

CARE & DIGNITY POLICY

OVERVIEW

What is Dignity?

- Dignity is the right of a person to be valued and respected for his capability and to be treated ethically.
- The Dignity & Care policy aims to ensure delivery of personalized care.

What is Care?

Looking after employee towards health and protection purposes.

- Objective of this policy is to ensure employee is treated with dignity, respect, compassion & care. Company is committed to provide high quality care to employees at all times.
- It is expected that employee upholds the values and behavior of the Company.
- Define roles and responsibilities according to designations & work profile.
- Employee to treat other employee with dignity and respect.
- HOD is accountable for constantly monitoring the environment in which his colleagues are cared for and to ensure that dignity is maintained and monitored for all.
- HR department aims for positive experience and focus in delivery and support of employee care.

Work done under this policy

- As a part of care, employee is covered under suitable Medi-claim & Personal Accident policy.
- In Pandemic Situation or Natural calamity, Company allows employee to work from home as per the requirement of the business.
- Office premises & work stations are sanitized regularly as a part employee care.
- Hand sanitizer & thermal screening is made mandatory to all employees / Visitor. Posters to follow guidelines of social distancing, wearing mask & washing hands are in place.
- Vaccination (Covid 19) drives are organized to ensure care for the employee & family (Spouse & max. 2 Children as per age criteria).
- Company continues to pay salary to the employee in Pandemic situation even when business had suffered.
- Company provides Maternity benefits to Female employees as per Government rules / Maternity Act.

- Administration takes care of maintaining hygiene & cleanliness all around the Office premises.
- Company provides secured atmosphere to female employees to enable them work late evening or even on holidays
- Company has provided UPS systems as well as Diesel Generator set for smooth functioning of the office without failure.
- Company has facilitated with Air Conditioning of the office including provisioning of the day light to maintain fresh & clear air.
