

**Kamaiah Engineering Services Private Limited™**

**ISO 9001:2008 Certified**



**[www.kamaiahgroup.com](http://www.kamaiahgroup.com)**

## **HISTORICAL BACKGROUND**

Kamaiah Engineering Services Private Limited was earlier known as Kamaiah Engineering Services in the year 2010. It has been incorporated on 1<sup>st</sup> January 2016.

It's Registered office is in Palasa, Andhra Pradesh while Corporate office in Guwahati, Assam and Branch office in Dibrugarh, Assam. It has an International office in Dubai, UAE.

Kamaiah Engineering Services Private Limited is a pioneer in various sectors like Engineering Services, Non Destructive Testing, Fire Safety, Manpower consultancy, Coaching for Engineering & Medical entrance examination etc.

## **STATEMENT OF PHILOSOPHY**

Kamaiah Engineering Services Private Limited wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, all employees have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to:

- Foster cooperation and communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Promote harmony and teamwork in all relationships.
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding.
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their personal goals at the Kamaiah Engineering Services Private Limited and beyond.
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.

## **MISSION**

- Create value for stakeholders
- Grow through innovation
- To enhance operational efficiencies

## **VISSION**

“To be a highly effective and fast-growing organization worldwide with changes in modern technology and meet the requirements of our valuable customers”.

## **EMPLOYMENT AT KAMAI AH ENGINEERING SERVICES PRIVATE LIMITED**

### **EMPLOYMENT EQUITY**

Kamaiah Engineering Services Private Limited is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all.

This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training. Kamaiah Engineering Services Private Limited is committed to provide equal employment opportunities to all employees.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate superior of the respective department. If any employee finds any type of discrimination in the workplace, they are free to report to their respective HOD without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to strict disciplinary action, up to and including termination of employment.

### **RECRUITMENT AND SELECTION**

Applicants are invited to submit their application, along with a current resume, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.



## **ORIENTATION**

All new employees to Kamaiah Engineering Services Private Limited shall receive an orientation session by CEO followed by H.O.D which will encompass an overview of general policies, procedures and operations. This will also provide employees an opportunity to learn the performance expectations management has with regard to the position in question. They will be given a copy of this Employee Handbook and will be expected to learn its contents. They will also make aware of policies such as, Code of Ethics, and asked to sign off on their adherence to same.

## **NON-DISCLOSURE**

As a part of your employment with Kamaiah Engineering Services Private Limited you may have access to confidential and/or proprietary information and records.

The protection of confidential business information and trade secrets is vital to the interests and the success of Kamaiah Engineering Services Private Limited. Such confidential information includes, but is not limited to the examples like computer processes, computer programs and codes, customer lists, customer preferences, dealer or customer purchase prices, organisation's financial information, marketing strategies, incentive scheme, new materials research, pending projects and proposals, personnel policies , records and prospect lists etc.

Employees are prohibited from using, copying, or disclosing any such confidential information to any other person, employee, firm, corporation, dealers or other entity either during or subsequent to their employment, except as authorized in writing by the management.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees, who improperly use or disclose trade secrets or confidential business information, will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

## **PERSONNEL FILE**

Kamaiah Engineering Services Private Limited does collect personal information for inclusion in personnel files. This information is available in the safe custody of CEO. This information is kept in a secure location, and is not shared with any staff members or with our funder. Information which is contained in an employee's personnel file includes the following: resume, letter of offer, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, copies of enrolment forms for benefits and approved leave requests.

## **EMPLOYMENT CATEGORIES**

It is the intent of Kamaiah Engineering Services Private Limited to clarify the definitions of employment classifications so that employees understand their employment status and benefits entitled to.

Each employee belongs to a particular employment category:

*CONFIRMED* employees are those who have successfully completed their probationary period. Generally, they are eligible for Kamaiah Engineering Services Private Limited's benefit package, subject to the terms, conditions, and limitations of each benefit program.

*NOTICE PERIOD:* A notice period of one month is applicable. However, if any employee leaves the company without serving notice period then one month's notice pay would be deducted from his / her dues. Also, Experience Certificate & Relieving Letter will not be issued.

*PROBATIONARY* employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Kamaiah Engineering Services Private Limited is appropriate. Upon satisfactory completion of the probationary period, employees enter the "confirmed" employment classification only on the receipt of letter of confirmation issued by the Company. But in the second month of probationary period if the management finds the employee's performance below satisfactory level then the employee will be terminated immediately.

*NOTICE PERIOD:* Notice period is not applicable. However, if any employee leaves the company during probation period then his / her salary will not be disbursed.

All new and rehired employees work on probationary basis for the first 6 months from their date of hire. If the company determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance; the probationary period may be extended for a specified period as decided by the management but if a probationary employee performs better than acceptance level then he can be made a regular employee before 6 months.

## **PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the respective HOD of any changes in personnel data. Personal mailing addresses, telephone numbers, number and



names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. Also employees must update their details of nomination for settling the PF, ESIC, Medical and Insurance claims. If any personnel data has changed, notify the respective Head of Department within 3 days.

### **PERFORMANCE EVALUATION**

Our company believes in an open, transparent and unbiased/impartial evaluation of performance of every employee. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis and they must submit (through mail) a formal written performance evaluation daily report to the respective HOD. The HOD will present the report of his / her department to other members of management and a meeting will be held on 2<sup>nd</sup> day of every month. Additional formal performance evaluations are conducted to provide employees the opportunity to discuss job tasks, identify and correct weaknesses, recognize and encourage strengths and discuss positive and mutually agreed upon goals.

The management also counsels employees to help do away hindrance in efficient working and also to encourage employees to come up with novel ideas to improve productivity.

### **PERFORMANCE APPRAISALS**

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective work-plan for the year. This plan will be reviewed by Management and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur in the month of February & September every year. Employees should prepare for this meeting by preparing a draft workplan for the next session. This meeting is to review successes and challenges from the preceding session, and to establish the objectives for the coming session. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day to day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

## **PROMOTION**

The company believes in organisation growth with Employee growth. To ensure a proper career growth of an employee we practice in impartial and unbiased promotion policy. Promotions are based on the performance, and an employee can reach to the top most position if performs extremely well.

## **SALARY ADMINISTRATION**

The salary administration program at Kamaiah Engineering Services Private Limited is created to achieve consistent pay practices, *comply with laws*, and offer competitive salaries. The company is committed to pay its employees equitable and competitive salaries that reflect the requirements and responsibilities of their positions.

## **PROVIDENT FUND & ESIC**

Every eligible employee of the company is entitled to receive the benefit of Provident Fund, ESIC & Insurance.

TDS and Professional Tax will be deducted as per government law.

Employees must update their details of nomination for settling the PF, ESIC & Insurance claims.

## **LEAVE RULES**

### **GENERAL LEAVE RULES**

Employees will be permitted to take leave at the discretion of the management. Leave cannot be claimed as a matter of right. The sanctioning authority reserves the discretion to refuse or revoke leave at any time, if necessary due to exigencies of company's work.

- 1) Each employee must take prior approval/proper authorization (through prescribed form) from their HOD's in advance before 3 days to avail any type of leave.
- 2) If an employee remains absent beyond the period of leave originally sanctioned or subsequently extended, the employee's two days salary would be deducted for every one day absent.

## **SANCTIONING AUTHORITY**

The rules and procedures pertaining to Casual Leave, Sick Leave, and Privilege leave and the sanctioning authority for the aforesaid leave is stipulated below:

For Casual Leave, Sick Leave and Privilege Leave which is taken as per rules, the sanctioning authority will be at the level of departmental Head.

## **RULES AND PROCEDURES PERTAINING TO SICK LEAVE (SL)**

1. Employees will be entitled to six (6) days of sick leave per calendar year.
2. Sick leave can be used for personal illness, personal medical appointments, and visits to specialists.
3. Sick Leave of more than 3 days must be certified by the Medical Advisor/Qualified Medical practitioner.
4. No ½ (Half) day Sick Leave will be permitted.
5. Intervening holidays will be counted as leave.
6. Unavailed sick Leave will be encashed but not be carried forward to the next calendar year.
7. Probationers will be eligible for 3 days sick leave during the probationary period.

## **RULES AND PROCEDURES PERTAINING TO CASUAL LEAVE (CL)**

1. 12 days casual leave is applicable for all employees.
2. All employees must apply CL before 5 days, stating reason for this leave, which should be purely of casual nature.
3. No ½ (Half) day Casual Leave will be permitted.
4. Intervening holidays will be counted as Leave.
5. Unavailed casual leave will not be carried forward or accumulated.



6. Probationers will not be eligible for casual leave during the probation period.

### **RULES AND PROCEDURES PERTAINING TO PRIVILEGE LEAVE (PL)**

1. 15 DAYS Privilege leave (including Sundays and Holidays) is applicable for Management and above. He or she has to apply for the same atleast 1 month prior to privilege leave.
2. More than one management member will not be allowed to avail privilege leave simultaneously.
3. Eligibility: Management & above will be eligible to avail Privilege Leave only upon confirmation/completion of one year of service.
4. Extension of privilege Leave beyond the sanctioned Leave will not be permitted unless sanctioned by CEO.
5. Unavailed privilege leave will not be carried forward or accumulated.

### **MATERNITY LEAVE (ML)**

According to the Maternity Benefit Act female employees are entitled to a maximum of 12 weeks (90 days) of maternity leave.

### **EMERGENCY LEAVE (EL)**

All employees are entitled to 12 days emergency leave. This leave can be avail either in employee's marriage or death of his/her family members (father, mother, spouse and children).

### **PROFESSIONALISM**

When representing the company staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

### **DRESS CODE**

Employees should be aware that work attire will have an impact upon Kamaiah Engineering Services Private Limited's image as well as your work colleagues.

Only formal dress code is applicable during business days i.e. Monday to Friday and on Saturday, employees can wear casual dress. But during meeting, employees must wear only formal dress code.

## **PERSONAL COMMUNICATIONS**

### **(i) Phone Calls**

It is acknowledged that personal communication is inevitable and sometimes necessary. It is expected this will be kept to appropriate or reasonable levels.

### **(ii) Email**

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, Kamaiah Engineering Services Private Limited can be held responsible for the contents of email messages, including any attachments. Access to emails can be demanded as part of legal action in some circumstances.

It is therefore important that email is used within the following guidelines:

- E-mail should mainly be used for formal business correspondence and care should be taken to maintain the confidentiality of sensitive information. Formal memos, documents and letters for which signatures are important, should be issued on company letterhead regardless of whether a physical or electronic delivery method is used.
- If electronic messages need to be preserved, they should be printed out and filed.
- Limited private use of email is permitted, provided that such does not interfere with or distract from an employee's work. However, management has the right to access all incoming and outgoing email messages to determine whether staff usage or involvement is excessive or inappropriate.
- All emails sent should include the approved company disclaimer.
- For seniors, it is preferable to use a signature at the end of the E-mail, pertaining to official agreement / deal or any other relevant document send to the clients. This shall include: Full name, Designation, Office address, Mobile / Official no.

In order to protect Kamaiah Engineering Services Private Limited from the potential effects of the misuse and abuse of email, the following instructions are to be observed by all users-

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of the Company in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorized by management) engaged in ensuring compliance with this policy, or by authorized staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum required to complete the task.
4. When using an email a person must not pretend to be another person or use another person's computer without permission.
5. Excessive private use, including "mass mailing", "reply to all" etc. that are not part of the person's duties, is not permitted. Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal.

**(iii) Internet**

The internet is a facility provided by Kamaiah Engineering Services Private Limited for business use. Access is authorized by managers on the basis of business needs. Limited private use is permitted provided the private use does not interfere with or distract from a person's work. Management has the right to



access the system to determine whether private use is excessive or inappropriate.

The following activities, using Company's internet access are not permitted:

- Attending to personal activities of a business nature.
- Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material and material that could cause the Company to be in breach of equal opportunity or antidiscrimination legislation, verbally, in writing or pictorially.
- Downloading or printing material as described above.
- Showing to others, or allowing to be seen by others, items as described above.
- Repeated or prolonged use that is not directly relevant to the user's work.
- Introducing computer viruses by failing to follow company IT procedures.
- Downloading software from the internet or from unauthorized disks and CD ROMs on to the internal network

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal.

### **GIFTS & GRATUITIES**

Kamaiah Engineering Services Private Limited is committed to ensuring all business relationships with suppliers and clients are legal and based on professional integrity.

Managers should be notified when a gratuity has been received. If the gratuity has been received as a THANK YOU for work performed then it should be noted on the employee's personal file to ensure it is included in the employee's next appraisal.

No employee may give a gratuity to a client without prior approval from management, such gratuities must always be part of an approved program of Customer Relationship Management and specific gifts will be purchased centrally in appropriate quantities with management approval.

## **DISCIPLINE**

Discipline at Kamaiah Engineering Services Private Limited shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault or wilful neglect of duty. In all cases, documentation should be included in the employees personnel file.

## **HOURS OF WORK**

The regular office hours for the company are 9 a.m. to 6 p.m. from Monday to Friday inclusive (excluding holidays) whereas the office timing on Saturday is 9 a.m. to 2 p.m. All employees will be given break of at least thirty (30) minutes for having lunch and, in general, it should be taken between 1 p.m. to 1:30 p.m. Though NDT & Marketing departments will follow the same office timing in office but while working in site their duty hour will be 12 hours.

Employees may also be expected to work such other hours as may be requested or required from time to time.

## **TIMEKEEPING AND PUNCTUALITY**

Accurately recording time worked is the responsibility of every employee. Records of time worked should be precisely maintained to calculate pay of every employee. Time worked is all the time actually spent on the job performing assigned duties.

Every employee has to sign a muster register in the organization. So, it is mandatory for every employee to sign whenever they enter or exit the office premises.

To maintain a safe and productive work environment, The company expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and delays place a burden on other employees and on the company. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their HOD as soon as possible in advance of the anticipated delays or absences.

Poor attendance and excessive tardiness are disruptive either may lead to disciplinary action, up to and including termination of employment.

### **LATE COMING**

Late coming is not permissible. However subject to unavoidable circumstances it may be allowed upto 15 minutes thrice in a month. Four late coming in a month is considered as one day leave.

### **EARLY GOING**

Employees are not permitted to go early after reporting for duty. Employees are expected to keep their personal appointments after office hours. However on certain exigencies and in special circumstances if it necessitates the employee to leave office early, which shall be examined on case to case basis for relieving at the discretion of the HOD and might be adjusted against available CL or would have to go on loss of pay.

### **PAYDAYS**

All employees are paid salary on or before the 20<sup>th</sup> day of every month. Each salary will include earnings for all work performed through the end of the previous payroll period and the same will be either directly credited in saving account of employee through NEFT or paid in cheque. Advance salary will not be paid unless employee's marriage or death of his/her own family members.

### **ADMINISTRATIVE PAY CORRECTIONS:**

Kamaiah Engineering Services Private Limited takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Salary Department so that corrections can be made as quickly as possible.

### **TRANSFER**

Your services are liable to be transferred at the discretion of the Management to any other town/branch/establishment of the Company, or of the Group's Companies and/or any Company in which the Group has substantial control or interest.

### **TERMINATION**



An Employment Contract may be terminated by the Employer at any time for cause without notice. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, misbehaviour, insubordination, or careless, negligent or documented poor work performance.

### **RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment with the company. After confirmation, notice period of 30 days should be served by the employee.

If an employee does not serve notice period, one months' notice pay would be deducted from his / her dues. But serving notice period is not applicable for that employee who gets government job provided he/she should submit the proof of selection in the same.

### **EMPLOYER PROPERTY**

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to HOD, in good condition, promptly and without being requested to do so.

### **TRAVELLING AND DAILY ALLOWANCE**

The Travelling Allowance and Daily Allowance being subject to frequent revision, hence not mentioned in this manual. However, the details of current allowances admissible to employees are available with CEO. Travelling expenses must be submitted in time (within 2 days) and advances if any must be adjusted at the earliest. It should be submitted in company's *Travelling Expenses Form* to Account Department. Travelling expenses (along with attached vouchers & receipts) of the employee of branch office should be submitted to branch office itself. The head of the branch office will coordinate with the account department of Corporate Office. The company will reimburse the expenses within 5 days. If any employee fails to submit the travelling expenses within two days then his/her expenses will not be reimbursed.

### **Classification of Employee for Allowance**

<b>SL. No.</b>	<b>GRADE</b>	<b>MODE OF TRANSPORT</b>	<b>DAILY ALLOWANCE</b>	<b>ACCOMMODATION</b>
1	<b>A</b> (Directors)	Flight	Rs.500	Rs.1500
2	<b>B</b> (CEO, V.P, G.M)	Train (1 <sup>st</sup> Class A.C.) or Flight if distance is more than 2000KM	Rs.400	Rs.1000
3	<b>C</b> (D.G.M, AGM)	Train (A.C. 2 Tier)	Rs.350	Rs.700
4	<b>D</b> (Operational Manager, Project Manager, Branch Manager, Asst. Branch Manager, Business Development Manager, Regional Manager, Centre Manager)	Train (A.C. 3 Tier or Sleeper)	Rs.300	Rs.500
5	<b>E</b> (Supervisors, Team Leaders, Area Development Manager, Marketing Manager)	Train (Sleeper Class)	Rs.200	Rs.300
6	<b>F</b> (Technicians, executives & Office Assistant)	Train (Sleeper Class)	Rs.180	Rs.200

## HEALTH AND SAFETY

## **Policy Statement**

Kamaiah Engineering Services Private Limited is committed to providing and maintaining a safe work environment for the health, safety and welfare of our staff, contractors, visitors and members of the public who may be affected by our work.

We undertake to provide resources in terms of personnel, time and financial outlay commensurate with the commitment we place on OHS to achieve these objectives.

To do this, Company will:

- Develop and maintain safe systems of work, and a safe working environment.
- Provide information and training at all levels in the organization to enable all employees to support this policy.
- Require all risks to be assessed prior to engaging in new areas of operation, purchasing new equipment, and implementing new work methods, and that these risks continue to be reviewed

All persons who are responsible for the work activities of other employees will be held accountable for:

- Identifying practices and conditions which could injure employees, clients, members of the public or our environment.
- Implementing steps to control such situations.
- If unable to control such practices and conditions, reporting these to their superiors.

Company demands a positive attitude and performance with respect to health, safety and the environment by all employees, irrespective of their position.

## **Smoking**

Kamaiah Engineering Services Private Limited employs a non smoking policy. Smoking is not permitted on Office property or premises at any time. Smoking is accepted to be harmful to the health of those who smoke and those around them (passive smokers). Consequently, smoking while on company premises will be considered as gross misconduct and will render an employee liable to instant dismissal.



- Smokers who need to take breaks should do so during their allotted breaks (not more than two per day in addition to their lunch break). These breaks must be limited to 10 minutes from leaving the workplace to recommencing work. These break is available only for managers and above.
- These breaks must not be taken at the entrance to office. This is a poor representation of the Company and people who may be visiting Company, the visitors do not want to be walking through a cloud of smoke.
- No special privileges will be afforded to smokers. Any additional breaks (outside of allotted breaks) must be approved by your manager - these must be limited to 10 minutes from leaving the workplace to recommencing work - and the time must be made up at the conclusion of the working day.
- Excessive smoking breaks will be regarded as absenteeism and disciplinary action may be taken.

#### **Alcohol, Drugs (& Other Substance Abuse)**

This policy applies to all levels throughout Company. The policy is not concerned with social drinking or the taking of prescribed drugs for medical purposes, the concern is directed to instances where alcohol or other drug dependence or abuse affects the job performance and or/safety of any employee(s).

Kamaiah Engineering Services Private Limited is concerned by factors affecting an employee's ability to safely and effectively perform work to a satisfactory standard. The Company recognizes alcohol or other drug abuse will cause short-term or long-term impairment to such work performance.

Company is committed to creating and maintaining a safe, healthy and productive workplace for all employees and has a zero tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Attending work under the influence of alcohol will not be tolerated and may result in disciplinary action or ultimately dismissal.

#### **Manual Handling**

It is the policy of Company to provide all employees with a safe and healthy working environment by identifying, assessing and controlling manual handling risks within the workplace.

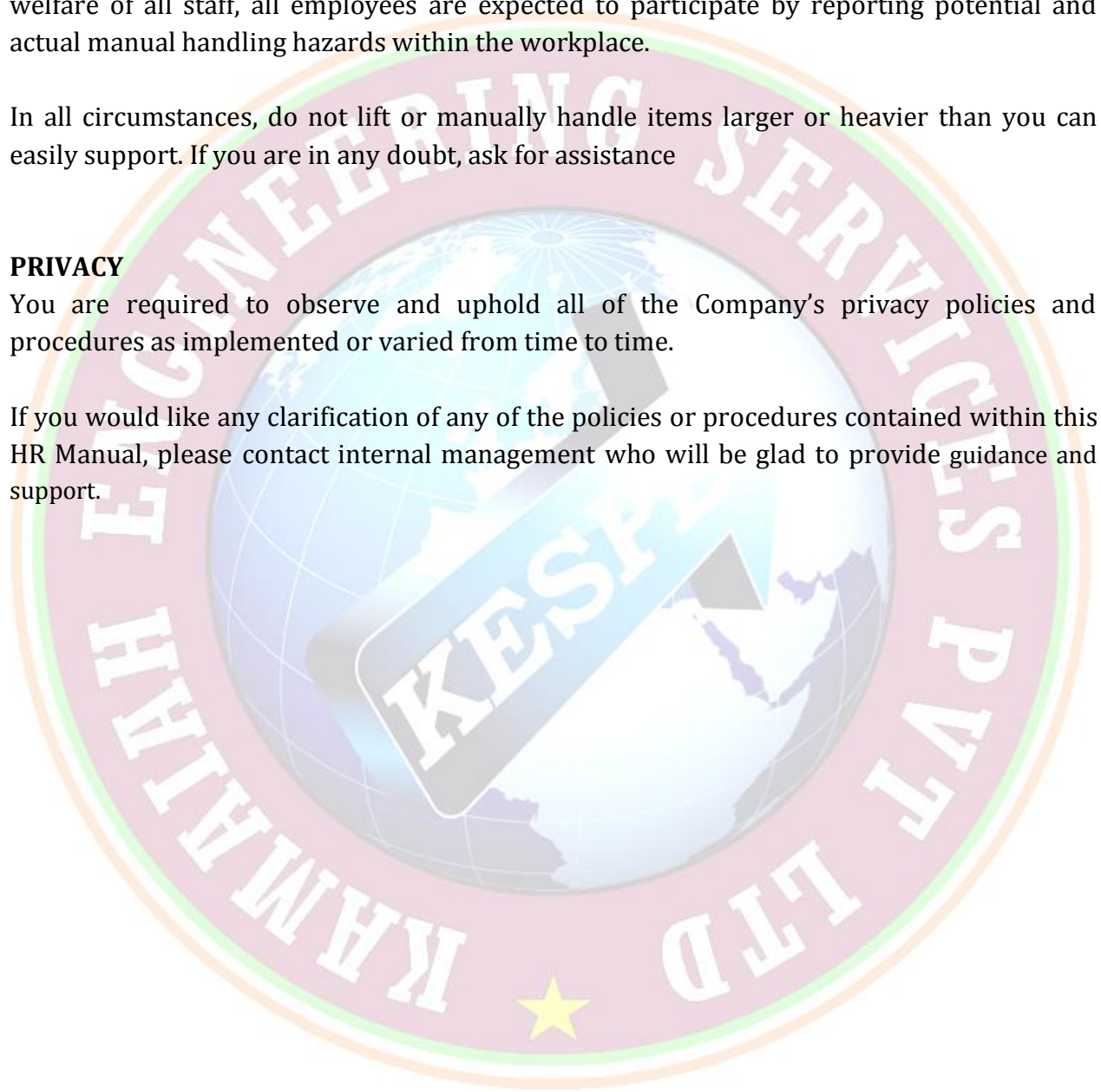
While managerial staffs are ultimately responsible for ensuring the health, safety and welfare of all staff, all employees are expected to participate by reporting potential and actual manual handling hazards within the workplace.

In all circumstances, do not lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, ask for assistance

### **PRIVACY**

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

If you would like any clarification of any of the policies or procedures contained within this HR Manual, please contact internal management who will be glad to provide guidance and support.



## HUMAN RESOURCES MANUAL AGREEMENT

I, \_\_\_\_\_, have been provided with access to the Kamaiah Engineering Services Private Limited's HR Policy and have read and understood all of the policies and procedures contained within.

I acknowledge that these policies and procedures form part of my employment with Kamaiah Engineering Services Private Limited and that I am bound by its procedures.

**For, Kamaiah Engineering Services Private Limited**

\_\_\_\_\_  
**Sign with Date**

Authorized Signatory

