HIND CHEMISALES

POLICY

OFFICIAL POLICY STATEMENT

HIND CHEMISALES is fully committed to maintaining a disciplined, lawful, secure, and respectful workplace environment for all employees, workers, contractors, suppliers, and associated personnel.

The organization strictly prohibits any activity that violates human rights, workplace ethics, employee dignity, or applicable Indian labour laws.

Every individual associated with HIND CHEMISALES is required to follow this policy without exception.

Failure to comply with this policy may result in disciplinary action as per company rules and applicable laws.

1. PURPOSE OF THE POLICY

This policy has been established to:

Protect employee rights and dignity
Maintain workplace discipline and safety
Prevent discrimination and harassment
Ensure compliance with labour regulations
Promote ethical and professional conduct

2. APPLICABILITY

Permanent Employees
Temporary Employees
Contract Workers
Supervisors
Management Staff
Vendors and Contractors
Visitors inside company premises

3. STRICT COMPLIANCE REQUIREMENTS

3.1 NON-DISCRIMINATION

HIND CHEMISALES maintains a zero-tolerance policy against discrimination on the basis of:

Religion
Gender
Caste
Language
Nationality
Disability
Age
Social Background

All employment-related decisions shall be based strictly on qualification, skill, conduct, and work performance.

3.2 PROHIBITION OF FORCED LABOUR

The company strictly prohibits:

Forced Labour

Bonded Labour
Human Trafficking
Illegal Employment Practices

No employee shall be compelled to work against their will.

3.3 CHILD LABOUR PROHIBITION

Employment of individuals below 18 years of age is strictly prohibited within company operations.

Any violation identified shall lead to immediate legal and disciplinary action.

3.4 WORKPLACE DISCIPLINE & HARASSMENT CONTROL

The following acts are strictly prohibited within company premises:

Physical Abuse
Verbal Threats
Sexual Harassment
Workplace Bullying
Mental Harassment
Intimidation or Misconduct

The company reserves the right to investigate and take disciplinary action against any individual involved in such behaviour.

3.5 WORKING HOURS & EMPLOYEE WELFARE

HIND CHEMISALES shall ensure:

Timely payment of salaries
Legal overtime practices
Weekly rest periods
Employee welfare benefits
Safe and healthy working conditions

All employees must follow duty timings, attendance rules, and workplace discipline standards.

3.6 EMPLOYMENT DOCUMENTATION

Every employee shall receive:

Appointment Letter
Employment Terms
Salary Structure Details
Company Rules & Responsibilities

All records shall remain confidential and officially maintained by the HR Department.

3.7 ESIC, EPF & MEDICAL FACILITIES

Eligible employees shall be registered under:

ESIC
EPFO

The company may conduct regular medical examinations and maintain employee health records as required.

3.8 GRIEVANCE & COMPLAINT MECHANISM

Any employee may report:

Human Rights Violations
Harassment
Misconduct
Unsafe Activities
Unethical Practices

Complaints may be submitted to the HR Department or Management.

All complaints shall be investigated confidentially and appropriate action shall be taken.

4. DUTIES & RESPONSIBILITIES

Management

Enforce policy implementation
Maintain workplace discipline
Ensure legal compliance
Conduct regular policy reviews

HR Department

Monitor employee compliance
Maintain official records

Handle grievances and investigations
Conduct awareness activities

Employees & Workers

Follow company rules and regulations
Maintain professional behaviour
Cooperate during investigations
Report violations responsibly

5. DISCIPLINARY ACTION

Violation of this policy may result in:

Warning Notice
Suspension
Termination of Employment
Legal Proceedings (if applicable)

The management decision regarding disciplinary matters shall be final and binding.

6. POLICY REVIEW

This policy may be revised, updated, or amended by management whenever necessary to maintain legal compliance and organizational discipline.

7. GOVERNING LAW

This policy shall be governed under applicable Indian Labour Laws, Industrial Regulations, and statutory compliance requirements.

OFFICIAL DECLARATION

HIND CHEMISALES is committed to maintaining a workplace based on discipline, respect, integrity, equality, and lawful conduct.

All employees and associated persons are expected to strictly follow the standards defined in this policy.

HIND CHEMISALES

Authorized By Management

Human Resources Department

Corporate Office

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