

January 01, 2024

MESSAGE

Dear colleagues,

M/s M.G. Mohanty with its phenomenal growth in recent years has become a large conglomerate with multiple business interests across the state. The business arms of our company in the segments of Mining, Solar Energy, Agri-Tech & Information Technology are poised for rapid growth in the coming years.

The success of M/s M.G. Mohanty is attributed to its passion for excellence, core values and a highly motivated and committed talent base. We at M/s M.G. Mohanty believe in creating a global corporation par excellence that provides exciting opportunities and a healthy working relationship. At the same time, we are committed to foster a culture and environment that is conducive to realizing the potential of everyone irrespective of their age, sex, religion, caste, marital status, disability etc.

In the fast-changing business environment people are our key differentiator. Our aim therefore is to have a transparent, credible and uniform people management approach that is contemporary & forward looking. Our HR Policies, have been updated to assimilate the recent business growth of the M/s M.G.Mohanty while keeping our trade mark characteristics of a caring employer.

We solicit co-operation from everyone and expect people at large to champion the core values of M/s M.G. Mohanty to attain newer heights in times to come.

Tanuj Mohanty

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INTRODUCTION

HR Vision

“Creating an exciting workplace that inspires employee’s performance”

1. This manual will serve up as a comprehensive reference guide to all HR Policies pertaining to all employees in the M/s M.G. Mohanty Mines.
2. The manual aims at creating transparency and professed fairness that is core to a credible HR function.
3. HR shall formulate policies in consultation with the select committee of senior management executives, keeping in view the business needs, industry practice and feedback from employees and finally approved by the **Management/Agent**. Amendments or modifications in any of the policies, procedures, rules etc. shall be conveyed by HR to the concerned Mines Manager/HR/Admin, who in turn must make sure communication to all the concerned team members. These policies and procedures can be modified at any time in future depending on the business exigencies.
4. It shall be the responsibility of Mines Manager &HR/Admin in possession of the manual to communicate and clarify policies & procedures to all their team members, to the extent necessary and in so far as it is relevant to the concerned team members.

5. Administration & Control

5.1 The Human Resource department will initiate action, wherever necessary, for Introduction, amendment, and repealing of Human Resources Policies and Procedures, in consultation with the select committee of senior management executives.

5.2 A copy of this manual will be available with Agents, Mines Manager, and location HR Heads.

| | |
|---|---|
| HR Manual Policies & Processes | Prepared By Human Resources Department |
| Coverage | All employees of M/s M.G. Mohanty Mines in the grades L01 to L18 |
| Reviewed By | Select Committee |
| Approved By | Management/Agent |
| Effective Date | January01, 2024 |

GRADE & DESIGNATION

Policy No - 001
Current Revision No -NIL
Last Revision Date - NIL

1. Objective

The policy outlines the various grades and designations and aims to maintain uniformity across M/s M.G. Mohanty mines.

2. Scope & Applicability

All employees on the rolls of M/s M.G. Mohanty Mines and Head Office (BBSR) in the grades L01 to L18.

3. Policy

Grade structure: The following Grades & Designations shall be used to classify employees across M/s M.G. Mohanty mines.

| Category | Sub-Category | Classification | Grades | Designation | CTC Range |
|------------|--------------------------|-------------------------------------|-----------------|---|---------------------|
| Managerial | Leadership Group L17 | Executive | L18 | JMD & CEO, Agent, President etc. | 3,00,000 - 3,50,000 |
| | Senior Management | | L17 | Senior Vice President (SVP) | 2,50,000 - 3,00,000 |
| | | | L16 | Vice President (VP) | 2,20,000 - 2,80,000 |
| | | | L15 | Assistant Vice President (AVP) | 2,00,000 - 2,60,000 |
| | | | L14 | Senior General Manager (SGM) | 1,80,000 - 2,40,000 |
| | | | L13 | General Manager (GM) | 1,30,000 - 2,00,000 |
| | | | L12 | Deputy General Manager (DGM) | 1,00,000 - 1,50,000 |
| | Middle Management | | L11 | Assistant General Manager (AGM) | 70,000 - 1,10,000 |
| | | | L10 | Senior Manager (SM) | 60,000 - 90,000 |
| | | | L09 | Manager (Mgr.) | 50,000 - 70,000 |
| | | | L08 | Deputy Manager (DM) | 40,000 - 60,000 |
| | | | L07 | Assistant Manager (AM) | 30,000 - 50,000 |
| | Junior Management | | L06 | Junior Manager (JM) | 25,000 - 40,000 |
| L05 | | Engineer/ Executive/ Officer | 30,000 - 50,000 | | |
| L04 | | Asst. Engineer / Executive/ Officer | 20,000 - 40,000 | | |
| L03 | | Jr. Engineer / Executive/ Officer | 15,000 - 30,000 | | |
| Staff | Skilled | Non-Executive | L02 | As per Requirements | As per MW |
| | | | L01 | As per Requirements | As per MW |
| | Un - Skilled | | | | |
| Trainees | Fresher - MBA/CA/CS/ICWA | Trainee | L06T | Management Trainee (MT) | 18,000 - 25,000 |
| | Engineering Graduates | | L06T | Graduate Engineer Trainee (GET) | 15,000 - 20,000 |
| | Diploma Engineers | | L03T | Diploma Engineer Trainee (DET) | 12,000 - 16,000 |

PERSONAL DOSSIR/PORTFOLIO

1. Objective

To record & store necessary & relevant information about individual employees during the employment cycle with the company. All such information shall be stored in a physical mode in the form of “**Personal Dossier/Portfolio**”

2. Scope & Applicability

All employees on the rolls of M/s M.G. Mohanty mines in the grades L01 to L18.

3. Policy & Process

3.1 The Location Human Resource department shall create and maintain the personal dossier/portfolio of all employees in their respective jurisdiction.

3.2 The CHRO shall maintain the personal dossiers/portfolio of all employees.

3.3 The following documents shall be part of personal dossier/portfolio:

- a. Appointment letter duly accepted by the employee.
- b. Reference checks documents duly signed by HR.
- c. Proof in support of date of birth.
- d. Joining report to record the date of joining.
- e. Copies of certificates in support of educational qualifications.
- f. Relieving letter from the previous employer.
- g. Employment application form capturing all personal & professional details.
- h. Form – 11 (EPF Previous employment declaration)
- i. Form – 2 (EPF nomination)
- j. Form – F (Gratuity Nomination form)
- k. Form – O (IME/PME)
- l. Aadhaar Card & PAN Card copy.
- m. Copies of any specific agreement signed between the employee & company.
- n. Training / Probation evaluation form.
- o. Service confirmation letter.
- p. Annual appraisal Forms.
- q. Annual salary revision letters.
- r. Promotion letters.
- s. Letters issued to employee on disciplinary grounds.
- t. Resignation letter.
- u. Acceptance of resignation.
- v. Full & final settlement document.

w. Exit interview form.

3.4 All documents in the dossier/portfolio to be put in a chronological order for easy retrieval of information.

3.5 All the personal dossiers/portfolio to be kept in a sequential order and should be in custody of the respective HR/Admin departments.

3.6 Designated persons in the HR/ Admin department and respective DIVISIONAL HEADS to have access to individual dossiers/portfolio.

3.7 No employee shall have access to his / her own dossier/portfolio.

WORKING HOURS & HOLIDAYS

1. Objective

To provide guidelines regarding working hours, Weekly Rest/Off days and Holidays.

2. Scope & Applicability

All employees on the rolls of M/s M.G. Mohanty mines in the grades L01 to L18.

3. Policy

3.1 Core Time (Normal Business Hours):

| SL No | Area | Standard Business Hour | Shift Work |
|-------|--------------------|---|---|
| 1 | Head Office (BBSR) | In Time:- 10:00 am. Lunch Hour:- 01:30 pm to 2:30 pm. Out Time:- 07:00 pm. | |
| 2 | Barbil Office | InTime:- 09.30 am. Lunch Hour:-01.30 pm to 03:00 pm. Out Time:- 07.00 pm. | |
| 3 | Mines | Opening& ClosingTime:-06 am to 06 pm. Current Shift time:- 07 am to 04 pm. 09 am to 06 pm. Lunch Time :- 01 am to 02 pm. | <u>Working Time</u> General Shift:-09 am to 06 pm A Shift:- 06 am to 02 pm B Shift:- 02 am to 10 pm C Shift:- 10 pm to 06 am <u>Lunch Time</u> General Shift:- 01 am to 02 pm A Shift:- 00 am to 00 pm B Shift:- 00 am to 00 pm C Shift:- 00 pm to 00 am <u>Tiffin Time</u> General Shift:- 00 am to 00 pm A Shift:- 00 am to 00 pm B Shift:- 00 am to 00 pm C Shift:- 00 pm to 00 am |

Note: As per government notification and business requirements shift times can be changed.

3.2 Lunch Break: Location wise can be staggered between 01.00 pm to 3.00 pm.

3.3 General shift and Weekly offs will be as per current local practice followed at respective locations.

Head Office :- Sunday of every week. (2nd Saturday Half Day)

Barbil Office :- Sunday of every week.

Mines :- Tuesday of every week.

(Shift schedule will be decided by the Management)

3.4 Shift timings are regulated by service conditions prevailing at the respective locations and decided by Mines Manager and Admin department.

3.5 Flexi Time

The provision of flexi-time is applicable to offices in Head Office, Bhubaneswar only. This flexitime does not include departments, which have shift workings. Flexi time is allowed up to 1 Hour before/after the core time. This can be avail **twice** in a month.

Process: To avail the flexi-time, employee can communicate the same to the reporting Manager/Divisional Head& HR before one day.

(E.g. If an employee reports to work at 09.00 am, he/she can leave office at 06.00 pm. Similarly, if an employee reports to work at 11.00 am, he/she can leave office at 8.00 pm.)

3.6 Holidays

National & Festival holidays during a calendar year are announced in advance that are applicable to the respective locations based on the holiday list released by the state government.

4. Process

4.1 All employees are required to record their attendance at any place designated for the purpose in their respective work locations.

4.2 Employees those who are going on out station duty shall submit duly approved **“OD Form”** from their respective superior to HR/Admin department prior to approved tour. It is mandatory to submit their in & out punch at the site if biometric machine is available.

4.3 For every 3 late comings in a month, one-day **leave will be adjusted**. If the employee is late due to OD or office work, he/she should get it approved by the sanctioning authority/Divisional Head.

4.4 Employees going outside of the Mines& office premises for any work need to submit duly approved **“Out Pass”** mentioning the date, Out time, In time & Purpose at the Security Gate/Reception. The same shall be submitted/ Informed to the HR/ Admin department, for records.

4.5 Employees are required to submit/apply their leaves/OD before leaving the plant/office, failing which will amount to salary deduction.

4.6 All employees should submit/apply their “**Outdoor Duty**” request form and get it approved by the sanctioning authority/Divisional Head.

M/S M. G. Mohanty

Name of the Location – HO, Bhubaneswar

Flexi Time

Employee Code:

Date:

Employee Name:

Designation:

Department:

| Sl No | Date | From Time | To Time | No of flexitime availed during the month |
|-------|------|-----------|---------|--|
| | | | | |
| | | | | |

Employee Signature

HOD

HR Dept.

M/S M. G. Mohanty

Patabeda Iron and Iron & Mn. Mines

Out Station Duty Intimation Form

Date.....

Name of employee :

Department/ Section :

From date/ Time : To date/ Time

Place of Visit :

Purpose of Visit :

Mode of visit : Company Vehicle/Personal Vehicle/ Public Transport/Other.

Permission taken from :

Employee

HOD

HR/Admin

AGM/DGM (Mines)

Policy No - 004

SERVICE CONDITIONS

1. Objective

To clarify the terms and conditions of employment, for transparency and uniformity across the M/s M.G. Mohanty mines.

2. Scope & Applicability

All employees on the rolls of M/s M.G. Mohanty mines in the grades L01 to L18.

3. Definitions

3.1 Classification of Employees:

3.1.1 Probationer: A person recruited with prior work experience shall be treated as “**Probationer**” till such time as specified in the appointment letter. Services of such employees shall be confirmed on successful completion of the probation period.

3.1.2 Trainee: A person recruited without any prior work experience and with the objective to learn & acquire skills required for a specific job shall be called a “**Trainee**”. Services of such persons shall be confirmed on successful completion of the specified training period and subject to the manpower plan of the company.

3.1.3 Permanent employee: A person whose services have confirmed in writing by the company on successful completion of probation and / or training period.

3.2 Resignation: Voluntary separation of employee.

3.3 Retirement: Separation at the age of superannuation as per policy & standing order.

3.4 Termination: Involuntary separation of employee by the employer on violation of service rules or misconduct mentioned in the policy or standing order.

4. Policy & Process

4.1 Probation

All employees joining the services of the company will be under probation for a period of 6 months. The services will be confirmed upon successful completion of probation period subject to the following procedures.

4.1.1 The performance of a probationer will be evaluated in the 6th month by the Reporting Officer/Manager and Divisional Head. The HR shall forward the “Probation Evaluation Form” to the HOD in the first week of the sixth month to initiate the evaluation process.

- 4.1.2 The HOD should complete the process and forward the duly filled evaluation form to the HR dept by the third week of the 6th month.
- 4.1.3 Based on the recommendation of Divisional Head, if the performance is found satisfactory, the HR will issue confirmation letter to the probationer.
- 4.1.4 If the performance is found unsatisfactory, the probation period may be initially extended by 3 months and further extended by another 3 months. The extension letter will be issued to the probationer by the concerned HR.
- 4.1.5 If the performance does not reflect any significant improvement even after 6 months extension, the concerned HR shall recommend for cessation of services of the employee to the **Mines Manager & Agent**.
- 4.1.6 All employees/candidates are advised to report/join for duty on or before the specified date mentioned in the Appointment/ Offer/ Transfer letter, bringing along their personal belongings and any necessary daily materials.

4.2 Trainee

Employees joining the services of the company as Trainee will be under training period for 1 year. Depending on the company's needs and man power plan, the services may be confirmed upon successful completion of training period subject to the following procedures:

- 4.2.1 The Trainees will undergo half yearly and yearly evaluation in the 6th and 12th month by the Reporting Manager and concerned DIVISIONAL HEAD. The HR/Admin dept shall forward the "**Trainee Evaluation Form**" to the Divisional Head in the first week of the 6th month & 12th month to initiate the evaluation process.
- 4.2.2 During the half yearly evaluation/review, trainees will be given feedback pertaining to their learning and areas of improvement.
- 4.2.3 Based on the overall performance during training period and recommendation of Divisional Head, the services of the trainee shall be confirmed.
- 4.2.4 Training period can be initially extended for 3 months and further extended by another 3 months if the trainee's performance during the successive reviews has not exhibited any significant improvement. The extension letter will be issued to the trainee by the HR department.
- 4.2.5 If the performance does not reflect any significant improvement even after 6 months extension, the HR department shall recommend for

cessation of services of the trainee to the concerned Unit head/Agent.

4.3 Resignation

4.3.1 Resignations of Manager & above will be accepted by the Agent. For Employees up to the Dy. Manager level, the Mines Manager will accept their resignation after discussing with the Agent. The resignation letter along with comments will be forwarded to the HR department for doing the needful.

4.3.2 Notice Period: The services can be terminated from either side by giving **three months'** notice applicable to **Manager** and above and for employees up to **Dy. Manager level, two months'** notice is applicable including Trainees and Probationers. However, in certain exigencies, the employee may be relieved earlier on request with the approval of Divisional Head, in consultation with CHRO, by recovering basic pay in lieu of notice period from full & final settlement. In case of any disciplinary issue, Management holds the authority to terminate employees before the stipulated notice period. The Mines Manager & Agent may, at their sole discretion, relieve the employee before the completion of notice period by paying basic salary in lieu of notice period. However, the decision of the company in this regard will be final.

4.3.3 HR department shall initiate the exit formalities and issue exit interview form clearance certificate and gratuity form (if applicable) to the employee at least 7 days before the last working day to enable smooth separation by the last working day.

4.3.4 The employee should submit the duly completed forms along with clearance certificate to HR department at least **3 days prior to the relieving** date. The clearance would be against all particulars as mentioned in the clearance certificate. The relieving letter and service certificate shall be issued on the last working day.

4.3.5 Efforts will be made to complete full & final settlement of the employee on the relieving date itself. Pro rata bonus, If eligible for gratuity, leave encashment if any will be made a part of the final settlement dues. Un-availed **Earned Leave will be added for full and final settlement.** However, in case where the employee's outstanding bills / liabilities are to be accounted for, the same will be settled **within a month's** time from the date of relieving.

4.3.6 Exit interviews should be conducted and appropriate reasons recorded in writing for all employees leaving the services of the company due to resignation facilitated by HR/ Admin department.

4.3.7 During notice period, employee to clear all pending payments falling which it will be considered as his pending dues and same shall be deducted at the time of F&F settlement.

4.4 Retirement

4.4.1 The retirement age of employees will be as given below:

Retirement Age: As per standing order.

4.4.2 The date of retirement of an employee will be the last day of month of his / her birth.

4.4.3 The HR will serve the retirement intimation to the employee **one month prior to the date of retirement.**

4.5 Termination

4.5.1 Termination of services of any employee must be approved by the Mines Manager/Agent, as the case may be.

4.5.2 Termination or involuntary separation of an employee shall only be done, in case he / she has committed the following:

- Financial irregularities.
- Physical manhandling.
- Sexual Harassment.
- Violations of service rules mentioned in the code of conduct.
- Any other serious act / breach of duties which adversely affects the business interest and image of the company.
- Clauses mentioned in the code of conduct.

4.5.3 Termination of services of an employee can only be affected, when the company has sufficient objective evidence of the above misconducts.

4.5.4 On receipt of such information, the company will constitute an enquiry committee (at least a 2-member committee) to further investigate / examine the case and report the findings. The final decision of termination of an employee will be taken by the Agent in consultation with HR/Admin department.

REFERENCE CHECK FORM

A. Applicant Name: _____ Date of Reference Check: _____

B. Reference Name: _____ Company Name: _____

C. Position held during tenure: _____

D. Relationship With Applicant: (a) Superior (b) Colleague (c) Junior

E. Date of Employment: _____ Tenure of Service: _____

F. Nature of Job of applicant: _____

G. Reason of separation: Voluntary Involuntary

Please rank the candidates based on the following areas

| | | | | |
|------------------------------------|------|------|------|-----------|
| Respond to superiors | Poor | Fair | Good | Excellent |
| Attendance | Poor | Fair | Good | Excellent |
| Dependability | Poor | Fair | Good | Excellent |
| Willingness to take responsibility | Poor | Fair | Good | Excellent |
| Ability to follow instructions | Poor | Fair | Good | Excellent |
| Quality of work | Poor | Fair | Good | Excellent |
| Quantity of Work | Poor | Fair | Good | Excellent |

Additional Questions

1. How long he associated with you?

2. Can you describe the candidate's performance at work and were there any performance related issue?
(This includes attitude, dependability, trustworthiness, ability to get long with others, ability to complete work etc)

3. Can you highlight 3 strengths and area of development, if any?

4. How would you describe his character and work ethic?

5. If given opportunity, would you reemploy this individual?

6. Any additional Comments?

Signature of HR

JOINING REPORT

To
HR Department,
M/s M. G. Mohanty
Patabeda Iron & Iron & Mn. Mines.
Sundargarh Odisha.

Sub:- Joining/ Reporting form at Mines.

Dear Sir,
Pursuant to your offer / appointment order dated _____ I Sri _____
do hereby report to duty on _____ as _____ at the
commencement of the office hours. I am providing below my details.

1. Permanent Address

2. Present Address

(A) Mobile No :
(B) E-Mail No :
(C) Emergency Contact No :
(D) Emergency Contact Person :
(E) Aadhaar No :
(F) PAN No :
(G) EPF No :
(H) UAN :

I am enclosing the following documents.

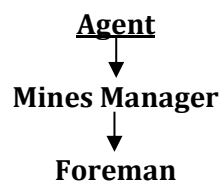
- Date of birth proof certificate photo copy.
- Metric Certificate photo copy.
- Aadhaar card photo copy.
- PAN card photocopy.

Signature

JOB DESCRIPTION FORM

| | | | |
|--|---------------------|---|------------------|
| M/s M. G. Mohanty | | | |
| Job Description | | | |
| Job Title: | | | |
| Work Location: | | | |
| Division/ Department: | | | |
| Report to: | | | |
| Permanent <input type="checkbox"/> | | Probationer <input type="checkbox"/> | |
| Role responsibilities <ul style="list-style-type: none">••••• | | | |
| Education or Work experience require <ul style="list-style-type: none">✓✓✓✓ | | | |
| Special Skills/ Competencies Technical Competencies <ul style="list-style-type: none">➤➤➤➤ | | | |
| Reviewed by: | Designation: | Date: | Signature |
| Approved by: | Designation: | Date: | Signature |
| Employee Name: | Designation: | Date: | Signature |

ORGANOGRAM



WELCOME LETTER

Dear (Employee's Name),

On behalf of the entire M G Mohanty team, I am thrilled to welcome you onboard. We are delighted to have you join us as **(employee Position)**, and we look forward to the contributions and expertise you bring to our organization.

Your skills and experience stood out during the hiring process, and we are confident that you will play a key role in our continued success. As you embark on this new journey with us, we want to assure you that M/s M G Mohanty is committed to fostering a positive and collaborative work environment.

Please find attached important documents, including your employment contract and details about our on boarding process. Our HR team is here to support you throughout the on boarding period, ensuring a smooth transition into your new role.

Please take your time and review your Job Description and plan your yearly goals with HR and your Department Head so that you can know what is expected and make a positive contribution. Again, I warmly welcome you and look forward to seeing you grow as a professional at work place.

We are excited to work together and achieve great things.

If you have any questions or need further information, please feel free to reach out to our HR team.

Best regards,

Tanuj Mohanty

ORGANIZATION ANNOUNCEMENT

Dear all,

We are pleased to welcome Mr. **(employee name)** to the MGM Group. He joins us as **(Designation)** with effect from today, he has an overall experience of **years** and will report to MR. **(name with designation)** .



We warmly welcome **(employee's name)** to our organization and we wish him the very best in his assignment.

Please note his e-mail ID and mobile no
e- mail ID:-
Mobile No:-

HR/ Admin Department

ORIENTATION PROGRAM

Date:-

Dear all,

Please welcome Mr. (employee name) who joined us on As (designation), we request your support to get him inducted in your department, so that he can get acquainted to the company at the earliest.

| Department | Signature |
|-----------------------|------------------|
| Bhubaneswar Office | |
| Barbil Office | |
| Mines Manager | |
| HR/ Admin Department | |
| Electrical Department | |
| Mechanical Department | |
| Crusher Department | |
| CWS | |

Signature of Candidate
Date:-

HR/ Admin Department

ORIENTATION FEEDBACK FORM

Name of employee:

Designation:

Department:

Employee ID:

.....

1. Were you personally introduced to your new colleagues, managers and other appropriate people during your first few days in the Organization?

Yes No

Any additional comments:

2. Has your Induction helped you understand your job, responsibilities and work standards?

Yes No

Any additional comments:

3. Have appropriate policies and procedures important to your job, been shown to you and explained to you?

Yes No

Any additional comments:

4. Have the materials/sections in this Induction Policy been of use to you?

Yes No

Any additional comments:

5. Have you discussed and understood your Job Description, Performance Management Systems?

Yes No

Any additional comments:

6. If there was one aspect of your Induction that could be improved, what would it be and how might we improve it?

Suggestions for improvement:

Pls hand over this form to HR upon completion of your Induction Program.

PROBATION EMPLOYEE'S PERFORMANCE EVALUATION FORM

Name of the Employee :
Code No of Employee :
Designation :
Date of Joining :
Probation End Date :

Section A : To be Complete by the Evaluator.

Note :- Indicate the evaluation of the employees Job Performance by using the following assessment scale.

| Rating | Description |
|---------------|--|
| 5 | Consistently exceeds the required standard of Performance |
| 4 | Significantly higher than the required standard of Performance |
| 3 | Fully meet the required standard of Performance |
| 2 | Below the required standard of Performance |
| 1 | Does not meet the required standard of performance |

| Particulars | Assessment |
|---------------------------------|-------------------|
| Honesty | |
| Quality of Work | |
| Knowledge of Job | |
| Dependability | |
| Relation with reporting Manager | |
| Interpersonal Skill | |
| Discipline | |
| Ability to Learn | |
| Attendance | |
| Communication Skill | |

Comment on employee review :

Please give your overall assessment of the employee's performance during the service period. (You are requested to keep in mind that the employee is new to the organization, and focus on whether He/ She has demonstrated an ability to understand all aspects of the function he/she is performing as well as the basic skill and behaviours required to perform the role effectively).

Assessment

| |
|--|
| |
|--|

Please tick your recommendation

| Recommended for confirmation | Recommended for Extension for (1 - 6 month) |
|------------------------------|--|
| | |

(Signature of the Immediate Manager/DIVISIONAL HEAD)

(Signature of the HR/Admin)

Confirmation of the permanent appointment of the probationary employee is hereby approved/not approved.

(Name)
Designation
Date:

TRAINEE EMPLOYEE'S PERFORMANCE EVALUATION FORM

Name of the Employee : Date:
Code No of Employee :
Department :
Designation :
Date of Joining :
Training End Date :
Reviewer Name :
Reviewer Title :

Section A : To be Complete by the Evaluator.

Note :- Indicate the evaluation of the employees Job Performance by using the following assessment scale.

| Rating | Description |
|--------|--|
| 5 | Consistently exceeds the required standard of Performance |
| 4 | Significantly higher than the required standard of Performance |
| 3 | Fully meet the required standard of Performance |
| 2 | Below the required standard of Performance |
| 1 | Does not meet the required standard of performance |

| Particulars | Assessment |
|---------------------------------|------------|
| Honesty | |
| Quality of Work | |
| Knowledge of Job | |
| Dependability | |
| Relation with reporting Manager | |
| Interpersonal Skill | |
| Discipline | |
| Ability to Learn | |
| Attendance | |
| Communication Skill | |

Comment on employee review:

Please give your overall assessment of the employee's performance during the service period. (You are requested to keep in mind that the employee is new to the organization, and focus on whether He/ She has demonstrated an ability to understand all aspects of the function he/she is performing as well as the basic skill and behaviours required to perform the role effectively).

Assessment

| |
|--|
| |
|--|

Please tick your recommendation

| Recommended for confirmation | Recommended for Extension for (1 - 6 month) |
|------------------------------|--|
| | |

(Signature of the Immediate Manager/DIVISIONAL HEAD)

(Signature of the HR/Admin)

Confirmation of the permanent appointment of the probationary employee is hereby approved/not approved.

(Name)
Designation
Date:

CONFIRMATION LETTER

Mr.
Designation: -
Emp.Code :-

Date:-

Re : Letter of Confirmation

Dear, Mr.

Further to your appointment letter dated, we are pleased to confirm your services with effect from

We look forward to your contribution in making M/S M G Mohanty, a great place to be associated with.

All other terms and conditions of your employment remains the same.

Please do acknowledge a copy of this letter for our records

Wishing you all the very best.

Thanking You,

M/S M. G. Mohanty

(Name)
Designation

EXTENSION OF PROBATION PERIOD

Date:

Dear Mr.,

You may aware that your tenure of Probation Starting from for a total period of months has come to end as on

In the absence of a positive feedback assessment of your performance, we are unable to confirm your employment with us. Hence, we regret to inform you that your probation period stands extended for a further period of month w.e.f

All other terms and conditions as detailed in your appointment letter remain un-changed.

We hope you take the opportunity to work hard and show effectiveness in your job and we wish you all the best during this extended period of probation.

Thanking You

For M/S M. G. Mohanty

(Name)

Designation

EXTENSION OF TRAINING PERIOD

Date:

Dear Mr.,

You may aware that your tenure of Probation Starting from for a total period of months has come to end as on

In the absence of a positive feedback assessment of your performance, we are unable to confirm your employment with us. Hence, we regret to inform you that your probation period stands extended for a further period of month w.e.f.....

All other terms and conditions as detailed in your appointment letter remain un-changed.

We hope you take the opportunity to work hard and show effectiveness in your job and we wish you all the best during this extended period of probation.

Thanking You

For M/S M. G. Mohanty

(Name)

Designation

RESIGNATION ACCEPTANCE LETTER

To
Mr.
Designation:
Emp ID:

Date:-

Acknowledgment letter

With reference to your resignation dated, company is here by accept the same with regret. As per your appointment letter your notice period is months and you have to serve the same. Your last working day shall be.....

You are advised to submit clearance form & exit interview form before your last working day. Your full & final due if any shall be credited in your salary account as per the policy.

Thanking You

M/S M. G Mohanty

(Name)
Designation

| |
|-------------------------------------|
| EMPLOYEE EXIT INTERVIEW FORM |
|-------------------------------------|

| EMPLOYEE INFORMATION | | | |
|----------------------|--|-------------------|--|
| Emp Code | | Today's Date | |
| EMp Name | | Last Working Date | |
| Designation | | Place of Posting | |

- Why have you decided to leave the company?
-
- What factors influenced your decision to resign?
-
- Can you provide feedback on your overall experience working here?
-
- Did you feel adequately supported in your role? If not, what was lacking?
-
- How would you describe the company culture? Were there any aspects you found particularly positive or negative?
-
- Did you receive enough training and development opportunities to perform your job effectively?
-
- Were you satisfied with your compensation and benefits package?
-
- Did you feel valued and appreciated by your managers and colleagues?
-
- Were there any specific issues or concerns that led to your decision to leave?
-
- Do you have any suggestions for how we could improve employee morale or engagement?
-
- Did you encounter any instances of discrimination, harassment, or unfair treatment during your time here?

-
○ How would you rate the effectiveness of communication within the organization?
-
○ What could we have done differently to retain you as an employee?
-
...
○ Is there anything else you'd like to share about your experience here?
-
...
○ Do you have any recommendations for how we can better attract and retain top talent in the future?
-
....

Any Additional Comet:

.....
.....
.....
.....

| | | | |
|--------------------------|--|------|--|
| Signature of Employee | | Date | |
| Signature of Interviewer | | Date | |

M/s M. G. Mohanty

EXIT CLEARANCE FORM

Date: / / 20

Employee ID:

Employee Name:

Department:

Position Held:

Place of Posting:

Last Day of Service:

Mobile No:

Email Id:

| Sl No | Department | Name | Signature | Remark if any |
|-------|------------|------|-----------|---------------|
| 1 | Admin | | | |
| 2 | Medical | | | |
| 3 | IT | | | |
| 4 | Security | | | |
| 5 | Canteen | | | |
| 6 | SWC | | | |
| 7 | Mechanical | | | |
| 8 | Electrical | | | |
| 9 | Store | | | |
| 10 | Accounts | | | |

Comment:-

Signature of Employee

Admin Department

Mines Manager

EXPERIENCE LETTER

To - Whom - It- May- Concern

This is to certify that Mr., At....., Po.....Dist..... Odisha,
Was working in our organization from to for a period of years
in a capacity of (designation).

He was very honest, punctual and sincere person during his service period. He was found to
be good behaviour and good character person during his service period and his performance
found satisfactory.

We wish all the success in his future endeavour.

For M/s M G Mohanty

(Name)
Designation

RELIEVE LETTER

To
Mr.
Designation
Emp ID.....

Date:-

Sub: - Relieve Letter.

With reference to your resignation dated your resignation has been accepted and you have been relieved from all the services, duties and responsibilities of M/S M G Mohanty with effect from the closing business hour of (day) (Date).

We wish you all success in his future endeavour.

Your's Sincerely

For M/s M G Mohanty

(Name)
Designation

LEAVE POLICY

1. Objective

To provide guidelines on leaves and procedure for availing the same in a planned manner.

2. Scope & Applicability

All employees of M/s M.G. Mohanty mines in the grades L01 to L18 including Probationers & Trainees.

Type of Leave

- (1) Earned Leave.
- (2) Sick Leave.
- (3) Maternity Leave.
- (4) Paternity Leave.
- (5) Joining / Relocation/Transfer Leave.
- (6) Extended Medical Leave.
- (7) Advance Leave.
- (8) Leave without Pay.

3. Policy

3.1 Earned Leave (EL)

3.1.1 Entitlement& Accumulation:

A- Employees working at **Mines Under Union** are eligible for 15 days Earned Leave (EL) per calendar year. If an employee is unable to utilize all 15 days EL or uses only a portion of them during the year, the remaining unused EL days will be **reimbursed** as per previous practices.

B- Employees who are working in **Mines but are not Under Union** are entitled to 15 days EL per year. An employee has to necessary avail minimum 10 days EL in each calendar year and the balance 05 days EL can be carry forward to next year or may be encashed at the end of the calendar year as per the application submitted by the employee. In case the employee is unable to avail 10 days EL during the calendar year the same shall be lapsed. EL can be accumulated subject to a maximum ceiling of 30 days.

C- Employees who are working in **Head Office (BBSR)** are entitled to 15 days EL per year. An employee has to necessary avail minimum 10 days EL in each calendar year and the balance 05 days EL can be carry forward to next year or may be encashed at the end of the calendar year as per the application submitted by the employee. In case the employee is unable to avail 10 days EL during the calendar year the same shall be lapsed. EL can be accumulated subject to a maximum ceiling of 30 days.

3.1.2 Mode of availing: EL can be availed for minimum of 01(one) day. Employees cannot avail EL during notice period and while on leave no employee is allowed to resign from the services of the company. Employees have to apply leave **before 7 days of** availing the same

3.1.3 Combination:

- EL cannot be clubbed with SL under any circumstances, EL can only be clubbed with SL in case of sickness, if entire SL has already been exhausted.
- EL can be both prefixed and suffixed with weekly offs and holidays.

3.2.4 Encashment: A minimum of 5 days and maximum of 50% of EL balance can be encashed keeping a minimum balance of 30 days at all times (*Note - Applicable for 3.1.1 B & C Employees*).

3.2 Sick Leave (SL)

3.2.1 Entitlement& Accumulation:

A- Employees working at **Mines Under Union** are eligible for 18 days Sick Leave (SL) per calendar year. SL shall be credited on pro rata basis on completion of one month service in the calendar year. If an employee is unable to utilize all 18 days SL or uses only a portion of them during the year, the remaining unused SL days will be **reimbursed** as per previous practices.

B- Those employees who are working in **Mines (not Under Union), Barbil & Head office (BBSR)** are entitled for 18 days & 7 days Sick Leaves respectively in a calendar year and same shall be availed in the same calendar year otherwise this shall be **lapsed**.

3.2.2 Mode of availing: SL can be availed for minimum ½ day and any SL beyond 3 days must be supported by a Medical Certificate from a Registered Medical Practitioner.

3.2.3 Combination:

SL can be clubbed with EL only in exceptional circumstances. For instance, if an employee goes through a period of prolonged illness and requires leave which exceeds SL balance, then the same may be adjusted against EL.

Note: - SL can be both prefixed and suffixed with weekly offs and public holidays. However, weekly offs and holidays falling within the period of SL are counted as part of SL.

3.2.4 Encashment:

Un-availed SL is not encashable.

(Note-Applicablefor3.2.1 B Employees).

3.3 Maternity Leave (ML)

3.3.1 Eligibility: All female married employees shall be entitled to Maternity leave. It shall be allowed for a maximum of 2 occasions during the entire service of the employee.

3.3.2 Entitlement:

Maternity leave for a period not exceeding 26 weeks, can be taken before / after the date of the confinement at the convenience of the applicant, at the earliest but not before 18 weeks of the date of delivery. All paid holidays / weekly offs appearing during this period will be counted for the purpose of computation of 26weeks.

Female employees, if covered under The Employees' State Insurance Act (ESIC) 1948, will be entitled to avail benefit as per the ESIC Act only and no benefits will be provided under Maternity Benefits Act1961 to such employee.

To avail it, the employee shall apply at least 18weeks before the expected date of delivery along with a certificate from the registered gynaecologist and obstetrician stating the expected day of delivery.

A female employee suffering from illness arising out of pregnancy, delivery, premature birth of child or miscarriage shall, on production of such proof, be entitled to additional maternity leave for a maximum of 30 days. This additional leave will be adjusted against EL / SL. Request for such extension should be made along with the doctor's certificate and will be treated as either EL/SL.

3.4 Paternity Leave

3.4.1 Eligibility:-All male married employees shall be entitled for Paternity leave. It shall be allowed for a maximum of 2 occasions during the entire service of the employee.

3.4.2 Entitlement: -Paternity leave for a period not exceeding 07 days, can be taken, it can be availed before 2 days and after 5 days of newly born baby. All paid holidays / weekly offs appearing during this period shall be counted for the purpose of computation of 07 days. Employee have to apply for paternity leave before 7 days.

3.5Joining/Relocation/ Transfer Leave

- Joining Relocation/ Transfer Leave is given to outstation employees to facilitate shifting of their family and personal belongings after joining/transfer.
- Joining/ Relocation/ Transfer leave may be availed for a minimum of 1 day and a maximum of 3 days. Joining leave shall be granted at the discretion of the DIVISIONAL HEAD on case-to-case basis.

3.6 Extended Medical Leave (EML)

- Employee who has become serious medical condition shall be allowed EML. For the first month full salary shall be given and for rest of the months leave without pay shall be applied. Employee can avail this benefits, subject to production of medical certificates, prescriptions and medical bills.
- The **Management/ Agent**, can only sanction Extended Medical Leave, recommended through the Mines Manager / Divisional Head / HR/Admin Department.

4. Process

4.1 The leave cycle is as per calendar year. EL & SL will be credited on pro rata basis on completion of one month service in the calendar year. For new joiners, EL & SL will be credited upon joining.

4.2 Date of commencement of service will be used to calculate the leave entitlement.

4.3 All employees are given access to **ESS portal** to apply leaves online. In locations where the intranet/ESS Portal is not accessible, leave cards will be maintained for the employees, by the concerned HR.

4.4 Employees are supposed to apply/submit for leave and get it approved by their respective sanctioning authority before proceeding on leave. In exigency if the employee is unable to get prior sanction, the same should be regularized within 2 days of resuming duty.

4.5 Leave encashment will be calculated as follows:

Current Gross x No. of days (applied for encashment)

26

4.6 If leave or any extension of leave is on medical grounds, the employee shall submit the application, along with a fitness certificate from a qualified doctor, at the time of resuming duty.

4.7 Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked, and postponed depending on work exigencies.

4.8 Leave Sanctioning Authority:

The sanctioning authority for various categories of employees is as under:

| CATEGORY | SANCTIONING AUTHORITY |
|-----------------|---|
| L09 and above | Immediate Superior. |
| L01 to L08 | Immediate Superior or Divisional Head (Not lower than Manager). |

4.9 Recall from Leave

The company, in interest of work, may recall any employee who is on leave. If the employee is out of station, he will be deemed on duty for the return journey. Thus, he will be entitled to be treated as "On Tour" for the return journey.

4.10 Permission to leave Station of temporary posting

Some employees due to their nature of job (Internal Audit, Liaison etc) are required to travel to other location for a longer period of time. Such employees should obtain prior permission of the local supervising authority before proceeding out of station on leave. Intimation is to be sent to the Human Resources department of his / her permanent posting for regularization of attendance, while on outdoor duty.

5. Approval & Exception

5.1 In special circumstances, advance EL may be allowed with the approval of the Agent, as the case may be. However, this will not be granted during the first year of service.

5.2 If an employee after proceeding on leave desires extension thereof, the application, with approval of sanctioning authority, should be forwarded to HR/Admin department before the expiry of sanctioned leave. Sufficient time must be given to the sanctioning authority to intimate the decision of fresh request.

5.3 Leave Without Pay (LWP)

5.3.1 LWP will be granted in exceptional cases, when all admissible leave has been exhausted.

5.3.2 LWP will be approved by the Agent/ Unit Head, as the case may be.

5.3.3 The employees are not entitled to any pay or benefits during the LWP period.

5.3.4 If an employee remains on leave without pay for one month or more in any financial year, the quantum of EL for the next year will be

proportional to the days worked. In case of trainees and probationers, their training / probation period will be extended proportionately.

5.4 Absence from Duty

5.4.1 If the employee remains absent without approval / information or fails to report for duty either on expiry of leave or otherwise, the employee will be deemed to be on unauthorized absence.

5.4.2 If the employee remains absent for more than 7 days without due sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, it shall be deemed that the employee is not interested in continuing with the services of the company. The company will then initiate appropriate disciplinary action against the employee.

5.5 Any question arising out of the interpretation or application of these rules should be referred to HR whose decision will be final and binding.

5.6 Any exception must be approved by the concerned Agent, as the case may be.

COMPENSATORY REST/OFF

1. Objective

To clarify the policy, entitlement and process regarding compensatory Rest/Off.

2. Scope & Applicability

2.1 Employees from L01 to L08 (Up to Dy. Manager) shall be entitled for one day compensatory off for working on any weekly off/paid holiday.

For counting Compensatory Off, 4 hours duty shall be treated as ½ day CR and 8 hours duty shall be treated as 1 day CR.

2.2 It will not be allowed for working late on working days. In exigency prior permission with reason required from DIVISIONAL HEAD / Mines Manager to work beyond normal working day. The employees are expected to complete their job within the prescribed working hours.

3. Process

3.1 Prior written permission of concerned DIVISIONAL HEAD / Mines Manager will be required for working on Weekly offs / Holidays with reason. The same should be submitted to the HR/Admin department for records before 24 hours of performing duty.

3.2 The Compensatory Off will be lapsed if not availed within 30 days from the date on which the employee has worked on weekly off / Holiday.

3.3 Claiming lunch / dinner / snacks while on official duty on holidays / off days or regular weekly holidays shall be as per **Travel Policy**. Claimant have to submit proper bill for the same.

3.4 For availing compensatory off, the concerned employee should take approval from his / her superior / DIVISIONAL HEAD under intimation to HR. The concerned HR dept should make appropriate entry in the employee's leave record in HRMS software.

3.5 Compensatory off can be **prefixed or suffixed with weekly offs**. However, it cannot be combined with any other type of leave such as Earned Leave & Sick Leave. Compensatory off cannot be accumulated or carried forwarded or encashed. By 31st December of every year the same has to be availed otherwise it will be lapsed.

3.6 Half Day "Compensatory off" shall be granted.

CONDUCT & DISCIPLINE

1. Objective

To define the norms and guidelines for conduct and discipline at work.

2. Scope & Applicability

All M/s M.G. Mohanty mines employees in the grades L01 to L18 including those on training/probation.

3. Policy

3.1 Misconduct means

- 3.1.1** Theft, fraud and dishonesty in connection with the business or property of the company or of property of another person within the premises of the company.
- 3.1.2** Taking bribes or any illegal gratification.
- 3.1.3** Acting in a manner prejudicial to the interests of the company.
- 3.1.4** Furnishing false information regarding name, age, fathers name, Dependants, qualifications, previous service, health, competence or any other matter relevant at the time of employment.
- 3.1.5** Absence from duty without leave or overstaying the sanctioned leave without information to the reporting manager / supervisor.
- 3.1.6** Habitual late coming or habitual early going or irregular attendance.
- 3.1.7** Phoney registering of attendance or fraudulently registering the attendance of another employee or assisting in such unethical practices.
- 3.1.8** Negligence in work or performance including slowing down of work Or wilful interference in the work of another employee or employees.
- 3.1.9** Receiving, viewing, downloading or distributing pornographic Material, watching unnecessary videos on YouTube or other websites through company lease line or WIFI inside office premises.
- 3.1.10** Changing any system settings without prior authorization.
- 3.1.11** Providing wrong information to colleagues / team members.
- 3.1.12** Threatening, abusing or assaulting any employee or any disorderly

Behaviour within the premises and any such action at any other place if it has any connection with the company affairs.

3.1.13 Indulging in any act of sexual harassment at workplace.

3.1.14 Gambling within the premises of the company.

3.1.15 Smoking and chewing tobacco within the premises where it is prohibited.

3.1.16 Sleeping while on duty.

3.1.17 Misuse of any cash advance or non – compliance with the provisions of the rules for grant of any cash advance.

3.1.18 Unauthorized possession of any lethal weapon within the premises of the company.

3.1.19 Refusal to work on another job or another machine.

3.1.20 Refusal to accept and acknowledge charge sheets, orders or any other communication addressed to an employee.

3.1.21 Assist or attempt to assist any act, which amounts to misconduct.

3.1.22 Commission of any act, which amounts to a criminal offence involving moral turpitude.

3.1.23 Commission of any act subversive of discipline or of good behaviour in the course of duty.

3.1.24 Conviction or criminal charges by a competent court of law.

3.1.25 Wilful damage or sabotage to property of the company or sabotage of the interests of the company. Commission of any irresponsible act resulting in damage to any work or property or interests of the company.

3.1.26 Interference or tampering with any safety devices installed or violating the safety or environment regulations in or about the premises of the company.

3.1.27 Falsification of company's records, manuals or electronic, impersonation or forgery.

3.1.28 Purchasing properties, machinery, stores etc from the company or selling properties, machinery, stores etc to the company by the employee or his family member / relative without permission in writing from Agent.

- 3.1.29** Making representation to person or bodies outside the company whether official or otherwise on matters connected with the affairs of the company or personal grievances against the management.
- 3.1.30** Unauthorized sharing or disclosure of confidential information of the company.
- 3.1.31** Allowing unauthorized persons to operate company vehicles or equipment.
- 3.1.32** Violation of any provision of these rules or any other habitual act of omission, which the company considers as misconduct.
- 3.1.33** No employee can perform part time work or business anywhere.
- 3.1.34** Groupism and provoke employees against company.
- 3.1.35** Going outside during work, without information.
- 3.1.36** Physical and verbal abuse to any employee or outsider.

4. Guidelines

All employees must abide by the clauses of this policy. These clauses are illustrative and not exhaustive.

4.1 Every employee shall at all times.

- 4.1.1** Maintain absolute integrity.
- 4.1.2** Conduct oneself in a manner which will enhance the reputation of the company.
- 4.1.3** Confirm to and abide by the rules, regulations and policies made by the Company from time to time.
- 4.1.4** Comply with and obey all lawful and reasonable orders, verbal or written, of superiors.
- 4.2** Every employee holding a supervisory position shall take all possible steps to ensure the integrity and devotion to duty of employees under his control and authority.
- 4.3** No employee shall engage himself or participate in any demonstration, which involves incitement to an offence.
- 4.4** No employee shall communicate, directly or indirectly, to any official confidential document or any part thereof or information to any person to whom he is not authorized to communicate such document or information.
- 4.5** No employee of the company shall engage directly or indirectly in any trade or business or undertake any other employment.
- 4.6** Every employee of the company shall report to the Agent if any member of his family is engaged in any trade or business or owns or manages any agency having business dealing with the company.
- 4.7** No employee shall attempt to bring any outside influence to further his interests in respect of matters pertaining to his service in the company.

- 4.8** Absence from duty or overstaying leave for more than 7 days will be deemed to have voluntarily abandoned service and will be liable for termination of employment without any further reference to him. However, the company reserves the right to recover the amount in lieu of notice period, in case of voluntary abandonment of service.
- 4.9** Employees shall support the management in adjusting the manpower and reshuffling the workload and work allotment for increased efficiency and productivity.
- 4.10** There shall be no discrimination or harassment against any person on the grounds of race, colour, religion, disability, age, sex or marital status. Any discriminatory action against full time employees, contractual employees, Trainee and Probationary shall be met with disciplinary action.

5. Penalty

Penalty may be imposed on an employee if any misconduct is committed or any of the above guidelines is violated. The penalty shall be decided by the Agent from the following list:

5.1 Minor Penalties

- a) Verbal Warning.
- b) Warning Letter.
- c) Holding monthly incentive.
- d) Recovery of the whole or part of the monetary loss caused to the company by negligence or breach of orders from the salary or any amount due to the employee.
- e) Suspension from duty without pay up to a maximum of 3 days.

5.2 Major Penalties

- a) Reduction of salary.
- b) Demotion in grade and designation.
- c) Holding / Reduction of annual increment / performance pay.
- d) Dismissal or termination of service.

COMPENSATION STRUCTURE

1. Objective

This policy aims at providing necessary guidelines to facilitate decision making on various aspects of employee compensation & benefits programme. It also lays down a structure to govern the salary & benefits of individual employees.

Compensation Philosophy

- The compensation philosophy of M/s M.G. Mohanty mines focuses on fulfilment of desired business results and ensures employee behaviour is in line with the overall organizational values.
- The M/s M.G. Mohanty mines believes in competitive and market-based compensation and will continue to align individual compensation to achievement of overall business goals & objectives.
- The approach towards compensation shall be based on a Cost-to-Company (CTC) basis and the CTC will have a mix of cash & benefits and valuation of perquisites and benefits (wherever applicable). All forms of regular payments to individual employees will be part of CTC.
- **Variable Pay will be a part of total compensation.**

2. Scope & Applicability

It covers all employees in the grades L01 to L18 of M/s M.G. Mohanty mines.

3. Definitions

3.1 Compensation Structure: The following matrix constitutes the overall compensation structure for employees. The components / elements mentioned herein add up to arrive at individual CTC.

COMPENSATION MATRIX

| Mr. Soham Mishra | | | |
|----------------------------|--|-----------------|----------|
| Computation Compensation | | | |
| Organization | | Proposed | |
| Designation | | M/s M G Mohanty | |
| | | Manager | |
| | | Monthly | Annually |
| A | Basic | | |
| | | | |
| | Special Allowance | | |
| Sub Total (Monthly) | | | |
| | PLVP (ON GROSS) Quarterly Benefit | | |
| B | Gross Salary | | |
| Annual Benefit | | | |
| | Bonus (on Basic) | | |
| C | Sub Total - Annual Components | | |
| Deduction | | | |
| | Provident Fund - EE @12% (on Basic) | | |
| | ESIC - EE @ .75% (on Gross) | | |
| | P. Tax | | |
| D | Sub Total - Deduction | | |
| Retirals | | | |
| | Provident Fund - ER @12% (on Basic) | | |
| | ESIC @ 3.25% (on Gross) | | |
| E | Sub Total - Retirals | | |
| F | Take Home Salary (B-D) Including PLVP | | |
| G | CTC (Grand Total (B+C+E)) | | |
| | Present Gross Salary | | |
| | % Hike | | |
| | Offered Gross Salary | | |

3.1.1Gross Salary: The sum total of Basic Salary, Performance Linked Variable Pay & Special Allowance.

- 3.1.2 Total Fixed Pay:** The sum total of Basic Salary & Special Allowance.
- 3.1.3 Cost-to-Company (CTC):** Total Fixed Pay, Annual Bonus, PF and Gratuity. & **Performance Linked Variable Pay (PLVP).**
- 3.2 Basic Salary:** This component is the base salary for each employee and is used for all statutory deductions. This amount varies from employee to employee.
- 3.3 Special Allowance:** This component is used as a balancing component and varies for each employee.
- 3.4 Performance Linked Variable Pay:** This element is intended to achieve and enhance performance. It is a variable component and paid to employees in the grades L01 to L17.
- 3.5 Annual Bonus:** Its part of CTC and paid to all employees on of Annual Basic, shall be as decided by the management.
- 3.6 Provident Fund (PF):**(Employee EPF contribution will be deducted on actual basic and employer is caped to pay 12% on Rs. 15000/- (i.e Rs 1800/- as employer contribution). A part of the employer contribution goes to the family pension fund.
- 3.7 Gratuity:** Employer contributes @ 4.81% of Basic Salary to this fund as per the Gratuity Act.

MEDICAL BILL REIMBURSEMENT

1. Objective:-Medical Bill Reimbursement Policy outlines the procedures and guidelines that employees need to follow to claim reimbursement for medical expenses incurred.

M. G. Mohanty mines company is committed to supporting the health and well-being of its employees. This Medical Bill Reimbursement Policy establishes the guidelines and procedures for employees seeking reimbursement for eligible medical expenses.

2. Scope &Applicability: -This Policy is applicable to all regular employees in the grades L01 to L18. Head Office (BBSR) employees are not covered under this policy. Training/probation employees are not covered under this policy.

3. Submission of claims

3.1 Claim Forms: -Employees must complete the designated Medical Reimbursement Claim Form, providing accurate details of the expense. Reimbursement shall be claimed through the specified form only.

3.2 Reimbursement Limits: -**Maximum one-month basic salary** can be reimbursed in a financial year.

3.3 Supporting Documents:-Attach original prescriptions, invoices and receipts related to the medical expenses.

3.4 Submission Time Line: -Claims must be submitted within 7 days of reporting duty.

4. Reimbursement Process:

4.1 Verification: -Employee will submit the bill to HR/Admin department. After verification HR/ Admin department will forward the claim to medical department. After verifying the genuineness of the claim medical department will forward the same to HR/Admin department. Then HR/Admin department shall put up for further process.

4.2 Approval: -The verified claims shall submit to HO for final approval & payment.

4.3 Payment Time: -Approved claims will be processed for reimbursement in the **next available payroll cycle**.

4.4 Reimbursement Process: -Reimbursement will be made through NEFT directly to the salary account.

4.5 Exclusion: -Non-Prescription Items, Cosmetics, Energy boosters, medicines cannot be reimbursed.

5. Medical Bill Reimbursement Terms and Condition

- 5.1 Eligibility: -**
- a. Full-time employees are eligible for medical bill reimbursement.
 - b. Expenses must be deemed necessary and reasonable.
 - d. For Homeopathy and Ayurvedic medicine prescription is require.

5.2 Covered Expenses: -Reimbursement is available for medical services, dental care, vision care, hospitalization, Skin disease and emergency medical care.

6. Contact Information: -For Questions or dispute regarding medical bill reimbursement employees shall contact the HR/ Admin department.

7. Fraud and Misrepresentation: -

- a. Employees are prohibited from submitting false or misleading information for reimbursement.
- b. Any attempt to submit false or misleading information may result in forfeiture of claim and disciplinary action.

8. Policy Changes: -Company reserves the right to update or modify this policy as needed.

Medical Bill Reimbursement Form

| | | | | |
|-----------------|---|--------------------------------------|------------------------------------|--------------------------------|
| Part - A | Employee ID | | Date:- | |
| | Name of Employee | | | |
| | Department/ Designation | | | |
| Part - B | Is referred by - Company doctor/ Pharmacist ()/ Self () | | | |
| | Medical Leave taken for treatment/ Doctor consultant [Yes ()/ No ()] | | | |
| | Suffered from | | | |
| | Name of doctor consulted if any | | | |
| | Date of doctor consultation | | | |
| Part - C | | | | |
| SL No | Name of Doctor | Name of hospital/ Private | Doctor Consultation Fee | Photo Copy Attached |
| 1 | | | | Yes / No |
| 2 | | | | Yes / No |
| Total | | | | |
| SI No | Type of medical test | Name of Laboratory | Medical test Amount | Photo Copy Attached |
| 1 | | | | Yes / No |
| 2 | | | | Yes / No |
| 3 | | | | Yes / No |
| 4 | | | | Yes / No |
| 5 | | | | Yes / No |
| Total | | | | |
| SI No | Name medical of Shop | Medicine bill Amount | Photo Copy Attached | |
| 1 | | | Yes / No | |
| 2 | | | Yes / No | |
| 3 | | | Yes / No | |
| 4 | | | Yes / No | |
| 5 | | | Yes / No | |
| Total | | | | |
| | | Grand Total | | |

ANNUAL BONUS

1. Objective

The policy governs the payment of Annual Bonus to its employees.

2. Scope & Applicability

All permanent employees in the grades L01 to L18 in a Financial Year i.e. (April – March) are eligible for bonus.

3. Policy

3.1Entitlement: All eligible employees are entitled to get Annual Bonus as decided by the management on Basic Salary.

4. Process

4.1 The earned basic for this purpose shall be computed on a financial year basis.

4.2 In the event of Retirement/Death or resignation from services of the company, pro rata bonus shall be paid along with the full & final settlement of dues.

4.3 Bonus will be calculated on actual earned salary.

4.4 Bonus will be calculated as per Bonus Act.

EMPLOYEE PROVIDENT FUND

1. Objective

To provide post-retirement benefits as per the provisions of Employees Provident Fund (Miscellaneous Benefits) Act, 1952.

2. Scope & Applicability

As per the provisions of the Act, all employees in the grades L01 to L18 are eligible to get benefits of Employees Provident Fund & Family Pension Fund. Every employee is covered under the EPF Scheme w.e.f. his / her date of joining the organization.

3. Policy

3.1 Contribution: (Employee EPF contribution will be deducted on actual basic and employer is capped to pay 12% on Rs. 15000/- (i.e Rs 1800/- as employer contribution). Part of the Employer's contribution goes to Family Pension Fund.

4. Process

4.1 The Employee's contribution is deducted from the monthly salary. The contribution so collected is deposited with the respective Provident Fund authorities.

4.2 It is the responsibility of the employees to inform the Human Resources department of any change in their personal status. In case of any change in the nominations in respect to the Provident Fund Account, the concerned employee should fill up Form No. 2 (Revised) in duplicate & submit to the Human Resource Department.

4.3 For the purpose of transfer of PF amount from the previous employer, the concerned employee should contact the HR department for doing the needful.

4.4 At the joining time the employee will submit his previous employment declaration on Form – 11.

GRATUITY SCHEME

1. Objective

To make employees aware of the rules on gratuity scheme for transparency and uniformity.

2. Scope & Applicability

All employees in the grades L01 to L18 having served the organization for 05 (Five) years and more (Continuous Service) shall be eligible to avail the benefit of Gratuity on separation.

3. Policy

3.1 Separation: The separation for this purpose includes Retirement, Resignation, Death or Permanent Disablement due to accident while in service.

3.2 Entitlement: Eligible employees are entitled to receive gratuity at the rate of 15 (Fifteen) days salary for each completed year of service. However, in case of Death and / or Permanent Disablement the period of 05 (Five) years shall not be applicable. Any service in excess of **08 (Eight)** months beyond the qualifying period (first five years of continuous service) shall be treated as **01 (One)** year for computation of gratuity.

3.3 Salary for the purpose of computation of gratuity is the Last Drawn Basic + DA Salary of the individual employee.

4. Process

4.1 Computation: The quantum of Gratuity shall be computed as per the following.

$$\text{Gratuity} = \frac{\text{Last Drawn Salary} \times 15 \times \text{Years of Service}}{26}$$

4.2 Nomination:

4.2.1 The Employee need to declare the details of nominations in the prescribed format at the time of joining. The nomination can be changed by the employee any time during the course of employment.

4.2.2 An employee may in his nomination distribute the amount of gratuity payable to him /her amongst more than one nominee.

4.2.3 If an employee has a family at the time of making a nomination, it should be made in favour of one or more members of his/her family only.

4.2.4 If at the time of making a nomination, the employee is a bachelor, the nomination may be made in favour of any person/persons. If, however, the employee later on acquires the family, he shall have to make a fresh nomination in favour of one or more members of his family.

4.2.5 If a nominee predeceases the employee, the employee should make a fresh nomination. Every nomination made by an employee shall be sent to the employer for records.

COMPANY SIM POLICY

1. Objective

To clarify the policy, entitlement and process regarding entitlement of using company provided SIM.

2. Scope & Applicability

- 2.1 All employees at DIVISIONAL HEAD Level are eligible for company provided SIM.
- 2.2 Employees below DIVISIONAL HEAD Level shall be provided company SIM on need basis, after the approval of **Management/Agent**, as the case may be.

3. Process

- 3.1 Eligible employees have to apply to avail the facility to the HR/ Admin department in the given format and on the basis of eligibility of company SIM shall be provided to them.
- 3.2 At the time of separation the employee has to submit the SIM in a good condition.

4. Guideline to use company SIM.

Dos:

- 1. Familiarize yourself with the company's policies regarding SIM usage.
- 2. Secure your device & SIM, Set up security features such as passwords to protect company data.
- 3. Use for Work Purposes Prioritize the use of the company SIM for work-related communication and tasks.
- 4. Follow Communication manners, Maintain professional communication standards in emails, messages, and phone calls.
- 5. Be Mindful of Data Usage, Use data responsibly and primarily for work-related activities.
- 6. Report Loss or Theft Promptly, Report any loss or theft of the company device or SIM card promptly to the Admin & IT department.
- 8. Keep Your Device Updated, Regularly update your device's software and security features to protect against vulnerabilities.
- 9. Respect the privacy of colleagues and company information when using the company Device & SIM.
- 10. Backup Important Data, Regularly back up any important work-related data on your device to prevent data loss.

Don'ts:

1. Use for Personal Gain, Avoid using the company Device & SIM for personal business or any activities that don't align with work responsibilities.
2. Share Sensitive Information, Refrain from sharing sensitive or confidential information via messages or calls on the company Device &SIM.
3. Neglect Security Measures, Don't neglect security features on your device& SIM. Always use passwords and keep security settings updated.
4. Ignore Data Usage Limits, Avoid exceeding data usage limits unless it's absolutely necessary for work-related tasks also do not use social media through company provided SIM.
- 5.Delay Reporting Loss or Theft, Don't delay reporting the loss or theft of your company device or SIM card to the appropriate department.
6. Bypass Expense Reporting, Don't bypass or ignore procedures for reporting mobile-related expenses as required by the company.
7. Install Unapproved Apps, Refrain from installing unapproved or unauthorized applications on the company device.
- 8.Mix Personal and Work Communication Excessively, While some personal use may be acceptable, avoid excessive mixing of personal and work communication on the company device &SIM.
9. Ignore Compliance with Laws, Don't disregard local laws and regulations regarding mobile device usage and telecommunications.
10. Overlook Regular Backups, Don't overlook the importance of regularly backing up important work-related data on your company device.

| APPLICATION FOR COMPANY SIM / MOBILE SET | |
|---|--------------------------------|
| (1) <u>Name of Employee</u> | |
| (2) <u>Code No of Employee</u> | |
| (3) <u>Department</u> | |
| (4) <u>Designation</u> | |
| (5) <u>Requirement</u> | <u>SIM / Mobile Set</u> |
| <u>Remark:</u> | |

ADVANCE POLICY

1. Objective

To extend financial assistance to employees in cases of emergency to meet the immediate need of the situation. However, this is purely discretionary and cannot be claimed as a matter of right.

2. Scope & Applicability

This policy is applicable to all the employees of M/s M.G. Mohanty of L01 to L18 working in mines, exclude Probationary, Contractual and Trainees.

Definition: - Advance means advance against salary starts from **Rs. 5,000/- to 2,00,000/-**.

3. Policy details:

Entitlement: The maximum amount of advance will be capped at **two months Basic or Rs.5000/- to Rs. 2,00,000/- whichever is less.**

1. Employees are eligible for availing for Advance only upon completion of 1 years of service from their date of joining.
2. When an employee applies for an Advance for second and subsequent instances a minimum gap of 6 months shall be observed from the date of last closing advance.
3. The individual employee needs to apply for advance to the respective HR/Admin department with necessary supporting documents.
4. Such advances are payable only once in a financial year.
5. Those desiring to repay, at any stage, the entire outstanding advance in lump sum may do so, but this does not entitle the employee to apply for advance again under this scheme during the same financial year.
6. Nothing in this rule prevents the company from recovering the advance in lesser instalments, if the circumstances so require, or recover from any amount that may become payable to employees at any time during the period when the advance is outstanding including payment of bonus, Leave encashment & any other compensation.
7. The advance should be applied in the given format.
8. Such salary advance will be recovered in ten equal monthly instalments.

4. Documents:

1. Duly filled advance form along with signature.
2. Advance should be forward from reporting head to HR department.
3. After document verification from HR department the same will be forward to HO for final approval.

5. **Record Keeping:** HR/ Admin department shall keep record of instalment deduction and in case of any dispute employee can inquire the same from HR/ Admin department.

Date:-

| EMPLOYEE INFORMATION | | | |
|----------------------|----------------------|---|--|
| 1 | Employee ID | : | |
| 2 | Employee Name | : | |
| 3 | Department | : | |
| 4 | Position | : | |
| 5 | Date of Joining | : | |
| 6 | Basic Salary | : | |
| DAVANCE DETAILS | | | |
| 1 | Date of Request | : | |
| 2 | Requested Amount | : | |
| 3 | Purpose of Advance | : | |
| REPAYMENT DETAILS | | | |
| 1 | Passed Amount | : | |
| 2 | Deduction Amount | : | |
| 3 | Deduction Start Date | : | |
| 4 | Deduction End Date | : | |
| 5 | Number of Instalment | : | |

Acknowledgment: I acknowledge that this advance is subject to approval and that I will adhere to the repayment plan as per company policy. I understand that this advance will be deducted from my future salary. I understand that the salary advance is not a regular benefit and may be granted at the discretion of the company.

Comment:

Employee Signature

HOD

HR/Admin Dept.

Policy No -015
Current Revision No – NIL
Last Revision Date – NIL

TRAVEL POLICY

1. Objective

To provide guidelines to employees for official Business Travel within India.

2. Scope & Applicability

All employees in the grades L01 to L18 are entitled for reimbursement of domestic business travel expenses as given in the below mentioned table depending on their level.

3. Definitions

3.1 Lodging allowance: For expenses incurred per day accommodation during outstation travel. Claim cannot be done on those towns where company guest house is available.

3.2 Boarding allowance: For expenses incurred per day on Tiffin, meals, dinners etc. during outstation travel. Expenses on liquor, cigarettes etc are not permitted. Water bottle can be reimbursed.

3.3 Journey allowance: Payable for snacks, water, meals etc. while travelling by train, bus, company vehicle is allowed.

3.4 Local Area: Place or town within 100 km distance from head quarter or mines will be treated as local area.

3.5. Incidentalexpenditure: Miscellaneous expenses without bills per trip along with toll gate, tax, Xerox etc.

3.6 Travel duration:

- Travel duration greater than equal to 12 hrs will be treated as one day.
- Travel duration less than 12hrs but above 5hrs will be treated as half day. Accordingly, 50% of the boarding allowance will be allowed.

4. Policy

Classification of Cities (Location)

| A | B | C |
|--|---|---|
| All State Capitals along with metro cities | All State District Headquarter & Municipality | All other cities, Block Offices, Panchayats and villages. |

*Flight ticket can be done with permission of **Agent**.

*All tickets should be done through "**Travel Desk**". If travel desk fails to do the same then employee have to do the ticket by him/her self.

5.Entitlement

5.1 The grade wise entitlement for lodging & boarding is mentioned below of the policy. The amounts are inclusive of all taxes.

5.2 Employees using their own vehicles for travelling on official duty with the prior approval of the DIVISIONAL HEAD /Agent will be reimbursed in accordance with the following norms.

| Grade | Type Of Vehicle | Rate Of Reimbursement |
|--------------|------------------------|------------------------------|
| L09 - L18 | Four-Wheeler | Rs.12/-per km |
| L01- L08 | Two-Wheeler | Rs.5/-per km |

5.3 Expenses payable to employees while on outdoor duty e.g. travelling within 100 km from Head Quarter (Place or Town within 100km distance from Head Quarter will be treated as Local Duty) shall be reimbursed up to the limits as given below.

To avail personal vehicle facility, employee have to submit the opening and closing reading meter with total running kilometre in the prescribed format. Employee will take photo graph of reading meter before going and after coming and send the same to admin department through electronics media (i.e through WhatsApp of e-mail).

Within 100 Km

| Eligibility | L18 | L09 - L17 | L04 - L08 | L01 - L03 |
|---------------------------|------------|------------------|------------------|------------------|
| Breakfast / snacks | Actual | 100 | 50 | 40 |

| | | | | |
|-----------------------------|--------|------|------------------------------------|----------------------------|
| Before 8.00 a.m. | | | | |
| After 8.00 p.m. | | | | |
| Lunch/Dinner on Duty | Actual | 300 | 150 | 120 |
| Mode of Conveyance | Actual | Taxi | Bus/ Train Sharing Auto/ Cab | Bus/ Train Sharing Auto |

6.Process

6.1Travel arrangement to be routed through 'Travel Request', in HRMS/Administration. A copy of the Hotel & Tour Requisition Form is enclosed for verification.

6.2Expenses allowed while staying in a hotel would vary according to the class of city and will be paid for the period, which shall be calculated from the date/time of reaching the destination till the date/time of leaving the destination. Employees shall ensure that boarding & lodging bills are attached along with the claim vouchers.

6.3An employee travelling by a class, lower than to which he is entitled, shall charge the fare actually travelled duly supported by his ticket.

6.4All travelling bills must be submitted in prescribed format within 3 working days from return of journey / tour.

6.5All employees can avail of reasonable advances from the company towards travel authorization duly approved by the sanctioning authority

7.Approvals&Exceptions

7.1Travel plan must be approved by the concerned DIVISIONAL HEAD /Agent.

7.2Air Travel must be approved by the **Agent**.

7.3Any exception/deviation has to be approved by **Agent**, as the case may be.

TRAVEL ENTITLEMENT

| | | | |
|--------------|--|--|--|
| Grade | | | |
|--------------|--|--|--|

| | Boarding & Lodging combined (Against Bills) (Rs.) | | | Mode of Travel | Local Conveyance | Food / Incidental expenditure without bills (Rs.) |
|------------------|--|----------------|----------------|------------------------------------|----------------------|---|
| | A Class Cities | B Class Cities | C Class Cities | | | Per Trip |
| L09 - L18 | Actual | Actual | Actual | 2nd Class AC | Taxi | Actual or 200/- |
| L04 - L08 | 1500 | 1000 | 750 | Chair Car, 3 Tier AC, AC BUS | Taxi/Auto | 100/- |
| L01 – L03 | 1000 | 750 | 500 | Sleeper Class, AC BUS | Bus / Taxi / Auto | 50/- |

HOTEL&TOURREQUISITIONFORM
Administration Department

Date _____

Kindly arrange to book Air/Bus/Train ticket & the Hotel Reservation as per the details given below.

Name _____ Designation _____ Employee Code _____ Age _____

Name _____ Designation _____ Employee Code _____ Age _____

MODE OF TRAVEL: Air/ Train/ Bus.

| DATE | SECTOR FROM TO | CLASS | FLIGHT /TRAIN/ BUS | PREFERRED DEPARTURE TIME | DETAILS /REMARKS |
|------|-------------------|-------|--------------------------|--------------------------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |

HOTEL RESERVATION IF REQUIRED

| NAME OF THE HOTEL | PLACE | DURATION CHECKIN-CHECK OUT | TYPE OF ACCOMMODATION |
|-------------------|-------|-------------------------------|--------------------------|
| | | | |
| | | | |
| | | | |

PURPOSE OF VISIT:

DEBITED TO ACCOUNT OF:

APPROVED BY

Name _____

Signature _____

ADMINISTRATION USE

REQUISITION NO. _____

RECEIVED ON: _____

Time: _____

RECEIVED BY: _____

Time: _____

Policy No -016
Current Revision No - NIL
Last Revision Date - NIL

CANTEEN COMMITTEE

1. **Objective.** The canteen committee is formed on dated 01.01.2024 on consent of all employees. To manage the committee, 50% representatives from management staff and 50% from worker's side are being selected.

The committee shall be known as "**MGM Canteen Committee**"

2. **Aims & Objectives.**

The main objective of formation of canteen managing committee is to provide delicious, healthy and hygiene food on affordable price for the employees of Patabeda Iron Mines including contract workers. Though the canteen is outsourced to the third party, so it is under the continuous supervision of the canteen managing committee. The committee will take regular suggestions from employees to improve the service and ensure the cleanliness, hygiene and quality of food.

The aim of "**MGM Canteen Committee**" is to function a smooth & high-quality canteen in an efficient manner by offering regular & consistent quality service to the employees.

- (1) To provide a balanced nutritious food service to the company employees and the contractor employees.
- (2) To maintain excellent standard of healthy food in relation to preparation, Supply and service at the canteen.
- (3) To provide a better hospitality to the employees.
- (4) To provide a good canteen atmosphere.

3. **Committee Members:-**The canteen committee shall consist of 10 members in a ratio of 50-50 percentage from workers & staffs. The category of canteen members shall be Chairman, Secretary, Advisor, Canteen Manager and Health Safety volunteers. Each committee members shall have meaningful role in the committee bringing expertise to the committee and contributing in different ways.

The names and designation of the managing committee is as under.

| <u>Sl No</u> | <u>Name</u> | <u>Designation</u> | <u>Mobile No</u> | <u>Committee</u> |
|--------------|--------------|--------------------|------------------|------------------|
| 1. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Chairman |
| 2. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Secretary |
| 3. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Auditor |
| 4. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Member |
| 5. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Member |
| 6. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Member |
| 7. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Member |
| 8. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Member |

| | | | | |
|-----|--------------|---------|------------|--------|
| 9. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Member |
| 10. | Mr. xxxxxxxx | xxxxxxx | 0123456789 | Member |

Signature of Employees

| <u>Sl No</u> | <u>Name</u> | <u>Designation</u> | <u>Signature</u> |
|--------------|-------------|--------------------|------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

Responsibility of the canteen governing committee: -

- To check the FSSAI license validity.
- To finalize the menu & Price list of the food items.
- To finalize the opening and closing time of the canteen.
- To check the quality of raw materials that is used in the cooking process.
- To maintain legislative standards of hygiene safety and health care in relation to the preparation, supply and service of food in the canteen.
- The canteen committee members will sit at least once in a quarter to discuss canteen related matters.
- Responsible for updating & implementing the policies & working procedures of the "MGM Canteen"
- Food safety awareness programme shall be arranged at least one in a quarter.
- Ensure a pleasant working environment for the canteen workers and aware them to be respectful towards the employees.
- Committee members Shall check the food preparation procedure and cooking skills to minimize the waste of food items.

- The committee shall provide support and operational help to the canteen manager as and when required.
- The secretary of the “MGM canteen committee” shall work as a convenor and ensure the accurate documentation of canteen committee minutes of meeting and prepare the draft as & when require and the MOM will be review in the nest canteen committee meeting.
- The canteen in charge will directly report to admin department.
- Canteen documents will be maintained as per ISO guideline.
- The health check up of the food handlers will be carried out as per Mines Act 1952 and ISO guideline.

Policy No - 017
Current Revision No – NIL
Last Revision Date – NIL

Sexual Harassment in the Workplace Policy.

We will not accept sexual harassment in our workplace.

1. OBJECTIVE:-The objective of a sexual harassment policy is to create a safe and inclusive work environment by explicitly prohibiting any form of sexual harassment. Such policies aim to promote a culture of respect and dignity, fostering a workplace where individuals feel secure and can thrive without fear of harassment. They outline clear definitions of sexual harassment, establish reporting procedures, and ensure prompt and impartial investigations. Additionally, this policy emphasizes the disciplinary measures. The ultimate goal is to prevent and address instances of sexual harassment, educate the employees about acceptable behaviour, and foster a climate that can make/ encourages open communication and the prompt resolution of complaints. A sexual harassment policy serves as a crucial tool for organizations and institutions in promoting equality, fostering a healthy work or learning environment, and complying with legal obligations.

2. POLICY BRIEF AND PURPOSE:

The company sexual harassment policy aims to safeguard employees of all sexes and gender identities in the company from unwanted sexual advances, and provide them with guidelines to report incidents. It also explains how we handle complaints, take action against offenders, and help survivors to recover.

Company is committed to provide a work environment that is free from any form of sexual harassment. Sexual harassment is unacceptable, and it violates the dignity of individuals, creates an unhealthy work atmosphere, and is strictly prohibited.

3. SCOPE & APPLICABILITY: Applicable to all regular employees of the mines from L01 to L18 to reinforce the company's brand image and values.

3.1 This policy applies to all Company employees.

Company will not tolerate sexual harassment from inside and outside the company, either from Employees, Visitors, Clients, Customers, Investors, Contractors and everyone interacting with our company are covered by this policy. Details of how we deal with harassment from outside our company are outlined in our Policy. This policy applies to all employees, including full-time, part-time, temporary, and contractual employees, as well as interns and volunteers.

4. Policy Statement (Sexual harassment definition): Sexual harassment includes, but is not limited to:

(a) Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature.

(b) The creation of a **hostile or intimidating** work environment based on gender.

- (c) Making employment decisions, including hiring, promotion, or termination, based on an individual's submission to or rejection of unwelcome advances.
- (d) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are defined as sexual harassment.
- (e) When the offensive behavior creates an intimidating, abusive, or hostile work environment, or interferes with work performance.
- (f) When an employment decision regarding an employee is made because of their response to the offensive behavior.
- (g) Anybody can be a victim of sexual harassment, regardless of their sex or gender identity and that of the offending party.
- (h) Sexual harassment can involve one or more incidents that may be physical, verbal, or non-verbal.
- (i) It includes commenting on somebody's appearance, sexual orientation, or gender in a derogatory or objectifying way, or in a way that makes them uncomfortable.
- (j) It includes creating or posting sexually offensive materials in the workplace.
- (k) Flirting at an inappropriate time, for instance in a team meeting, even if these advances would have been welcome in a different setting. These actions can damage a person's professional reputation, and expose them to further sexual harassment.
- (l) Flirting with somebody or pursuing them persistently against their will.
- (m) Using obscene comments, gestures, pranks, and jokes that degrade or offend somebody.
- (n) Sending or displaying sexually explicit objects or messages.
- (o) Invading somebody's personal space, for example by touching them inappropriately.
- (p) Threatening, coercing, stalking, or intimidating somebody to pressure them to engage in sexual acts.
- (q) Proposing, demanding, or insinuating sexual favors.
- (r) Sexual assault.

5. Prevention: Company will take proactive measures to prevent sexual harassment, including educational programs, training sessions, and the dissemination of information on the policy. All employees will be made aware of their rights and responsibilities under this policy.

6. Reporting Procedure:

- 6.1 Any employee believes that he/she is the target of sexual harassment, inform the offending party (except in cases of sexual assault) verbally or in writing that their conduct is offensive and needs to stop.
- 6.2 Any employee who believes they have experienced or witnessed sexual harassment is encouraged to report the incident promptly to the HR/admin department.
- 6.3 Reports can be made to a supervisor, manager, HR representative, or any other designated individual within the organization.
- 6.4 Company will ensure that employees who make good faith reports will not face any retaliation.
- 6.5 Complaints can be lodged in writing with **Name of Person and Department**. The complaint will be documented and resolved as soon as possible. Complaints will be treated as confidential.

7. Fair and Impartial Investigations: Investigations will be conducted in a fair and impartial manner, respecting the rights and privacy of all parties involved.

7. Investigation Process:

- 7.1 Upon receiving a complaint, Company will promptly and thoroughly investigate the matter.
- 7.2 Investigations will be conducted confidentially to the extent possible, considering the need for a fair and thorough examination.
- 7.3 Company Name will take appropriate corrective action based on the outcome of the investigation.
- 7.4 Record the dates, times, and circumstances of the incident.
- 7.5 Ensure that the complainant understands company procedures for dealing with the complaint.
- 7.6 Determine what outcome the complainant wants.
- 7.7 Investigate the matter.

8. Based on the above, company will further:

- Contact the offending party and set up a meeting to explain the complaint, and to ask them to stop this behavior.

9. Protection Against Retaliation: Company strictly prohibits any form of retaliation against individuals who report sexual harassment or participate in an investigation. Retaliatory actions will be subject to disciplinary measures.

10. Corrective Actions: If the investigation determines that sexual harassment has occurred, appropriate corrective actions will be taken, ranging from counseling and education to disciplinary measures, up to and including termination.

11. Penalties for Sexual Harassment:

Employees who are found guilty of sexual harassment (excluding sexual assault) may:

- Be demoted.

- Receive a written warning.
- Be suspended.
- Get a negative performance review.
- Be denied promotions and/or salary increases for certain period.
- Be transferred to another department or branch if necessary.
- May dismiss/ terminate on repeat of offenders second offense.

12. Legal Compliance: Company will comply with all applicable federal, state, and local laws regarding sexual harassment in the workplace.

13. Support Structures for Survivors:

Company offers survivors of sexual harassment, the following support structures:

- Guidance from our **Employee Assistance Program Officer** to explore your options.
- Access to in-house counseling.
- Sick leave.

14. Education and Training: Company is committed to providing regular training to all employees to raise awareness about sexual harassment, define unacceptable behavior, and educate on reporting procedures. All reports of sexual harassment will be treated with the utmost confidentiality to the extent permitted by law. Information will only be disclosed to those who need to know to conduct a thorough investigation.

15. Review and Updates: This policy will be reviewed periodically to ensure its effectiveness, and updates will be made thereafter.

Policy No -018
Current Revision No – NIL
Last Revision Date – NIL

STAFF WELFARE CANTEEN POLICY

1. Objective:-The objective of the **Staff Welfare Canteen** is to enhance the overall well-being and quality of life of the company employees. It aims to provide financial assistance and support to the employees during the times of need. Additionally, the cooperative canteen seeks to promote a sense of unity and solidarity among the employees by fostering a community spirit and mutual support. Ultimately, the goal is to create a conducive and supportive environment to the development and satisfaction of the workforce.

The primary objective of staff welfare policy is to regulate the SWC in a good manner without dispute and promote employee's well-being and provide a comfortable space for availing materials in subsidized rate.

2. Scope & Applicability: -The Staff Welfare facility is applicable to all employees of M/s M. G. Mohanty Mines from L01 to L18.

3. Operational Hour: -

| | | |
|------------------|---|----------------|
| SWC Opening time | : | 07 am to 4 pm. |
| Lunch time | : | 12pm to 1pm. |
| SWC close Day | : | Tuesday. |

4. Pricing and Subsidies: - Price may differ from month to month but subsidised materials shall be provided to employees.

5. Hygiene and Quantity Standard: -Hygiene and quality standards for materials shall be followed by the canteen department. Canteen in charge is solely responsible for the proper storage, service and loss of materials. Regular inspections and audits shall be conducted to ensure compliance with health and safety regulations.

6. Process of operation: -On every month end week SWC in charge will submit a list of materials are to be purchased for the next month to admin department. After getting the list admin department will make negotiation with dealers and get quotation for supply of materials and verify the same. Then purchase order will be given to the selected dealer to supply the materials. After getting the material admin department will check the quality and hygienic condition of the same. If quality and hygiene is not as per the market standard then the materials will be return to the dealer to provide fresh material.

7. Payment Mode: -Advance payment and credit payment both can be done as per the dealer agreement.

8. Deduction: -Material's amount deduction will be done from the monthly salary.

- 9. Employee Feedback Mechanism:** -One feedback register is kept at SWC office and employees will put their suggestion and feedback about quality and hygiene of the material as well as storage system. This can help in making improvements based on employee input.
- 10. Special permission to open in exigency:** - After taking prior permission from admin department, in exigency SWC can be opened.
- 11. Environmental Condition:** -Though food materials are kept in the SWC the inner and outer environment of the area will be maintain in a good hygiene and clean condition.
- 12. Employee Responsibilities and Dispute Resolution:** -It is the responsibility of the employees not to crowd the area and neither put plastic and other waste materials her and there. If any conflict arises regarding SWC they will directly contact admin department to resolve the issue.
- No one is allowed to avail materials for outsiders.
 - List of materials will be available for employees.
 - Price list will be available for employees.
- 13. Reporting structure of SWC staffs:** SWC department will directly report to admin department.
- 14. Inventory Management & Record Keeping:** -Inventory Management and record keeping will be done by SWC in charge and he is solely responsible for the audit.
- 15. Financial Management:** -Financial management will be done by admin department and finance department.

Policy No -019
Current Revision No – NIL
Last Revision Date – NIL

DRESS CODE AND IDENTITY CARD

1. Objective: -Promote a sense of unity among employees by establishing a consistent appearance. This can also contribute to a sense of equality within the workplace. Project a professional and polished image for the organization by establishing a dress code that aligns with the industry standards and corporate culture. Ensure that employees' appearance reflects positively on the organization when interacting with clients, customers, and partners.

Enhance the security at the workplace by implementing an identity card policy. This ensures that only authorized individuals have access to certain areas. Facilitate easy employee verification by requiring the consistent display of identity cards. This is crucial for identifying employees in various situations, including emergencies. It helps in visitor management and Emergency preparedness system.

2. Scope & Applicability: -Applicable to all regular employees of the mines from L01 to L18 to reinforce the company's brand image and values.

3. Dress Code Policy:

3.1 General Appearance: -All employees are expected to present themselves in a professional and neat manner. Clothing should be clean, well-maintained, and in good condition.

3.2 Casual Dress Day: -Unless employee have got the company dress employee is allowed to wear own dress. During certain specific occasion casual dress is allowed . Personal dress should still be appropriate, avoiding offensive slogans or images.

3.3 Formal Business Attire: -Formal business attire may be used for specific events or meetings.

3.4 Safety Regulations: -Employees in Mines may be required to adhere to specific safety related dresses. Personal Protective Equipment's (PPEs) should be worn as mandated by safety guidelines.

3.5 Issuance of Dress Code: -Company will provide clothes for employee's dress and specified agency will stitch the same for employees. No charges for cloth and for stitching will be deducted for the same.

4. Identity Card Policy:

4.1 Issuance of Identity card: -All employees will be issued a company identification card upon commencement of employment. Lost or damaged cards should be reported immediately to the HR department for replacement.

4.2 Display: -Employees are required to visibly display their identification card during working hours. b. Cards should be worn on a company-provided lanyard or a visible area on clothing. Sharing or unauthorized use of identification cards is strictly prohibited. Non-compliance may result in corrective action.

4.3 Visitor Identity card: - When any visitor coming from outside, he has to wear "Visitor Pass" Identity card after necessary gate entry.

4.4 Return on Exit: -Upon self-resignation/ termination of employment, employees must return their identification card to the HR department.

4.5 Contacts: -For questions or concerns related to the dress code or identification card policy, employees should contact the HR/Admin department.

Both dress code and identity card policies are essential components of organizational management, contributing to professionalism, security, and the overall well-functioning of the workplace.

Policy No -020
Current Revision No – NIL
Last Revision Date – NIL

Distribution of Rain Coat and Umbrella

1. **Objective:** -The raincoat/ umbrella distribution policy aims to provide essential protection against adverse weather conditions for employees, fostering a safe and comfortable working environment. This initiative promotes employee well-being, enhances organizational preparedness for inclement weather, and demonstrates a commitment to employee welfare and workplace safety. The policy also aims to ensure uniformity in raincoat/ umbrella provision, maintaining a cohesive and professional appearance across the workforce.
2. **Scope & Applicability:** -Applicable to all regular employees of the mines from L01 to L18 to reinforce the company's brand image and values.
3. **Assess Quantity Needs and purchase procedure:** - HR/ Admin department will prepare a list of employees with rain coat size and take necessary approval from management to purchase the same. After taking permission quotation will be received from the supply agencies. After price negotiation all documents will be send to purchase department for purchase the rain coat and umbrella. All these processes shall be completed before arrival of monsoon season.
4. **Quality assurance:** - At the time of purchase, purchase department will take care of quality assurance. Good quality rain coat and umbrella should be purchased.
5. **Distribution Channels and Process:** -Purchase department will send all the materials to mines store office and inform the same to HR/ Admin department. HR/ Admin department will send the list of employees with size of rain coat to store department and accordingly store department will distribute the same to the employees.

Extra umbrella needs to be kept at main gate admin office and camp gate for visitors and for emergency usage.

Policy No - 021
Current Revision No – NIL
Last Revision Date – NIL

Vehicle Usage Policy

1. **Purpose:** This Small Vehicle Usage Policy outlines the guidelines and expectations for the use of small vehicles owned or operated by the company. The purpose of this policy is to ensure the safety of employees, protect company assets, and promote responsible vehicle usage. This Small Vehicle Usage Policy is established to ensure the safe and responsible use of small vehicles owned or operated by the company.
2. **Scope & Applicability:** -Applicable to all regular employees of the mines from L01 to L18 to reinforce the company's brand image and values.
3. **Eligibility:** Only Company employees may use small vehicles for company related purpose. No employee is allowed to drive the vehicle by himself. Only the company drivers will drive the vehicle. In case of exigency/ emergency, after taking permission from Mines Manager or Admin Department, any person is allowed to drive the vehicle if he has a valid driving license.

Employees nominated by the management can use dedicated vehicles, other employees will use the vehicle on share basis. In case of out station duty those people use the dedicated vehicle, they will inform the admin department in prior in the given format.
4. **Safe Driving Practices:** Drivers/ Employees must adhere to all traffic rules, speed limit setc when operating the vehicle. The use of handheld devices like mobile phones while driving is strictly prohibited. Seat belts must be worn at all times while driving the vehicle by both the driver and passenger.
5. **Fuel & other fees:** Fuel, maintenance, toll gate, parking fees will be beard by the company.
6. **Parking:** The company vehicle will be always parked in the given designated parking area. Driver cannot park anywhere he feels good.
7. **Security:** Small vehicles must be securely parked and locked when not in use. Keys should be given to the admin department or security gate.
8. **Personal Use:** Personal use of company owned small vehicles is not permitted. If found used in personal use disciplinary action will be taken.
9. **Accidents and Incidents:** In the event of an accident or incident involving a company owned vehicle, employees/ drivers must immediately notify the admin department. A detailed accident/ incident report must be submitted within 24 hours to admin department.
10. **Compliance:** Failure to comply with this Small Vehicle Usage Policy may result in disciplinary action, including suspension of vehicle privileges and other appropriate measures.
11. **Vehicle Inspection and Maintenance:** Driver of the vehicle will check different oil level, coolant, tyre pressure, Brake, Light etc. and will intimate to admin department for timely maintenance as and when required. The vehicle will undergo one day compulsory maintenance once in a month.
12. **Review and Updates:** This policy will be reviewed periodically, and updates may be made as necessary. Employees will be notified of any changes to the Small Vehicle Usage Policy through notification.

Policy No -022
Current Revision No – NIL
Last Revision Date – NIL

APPEAL PROCESS/GRIEVANCE HANDLING

1. Objective

An employee is encouraged to discuss issues openly with those directly involved as well as with his / her immediate superior. As far as possible, the issues should be resolved within the departments. In the event an employee is unable to resolve an issue within the departments, he / she may follow the process outlined below:

2. **Scope &Applicability:** -Applicable to all regular employees of the mines from L01 to L18 to reinforce the company's brand image and values.

3. Process

3.1 Step - 1

3.1.1 The employee should submit his / her written concern to his / her DIVISIONAL HEAD /Functional Head, outlining the concern and suggested remedy. A copy of the concern should be sent to the concerned Head of HR.

4.5.2 After receiving the concern, the DIVISIONAL HEAD /Functional Head will arrange a meeting within five working days to discuss the issue raised by the employee.

4.5.3 A written response will be delivered to the employee within two working days of the meeting. A copy of the same should be sent to the concerned HR.

4.6 Step - 2

3.2.1. In case the employee is not satisfied with the response, he may submit his written concern to the concerned HR/Admin department, as the case may be, along with any additional information he feels is pertinent. A copy should be sent to the concerned HR.

4.6.2 The HR/Admin department will take appropriate steps to arrive at a final decision and convey it, in writing, within 2 weeks.

3.2.3 The HR representative must be a part of the meeting at each step to facilitate the process.

Policy No -023
Current Revision No – NIL
Last Revision Date – NIL

LONG SERVICE REWARD POLICY

1. Objective:

To recognize the long service rendered by employees and celebrate their long association with the Company.

2. Scope & Applicability:

Employees on the rolls of M/s M.G. Mohanty companies from L01 to L18 grade who complete service milestones of 10 years or more will be rewarded by the company for their contribution and commitment to the company. The categories of service milestones and the extent of reward are given in the table below:

| Service Milestone (Continuous service) | Reward (Gift voucher worth Rs.) |
|---|--|
| 10 years | 10000/5000 |
| 15 years | 15000/NIL |
| 20 years | 20000/10000 |

3. Process

3.1 The length of service will be computed on 31st of December every year for the purpose of the reward.

3.2 Employees will be included till last date of working i.e. those employees who have resigned and are serving the notice period shall be eligible for this scheme.

3.3 The long service reward ceremony will be held in all the locations once in a year. The long service reward ceremony will be held at the time of separation.

3.4 The Gift will be handed over to the employee by the Unit Head at different locations. After the presentation of gifts, high tea will be hosted by the Company to the recipients and there will also be a group photograph.

3.5 The reward will be subject to the condition that no disciplinary case is pending against the employee.

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