

CODE OF CONDUCT (GENERAL GUIDELINE OF EMPLOYMENT)**Policy No. HR/BTL ENG/P-04**

Function	Approved by	Approval Date	Effective Date
HR	Managing Director	01.10.2024	

There are many common elements in the jobs of all the Employees in the Company. The same are stated below for general guidance: -

1. All Employees of the Company in case of exigencies will be available at CALL irrespective of the formal working hours.
2. No executive / officer will leave station without prior permission of his/her superiors. Before leaving station, the outstation contact address must invariably be left with the immediate superior.
3. No executive / officer shall accept outside work or get him/herself engaged in any business or call paid or honorary, directly or indirectly without prior permission of the Managing Director.
4. No executive / officer shall divulge or cause to be divulged, any information/document that comes into his/her possession as a result of his/her works with the Company to anyone else. He/she shall treat all information pertaining to the Company and its work as confidential and classified.
5. An Employee must accept the Company objective of Profits commensurate with efforts made and risks taken. He must understand that Profits are not something that occurs in the Balance Sheet at the end of the year. His daily performance at the shop floor or office or in the market place makes or unmakes Profits. He must meet the daily target, control wastage, take care of the plant equipment and instruments, work for zero defect and establish good relations with customers, suppliers, workers, colleagues and other concerned agencies.
6. The primary concern of the Employee is to manage time, cost and quality. Every Employee must deliver the targeted results within the specified time, allowed budget and as per the established standards and specifications. He may delegate responsibility and commensurate authority to his subordinates, but he shall always be accountable for the results of his group or department. An Employee is accountable and if he fails, he is movable and removable.
7. Safety and security of Company properties fire protection, pollution control, maintaining discipline, cordial industrial relation and healthy work environment are the personal and collective responsibility of all Employees. Every Employee should know the Company Policies in respect of all these matters and follow the Rules and Procedures laid down to carry out these Policies.



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8. Employees should communicate factually correct information in a timely manner. Employees must respond to incoming queries promptly and accurately. Communication should always be restricted to connected people. All communication through email must conform to font type, size and color as specified.
9. Responsibility of the Employee goes beyond his immediate department under his control. He or She must identify himself/herself with the overall management of the Company and must at all time look after the interests of the Company in all Departments of the Company.
10. An executive / officer must keep himself technically and professionally competent at all times. He must keep himself update with the technological innovations and professional developments in his field through study, training courses and other means. He must be well versed in various management techniques, particularly work planning, budgeting, monitoring and control, productivity and work measurement, inventory control, supervision, result orientation, performance appraisal and communication.
11. Developing subordinates is the basic responsibility of a Functional head / HOD. He / She will be judged, amongst others, how well he has trained his subordinates and created a successor for every position under him. A Functional head / HOD should be a competent Trainer and a Skilful Developer.
12. A Functional head / HOD must think twice before recommending a subordinate for early or enhanced increment. Remember that anyone who is recommended for additional increment may deserve promotion and not incremented pay only. Any promotion does not come on its own. A Functional head / HOD who proposes enhanced increments for his subordinate will have to justify his case to the Management. If the recommendation should be backed by hard facts.
13. At the same time A Functional head / HOD must maintain discipline and never abdicate Management prerogatives. He must be fair, firm, impartial and equitable in taking decisions, distributing work, rewards and in disbursing justice. The Manager should provide leadership and influence subordinate behavior in the direction desired by the Company.
14. A Functional head / HOD is required to keep comprehensive records of production, maintenance, performance, cost, operations, manpower and organizational data. He has to submit various Reports to his superiors as per prescribed formats and Procedures for documentation of all types of information and reporting. The Manager must acquaint himself with these formats and Procedures and comply with the same.



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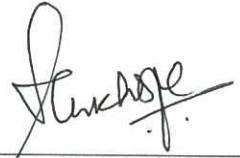
15. Good decisions are produced by discussing issues, analyzing problems and developing options and not by talking about persons or relating stories. Managers should be good Committeemen and contribute to decisions meaningfully. Discussions on personalities or individuals should be avoided at both formal and informal levels.
16. Gifts or personal favors of any commercial value should not be accepted. In case it cannot be avoided it should be disclosed to Head HR.

Policy Administration:

- i) Any clarification with regard to this policy shall be referred to HR for decision.
- ii) Management Committee will be the final authority for interpretation of this policy.

**Revision History:**

Revision Date	Initiated by	Approved by	Approval Date	Highlights of Change

Prepared by	Recommended by	Approved by
		
Mahendra Mukhi Manager-HR	Avik Mukherjee Executive Director	Managing Director