



DEV MOULDERS
Quality System Procedure

QSP No.	26
Issue Status	03
Revision Status	00
Date	01-02-20
Page	1 of 2

HR POLICY

1.0 PURPOSE

To establish the human resource policy and procedure to implement and maintain the effective quality management system.

2.0 SCOPE

This procedure is applicable for DM.

3.0 RESPONSIBILITY

MP/GM / PM / AM / SI / AI / HR.

4.0 ANNEXURES

Nil

5.0 PROCEDURE DESCRIPTION

5.1 DM – Employer

5.1.1 **Non discrimination:** The company will not discriminate in employment on the basis of gender, religion, caste, age, region etc

5.1.2 **Forced child labour:** The company's will employ persons who are above 18 years of age or as prescribed by the Government rule

5.1.3 **Diversity in workforce:** The company will ensure that variety of people are employed in the workplace. The diversity of workforce includes race, gender, religion, age, ability.

5.1.4 **Compensation for working hours:** The company will ensure rights to compensation for a regular working hours. The amount is sufficient to meet the workers basic needs and provide some income and will also abide by the rules of minimum wages act as imposed by the government. Any overtime done by the employees will be compensated monetarily as per the wages paid to them

5.1.5 **Employee Health and Safety :** The company will ensure the health and safety of all employees. Health Coverage as per the ESI laws and retirement benefits as per the PF laws will be adhered to by the company. The company will have insurance cover for employees against any accidents

5.1.6 **Bribery and Corruption :** The Company will not give bribes to any person or persons either as money or as gifts for any activity. The company assures that no person in the organization will accept bribes for completing his or her work. Employees will be summarily removed from work for accepting bribes

5.1.7 **Confidentiality :** The company has a need and obligation to keep certain information confidential. As a result confidentiality issues in any HR department are complex and multi layered..

Prepared By:

Approved By:



DEV MOULDERS
Quality System Procedure

QSP No.	26
Issue Status	03
Revision Status	00
Date	01-02-20
Page	2 of 2

HR POLICY

5.1.8 **Conflict of Interest** : The company will ensure that there are no conflict of interest in all activities carried out by the organization. The company will inform the customers when a conflict arises and ensures that such conflicts are resolved immediately. The employees will also be advised on the conflict of interest and they will be encouraged to inform the organization of such conflicts

5.1.9 **Anti competitive and Restrictive trade practices** : The company assures all customers and external parties that it will not involve in anti competitive and restrictive trade practices.

5.1.10 **Fair dealing with vendors** : All suppliers and vendors will be treated equally and fairly. Any evaluation process done on the supplier will be shared to know their performance with respect to Quality, Pricing and Delivery. Business will not be denied to them based on any personal cause.

5.1.11 **Engage and Involve Local Communities** : The company will ensure that persons from nearby areas are employed and will involve the local communities for all activities managed by the organization.

5.1.12 **Local Community Development** : The company will adopt local schools nearby and provide Uniform, Notebooks etc and will also help the needy children in their education. The company will provide financial assistance to the children of the staff for their school and college education.

5.1.13 **Legal & Regulatory Compliance** : The company will operate conforming to all the rules and regulations prescribed by the Government and other Statutory bodies. The list of Compliances will be maintained and updated periodically to ensure compliance

5.1.14 **Maintaining Appropriate Financial Records** : The company's financial year is from April 01 to March 31. All Income and expenses of the company are maintained and are available for scrutiny by the appropriate authorities. This information is audited by the Chartered Accountant and will be filed before the income tax department on a yearly basis

Prepared By:

Approved By: