

HR Handbook

LUX INDUSTRIES LTD.



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Design & Art Work
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1. Policy Statement :

This handbook is intended to provide employees with the general understanding of our basic HR policies. Employees are encouraged to familiarize themselves with our policies, as these will answer most of the common questions concerning the employment with the Group.

This is complementary to the letter of appointment / offer & does not replace any of the clauses or the whole of the letter. In case of any deviation, the content of the letter is legally valid and supersedes this policy.

In order to retain necessary flexibility in the administration of policies and procedures, the Company reserves the right to change, revise, modify or eliminate any of the policies and or benefits described in the handbook at any point of time.

2. Company Overview :

Lux Industries was set up as Biswanath Hosiery Mills in 1957 by Late Girdharilal Todi. His sons Mr. Ashok Kumar Todi and Mr. Pradip Kumar Todi took over the reins of the Company from 1974 onward. The next 20 years saw the company growing 100 times in size. The Company grew into a leading manufacturer of comfort innerwear in the Indian Market. With the dynamic growth of the company from year to year, Lux has covered a wide range of market, both : Domestic & International.

With the Head Office located at PS Srijan Tech Park, Sector-V, Salt Lake City, Kolkata – 700091, Branch offices, manufacturing plants & warehouses are located in different locations across India. There is a strong presence of the group in overseas countries like : Middle East, Europe and Africa. Lux Industries Ltd. equity shares are listed in both BSE & National Stock Exchange.

3. HR at Lux Group

HR operations are very transparent and employee friendly for a Company of our size, which reflects the Managements' concern towards employee welfare, career growth and retention. We have a strong and well defined HR Policy, which looks into every aspect as we believe that Human Resources are our greatest asset.

Appointments at Lux Industries are of two types :

- Full Time
- Contractual

Contractual employees can be project or tenure based. Their employment conditions may be different from those who are full time employees. Contractual employees may take up full time / part time positions by mutual agreement.

Joining Formalities : All new employees are expected to join on or within the date specified in their offer / appointment letter. While joining they are expected to provide the copies of following documents.

Last professional and academic certificates
Resignation and release letter duly signed from previous employer.
Proof of date of birth & residential address.
Appointment letter of the last employment
Two copies of colour passport size photograph
PAN Card
Any other document as required by HR

Work Change : During the tenure of employment individuals can hold as well a work on a range of assignments / projects of Lux Industries. Certain work change practices may be implemented in order to make beneficial use of employees experience and qualifications as well as for the employees career progression.

Transfer : Employees may be transferred either from one department / section / location to another or within the company to subsidiary or partner organization.

4. **Probation Period & Confirmation :**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve satisfactory level of performance and to ensure that new employee's competence matches with the requirement for the job he/she is recruited. The company uses this period to evaluate an employee's performance capabilities and work habits.

Probation at Lux Industries is for a period of six (6) months for all employees. At the end of the tenure the incumbent is confirmed subject to an internal review of performance by the Management OR an extension of the probation period is made through a letter in case the performance is not upto the standard. In case of unsatisfactory performance even during the extended probation period, the employment relationship can be discontinued.

Traineeship at Lux Industries is normally for a period of one year.

All appointments are transferable from one division to another as well as from one location to another.

5. **Performance Evaluation and Compensation**

Performance Appraisal or work evaluation is carried out upon completion of one (1) year of continuous service in the Organization and thereafter it is done annually. Based on the appraisal and the assessment & subject to company's financial performance, salary review, promotion & career progression plan may be decided for the individual employees.

6. **Corporate Office Timing / Attendance Policy :**

- The Corporate Office follows 6 days a week working Monday through Saturday, However, Individual employee's working days and location will be as mentioned in the respective offer letter.
- Office working time starts from 10 am & ends at 7:30 pm Employees must attend / reach office by 10:25 am (with 25 minutes grace time) between Monday through Saturday. There will be 30 minutes lunch break after 1:30 pm. The ladies, as a special case, are allowed to leave the office at 7 pm.
- Total working hours per day, including lunch break has to be 9 hours (8 hrs 30 mins for ladies)

- Arrivals after 11:30 am or early leaving before 5:00 pm will be treated as half day leave.
- For every 6 late arrivals / early departure in a month, one day leave / salary will be adjusted / deducted. For those whose job demands working after 7:30 pm a special exemption upto 11 am may be granted on advise from HOD, subject to completion of stipulated daily working hours. The exemption may be reviewed in every 3 months. Nursing mothers may apply for allowing ½ hr early departure upto 9 months age of the child.
- Apart from Electronic Access Control a register has been kept at the reception to record all arrivals beyond the stipulated time.
- In case an employee is required to visit a client during office hours or before reaching office on the following day, such information must be recorded in the Movement Register kept in HR to be by mail / phone or verbally in person.
- In case of tours, employees are expected to send an email to HR Admin.

Lunch Break :

Lunch break is for ½ an hour only between 1:30 – 2:30 pm. If any employee needs to go out for lunch, they are requested to maintain the lunch break timings and duration of half an hour.

7. **Benefits :**

Gratuity :

Gratuity is payable on completion of five years of service with the organization and is calculated on the basic salary @ 15 days salary per year of service.

Leave :

The year for leave calculation is from April 1 to March 31.

There are three kinds of leave in the organization for permanent employees:

- Encashable leave
- Adjustable leave
- Sick leave

New Joining :

New employees will not be entitled to any leave during the first 6 months in the organization.

After completion of Probationary period in the Organization, the employee will be entitled to adjustable leave & all leave benefits as applicable.

Encashable Leave :

- Leave for one (1) month encashable on completion of Financial year for employees whose appointment are based on 14 months CTC. For others (CTC based on other than 14 months) no encashable leave is allowed / granted.

Adjustable Earned Leave :

The employees other than 14 months CTC will have 15 days earned leave every year. For the employees with 14 months CTC, 10 days special earned leave shall be allowed every year. All sick leave of more than 2 days without medical certificate & other leave casual in nature shall be adjusted from this leave. All deduction of leave arising out of late coming / early leaving will also get adjusted from these leave. An employee will be subject to leave without pay if such leave exceed the adjustable earned leave for all employees irrespective of job level.

In special case, management may decide to adjust from encashable leave bringing down the leave for encashment, where applicable.

- Weekly off days may be suffixed and prefixed with adjustable earned leave.
- Weekly off days intervening the leave period will be counted as leave.

Bonus Leave :

Bonus leave is a special leave that is being provided to employees for maintaining punctuality in daily office attendance. The purpose of such leave is to reward the employee for good discipline in the office. Any full time permanent employee of Lux Group, except those who are on probation period, trainees, part time & outdoor employees, employees who are manually entering the attendance, employees on tour are not covered under such leave. It is not applicable from Managerial and above level.

Sick Leave :

Special Leave may only be granted by the management on approval from Chairman / Managing Director on case to case basis.

Maternity Leave:

All female employees are eligible for a maternity leaves with pay for a maximum of 26 weeks as per Maternity Benefit (Amendment) Act, 2017. Remuneration during maternity leave will be Basic plus HRA and Medical Bonus as per Government Notification.

Under the revised MB Amendment Act, this benefit could be availed by every women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).

Maternity Leave with pay is extended up to for 12 weeks from the date of adoption for adopting as well as commissioning mothers. In case of adoption the age of the baby should not be more than 3 months to avail the benefit of maternity leave. This leave is allowed only if the female employee has worked in the company for not less than a period of 12 months immediately preceding the expected date of delivery.

8. Travel Rules :

All travel bookings – by train and air – is handled by the in house Travel Desk.

All employees, who need to travel on Company's business, are requested to bear the following points and mind :

- While forwarding your requisitions for travel by train please ensure photo identity numbers (PAN / Voter ID) are mentioned along with Mobile numbers.
- All air travel must be authorized & as per the entitlement.
- All overnight journeys should be undertaken by train.
- Travel should be planned and intimated to the Travel Desk as early as possible as and not later than 72 hours prior to the travel.
- On returning from Tour, the Travel Expense Statement must be filled in all advances taken to be settled within 7 days.
- Unadjusted advances, which are more than 15 days old, will be adjusted from monthly salary.
- No personal bookings or bookings on behalf of Associates will be processed unless authorized by the Chairman / Managing Director.

NB. : Details of entitlements for different levels are available with HR.

9. **Public Holidays :**

Public Holidays are selected covering National Holidays & other festival holidays conventionally followed in the company, at the beginning of the calendar year, which are subject to changes / modification.

10. **Termination :**

Since employment is based on mutual consent, both employee and company have the right to terminate employment with or without cause by giving notice as stipulated in the appointment letter.

Employees will receive their final pay in accordance with the release of final settlement process of the company.

Any employee remaining absent from work, without reasonable explanation or notification to HOD and HR Department., for more than seven (7) consecutive days, will be presumed to have no longer interest in working for the company and have abandoned the services. In such cases, the employee will not be entitled to any compensation for the loss of service.

11. **Code of Conduct :**

In order to foster a congenial working atmosphere where all employees can work with one Vision and Mission, it is necessary to follow a certain code of conduct, which are elaborated below :

Discipline :

- Habitual late coming or random absenteeism at the work place is not allowed. While good attendance is rewarded by Bonus leave, similarly, habitual absenteeism shall be liable to penal action upto termination.
- Employees are urged not to loiter in and around the office.
- Employees should be ready for transfers to Lux group operation sites / warehouses / branch offices, as the job warrants.
- Any changes in the personal information of the employee, such as address, status etc. should be informed to HR at the earliest for personal file updation. Employees should uphold Lux Group's reputation while attending official meetings, functions and gatherings outside.

Etiquette :

- Employees are expected to keep their voices low and speak in such a manner so as not to disturb others.
- Photo identity cards should always be displayed during office hours.
- Employees are expected to respond promptly to phone calls both of customers as well as colleagues.
- No smoking / consumption of other tobacco products is allowed inside the Office premises. **** (Notice attached in Appendix –A)**
- Employees should be dressed suitably for office as per the dress code applicable. **** (Notice attached in Appendix –B)**
- Company equipments like telephones, computers, key boards should be handled with care.
- Duplicate of Company ID / access control card will be issued once free of cost / Thereafter, it shall become chargeable.

Ethics & Prohibitions :

- Fighting or engaging in any harassment, including sexual harassment as defined in “The Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013) or misconduct with other employees, particularly with female employees is strictly prohibited. In compliance with the act mentioned above, a committee has been formed for investigating & resolving such issues in Lux Industries. **(Detail available with HR Deptt.)
- Employees should not misbehave or use abusive language towards other fellow employee.
- Submission of false documents can lead to termination of employment.
- Refusing or failing to follow instructions given by the seniors is not acceptable.
- Willfully damaging, destroying or stealing property belonging to the fellow employees of the company is strictly prohibited.
- Theft or inappropriate removal of company property has serious consequences.
- Coming to work under the influence of alcohol or drug or bringing alcoholic beverages or drugs onto the company premises is completely banned.
- Sending email or downloading any kind of pornographic, racist, offensive or anti social material is strictly prohibited.
- Hacking or using any kind of restricted sites is not allowed.

12. **Use of Company Computers & Network Facilities :**

It is each employee’s responsibility to safeguard proprietary company information. Never give your user id and password to anyone. Employees are expected to exit and log off at the end of every business day and the work station should not be left unattended for a long period of time.

Company provides the access to e-mail and internet as business tools. Social networking sites are not available on company’s network.

13. **Non-Disclosures :**

The protection of confidential business information and trade secret is vital to the interests of the company. The unauthorized disclosures or business secrets or confidential information will lead to serious disciplinary action.

The confidential information includes but is not limited to :

- Financial Information
- Marketing Strategy
- R & D Strategies
- Technological Data

14. **ISO Certification :**

The Company is ISO 9001:2008 certified by SGS India Pvt. Ltd., ISO 9001:2008 specifies requirements for a quality management system where an organization.

- Needs to demonstrate its ability to consistently provide product that meets customer and applicable statutory and regulator requirements, and
- Aims to enhance customer satisfaction through the effective application of the system, to customer and applicable statutory and regulatory requirements.

- It also focuses on how to make quality management system more efficient and effective.
- ISO – sets out guidance on internal and external audits of quality management systems.

15. **Retirement Policy :**

To provide for a systematic & smooth exit process for all employees, retiring from the services of the company will be on completion of 60 years of age. The management may decide to give extension or retain the services of the retired employees on contractual basis.

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APPENDIX – A

Date : 17th August 2017

OFFICE NOTICE

Dear All,

The Management of Lux Group is highly concerned regarding the use of chewing & spitting tobacco of any forms including khaini, paanparag, beetel leaves with jarda & other similar products by a large no. of the employees while at office. It's medically proved that the habit of consuming such substances can seriously affect health & may result in suffering from life threatening diseases.

To ensure good health of our employees & also to maintain office tidiness it has been decided to **disallow** consuming such harmful substances inside the office premises. Any violation **shall be treated** as an act of **indiscipline**.

Notwithstanding the above restrictions, all employees are strongly advised to give up such habit even outside the office to avoid consequential sufferings due to bad health condition.

HR

APPENDIX – B

Date : 17th august 2017

NOTICE

In order to maintain a professional business like appearances it is important that all the employees should adhere to the dress code as mentioned below :

Gents (Formal Dress / Business Casuals) :

Formal Trousers & Shirt (Tucked in)

Maintain clean shave

Formal Footwear (Shoe) & Sandals

Ladies (Formal Dress / Business Casuals) :

Churidars / Trousers & Tops

Sandals & Other Fancy Shoes

Salwar Kameez / Sarees

Formal Trousers & Shirts

Kurtis with Decent Footwears.

T-shirts / Jeans / Shorts, Sleeveless & Transparent Tops / Chappals are **Not allowed** on any working days (Mon – Sat) in the office as well as on outside duties.

It is mandatory that the employees strictly adhere to the above mentioned dress code with immediate effect in order to avoid any disciplinary actions.