



Conart Engineers Limited

Where Construction is an art

An ISO 9001 : 2015 Certified Company

HR Policy Handbook

Rev 5: 2024-25

VISION: *Build entrepreneurial organizations making a difference to society through creation of value.*

FOREWORD

Dear Conart Family,

It is indeed a privilege to have you as a member of our CONART family. It gives us immense pleasure to share this booklet containing the essence of our HR Policies.

An HR policy, or Human Resources policy, is a set of guidelines and rules established by an organization to govern the behavior and interactions of its employees. These policies cover various aspects, including employee conduct, workplace expectations, benefits, and procedures for handling issues such as grievances or disciplinary actions. They serve to provide clarity, consistency, and a framework for managing human resources within the organization.

As our team grows, the policies help streamline our organization operations. As our business and industry evolves, so will the policies. We would appreciate your comments and contribution in making it better and being fair and uniform for all our members. Thank you.

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A. Terms / Classification:

Employees / Staff: Any person, receiving compensation from Conart, Salaried, consultant, part-time or on-card.

- Salaried: An employee can avail tax exemptions on various components of the salary. These include house rent allowance (HRA), leave travel allowance (LTA), conveyance allowance, children's education allowance, uniform Allowance, various reimbursements etc.
- Consultant: A consultant will be employed temporarily for a particular project. Employees will not be entitled to any bonus, gratuity, provident fund or pension.

Classification of Job Responsibility Level

All jobs in CONART Group are classified into two categories: Office & Site. Further, the Site and Project office has departments, whose responsibilities are listed in annexure.

Group	Departments	Overall Responsibility
Project Site	Management	As per Annexure 'A'
Project Site	Engineers	As per Annexure 'B'
Project Site	Clerical/Supervisors	As per Annexure 'C'
Project Site	Safety	As per Annexure 'D'
Project Site	Store / Accounts	As per Annexure 'E'
Project Site	Operators	As per Annexure 'F'
Office	Accounts	As per Annexure 'G'
Office	Purchasing	As per Annexure 'H'
Office	Accounts	As per Annexure 'I'
Office	Project Controls (Cost Schedule billing, monitoring & control)	As per Annexure 'J'

Flexible Compensation and Benefit Plan:

Eligibility & Applicability: All employees on regular roll of the Company including

probationers and trainees.

- The monthly gross salary will comprise of the following components:
 - 1) Basic Salary: The fixed portion of the salary and is usually a significant part of the overall package.
 - 2) House Rent Allowance (HRA): Provided to employees to cover their rental expenses for accommodation.
 - 3) Dearness Allowance (DA): A cost of living adjustment to account for inflation, helping employees cope with rising prices.
 - 4) Conveyance Allowance: Reimbursement for travel expenses incurred while commuting to work.
 - 5) Special Allowance: An additional allowance that can be customized by the employer and is not linked to specific expenses.
 - 6) Provident Fund (PF): A mandatory contribution to a retirement savings scheme, typically a percentage of the basic salary.
 - 7) Medical Allowance: Reimbursement for medical expenses incurred by the employee or their family.
 - 8) Bonus: An additional payment, often linked to performance or company profitability.
 - 9) Gratuity: A lump sum amount paid by the employer to the employee as a token of gratitude for long-term service.

- The percentage distribution under each component will vary, and be decided every year during annual raises and as per market conditions, and / or statutory requirements.
- Some employees might get additional perks or allowances based on their policies.
- Company will also provide Medical insurance, Sodexo vouchers, fuel allowance, medical reimbursement, transportation, out-of-station allowance, etc. The company-employee contribution for each of these benefits will vary and /or change yearly based upon the number of enrollments.
- Medical Cost Reimbursement – Reimbursement for medical expenses incurred by the employee or their family is part of the overall compensation package and will be processed only when proper proof of medical bills or receipts will be provided.

B. Attendance Policy

The objective of the policy is to streamline and unify the attendance within the company.

Applicability: This policy is applicable to all employees of Conart

Work Hours:

Office / Project Site Timing: Reporting time for offices is 9:30 am and for project site is between 8:30 am to 9:00 am depending upon project conditions. ¼ hour grace period is provided. Employees are expected to arrive at the workplace on time.

- Lunch / break period will be taken between 1:00 pm to 2:00 pm.
- Grace of less than ¼ hours (15 minutes) will be allocated 3 times per month only. ½ day will be deducted for every late arrival subsequently.
- Late coming beyond 30 minutes of reporting times would be considered as late arrival, and two late arrivals in a month will be considered as a one half day leave.
- One late arrival a month is permitted, if the employee is getting late for some genuine reason (Employee should inform HR department and his manager about the late arrival.)
- Per half day ½ of leave, an employee's one day half salary will be deducted.
- Leaving Office / Project Sites before scheduled time needs permission from the respective Manager. Leaving before 6:00 pm, will be considered as ½ day leave.
- Due to the industry we work, working late hours is part of work practice, especially at project sites. No matter how much an employee worked the previous day, all are expected to reach the site by reporting time.
- However, completion of work within work hours and leaving at scheduled time is encouraged.

Policy Details:

- Attendance tracking: Punch in machine / Mobile Apps / Book Registers shall be used as an attendance tool where an individual's first and last swipe/ thumb print of the day will be considered as the time in and time out
- In case punch in has happened only once in a day, system will read the entry as "Absent"
- In case of client meetings where an employee is expected to go to client's site directly from home, an WhatsApp message or needs to be sent on to the immediate manager
- In case of no punch in and if not informed through the message, employee will be marked as "Absent".
- No other mode of communication will be considered/accepted to make any kind of
- alteration (if required) with regards to attendance/ leave
- Employees are still expected to update the leave card on regular basis

Note: Random audits will be performed to ensure attendance methodology is maintained. If any errors are found, **the salary will be adjusted in subsequent months of audit.**

C. Employee Welfare Policy

1. Marriage Gift Policy & Procedure

- Gift cheque of 1,500/- is given to an employee on his/her marriage.
- Gift cheque of 750/- is given to an employee on their children's marriage.

2. Annual Health Check Up / Medical Expenses:

- You can evaluate their medical checkup once in a year through a consultant Doctor. This will benefit the organization to pay a unique price instead of different basic.

Eligibility: Full time employees – 1 Basic Salary. Employee to furnish medical bills, in a timely manner

3. Merit Reward to Employees' Children

Eligibility: The policy is applicable to all employees on regular rolls of the company.

- Gift certificate reward of up to Rs. 500 to be used for story books to be rewarded to employees' children (under 18 years age) who secure highest aggregate marks/rank in schools (75%).

4. Loans to Employees / Consultants

Eligibility: Full time employees and Consultants with more than 1 year of service.

- The amount of loan that can be availed depends upon employment with the company and salary. Details are available with the accounts department.
- Additionally, employees who have completed 5 years can get a loan for critical medical treatment only for his/her dependent parents and children. This would be not more than three times gross salary, upon furnishing proof within 7 days of treatment.
- Rate of interest for loan amounts will be 9%, which will be reviewed annually.

5. Professional Attire :

2 sets of Uniform to drivers, peon and Tempo Helper after 18 months. Conart T-shirt to all employees every year, for newly induction after 6 months.

D. Leave Policy

1. For Salaried Personnel

- For the purpose of leave, “year” shall mean the calendar year commencing from 1st January - 31st December.
- SL – Sick leave - 14 early divided by monthly 1.2 p m. (old staff 2.7)
- CL – Casual Leave- merged into sl (not getting)
- PL – Earned Leave - added in salary (not getting)
-
- Leave must be applied through electronic leave management / form (if not ill) at least one week prior and sanction to be taken before proceeding on leave. ELSE IT WILL BE CONSIDERED as UNPAID Leave.
- Leave for Consultant / Contract / Advisor staff will be as per the contract terms.

Type	Eligibility	Procedure
Sick Leave (SL)	For Salaried Staff	<ul style="list-style-type: none"> ○ In a calendar year, 7 SL will be provided (i.e. Jan to Dec) ○ New employees, it will be calculated on pro rata basis. ○ It will accumulate up to 60 beyond which it will lapse. No encashment at the time of leave from job. ○ For applying more than 3 SL people have to submit a medical certificate from an MBBS doctor.
		○
Maternity Leave	Female Employees on regular rolls who has completed 2 years	<ul style="list-style-type: none"> ○ Female staff have to apply for maternity leave in writing with certificate of doctor. ○ Maternity benefits will be given to Female staff as per maternity act with latest government amendments.
Leave without Pay (LWP)	Employees, Consultants, and Advisors	<ul style="list-style-type: none"> ○ Employees have to ensure leave application before going on leave in applicable cases. LWP will be granted, if no prior approval is taken. If the leave is clubbed with a holiday, holidays will be counted as LWP.

		<ul style="list-style-type: none"> ○ Habitual indiscipline means incidents happen more than 4 times in a year. Strict action to be taken against this. ○
Compensatory Off (C- Off) against sunday	Employees, Consultants, and Advisors	<ul style="list-style-type: none"> ● This will be as per Management's discretion, as per Project Site conditions and requirements.

For Consultants, Part-Time Personnel

- Contingency Leave – All consultant/ Advisor are eligible for X days (to be decided as per appointment letter) of leaves per calendar year, on pro rata basis.
- Leaves will lapse at the end of the year.
- Leaves should be applied well in advance. Leave taken without 5 working days prior notifications shall be considered as unpaid leave.
- Any other time taken-off, for whatever reasons shall be unpaid leave.

- The eligibility for leaves will be based upon tenure with the company. **The SL will be applicable only after 12 months of service.** Till then, the employment will be considered as probationary.
- Public holidays: 8 holidays will be provided, which will be announced at the beginning of a calendar year.

Holiday Policies:

Holidays will be paid only if certain rules are followed. This included proper approvals in case SL / PL is clubbed with a public holiday. **Unpaid Leave** will be considered in case of leave taken without written approval of the manager.

Sunday Work

- Nature of construction is such that all employees are expected to work 1/sunday per month.
- Employees who work on Sunday, MAY BE entitled to take an alternative day off OR receive additional compensation in lieu of a day off in future, all based on proper documentation of sunday work days, and proper approvals regarding compensation days.
- Adjustment of Sunday work to be approved with management.
- In case a “non-approved” holiday is clubbed with Sunday, Sunday will be considered as a “non-working” day.

Other Policies:

Upon termination of employment, any remaining balance of vacation leave shall be encashed to the existing employee. All vacation leave/annual leave will be paid out to the existing employee at the employee's fixed salary rate at the time of exit.

If there are uncertainties, employees can seek clarification from the HR department or refer to any relevant employment agreements.

Medical Leave of Absence - Employee will need to request Medical Leave of Absence if an illness, surgery or other medical event keeps the employee away from work longer than 4 consecutive business days.

Approval process:

The leave approval process will be as follows:

Leave Request Submission: Employees should submit leave requests through a designated channel, such as a software system, email, or a specific leave request form.

Leave Application Form: Provide information that captures essential details, including the type of leave, dates requested, reason for leave, and any relevant supporting documentation.

Advance Notice:

- It is encouraged to submit leave requests well in advance, preferably 2 week, especially for planned leaves.

Manager Approval: The immediate supervisor and / or project colleagues should be notified when an leave application form is submitted

Leave Balances:

Accrued leave will be considered for salary purposes, depending upon holidays taken / absenteeism.

E. Welfare – Food Allowance & Miscellaneous

Food Allowance:

As of April 1st, 2024 following about will be reimbursed:

1. Group A: For all employees staying at company provided housing:
 - Breakfast /Tea - Rs 20 / Day
 - Lunch - Rs 50 /Day
 - Dinner - Rs 60/Day
 - No breakfast allowance to be paid in case an employee comes late after 9 AM and / or no dinner allowance to be provided if the employee leaves early on a particular day.
2. Group B: For all employees traveling from home to worksite outside city of residence:
 - Lunch - Rs 50 / Day
 - If an employee needs to work till / beyond 8:30 pm following additional reimbursement to be provided:
 - Dinner - Rs 60 / Day
3. Group C: For all employees deployed at project sites with challenging local conditions.
 - Tea / Lunch / Dinner- Additional cost to be reimbursed as per local conditions.
4. Group D: For all employees based at Offices:
 - Nil

Additional Food Allowance:

Based upon local site conditions, an employee might be eligible for additional food allowance.

Telephone:

No matter what the position with the company, phone allowance to be reimbursed as per project requirements. Prior approval to be needed for reimbursement. This will be per project basis.

Miscellaneous:

Miscellaneous expenses such as house maintenance for company provided housing, misc. travel requirements, etc. to be reimbursed as per project site conditions and requirements.

Claiming Process:

1. Proper attendance of all employees is a must. In case of improper filing of in / out time, penalty will be deducted from the food allowance to be provided.
2. No reimbursement to be provided if a person takes ½ days off or is on vacations, away from temporary housing accommodation.
3. All eligible reimbursements for conveyance, food, traveling and any other category should be claimed on a monthly basis and the claims for the preceding month should be submitted by 5th of the following month after obtaining due approvals from the project site manager.
4. All reimbursement claims which are submitted after 15th of the month following the month in which the expenditure has been incurred will not be accepted and will be denied.
5. All official conveyance kilometers reimbursement will not be applicable from home to office and from office to home as per policy and any travel to and from home needs to be adjusted with the distance of travel to office.

F. Audit of Employee Attendance & Welfare

A workplace audit is a method of reviewing various policies and procedures within human resources and other areas of an organization. The purpose of a workplace audit is to identify areas that need improvement. The audit also helps employers remain compliant with employment laws and regulations. Audits will be performed by the company's internal auditor to ensure that each audit covers key points that require attention.

Staff should be aware that a failure to comply with the policy, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action being taken.

Important Note: If any discrepancies are found in the audit, any kinds of payments, reimbursement, and/or salary paid to the employees, will be adjusted in subsequent salary payments and /or the employee will be reprimanded.

G. Talent Acquisition / Employee Referral Program (ERP)

An ERP, whereby employees recommend qualified friends, relatives or colleagues, can be an excellent source of candidates. For the employee whose recommendation leads to a hire, there can be various rewards.

Eligibility & Applicability: Any person (Current or Past Employees / Consultants / Supplier / Subcontractor / Client's employees) affiliated with the Conart.

Rewards: Following rewards to be awarded

- i. For referring Store / Supervisor vacancies: Upto 2,500/- upon minimum of 6 months of employment.
- ii. For referring Engineers / Management vacancies: Upto 3,500/ - upon minimum of 9 months of employment.
- iii. For referring Labour Agencies: Upto 5,000/- upon minimum of 6 months of affiliation with Conart with average strength of 15 FTEs.

H. Suggestions and Improvements

Under the scheme the employees are encouraged to offer their suggestions for improvements in:

- 1) Improving Operations efficiency and productivity
- 2) Methods, processes
- 3) Safety
- 4) Reduction of waste
- 5) Reduction in expenses/ cost
- 6) Quality, systems and procedures
- 7) Passenger/ customer experience
- 8) Employee productivity

Reward and Recognition

- For every suggestion found prima facie worth of being implemented (on recommendation of Empowered Committee), Sodexo coupons/ Gift items/ Vouchers worth 250/- will be paid.
- On implementation of suggestion individually, the concerned employee will be rewarded with Sodexo coupons/ Gift items/ Vouchers upto 1000/-.

I. Group Medical Insurance

To take care of employees' health and to assist them regularly to meet unforeseen personal expenditure that may arise due to medical emergencies. Dependents can get benefits in case of loss of life due to accidents.

Eligibility:

Med-claim Insurance coverage is applicable for the employee. The employee has to declare her / his dependents under this scheme in the prescribed format at the time of joining.

Policy & Procedure:

Based upon durations of employment, costs for insurance will be shared as per policy

below, if the employee is interested.

- Employees 15 years or more employment duration, company will bear 100% of the costs.
- Employees with 10 to 15 years of employment, will be required to bear up to 25% of the insurance costs.
- Employees with 5 to 10 years of employments, will be required to bear up to 25% of the insurance costs.
- Employees with less than 5 years of employment, will be required to bear up to 25% of the insurance costs.

This benefit will change annually as per market conditions and number of claims under our policy.

J. Local Conveyance

- In most cases, the company provides travel vehicles to the project site. Employees are expected to reach the office, on time, at their own expense. Company provided transportation to be used to reach project sites.
- Employees using their own personal vehicles for official work (like visiting consultant's office, breakage of transportation vehicle, etc.) are entitled to claim conveyance reimbursement (for fuel and associated expenses) at the following rates:
 - 1) For two wheeler:
 - Average of Vehicle – 38 Kms / Liter
 - Reimbursement @ – Ongoing Petrol Rate
 - Additional – Maintenance of Vehicle: Rs 0.15 / kms
 - 2) For four wheeler:
 - Average of Vehicle – 14 Kms / Liter
 - Reimbursement – Ongoing Petrol Rate
 - Additional – Maintenance of Vehicle: Rs 1 / kms
 - 3) Employees using public transport will be allowed reimbursement of auto fare/ City taxi at actual. (Maximum Rs. 300).
- In all cases, Company will verify if vehicle sharing is possible among employees. Company encourages sharing for EHS reasons. Cost reimbursement to be shared among employees, accordingly.

- In case, an employee decides to catch the transportation vehicle if it's on path between Conart Office and project site, no reimbursement to be provided for vehicle parking at remote location.

K. Loss or Stolen of Company Asset

- Should loss / theft / damage of company equipment, tools and tackles, and other assets occur (including laptops), the guardian of the asset should notify their immediate supervisor of the incident.
- The guardian is responsible for a minimum of funding the first 25% of each new/replaced asset. It would be upon Conart to discretion whether and how to replace the lost asset.
- Negligence: In cases of negligence, Conart may seek 100% of reimbursement costs from the guardian to cover the cost of repair or replacement.

L. Domestic Travel

Policy & Procedure

- This policy is applicable to all employees traveling for company related work.
- These rules apply to tours up to 15 days or on situation.
- Tour period exceeding 15 days, prior permission needs to be taken from the HOD.
- For Store, Supervisor and Engineer level staff, all Domestic travel, shall be permitted in Bus or 3rd Class Train, upon prior permission needs to be taken from the HOD. Travel cost to be reimbursed as per actual cost incurred. Additional food cost (on top of daily allowance), to be reimbursed as per prior approval from HOD. (Maximum Rs. 300 per day as per travel city conditions)

M. Temporary Accommodation at Project Sites

Policy	Eligibility	Procedure
Temporary stay @ new location	- Employees on regular rolls/Consultant	- Accommodation will be provided in Co. guest house.
Transportation of Vehicle	. LD & above and PD & above - One 4wheeler . LE & below and PE - One two wheeler	-Request to be attached with the actual bill

N. Code of Conduct

This Code of Business Conduct covers a wide range of business practices and procedures. It does not cover every issue that may arise, but it sets out basic principles to guide all employees, workers, and consultants of Conart.

All employees, consultants, and officers are responsible for understanding the legal and policy requirements that apply to their jobs and reporting any suspected violations of law, this code, or the Company policy and ALSO spreading it along Conart affiliates.

The employee promises to adhere to the following basic principles [Separate Code of Conduct document to be signed by each employee during joining]:

- a) Compliance with Laws, Rules and Regulations
- b) Competition and fair dealing with customers, suppliers, competitors and employees
- c) Illegal Discrimination and Harassment
- d) Commitment towards Environmental, Health and Safety (EHS) policies
- e) Record-Keeping, Financial Controls and Disclosures
- f) Maintain confidentiality of proprietary information
- g) Ethical use of company email and other digital systems
- h) Protection and proper use of company assets
- i) Reporting any illegal or unethical behavior
- j) Integrity
- k) Employee/Consultant/Advisors have to adhere to time of working as per the schedule and maintain punctuality in the same.
- l) Follow the HR policies and rules.

O. Learning and Development

One of the key aspects under the Business Excellence initiative is to strive for continuous improvements, which can be achieved through various Improvement Projects. In order to ensure that Continuous Improvement is not a one - time activity, a structure is being put in place to ensure long term sustainability of the Process Improvement Culture.

- Each employee is expected to go through 16 hours of training each half-yearly (32 hours annually), via e-Learning portals (e.g www.constructskills.com, www.youtube.com, etc.)
- No Annual Raise to be given, if this criteria is not met.
- Company will provide funds to meet this need. An employee is expected to discuss with his / her managers regarding criteria for selection of training to achieve improvements in business performance.

P. Social Media

Social Media has become an intrinsic part of everybody's life. In today's day and age, it has also become extremely relevant to maintain a clear demarcation between one's personal and professional presence. Do's And Don'ts of Using Social Media:

- **CONFIDENTIALITY:** Avoid discussing any CONART Group related information that is considered confidential and falls under the category of trade secret(s), potential business strategy (ies) etc.
- **RESPONSIBLE BEHAVIOR:** Ensure that you are polite, discreet, respectful and sensible in your conduct on social media.
- **ACCURACY:** Refrain from making speculative, baseless and unfounded comments or rumors that can offend other members on social media.
- **PRIVACY:** Refrain from sharing any personal information about other individuals.
- **DON'T LET SOCIAL MEDIA ACTIVITIES IMPACT WORK:** Prioritize work over social media activities and ensure that work commitments are not affected.