



MNR Exports Pvt Ltd

**MNR EXPORTS PVT. LTD
COMPANY'S
LABOUR STANDARDS &
EMPLOYMENT RELATIONS
MANUAL
IN ACCORDANCE WITH
THE INDUSTRIAL
EMPLOYMENT
(STANDING ORDERS)
ACT, 1946**

Nilesh Doshi

**NILESH DOSHI
(MANAGING DIRECTOR)
Date: 30th June 2009**



MNR Exports Pvt Ltd

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INTRODUCTION

This Manual embodies MNR Export's statement on Labor Standards and Employment Relations, lays down good industrial relations principles and practices and sets out the basic terms and conditions of employment to be observed by MNR Exports Pvt. Ltd., strictly in accordance with The Industrial Employment (Standing Orders) Act, 1946.

Laborers are expected to observe the industrial relations principles and practices laid down in the Manual, the provisions of the relevant labor laws and terms and conditions of employment no less favorable than the basic standards set out in this Manual. They are also required to maintain a healthy and harmonious Industrial Relations climate conducive for higher efficiency and productivity.

If any clarification or assistance is required in this regard, please contact,

Factory In Charge: **Mr. Manoj Tiwari**

Senior Administration Officer: **Mr. S.K. Nair**
Cum Senior Management Representative (SA 8000)

Contact Telephone No : 03174 - 222486 (Factory)

Contact Telephone No : 033 – 24601938 / 1942 (Office)

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POLICY STATEMENT

The Labor Standards and Employment Relations in MNR Exports will be governed by the following policies and principles, strictly assigned and guided by The Industrial Employment (standing Orders) Act, 1946 and in accordance with the Principles of ILO :-

- Respecting the right of the workers to form and join trade unions of their own choosing.
- Respecting the right of the workers to bargain collectively through their trade unions or, in the absence of a representative trade union, through other organization or body consisting of their elected representatives in the workplace.
- Affording protection to workers' representatives and trade union officers against any act prejudicial to them, including dismissal based on their status or activities as workers' representatives.
- Eliminating forced or compulsory labor.
- Abolishing child labor.

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- Eliminating discrimination in employment, occupation and remuneration against workers on such grounds as race, sex, color, religion, political opinion.
- Ensuring stability in employment.
- Providing safe and hygienic working conditions.
- Establishing appropriate machinery for consultation and cooperation between elected representatives of workers and the Management on matters of mutual concern.
- Establishing grievance procedures for the examination or workers grievances.
- Offering fair wages and benefits and conditions of employment to workers.
- Eliminating harsh and inhumane treatment of workers.
- Eliminating excessive working hours and overtime work.
- Affording appropriate facilities to workers representatives in the undertaking to carry out their functions promptly and efficiently.

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Formulating effective communication policy within the workplace to promote rapid dissemination and exchange of information relating to various aspects of the undertaking and to the social conditions of the workers.

- Providing advisory services on labor and industrial relations matters to the Management and employees and promoting and facilitating effective prevention and settlement of industrial disputes.

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1. COMMENCEMENT:

These Standing Orders shall come into force in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946 and the Rules made there under.

These shall apply to all employees, whether employed directly and/or indirectly with MNR Exports Pvt Ltd or through Government approved labour contractor/s.

These orders may be amended or modified from time to time in accordance with the provisions of the Industrial Employment (Standing Orders) Act, 1946.

2. DEFINITION:

In these standing orders unless there is any repugnant in the subject or the context, otherwise requires and is defined as follows:-

- a) Company or Employer means: MNR Exports Pvt Ltd, having its registered office at Doshi Eco Centre, Phase I, Plot No: 2, Sector I, Falta Special Economic Zone, 24 Parganas (South) Pin 743504, P.S Ramnagar.

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b) Factory means:

The works situated at: Doshi Eco Centre II, Phase I, Sector I, SDF General Building, Ground Floor, Falta Special Economic Zone, 24 Parganas (South) Pin – 743504, P.S. Ramnagar.

c) Premises means and include:

The entire area wherein the factory premises and production areas are situated and other building in the premises, and include the precincts thereof around these buildings or other buildings within boundaries of the Company's lands. It shall also include other buildings, appurtenances, branch offices, work shed etc. situated outside and away from the premises stated above, coming within the administrative

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purview and control of the company.

d) Management means and includes:

Board of Directors, Executive Director, President, Vice President, General Manager, AGM, Sr. Manager & Manager or any other person who is authorized by the Management for Enforcement of these Standing Orders.

e) Manager means:

The person designated as such and whose name has been notified to the Chief Inspector of Factories and Boilers u/s 7 of the Factories Act, '1948. Manager also means any person authorized by the Managing Director in writing notified in the Notice Board to act as such.

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- f) Employees or Employee: Means and includes all those employed in the Factory / Company directly or through labour contractor company to do any skilled, unskilled, semi-skilled, manual, technical, clerical or supervisory work as defined under the Industrial Dispute Act. 1947 employed directly under the company or through Government approved labour contractor.
- g) Notice means: A notice in writing required to be given or to be pasted for the purpose of these standing orders.
- h) Notice Board means: The notice board maintained in a conspicuous place at or near the main entrance of the factory gate and

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administrative building for the purpose of displaying notices to be pasted or affixed under the provisions of these standing orders.

i) Disciplinary authority means: The Employer or Manager or any person duly authorized by the employer in this behalf.

j) Muster Roll means: All registers and sheets wherein the attendance of the employee is marked and maintained by the Company.

k) Medical Certificate means: A certificate granted by a Medical Officer or the Chief Medical Officer of the District and any Registered Medical Officer, as the area of the factory is exempted from the purview of ESIC.

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- l) Habitual means: The recurrence of the misconduct three times or more within a period of six months.
- m) Quarter means: A period of three consecutive months beginning on the 1st January, 1st April, 1st July, 1st October and 1st January every year.

Words imparting the singular number shall include the plural number and vice s versa.

Words imparting the masculine gender shall include the gender except where expressly mentioned otherwise.

3. CLASSIFICATION OF EMPLOYEES:

Employees shall be classified as:

- a) Permanent b) Probationer c) Temporary d) Casual e) Badli, f) Trainee/Apprentice/Learner g) Retainer / Service Charge

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- a) A **Permanent Employee** is an employee who has been engaged on a permanent basis vide a letter of appointment issued by the company or by the labour contractor's company and / or includes any person engaged against a permanent post and confirmed as such in accordance with sub clause (2) below by either of the company.
- b) A **Probationer** is an employee who is provisionally employed by the Company directly or through the Labor Contractor to fill a permanent vacancy and has not been confirmed as permanent by an order in writing. Normally the period of probation shall be six months but it may be extended from time to time at the discretion of the Management. The services of a probationer shall be terminated in case his/her work is found unsatisfactory during the period of probation or extended period of probation as the case may be. In case an employee on probation continues in service after the original or extended period of probation period as the case may be the employee shall be deemed to have been automatically confirmed in his/her post directly as the employee of the company or of the labor contractors' company.

If a permanent employee is employed as a probationer in a new/higher post, he/she will be placed on probation for a period of 6 months extendable by 6 months. After the completion of such specified or extended probationary

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period, he/she may be confirmed in the new/higher post or reverted back to his/her original post depending upon his/her overall satisfactory performance. In case, any of the permanent post against which probationer is employed is abolish / shed, during the probationary period, then the services of the probationer shall stand terminated automatically, without any notice or compensation.

- c) A **Temporary Employee** is one who is employed directly by the Company or through a Labour Contractor to do work which is essentially of a temporary nature or employed in connection with a temporary increase in the work of a permanent nature likely to be finished within a limited period.
- d) **Casual Employee** is one who is employed directly by the Company or through a Labour Contractor for any work that is unforeseen, unexpected of essentially casual in nature or on work duration of period can not be determined.
- e) **Badli** workman or employee is one who is employed directly by the Company or through a Labour Contractor in any job against the absence/leave of a permanent or probationary worker.

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- f) **Trainee / Apprentice** (Under the Management's Scheme) is a person who is permitted to learn a trade or skill for a period not exceeding one year depending on the training required. The Management shall display and issue a copy of the Apprentice Scheme with all the details. The Management reserves its right to modify or amend the scheme from time to time depending on the requirements. An Apprentice under the Apprenticeship Act, 1961 shall. However he / she is engaged in accordance with the contract made under the said Act directly by the Company or through a Labour Contractor.
- g) **Retainer / Service Charge** is a person who is engaged on consultancy or for discharging certain exigency duties directly by the Company or through a Labour Contractor. They will be governed by certain terms & conditions as devised by Company and come into an agreement for a period of twelve months. The same will be extended in writing for another year or as mutually agreed.

4. APPOINTMENT:

Every employee desirous of being employed in this establishment to serve the establishment shall submit an application in writing in the prescribed form or otherwise give his/her full particulars and job applied for directly to the Management if he/she wishes to serve the establishment under a direct pay roll of the company or through the Labor

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Contractor who has been assigned and / or appointed by the company to execute and / or perform and / or carry out the production activity and / or to manage the day to day affairs of the manufacturing and / or administrative activities as desired by the company. The appointment will be scrutinized by the Executive Director / Vice President / General Manager / Personnel Manager or any Officer so authorized by conducting, oral interview, handwritten test and physical test as required and the same shall be communicated to the candidate upon selection directly or through the Labour Contractor as the case may be.

The masculine includes the feminine and singular includes the plural, where the context admits.

5. MEDICAL EXAMINATION:

Every employee shall submit a Medical Certificate of fitness on his / her first appointment along with other Pre - Employment Medical Test Report. The Manager shall not make any arrangement for medical examination of the respective employee at company's cost. But those workers can avail the facility of free Health Check – Up Camp being regularly organized by the Company for its regular workers or those employed through Labor Contractor.

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6. ENROLMENT:

The name of every employee shall be entered in the muster roll. Every employee enrolled shall be allotted an Employee Roll Number, unique EIN CARD for access control (Employees Identification Number) to monitor their movement & access and a Service / Time / Job Card for marking their attendance and maintain their working period record. The attendance will be certified by Dept. Head or Section Head or Factory in Charge.

7. RESIDENTIAL ADDRESS:

An employee shall notify the details of its residential address and thereafter promptly communicate to the Manager any change in its residential address.

8. PROOF OF AGE

Every employee at the time of reporting to duty should give a certificate/declaration of the date of birth. An employee who is either unable to produce the documentary evidence of its age and/or a workman in whose case management refuses to accept the documents will be sent to the Company's Medical Officer for assessment of his/her age and whose opinion shall be binding on the workman as well as the Management. The workman shall be informed of the age so assessed by the

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Medical Officer. The age of an employee once recorded with the Company shall thereafter not be questioned.

9. HOURS OF WORK, HOLIDAYS AND LEAVE

The periods of hours of work for all categories of employee shall be as per the provisions of the Factories Act. 1948 and the same shall be exhibited on the Notice Board from time to time.

The Management reserves the right to change

- a) Periods of hours of work;
- b) Number of shift;
- c) Shift timings;
- d) Work on all the days of the week with staggered weekly holidays system;

at its discretion for any reason whatsoever subject to the provisions of the Factories Act. By any means the working hours of any working shift shall not exceed 8 Hours of Work (excluding Tiffin and Tea Time as prescribed by ILO) and the average working hours per week calculated on 17 weeks average shall not exceed 48 hours. A written confirmation as a contract shall be in place for those who wish to work for more than the prescribed average working hours. The Management shall never use any Physical Force on any Worker to work in excess to the prescribed work hours of 8 hours per day nor

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stop any workers who have voluntarily signed a contract to work for more than the prescribed work hours of 8 hours per day as per ILO regulations.

All the workers shall be made to understand the meaning of the contract before they are made to sign and / or accept the same.

Weekly Holidays and substitute weekly holidays will be given subject to the-provisions of the Factories Act. 1948. A list of National and Festival Holidays shall be displayed in the Notice Board.

Subject to the Factories Act, 1948 the management reserves the right to require any employee to work overtime in any shift on a working day or work on a weekly holiday and give substitute holiday. Refusal to do such overtime work or work on a holiday will be considered as disobedience to a lawful order of the Management.

10. BREAK FOR TIFFIN, LUNCH & DINNER

All Employees will be allowed to avail the following:

- a) Lunch Break of 30 minutes for food (breakfast / Tiffin).
- b) Tea Break Twice a Shift of 15 minutes each aggregating 30 minutes tea break.

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In Total, each worker will be allowed in addition to 8 hours work, an hour for lunch and / or tea break.

11. SHIFT WORKING

Shift working shall be in accordance with the provisions of the Factories Act 1948 and its amendments from time to time. However, the number of hours of each shift shall be decided at the discretion of the Management, subject to the Provisions of Factories Act.

If more than one shift is worked the employee / workman shall be liable to be transferred from one shift to another and such employee / workman will be given two days notice by displaying a notice in the Notice Board.

Shift working shall be discontinued after pasting notice on the Notice Board. Ordinarily one month notice shall be given to discontinue a shift. If any workman is to be laid off or retrenched consequent to such discontinuance of shift such lay-off or retrenchment shall be effected in accordance with the provisions of the Industrial Disputes Act 1947 and the rules there under.

If shift is restarted, 15 day's notice thereof shall be given by pasting a notice on the notice board and by way of intimation

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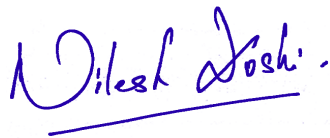
in writing to the retrenched employees for reemployment as per provisions of the Industrial Disputes Act 1947.

Employees shall not be allowed to change their shift without permission from respective HOD and GM. Employee may in case of necessity, be required to work extra hours. In ease of exigency employee may require to work in other areas of working beyond their regular duties.

12. ENTRY EXIT AND TIME-KEEPING

Every workman shall enter and leave the premises of the factory only by the gate or gates provided for the purpose. Every employee shall be provided with an identity card and/or badge which he/she shall always have on his/her person during the working hours of the Company. No employee shall be allowed in the Company's premises without the said identity card and / or badge during working hours. However, any workman who has forgotten to bring his/her identity card / badge shall report to the Security Office / Men at the Main Gate who will get the identity of the workman certified from another of a rank of foreman or above and then will allow him/her to enter into the premises.

Every workman shall note down or get it noted down the time of the arrival and departure at the beginning and end of the period respectively in the card provided for the purpose.



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Employees attending late will be liable to punishment under the provision of company's rules.

All employees shall be liable to be searched at the time of entering or leaving the Company's premises provided that no search shall be made except in the presence of two other persons of the same sex of the person being searched and by the person being searched. Female employees will be searched by the females only.

Any employee carrying Tiffin boxes, documents, cases, bags and other receptacle, shall keep them in their respective lockers before entering the production area and open when demanded as they pass out of the gate.

The Company has a right to remove from those searched articles belonging to the Company or such other articles as the company may consider, would endanger the personnel or property of the Company.

No employee shall leave his/her place of work without reasonable cause during the periods and hours of work. If he/she wants to leave the premises he/she should obtain consent of the respective HOD & GM.

Gate passes and permits are not transferable. Breach of this Order shall be treated as misconduct and the employees shall be liable for punishment in accordance with these Orders.

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The Identity Card is Company property and should an employee resign from the Company, it will be returned to the Human Resource Dept. on the last working day. In case employee loses his/her Identity Card, he/she can apply for the same again and on the payment of Rs.71/- he/she will be issued a fresh card.

13. ATTENDANCE, LATE COMING AND ABSENTEEISM:-

Every Employee shall record his/her daily attendance in the manner prescribed by the management from time to time. Every Employee/Workman shall be at his/her place of work at the time fixed for the start of his/her shift. Every employee who are required to sign in a register maintained for the purpose shall do so at the time of joining duty and also on leaving it available at Time Office.

If any employee is found absent from his/her proper place of work during the working hours without permission of the concerned officer he/she shall be treated as absent for the whole day and his/her pay for the day will be deducted in accordance with Payment of Wages Act. 1936 and disciplinary action will be initiated against the employee.

No Employee/Workman shall leave the premises during the working hours without prior written permission from the

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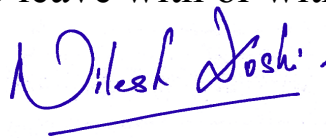
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manager or such other officer who is duly authorized. If any employee is found absent from his/her proper place during the working hours without permission of the concerned officer he/she shall be treated as absent for the whole day and his/her pay for the day will be deducted in accordance with Payment of Wages Act. 1936 and disciplinary action will be initiated against the said employee.

No wages shall, however, be deducted on this account in cases where the late coming is due to the Company's vehicle / Buses arriving late.

For Attendance & Time Management, HRD Dept will be keeping & monitoring the records. Grace time of 5 minutes will be allowed towards late attendance for 3 times in a month. Beyond 3 late comings in a month every subsequent late coming (even by 1 minute) will be marked as day leave and will be adjusted in the available leave balance. In the event of leave credit being not available to a staff, it will be considered as leave without pay.

An employee who absents him/her self without sanctioned leave for 8 consecutive days shall be deemed to have voluntarily abandoned the employment, thereby terminating his/her employment automatically. However if such an employee returns back and explains the reasons for his/her absence to the satisfaction of the Manager, his/her absence may be converted into leave with or without pay.



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An employee found guilty of offense for habitual late coming and or absenteeism, shall apart from liable to deductions of wages be liable to disciplinary action.

Permissions:

- i) Permissions can be availed for not more than two hours at a time and not exceeding three times in a month;
- ii.) Permissions can be availed at any time during the working hours as per the requirement of the staff members without affecting regular official operations;
- iii.) All permissions should he approved by the HOD/GM/VP

Permissions should not be considered as a matter of right but to be availed only in case of exigency.

An employee found guilty of offence for habitual late coming and or absenteeism shall apart from liable to deductions of wages be liable to disciplinary action.

14. DUTIES & OBLIGATIONS OF EMPLOYEE DURING WORKING HOURS:

- a) Every employee shall carryout the work entrusted to him/her consciously and to the best of his/her ability and in

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accordance with specific or general instructions given to him/her from time to time by the Company or its Officers directly or through delegated authority;

b) Employee shall not engage themselves in any other work or trade except that assigned by, for and of the Company either for themselves or any other person during the working hours within the premises of the Company;

c) Each employee shall take proper care of and shall be responsible for all documents, records. Plants & machinery and tools, gauges, jigs, fixtures, drawings etc. generally or specifically entrusted to him/her to carryout his/her work. Employees shall not take out of the premises any articles, documents, drawings, materials etc. belonging to the Company without a pass in the prescribed form issued by the Company. Neither shall they conceal or attempt to conceal any such articles or materials etc.

d) Every employee shall maintain secrecy regarding documents or data or drawings or designs provided to him/her by the Company for his/her work and also the knowledge derived by therefore and or from the manufacturing process. They shall also refrain from use of such document / data / drawings / design / knowledge in any way which may be prejudicial to the interest of the Company / Company's business.

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e) Employee shall take precautions to safeguard the Company's property and to prevent accident or damage in it. An employee shall at once report to his/her supervisor or Foremen or Manager any defects which he/she may notice in any machinery / equipment connected with his/her work. He/She shall also immediately report any defect or occurrence which he/she may notice and which might endanger him/her self or any other employee / person or might result in damage to the Company's or any employee / person's property', it is the duty of every employee to see that his/her machine and / or work place is kept clean and tidy.

f) Strict observance of all safety' instructions including fire prevention and protection is obligatory on the part of the employees. Employees shall not unless specifically authorized, interfere with any safety device or any machine running or idle where the company provides protective clothing or appliances for the safety of employees. Those shall be worn by such employees while engaged in such jobs.

g) It shall be the duty of every employee to see that his/her machine equipment or work place is kept clean and tidy.

h) Employees shall not enter or pass through departments other than those in which they are employed unless it is necessary in the course of their duties.

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15. WEEKLY OFF:

1 day weekly off will be given in 6 day's of actual working and subsequently 2 weekly off in 12 day's working. 3 weekly off in 18 day's working. 4 weekly off in 24 day's working shall be given. The allocation of weekly off depends upon the total day's in a month actually' meant for working by the particular worker as well as weekly off falling in the particular month.

16. REQUIREMENT TO ENTER THE PREMISES BY CERTAIN GATE AND LIABILITY TO BE SEARCHED:

No employee shall enter or leave the premises of the establishment except by gate appointed for the purpose by the management.

An employee who is off in his/her duty has resigned or has been discharged, suspended or declared by the competent medical authority to be suffering from contagious disease or is on strike shall not enter premises except for bonafide reasons and with the written permission of the Manager.

All Employees while entering or leaving the premises of the factory or any time, while in the premises of the factory or establishment are liable to be searched by a member of security department or any other personnel authorized by the management to do so.

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17. PUBLICATION OF WAGE RATE:

Notice specifying the rates of wages payable to all categories of employees shall be displayed in English, Hindi and Bengali on the Company Notice Boards.

18. PAY DAYS:

The Notice of pay days in English, Hindi and Bengali shall be displayed on the Notice Board. The wage payment of the month will be made by 7th of the subsequent month.

19. PAYMENT OF WAGES / SALARY:

All employees shall receive their wages / salaries on a working day as per notice exhibited vide 14 above, if engaged directly on the company's pay role or otherwise shall be paid by their respective labour contractor/s.

Any wages / salary due to an employee who was on leave on the pay day shall be entitle to receive his /her salary paid on an unclaimed wage pay day noticed by the Management;

Similarly in lieu wage of a deceased employee shall be paid to his/her heirs within 48 hours.

Wage Slip shall be made available to all the employees providing detailed description of the wages received, money



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deducted on a/c of absentee, holiday, damages, EPF & ESIC etc.

20. DEDUCTIONS FROM WAGE / SALARY:

a) Fines;

b) Absence from duty;

c) Damage to or loss of goods expressly entrusted to the workman for custody or for loss of money for which he/she is required on account where such damages or loss is directly attributed to his/her neglect or default;

d) Recovery of advances or for adjustment of overpayment of wages.

e) Deductions required to be made by order of a counter or other authority competent to make such order.

f) Subscription to and for repayment of advances from Provident Fund.

g) Any other deduction authorized under the Payment of wages Act.1936, and Rules made there under

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a) Fines:

i) No fines will be imposed except in accordance with the provisions of the Payment of Wages Act for the time being in force and by the Officers of the Company authorized to impose fines under the Act.

ii) Fines will be imposed on the same principles as the Payment of Wages Act.

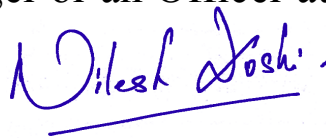
iii) No fine shall be imposed unless the employee concerned has been given an opportunity of showing cause against the fine and unless the provisions of the Payment of Wages Act and the Rules there under in relation to fines have been complied with.

21. LEAVE:

Leave with Wages will be allowed to an employee in accordance with the provisions of the Factories Act. 1948 and rules made there under.

Grant of any leave to an employee shall depend upon the exigencies of work in the factory /company and shall be at the discretion of the Manager.

An employee who desires to obtain leave shall apply in advance to the Manager or an Officer authorized, in writing in



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the prescribed form, if any. Any request for extension of leave shall also be communicated to the Manager or the officer authorized before the expiry of the leave already granted. Any application for extension of leave of absence received after or at the expiry of the original leave or absence shall not be considered.

Application for leave for duration of 3 days or less shall be made at least 3 days in advance except on medical ground or death in the family in which case application shall be made on the same day.

Application for leave for duration of more than 3 days shall be made 7 days in advance.

In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended, he/she shall lose his/her lien on his/her appointment and deemed to have abandoned the employment unless

(I) he/she returns within 8 days of the expiry of leave originally granted or subsequently extended and

(II) gives an explanation to the satisfaction of the Manager for his/her inability to return on the expiry of the leave period.

Employee's leave will be governed by the leave Policy of the company.



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22. MEDICAL ASSISTANCE IN CASE OF ACCIDENTS:

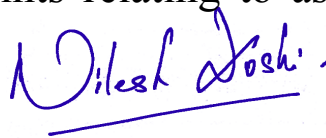
If an employee meets with an accident in the course of and arising out of employment, the Manager or any officer authorized shall arrange for First Aid to the injured employee and shall arrange for further treatment as required.

23. STRIKES AND LOCK OUT

The company may close down wholly or partly in the event of a strike affecting either wholly or partly any department or departments affected by such closing down and for any period or periods without notice and without compensation in live of notice, to the workman concerned. Employees so affected shall be notified regarding resumption of work by means of a notice put up on the Notice Hoard.

24. REDRESS AGAINST UNFAIR TREATMENT OR WRONGFUL EXECUTION BY THE OFFICER OR OFFICERS OF THE COMPANY

Any complaint arising out of employment including those relating to unfair treatment of wrongful execution by the officer or officers of the Company shall be substituted in writing by the employee to the Management or Manager who shall investigate the complaint whenever deemed necessary, provided that complaints relating to assault or abuse by any



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employee and refusal of an application for urgent leave shall be enquired into without delay. The decision of the Management or the Manager on the complaint shall be recorded and communicated to the employee in writing.

25. OTHER CONDITIONS OF SERVICE:

1. The employee shall observe courtesy and politeness.
2. No employee shall enter into the monetary dealings with other colleagues, subordinates or Company's clients or customers nor accept presents from them;
3. No employee shall use the Company's name or property for his own purpose and benefit;
4. Every employee shall in accordance with the policy laid down by the company perform the duties entrusted to him/her from time to time;
5. The employee except to their direct superior authorities shall not divulge any secret information pertaining to matter affecting the Company;
6. All books, records, articles, belonging to the Company shall remain in office premises of the Company and shall be in the safe custody of the person entrusted with them;

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7. No employee shall remove temporarily any books, records, papers, articles of the Company from the premises of the Company to any other place outside, without the previous permission of the Manager or other officer appointed in this behalf;

8. Every employee shall perform his/her duties consciously and faithfully and obey orders of their superior officers;

9. Every employee shall accept transfer as provided for in the last clause of this order;

10. Every employee shall keep himself/herself in touch with all acts, rules, regulations, notifications, orders issued by any Government or local authority having & bearing on the duties entrusted to him/her from time to time and ensure that the provisions of the same are complied with. Any employee found guilty of any such non-compliance shall be guilty of misconduct amounting to major misconduct.

11. Every employee shall submit himself/herself for medical examination when required to do so.

12. If an employee wants to go out of station whether on working days or on holidays then he/she must obtain prior sanction of the Management.

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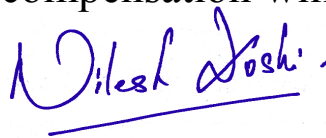
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26. PUBLICATION OF WRITTEN ARTICLES:

No employee shall publish or cause to be published an article written by him/her or any information given by him/her which would have bearing on the affairs of the Company in any local or overseas newspaper, journal or other publication without the written permission of Management.

27. STOPPAGE OF WORK AND LAY OFF:

The Manager may at any time in the event of shortage of power or raw material or accumulation of stock or break down of machinery or for reasons like fire, earthquake, flood or other causes beyond the control of the Management, stop any machine, division or divisions or work fully or partially for any period or periods without any notice. In the event of the stoppage during working hours, the employees affected shall be notified as soon as possible by notices put upon the Company's Notice Board and the Departments concerned, as to when work will resume and whether they are to remain or leave their place of work. If the period of detention does not exceed one hour the employees so detained shall not be paid for the period of detention. If the period of detention exceeds one hour, the employees so detained shall be entitled to receive wages for the period they are detained, as a result of the stoppage. In the case of piece rate employees, the average daily earning for the previous month shall be taken to be the daily wage. No other compensation will be admissible in case



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of such stoppage. Wherever practicable, reasonable notice of resumption of normal work shall be given. The employees affected by such stoppage shall be deemed to have been laid off within the meaning of relevant provisions of the Industrial Disputes Act. 1947 and compensation or such lay off shall be paid accordingly.

28. RESUMPTION OF WORK AFTER SHUT DOWN:

If and when a section or Sections are to reopen after a shut-down, closure or stoppage, the date of resumption of work in these sections will be notified by notice on the Notice Board and reasonable time for joining their respective duties shall be given to the employees, being for a period not exceeding seven days.

29. TERMINATION OF EMPLOYMENT AND RESIGNATION:

The service of a permanent employee & Retainer/Service Charge employee shall be terminated by giving him/her one month notice or as mentioned in his/her Appointment Letter in writing or reasons other than misconduct or punishment. Otherwise, one month's pay in lieu of notice shall be paid.

An employee can resign from the company by giving one month's notice or one month's pay lieu of notice.

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When the employment of any employee is terminated either by the Management or by the employee at his own accord the salary earned by him/her shall be paid to him/her after obtaining from all the departmental heads of certificate to the effect that he/she has returned all stationeries, books, drawings, tools, instruments and other properties of the company and paid all dues payable to the Company. Such employee shall be liable to compensate the Company for all losses or damages caused by him/her to the Company's properties and movables therein.

No temporary, probationer, Badli or Casual employee shall be entitled to any notice or pay in lieu thereof if his/her services are terminated.

30. RETIREMENT / SUPERANNUATION:

The age of retirement / superannuation shall be on completion of 58 years of age of any employee. The age declared by the employee at the time of joining service supported by documentary proof shall be taken as age of such employee for any purpose.

31. ESSENTIAL, CONFIDENTIAL AND EMERGENCY STAFF:

The following shall be considered essential / confidential and or emergency staff.

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- 1) Employees of Watch and Ward department.
- 2) Maintenance Staff
- 3) Employees engaged in electricity and water supply divisions
- 4) Conservancy staff
- 5) HRD department staff
- 6) Employees essential for loading, unloading and carrying of materials and finished goods and those engaged on vehicles.

32. EXCLUSIVE SERVICE:

Every employee shall, at all times, diligently serve the company and shall devote his/her time and energy exclusively to the business and interest of the company and to the best of his/her ability carry out his/her duties and attend his/her work punctually.

Every employee shall hold himself/herself in readiness to perform duties required of him/her by his/her supervisors to the best of his/her ability and show all proper respect and civility to all persons having any dealings or connections with the Company.

Employees on leave shall not directly or indirectly engage in any other profession or business or either of the services of or be employed in any capacity or for any purpose whatsoever and for any part of his/her time by another person, Government department, firm or Company and shall not have any private financial dealings with persons or firms having

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business relations with the company for the sale or purchase of any materials or equipments or supply of labor or the any other purpose.

Breach of this order shall be misconduct and the employee shall be liable for punishment in accordance with these orders.

33. RULES REGARDING SAFETY:

- a. Safely arrangements/equipments are provided by the employer wherever necessary;
- b. All employees shall be enlightened regarding safety rules and proper use of safety arrangement equipments through safety classes / lectures conducted by the Company;
- c. All concerned employees shall be provided with Safety apparels who shall make use of them o hue in the factory premises or at the place of work;
- d. Violation of safety rules or failure to use safety equipment provided thereby causing threat of life or property shall constitute a breach of safety rules, warrants disciplinary action against such employee or employees.

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34. SECURITY:

Any employees shall be liable to be searched at the time of entering or leaving the company's premises provided that last no search shall be made except in the presence of two other persons of the same sex as the person being searched.

Female employees will be searched by the females only for security concern. No employees (except specifically mentioned) will be allowed to earn mobile phones inside the premises, if so required for a specific day - the same needs to be approved by the Manager.

All employees will be issued an Identity Card, giving them access to the office. It will be the responsibility of the employee to ensure that the card is maintained and carried safely and which may be changed as and when necessary by the Company for administrative convenience.

35. TRANSFER OF SERVICE:

An employee shall be liable to be transferred from one job to another in any department or sector department in the factory to any other location, company or sister concerns where the business of the employer is being undertaken. All the terms and conditions of the transfer shall be specifically mentioned in the transfer Order.

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36. PROMOTION:

Employee's promotion to a higher grade / skill is the executive's right and function of the Management. While promoting an employee his/her merits and seniority will be considered as main criteria. In deciding merit factor, the employee's qualification, efficiency and attendance, past service records shall be taken in to consideration.

37. DISCIPLINARY CODE & PROCEDURE:

The Disciplinary Code and Procedure has been developed to ensure employees are aware of the high standards expected of them in the work place and to aid management in implementing and maintaining discipline with fairness and consistency.

Disciplinary action should be seen primarily as corrective rather than punitive and its success depends entirely on the good lodgment, understanding and consistent treatment of employees by management to the best extent possible.

38. SUSPENSION OR DISMISSAL FOR MISCONDUCT AND ACTS AND OMISSIONS WHICH CONSTITUTE MISCONDUCT:

Without prejudice to the general meaning of the term misconduct it shall be deemed to include the following Minor

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and Major misdemeanors which however shall not be regarded as an exhaustive list.

Minor Misconducts:

The following acts and omissions shall be treated as minor misconducts:

1. Failure to observe safety instructions in circumstances not constituting a major misconduct;
2. Committing a nuisance in the company premises;
3. Careless or negligent work;
4. Laziness and inefficiency;
5. Irregular attendance and unpunctual attendance on more than three occasions in any one calendar month;
6. Quarreling;
7. Leaving place of work without permission during hours;
8. Absence without permission or adequate reason;
9. Obtaining or attempting to obtain leave on false pretenses;
11. Any other misconduct necessitating disciplinary action;

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12. Writing anonymous or pseudonymous letters criticizing or defaming co-workers/ supervisors of the company and marking these reports against employees;

13. Handling of any machine or apparatus not entrusted to his charge;

14. Entering without permission another department or shop otherwise than in the course of duty;

15. Non return of Company's properties on or before the stipulated period;

Employee after being found guilty of any minor misconduct shall be liable to be fined in accordance with the law for the time being in force or suspension without pay for a period not exceeding four days at a time, or alternatively the Management may issue, ensure or warning notice to the employee.

The company shall maintain a record of the misconducts for which an employee is punished. No order shall however be passed unless the employee concerned is given a charge sheet and is afforded an opportunity of explaining the circumstances alleged against him.

An employee may be placed under suspension for the period during or in immediate anticipation of the enquiry into his

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conduct and if after the enquiry, he is found guilty, an order of suspension is confirmed and the worker shall be deemed to have been absent for the period of suspension and shall not be entitled to any remuneration for the period.

Sleeping while on Duty:

However if this misconduct results in severe damages then this will be considered as major misconduct and the decision of the Management will be final and binding on the offenders.

Major Misconducts:

The following acts and omissions shall be treated as Major Misconduct:

1. Willful insubordination or disobedience of any lawful or reasonable order or instruction of the superior;
2. Participation in illegal strikes;
3. Habitual commission of minor misconducts that is to say, commission of at least four offenses in one calendar month;
4. Willful slowing down in the performance of work;
5. Theft, fraud or dishonesty in connection with the company's business or property;

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6. Demanding, offering or accepting any bribes or illegal gratification;
7. Habitual absence without leave or absence without leave for more than three consecutive days;
8. Soliciting or collecting contributions for any purpose other than Trade Union subscriptions whatsoever at any time within the company's premises without permission of the Manager;
9. Engaging in any private work or trade while on duty without the permission of the Manager;
10. Drunkenness, intoxication or riotous, disorderly or indecent behavior, threatening, intimidating or coercing other employees or assault or threat or assault either provoked or otherwise;
11. Commission of any act subversive of good behaviour or of the discipline of the Company;
12. Gross neglect of work or gross negligence, loitering, or wasting of time while on duty;
13. Willful or irresponsible action resulting in damage to any goods or property of the company;

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14. Organizing, holding, attending or taking part in any meeting within the company's premises without the prior sanction of the Manager;

15. Disclosure of any information of a confidential nature or business or other secrets of the company to any other person except to the Superior Officer of the Company;

16. Gambling within company's premises;

17. Conduct within the Company's premises which are likely to endanger life or safety of any person or property of the Company;

18. Refusal to accept any charge sheet order or other communication served either in accordance with these orders or in interest of the discipline;

19. Willful falsification, defacement or destruction of any paper or record of the company;

20. Conviction by any Court of law for any Criminal offense;

21. Distributing or exhibiting within the Company's premise, hand bills, pamphlets, posters, notices or any other matter without the sanction of the Manager;

22. Conduct prejudicial to the interest and reputation of the Company;



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23. Possession of any lethal weapon on the Company's premises without authentic documented permission of the Manager;

24. Instigating, inciting, abetting or furthering of any of the foregoing misconducts;

25. Sleeping on duty. This clause is also applicable to all categories such as Managers, employees, staff, Workers permanent, casual, contract, temporary, probationers, apprentices or any other categories irrespective of their grades and shall be applicable to all the shifts;

26. Obtaining employment under false representation;

27. Unauthorized occupation of company's quarters/ land or any other property;

28. Pros punching / registering of attendance or attempting the act of punching / registering the attendance another employee;

29. Collection of funds on the factory's premises for a purpose except with the permission of the management;

30. Indulging in political activities during working hours of the company within the Company's premises;

31. Habitual indiscipline;

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32. Smoking in and around the manufacturing facility, where it is prohibited;

33. Habitual money borrowing or lending;

34. Failure or refusal to wear or use any protective equipment given by the employers;

35. Sexual Harassment which includes such un-welcome sexual determined behaviour (whether directly or by implication) as:-

- a) Physical contact and advances; or
- b) A demand or request for sexual favours; or
- c) Sexually coloured remarks; or
- d) Showing pornography; or
- e) Any other un-welcome physical, verbal or non-verbal conduct of sexual nature:

Provided that where there is a complain of sexual harassment within the meaning of clause 35 of Sub Paragraph (a), the Sexual Harassment Prevention Committee shall be deemed to be the enquiring authority appointed by the employer for the purpose of conducting enquiries.

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The Sexual Harassment Prevention Committee shall consist of:-

- a) A Chair person who shall be a woman;
- b) Two members representing a Non – Governmental Organization (NGO) or any other body which is familiar with the issue of sexual harassment or nominees of the national or State Human Right's Commission or the National or State Commission for Woman, familiar with the issue of Sexual Harassment to be nominated by the employer, provided that one of the members of the Sexual Harassment Prevention Committee shall be woman.

The said Sexual Harassment Prevention Committee shall make and submit every year an Annual Report, to the appropriate Government, of the complains and the actions taken.

The representative nominated by the Company shall report, to the appropriate Government, on the compliance of the guidelines issued by the Central Government in pursuance of the Directions of the Supreme Court in Writ Petition (Criminal) nos. 666 – 670 of 1992, including on the reports of the said committee.



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36. Breach of a Standing Order or rules or conditions of service;

37. Any other act or omission which in the opinion of the Management constitutes major misconduct;

Conduct of Enquiry:

The following procedures shall ordinarily be followed to conduct departmental/domestic enquiry for the purpose of imposing punishments.

1. The Personnel Manager or authorized person in this regard shall give a charge sheet to the concerned employee, clearly stating therein the misconduct and calling on him / her to give explanation in writing within a time period;

2. The employee shall be given at least 2 days time for submitting his / her explanation;

3. Provided that such time may be extended for a maximum of 6 days after the expiry of 2 days, if the Manager is satisfied with the reasons advanced by the employee in this regard;

4. In case the employee fails to submit his / her explanations within the prescribed time or where the explanation submitted by him / her is not found satisfactory, the employer or the Manager or the person authorized by the

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employer shall appoint a person to hold an enquiry and issue a notice containing the name of the enquiry officer and the date, time and place of enquiry;

5. Provided that in case employee admits in writing the charges leveled against him / her and the employee is satisfied that such an admission is voluntary, it shall be open to the employer or the Manager to award any one of the punishment provided in clause 39 Sub Paragraph (c) without holding any enquiry;

6. While holding the enquiry, first of all evidence produced by the employer against the concerned employee shall be recorded and the accused employee shall be given opportunity to cross examine witnesses produced by the Management against him / her. After that, the statement of the accused employee shall be taken and he / she shall be given opportunity to produce all evidences in his / her support. Any evidence produced by him / her shall be recorded. Defense witnesses shall be cross examined by the Management representative;

7. On request by the employee, the enquiry office shall issue a written requisition to the employer to produce any such information called for unless it is prejudicial to the interest of the establishment;



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8. The accused employee shall cite any employee of the establishment as defense witness and the enquiry officer shall call him / her to give evidence;

9. At such enquiry the accused employee shall be entitled to be assisted by a co-worker;

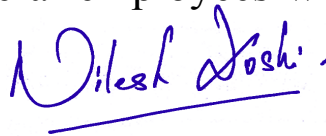
10. The enquiry officer shall on the conclusion of the enquiry submit his / her report in writing giving his / her findings with reasons to the authority which appointed the enquiry officer;

11. The management shall impose punishment on the basis of the report by the enquiry officer;

12. The order of punishment shall be communicated to the accused employee along with a copy of enquiry report;

39. PROCEDURE FOR DEALING WITH CASES OF MISCONDUCT:

1. If misconduct is alleged against an employee, the Company before taking action against the employee will hold an enquiry by an Officer or Officers appointed for the purpose. The employee charged with misconduct will be afforded a reasonable opportunity of explaining and defending his / her actions. Any such enquiry may related to alleged acts of misconduct of several employees where, in the opinion of



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the management. It is convenient to hold such an enquiry for several employees together;

2. An employee charged with misconduct may be suspended forthwith from duty for the alleged misconduct;

3. The order of suspension shall be in writing and will set out in general terms, as far as possible, the misconduct alleged against the employee and shall take effect immediately on communication thereof to the employees. The suspended employee shall not during the period of suspension enter the works except with the special permission of the manager;

4. An employee who is placed under suspension shall, during the period of such suspension, be paid a subsistence allowance at the following rates, namely;

a. Where the enquiry contemplated or pending is departmental, the subsistence allowance shall, for the first ninety days from the date of suspension be equal to one-half of the basic wages, dearness allowance and other compensatory allowances to which the employee would have been entitled if he / she were on leave with wages. If the departmental enquiry gets prolonged and the employee continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period be equal to three-

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fourths of such basic wages, dearness allowance and other compensatory allowance; provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the employee, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one fourth of such basic wages, dearness allowance and other compensatory allowance, in case those reasons appear to be unsatisfactory to the management;

b. Where the enquiry is by an outside agency or, as the case may be, where criminal proceedings against the employee are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to one-half of his / her basic wages, dearness allowance and other compensatory allowances to which the employee continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall for such period be equal to three fourth of such wages.

c. Provided that where such enquiry or criminal proceedings is prolonged beyond a period of one hundred and eighty days for reasons directly attributable in the employee, the subsistence allowance shall for the period exceeding one fourth of such



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wages. In case these reasons appear to be unsatisfactory to the management;

5. If after enquiry, the employee is adjudged guilty of the misconduct and it is considered after giving the employee concerned a reasonable opportunity of making representation on the penalty proposal, that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the end of justice the employer shall pass orders accordingly.

6. If, however, he / she is found not guilty of the alleged misconduct or of any other act of misconduct, the order of suspension shall be rescinded and he / she shall be deemed to have been on duty during the period of suspension and shall be entitled in the same salary or wages as he / she would have received, if he / she had not been suspended, after deducting the subsistence allowance already paid to him / her;

7. If the employee be dismissed as a result of enquiry, the dismissal shall have effect from the date of suspension;

8. If any other punishment other than dismissal is awarded to the employee, he / she shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. However, the subsistence allowance already paid to him / her shall not be recovered.



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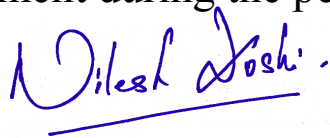
Provided also that where an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the employee shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he / she would have received if he / she had not been placed under suspension, after deducting the subsistence allowance paid to him / her for such period;

9. Provided also that in the ease of an employee to whom the provisions of clause 12) of Article 311 of the Constitution apply, the provisions of that article shall be complied with;

10. A copy of the order inflicting the punishment shall be given to the employee concerned;

11. The Company reserves the right to suspend an employee accused in a court of law or any criminal offence involving moral turpitude. If on the conclusion of criminal proceedings. the employee has been found to be not guilty of any of the charges framed against him / her, he / she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he / she would have received if he / she had not been placed under suspension, after deducting the subsistence allowance paid to him / her for such period;

12. The payment of subsistence allowance under this standing order shall be subject to the employee concerned not taking up any employment during the period of suspension;



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13. In awarding punishment under the standing order, the manager shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the Manager shall be supplied to the employee concerned.

40. PUNISHMENTS:

In case the Management is satisfied of any offence committed by the employee concerned, he / she shall be liable to be dismissed. However, the Management taking into consideration the gravity of misconduct and all other extenuating or aggravating circumstances and the previous record of the employee may impose lesser punishment of the following nature or natures:

- a) Discharge from service;
- b) Stoppage of increment(s) with or without cumulative effect;
- c) Demotion;
- d) Suspension without wages for a period up to 15 days;
- e) Making an adverse entry in the service record;

A handwritten signature in blue ink that reads 'Nilesh Doshi' with a horizontal line underneath.

NILESH DOSHI
(MANAGING DIRECTOR)

Date: 30th June 2009



MNR Exports Pvt Ltd

- f) Warning / censure;
- g) Recovery of loss of goods expressly entrusted to the employee or money for which he / she is accountable for any other recurring loss caused as a result of commission of misconduct.

41. SUSPENSION AND SUSPENSION ALLOWANCE DURING DISCIPLINARY PROCEEDINGS:

Where a disciplinary proceeding against an employee is contemplated or is pending or where criminal proceedings against him / her in respect of any offense are under investigation or trial and the employer is satisfied with it, is necessary or desirable to place the employee under suspension, he / she may by an order in writing suspend the employee with effect from such date as may be specified in the order.

An employee who is placed under suspension shall be paid during the period of suspension, subsistence allowance at the rate as per law laid down in this respect.

A handwritten signature in blue ink that reads 'Nilesh Doshi' with a horizontal line underneath.

NILESH DOSHI
(MANAGING DIRECTOR)

Date: 30th June 2009



MNR Exports Pvt Ltd

42. GRANT OF SERVICE CERTIFICATE:

Every employee other than casual employee who leaves employment or retires or is discharged or his / her services are otherwise terminated shall be given service certificate on request in writing by the employee concerned.

42. OBSERVANCE OF ORDERS:

All supervisory staff-in-charges, charge-hands and mates shall be held personally responsible for the proper and faithful observance of the Standing Orders and of the special rules made under the Factories Act and posted in the factory, particularly regarding the employment and working conditions of women and children working under them.

43. EXHIBITION OF STANDING ORDERS:

A copy of these Standing Orders in English, Hindi and Bengali shall be displayed on the notice board at the main entrance or at the Time Keeper's office.

44. LIABILITY OF MANAGER:

The Manager of the Establishment shall personally be held responsible for the proper and faithful observance of the Standing Orders.



NILESH DOSHI
(MANAGING DIRECTOR)

Date: 30th June 2009



MNR Exports Pvt Ltd

Submitted the draft Standing Order for the
SO Certifying Officer, by:

For, MNR Exports Pvt Ltd

Manoj Tiwari
(Factory In Charge)

A handwritten signature in blue ink that reads 'Nilesh Doshi' with a horizontal line underneath.

NILESH DOSHI
(MANAGING DIRECTOR)
Date: 30th June 2009