

**ANU'S LABORATORIES LTD.**

**EMPLOYEE POLICY**

## EMPLOYEE POLICY HAND BOOK

### OVERVIEW

Welcome to M/s. Anu's Laboratories Limited. Our goal is to build an organization where team members feel valued, challenged, highly committed and proud to be part of a dynamic and growing organization.

We strive to provide a positive environment for all personnel. We rely heavily on teamwork. You will find that you can count on the cooperation and understanding of others and accordingly, others will count on you. We encourage open and direct communications and strive to create an atmosphere where achievements will be recognized and rewarded. This provides the best opportunity for the development of our staff.

The continued success of our organization depends on the full and effective utilization of all our Human Resources with varied talent and experience, regardless of race, color, religion, sex, age, handicap, sexual orientation: veteran or marital status. In pursuing this principle, we will continue to direct our employment and human resources practices toward assuring equal opportunity throughout our organization. All staffing decisions are based solely on the skills of each individual. We do not discriminate in any way.

As we continue to grow in size and complexity, it will become more of a necessity to communicate our policies and practices clearly and consistently to meet that challenge, the policies and practices outlined in this handbook provide a framework that together with our vision, mission, and management, will assist you in making quality decisions.

This Handbook pertains to all staff in all disciplines within M/s. Anu's Laboratories Limited. It is intended to provide general information about our company and various policies affecting you. M/s. Anu's Laboratories Limited, at its sole discretion, reserves the right to change, modify, suspend, interpret or cancel in whole or in part, any published policies, practices, procedure or benefits at any time with or without prior notice or justification. Recognition of such rights and prerogatives is a term and condition of employment; it is your responsibility to abide by these changes. The continued existence of any of the policies or benefits referred to in this Handbook may not be considered either a contractual commitment between you and M/s. Anu's Laboratories Limited or a staff entitlement. All employment is "at will" and as such may be terminated by either the employer or you at any time with or without cause, as per the term in your contract or employment letter. Policies set forth in this Handbook do not create an express or implied contract of employment between M/s. Anu's Laboratories Limited and any of its staff. The provisions of this Handbook have been developed at the discretion of management and may be amended or canceled at any time at the sole discretion of M/s. Anu's Laboratories Limited.

## HISTORY OF THE COMPANY:

Anu's laboratories Ltd is an ISO 9001:2000 certified company engaged in the manufacture of quality drug intermediates. A sick unit was acquired by Mr. K. Hari Babu and Mr NS Walimbe in 1996 and was named Anu's laboratories Ltd. Its first product was Acetophenone a drug intermediary. Under their strategic leadership the company has grown to the current stature where it stands as market leader in the production of Acetophenone, an intermediate used in the production of ciprofloxacin and has a competitive position in the production of other intermediates as well. Anu's Labs is successful in keeping Chinese competition at bay with its cost competitive and quality foothold.

The company has its R&D center in Balanagar and its plant is located at Shadnagar, at the outskirts of Hyderabad.

## VISION:

To be a highly respected Services Provider in Pharmaceutical Industry for Developing and Manufacturing new molecules, Intermediates, API worldwide, combining the power of intellect with persistence and timely response to customers and the emerging environment providing significant growth to all stakeholders.

## MISSION:

Anu's will develop and cost effectively manufacture (provide high value in) New Chemical entities. Bulk Drug Intermediates and API's to cater to domestic and export markets.

## CORE VALUES:

Speed	We will act speedily in responding to customers, in obtaining relevant information and in developing and delivering new products.
Commitments	Our Word is our Commitment, Internally and Externally
Transparency	We will be open in our dealings with all stakeholders
Growth	We are concerned about the Growth and well being of all our Stakeholders
Continuous Improvement	We continuously improve all processes and relationships
Learning	We learn from situations, people and events to enhance our and productivity. We will actively seek collect and source information that forms the basis for decision making.

## **QUALITY POLICY**

**“To manufacture cost effective Quality Organic and Inorganic Intermediates and to achieve customer satisfaction through prompt supplies, effective implementation of QMS and continual improvement”.**

## **WORKING HOURS**

<b>S.No.</b>	<b>Area</b>	<b>Working Hours</b>	<b>From - to</b>	<b>Lunch / Dinner Break</b>
1.	Head Office	8.30	9.00 hrs. to 18.00 hrs.	30 minutes between 13.00 hrs. To 14.00 hrs.
2.	Factory	8	9.00 hrs to 17.30 hrs.	13.00 hrs. To 13.30 hrs.
	Ist Shift	8	6.00 hrs. to 14.00 hrs.	12.00 hrs. To 12.30 hrs.
	II nd Shift	8	14.00 hrs. to 22.00 hrs.	21.30 hrs. to 20.00 hrs
	IIIrd Shift	8	22.00 hrs. to 6.00 hrs.	-----
3.	Research and Laboratory	8	9.00 hrs. to 18.00	30 minutes between 13.00 hrs. To 14.00 hrs.

## **TERMS AND CONDITIONS:**

### **1. Probation & Confirmation:**

Probation period is six months from the date of joining. During the period of probation, the appointment is terminable either by the company or by employee with one-month notice or salary in lieu of thereof. Confirmation of the services is purely subject to satisfactory performance and suitability to the organization needs; up on confirmation, services are terminable with one-month notice or salary in lieu thereof on either side.

### **2. Displacement of services:**

The Employee may be transferred or deputed to other offices, projects, Divisions, departments or associated companies depending upon the exigencies of work without any additional remuneration.

### **3. Medical fitness:**

The appointment is subject to remaining medically fit.

#### **4. Verification of particulars:**

Any particulars mentioned in the application are found false or unsatisfactory will render services to be terminated without any notice or reason at any time.

#### **5. Duties and responsibilities:**

- 1) The company expects the employee to work with a high standard of initiative, efficiency and economy.
- 2) The Employee will not engage or entrust himself or accept directly or indirectly any employment with any other companies, firms, associations or concerns during the services of his employment with the company.
- 3) The Employee is not expected to disclose particulars or details of manufacturing process, technical know-how, administrative or organizational matters of confidential nature, which may be your privilege to know.

#### **6. Termination of permanent services:**

A staff member may leave or the Company may let a staff member go at will. Termination of employment will be treated as confidentially as possible and in a professional manner by all concerned. Employees who resign are expected to provide as much notice as possible, using the professional standard of one month and the Company retains the right to require the employee to leave immediately or to work through the notice period provided, dependent upon the circumstance of the resignation and solely at the discretion of the management.

Regardless of whether the termination was initiated by the Staff Member or the Company, the following applies:

- All outstanding advances or other charges charged to the termination employees will be deducted from the final pay. Also in accordance with the training policy, the employee will be required to reimburse the Company 100% of any formal training costs invested in the employee by the Company within the 6 months prior to the date on which termination is announced. This cost/reimbursement can be deducted from the employee's final paycheck; the cost included the cost of the training session, training materials, and any travel expenses including hotel, meals, airfare, etc. related to the training.
- On final day of employment, the Company's Administration Department must receive any and computers / laptops, office keys, ID cards, Building passes, parking tags, security tags and other Company equipment before departing on their last day of work, the cost of the such equipment will be

deducted from their final paycheck and / or the Company may have to resort to other legal means to obtain the said property.

- An exit interview may be conducted with the employee.

An employee who received a relocation allowance and resign voluntarily or is dismissed for cause within one year of the relocation must reimburse the Company for all costs associated with their relocation.

The retirement age will be 58 years.

If an employee absent himself without leave or remain absent beyond the period of leave sanctioned or subsequently extended, he/she shall be deemed to have voluntarily relinquished his/her employment with the Company unless the employee:

- Return to work within ten days of the commencement of such absence &
- Give an explanation to the satisfaction of the management regarding such absence.

Your services are liable to be terminated without notice or salary in lieu thereof in case of misconduct, disloyalty, and commission of an act involving moral turpitude all of which shall be subject to the principles of natural justice.

## **7. General:**

- a) The Employee will be governed by the service rules and regulations including the conduct, discipline and administrative order and any such other rules of the company that may be in force from time to time.
- b) The age mentioned in the matriculation/higher secondary certificate will be deemed to be the conclusive proof of Employees date of birth.

## **TRAVEL POLICY:**

The Company shall arrange for the travel and stay for employees who are required to travel on the call of duty. The mode of transport and standard of accommodation at the destination will depend on the employee position in the organisation and urgency of the travel.

A travel plan have to be submitted to the administration department after obtaining an approval from the head of the Department. Upon the receipt of approved travel plan necessary arrangements will be made by the Administration Department.

## **LEAVE POLICY**

### **GENERAL:**

1. The purpose of leave is to enable the employees to have necessary rest, recuperation of health to fulfill social customs etc
2. Leave is not a right and will be granted subject to the exigencies of work.
3. No one should be considered indispensable that he/she can't be spared to avail himself/herself of the leave for the purpose it is intended.
4. Request for excess accumulation on the ground that employees could not be relieved due to work requirements will not be entertained.
5. The applications for leave should be made on the Leave Application only.
6. All leave should be recommended by the immediate supervisor and sanctioned by the department head.
7. Employees before proceeding on Earned or Casual Leave should report any arrears of work to their immediate supervisor while in the case of Sick Leave, depending upon the position should handover the pending work or inform the department head over phone. Before preceding on leave the employee should have all keys, documents and other company property kept in his possession with the plant manager.
8. No employee shall leave his Headquarters or proceed on leave, in anticipation of the grant of leave or without prior permission with the plant manager in writing.
9. An employee proceeding on leave and is likely to leave the station shall inform the same at the time of applying for leave shall leave the contact address, Phone no. if any with the plant manager.
10. In case of Training/Probationers regularized to permanent posts, the date of regularization to the permanent post will be the date of commencement of services for the purpose of calculation Earned Leaves rules, unless otherwise any law in force provided.
11. Every employee will be governed by the leave rules as per Factories Act, 1948.

### **RECALL FROM LEAVE**

The management reserves the right to recall from leave any employee if the exigencies of the factory so demand and refusal to return will be treated as absence without permission and an act subsive of discipline.

## **ABSENCE WITHOUT LEAVE**

An Employee who is absent without leave or remains absent after the expiry of leave of any kind for more than 8 days shall be deemed to have abandoned his employment without notice and his name is liable to struck forthwith thereafter.

## **UNAUTHORISED EMPLOYEMENT DURING LEAVE**

An employee who is on leave should not seek service or accept any employment or do anything which may or may not involve the receipt of fee, salary or honorarium, emoluments or profit.

The management shall have the right to alter, change or verify these rules as and when required with a prior notice be following the procedure if required be law or any statute in force and applicable.

## **EARNED LEAVE**

1. Every employee who has worked for the period of 240 days or more during a calendar year shall be allowed during the subsequent calendar year leave with wages for 30 days.
2. Leave for a year is credited to the individual's leave account on the 1<sup>st</sup> January of the following year.
3. Leave admissible under this section for all categories of employees shall be exclusive of all holidays whether occurring during of at either end of the period of leave.
4. Availment of Earned leaves shall not exceed 4 times in a year with a minimum of 2 days availment. Weekly offs and holidays occurring during the earned leave period will be excluded.
5. If an employee does not avail leave in a calendar year, this shall be added to leave to leave to be allowed it him in the succeeding calendar year.
6. If an employee who has applied for leave and is refused leave due to exigencies of work, he/she shall be entitled to carry forward the leave refused without any limit but it is to be utilized latest be the next succeeding year.
7. The total number of leave that may be carried forward to a succeeding year shall not exceed 50 days and if the leave accumulation is more that 60 days the balance over 60 days will get lapsed.
8. An employee may have to apply in writing to the plant manager 15days in advance in the case of Earned leave, while in the case of casual leave a day prior to leave except in the case of emergency.

## **LEAVE ENCASHMENT**

1. Any employee wants to surrender his EL for encashment, he/she can do keeping a minimum balance of 30days and minimum encashment should be for 10days. It should not be more than once in a year.
2. The encashment will be calculated on 26 days a month basis. On Basic only.

## **COMPENSATORY OFFS**

Eligibility for C-Offs: Supervisors and below employees.

If any employee wants to surrender compensatory off for encashment, he/she can do keeping a minimum balance of 15 days. He/she can do it on 30<sup>th</sup> April and 31<sup>st</sup> October. Compensatory offs lying in credit in excess of 60 days on these respective days will be automatically encashed (It will be availed as per procedure laid down for availment of earned leave.

## **CASUAL LEAVE**

1. All employees are eligible for 10 days casual leave in a year incase of employees join in the year they will be eligible for casual leave from the date of joining on prorated basis.
2. Casual leave can not be availed for more than 3 days in a particular month.
3. Casual leave can not be combined with any other leave.
4. Weekly Offs and holidays occurring during casual leave period will be excluded.
5. Casual leave can not be accumulated and will get lapsed at the end of the year.

## **SICK LEAVE**

1. All confirmed employees are eligible for 8 days Sick leave in a year, while probationers and trainees are not eligible.
2. Sick leave availment for 3 or more days should be accompanied by a medical certificate.
3. In case of failure to present Medical certificate the employee shall be deemed to have not suffered from ill health and shall be liable for disciplinary action.
4. Sick leave can be accumulated upto 50 days and over and 50 days will get lapsed.

5. Power of granting additional sick leave with or without pay is entirely at the discretion of the management on exceptionally deserving cases when all other kinds of leave is exhausted.
6. Leave for a year is credited to the individual's leave account on the 1<sup>st</sup> January of the following year.
7. Leave admissible under this section for all categories of employees shall be inclusive of all holidays whether occurring during or at either end of the period of leave.
8. If any employee does not avail leave in a calendar year, this shall be added to leave to be allowed to him in the succeeding calendar year.
9. The total number of days of leave that may be carried forward to a succeeding year shall not exceed 50 days and if the leave accumulation is more than 50 days the balance over 50 days will get lapsed.
10. An employee who falls sick and falls short of sick leave, he/she may be allowed to merge and leave may be granted on an application.
11. The sick leave will be discontinued as and when Employees are covered by Employees State Insurance Scheme.

## **LEAVE DURING PROBATION/TRAINING PERIOD:**

During the training period they are eligible for casual leave and sick leave / ESI on par with the other regular employees. During the training period they are not eligible for earned leaves.

## **PUBLIC HOLIDAYS:**

As may be declared by the Company from time to time.

## **MEDICLAIM POLICY**

In the interest of the employees of the organization and their family welfare company has extended Medical re-imburement facility to all the staff those are on muster rolls.

The schemes exclude all trainees, Apprentices, contract basis employees and people working for honorarium and etc.

The amount is equivalent to 8.33% of basic of ever month accumulated to the financial year i.e. April 1<sup>st</sup> to 31<sup>st</sup> March.

Basing on this amount company will take a mediclaim policy covering employee and their dependent family members for more than Rs. 25000/- each. However employees are encouraged to take policy for higher amount.

The company will pay contribution to the mediclaim policy and the same will be deducted form the concerned employee eligible medical re-imburement amount. Balance if any will be paid to the employee every year on submission of medical bills/clams after 1<sup>st</sup> April of every year.

The employees who joins in the middle of this period will also be covered form their date of joining and for the employees who leave the company the amount paid by the management towards mediclaim policy premium will be deducted totally from their full and final settlement.

Management is empowered to make rules in this regard form time to time basing on the need or exigencies.

## **VEHICLE POLICY**

The Company encourages its executives for having own vehicles i.e; 4 Wheelers/2 Wheelers to use for official as well as personal purpose and to have comfortable social life subject to the guidelines issued by the Company from time to time.

The Vehicles will be purchased by the Company through finance or by paying in cash and will be given to employees. The Cost of the Vehicles and interest (if any) will be deducted from the salaries of the employees as per the guidelines in vogue.

## **TRAINING AND DEVELOPMENT PROCEDURE**

The Company has internal training programme in place which the employees have to undergo to keep their skills updated. The Company also encourages employees to participate in external training programmes which are of relevance to the skill set of the employee and the Company in general. Sponsorship for external training programmes will be at the sole discretion of the Management.

## **WORKERS CHILDREN EDUCATION**

To give support and encourage education of workers' children in the Organization the Company has introduced Workers Children Education scheme. Same will be paid in their respective schools.

Worker having 6 months and above experience only is eligible for this scheme.

## **INCENTIVES**

### **Incentive to Production Helpers**

In order to encourage production helpers to attend their duties regularly without absenteeism, the company had the following scheme of production Incentive to Production Helpers for smooth functioning of production operations.

The amount will be distributed equally among all the helpers who worked in production as said above along with wages every month.

To attain the eligibility for incentive the other clause is that a helper should attend for duties at least 20 days in a month, however the plant manger is at liberty to consider the attendance eligibility of helpers basing on the merits of individual case.

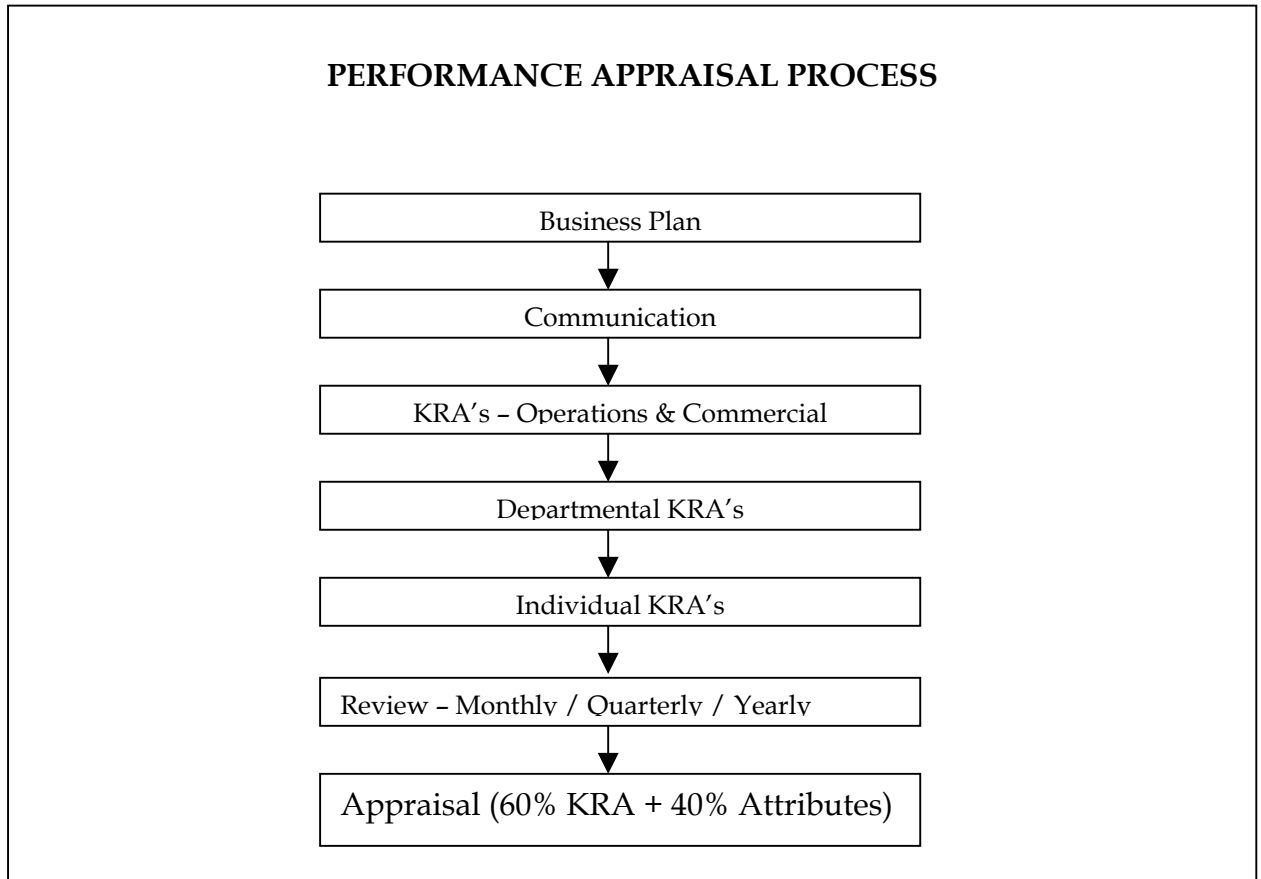
### **Exgratia**

The company had extended the benefit of "Exgratia" to all its employees whose name is born in the muster roll of the company as a permanent employee. This is a voluntary intra mutual benefit extended by the management and it doesn't have any legal entity.

The Exgratia will be paid on basic salary of an employee earned during the previous financial year. The management every year will declare the percentage of Exgratia on basic salary.

The Exgratia will be paid to employees in November every year i.e. before Deevali.

## PERFORMANCE APPRAISAL:



## MAINTAINING CONFIDENTIALITY:

The employees are prohibited from sharing the information regarding the Company which comes to their possession during the course of their employment with the Company.

## CONFLICT OF INTEREST:

No employee of the Company shall engage in the same or similar line of business as that carried on by the Company. Employees shall not have a financial interest in the Company which is a competitor of/or supplier to the Company.