other fellow workman or employee.

- (69) Refusal to leave the work premises at the conclusion of duty time.
- (70) Obstructing or restraining either alone or in combination with others any person or persons connected with the company either within or outside the company.
- (71) Declared and being carried in the register of the police as a bad character.
- (72) Instigation, incitement or abetment in furtherance of any of the acts of misconduct.
- (73) Breach of any provision in these standing orders, even though not specifically reproduced above.

The above list shall not be considered as exhaustive. Any other act or omission or behaviour of a workman, which amounts to a misconduct as per the ordinary meaning of the terms shall also be considered as misconduct for the purpose of the Standing Orders.

6.2. PROCEDURE FOR DEALING WITH CASE OF MISCONDUCT

- i) A workman charged with having committed a misconduct shall be served with a written charge sheet setting out briefly the facts of the charge and circumstances alleged and the nature of the misconduct. The charge sheet may specify the period within which the workman shall give a written explanation.
- ii) Where a workman refuses to receive the charge sheet, the charge sheet shall be sent to the workman by registered post to the last known address of the workman and a copy of the charge sheet shall be exhibited on the Notice Board and such sending by registered post and affixing the same on the Notice Board shall be deemed to be the proper service of the charge sheet.

- iii) The workman shall give his explanation in writing within the time specified in the charge sheet which shall not exceed 3 days.
- iv) A workman on whom charge sheet has been served may be suspended pending enquiry and final decision thereon by the management or the authorised Officer, as may be considered expedient. The suspension pending enquiry shall be intimated to the workman in writing and may take effect immediately upon communication to the workman. The workman who is placed under suspension pending enquiry shall be entitled to subsistence allowance subject to and in accordance with the provisions of the Kerala Payment of Subsistence Allowance Act 1972.
- v) When the workman submits his explanation and the explanation is found satisfactory, suspension pending enquiry, if any, shall be withdrawn and the period of suspension treated as if the workman was on duty and he shall be entitled to his salary or wages for the period.
- vi) If no reply is received in respect of the charge sheet within the stipulated or extended time, the management or the authorised authority may proceed on the basis that the workman has no explanation to offer and take further necessary steps as it deems proper and necessary.
- vii) Where the explanation given by the workman is not found satisfactory and it is considered necessary to take further proceedings under the Standing Orders, the management or the authorised authority may order an enquiry into the charge to be held by an Enquiry Officer nominated by the Management or the authorised officer.
- viii) Except where the Officer holding the enquiry for reasons to be recorded in writing considers it frivolous or likely to cause undue delay not commensurate with the utility of examining such witnesses, the workman shall be permitted to produce and examine any witness to substantiate his explanation or disprove the charge. He shall be given all reasonable

opportunity to cross-examine any witness, on whose statement or evidence the charge rests. No outsider will be permitted to take part or help the person charged in the enquiry. However, if the workman charged for a misconduct desires and makes a request to the enquiry officer, he can at his discretion permit the assistance of any other workman/employee of the Company if he is so willing. The management or the authorised authority may, if so, desired, engage a Prosecuting Officer, who shall be an employee of the company, for prosecuting the charge against the delinquent workman at the enquiry.

- ix) The enquiry officer shall make a brief and faithfully record of the statements made and the evidence laid before him both in support of and against the charge and shall forward his findings to the concerned authorities.
- x) The charge sheet, the explanation and record of enquiry with the findings and such recommendation as the Enquiry Officer may make, shall be submitted to be carefully considered by the management or the authorised officer for the purpose of taking a final decision. The decision and punishment, if any shall be communicated in writing to the workman concerned as early as may be possible.
- xi) Where after such examination of the record, the charge against the workman is found unsustainable or disproved, any suspension or extension of suspension shall be withdrawn and the periods of suspension be treated as if the workman was on duty and the workman shall be entitled to wages or salary for the period.
- xii) In awarding the punishment under the standing orders, the management or the authorised officer shall take into account the gravity of the misconduct, the previous record if any, of the workman and any other extenuating or aggravating circumstances that may exist.

6.3. PUNISHMENT

If a workman is found guilty of any of the misconducts

mentioned in Standing Orders, 6.1. any of the following punishment may be awarded to him.

1. Censure of Warning
2. Withholding of increments, with or without cumulative effect or postponing of any increment to any future date with or without cumulative effect.
3. Recovery from his pay of the whole or part of any pecuniary loss caused to the company by such misconduct.
4. Imposition of fine, upto 2% of his salary in a month.
5. Reversion or demotion to a lower grade or post or time scale or to a lower stage in the same time scale either permanently or for a specified duration.
6. Suspension for a period not exceeding four days at a time, without pay or on such reduced pay / salary as may be ordered.
7. Barring of promotion.
8. Discharge from service, without compensation or notice.
9. Dismissal.

6.4. No order of punishment as provided in sub clauses (2) (3) (5) (6) (7) (8) and (9) under clause 6.3. above, shall be made except as per the procedure laid down in clause 6.2. above.

6.5. Except as otherwise indicated in the order of discharge or dismissal, when the workman suspended pending enquiry is discharged or dismissed he shall be deemed to have been discharged or dismissed with effect on and from the date of commencement of suspension.

6.6. SUSPENSION

Suspension may be imposed on a workman :

- (i) As punishment for misconduct.
- (ii) Pending enquiry for a misconduct, and
- (iii) When criminal proceedings are pursued by a court of law, if the management deem it necessary.

6.7. AUTHORITY TO INITIATE DISCIPLINARY ACTION AND AUTHORITY FOR AWARDING PUNISHMENTS

The management may at any time prescribed the officers to initiate disciplinary action and award punishment and may at any time cancel or vary any such order issued by the management. If and till this is done, the Departmental Heads will be the Officers/ authorities competent for this purpose.

6.8. APPEALS

A workman may appeal against any order passed by an Officer inflicting a punishment on ~~him~~, to the management. The management shall have the power to set aside, vary or confirm any such order as also to order a re-examination of the matter in such manner as it may deem fit. Such appeal shall be couched in polite and respectful language, shall contain all material statement and arguments relied on, shall specify the relief desired and shall be submitted through the proper channel within thirty days of the order appealed against. The appeal should be made by the aggrieved workman himself. No workman has the right to appeal directly to the board of Directors, to any Director of the Board, other than the Managing Director, to any Ministers or Officers of the Government or to any person outside the employment of the Company and any appeal made in contravention of this shall itself be considered as a misconduct for which any of the punishments enumerated above may be awarded.

6.9. GRIEVANCE PROCEDURE

(1) All grievances shall be handled in accordance with the procedure laid down below:

- i) The workman in person will first take up his grievance with his immediate superior.
- ii) If the workman is not satisfied with the decision of the immediate superior or fails to receive an answer from him within seven days, he will take the grievance to the next immediate superior officer.

- iii) If the decision of the Officer is not satisfactory or an answer is not received from him within seven days, the workman (accompanied by his union representative, if any) will present his grievance to the Departmental Head in writing in the Grievance Note form duly signed by the workman.
- iv) If the decision of the Head of the Department is not satisfactory or if no reply is received from him within seven days, the workman will present a copy of the Grievance Note to the Personnel Officer who will make necessary entries in the Grievance Register. He will then conduct investigation of all relevant facts and endeavour to settle the grievance satisfactorily.
- v) In case the Personnel Officer is not in a position to settle the case satisfactorily, he will refer it to the Grievance Committee to be constituted by the management in consultation with the recognised Unions, if any. Before doing so, he will examine the Personal data of the workman concerned and make necessary entries in the Grievance Note.
- vi) The Grievance Committee, on receipt of the Grievance Note, will undertake a careful and objective study of the case and make its recommendations.
- vii) If the workman concerned is not satisfied with the disposal by the Grievance Committee, he may take up the matter with the management within ten days.
- viii) The Personnel Officer will implement the final decisions, if any, and will inform the complainant of it in writing.

(2) Steps (i) (ii) (iii) (iv) will be taken up by the complainant during his scheduled period of rest or at a time previously fixed. If it is necessary for the workman to leave the department during working hours on a call from the concerned officers, previous permission of his supervisor must be obtained.

Any representation regarding a grievance which does not comply with the provisions of these Standing Orders, shall not be considered.

7. **CANVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE**

No workman shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his personal interest in respect of matters pertaining to his service under the company.

8. **MEDICAL EXAMINATION**

All workman of the Factory except casual workmen shall undergo a medical examination as prescribed by the company at the time of appointment.

Workmen in service shall be liable for periodical medical examination as may be stipulated by the company.

The company may at its own expenses require that any workman should be examined by a Medical Practitioner specified by the company. If any such examination shows that the workman is suffering from any disease or complaint that is infectious or liable to interfere with the workman's duties or repulsive to others the company may terminate the service of the workman.

9. **SAVING CLAUSE**

Nothing contained in these Standing Orders shall operate in derogation of any law applicable to the workmen or to the prejudice of any right of the workmen under an agreement, settlement or award for the time being in force, or contract of service.

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