



Employee Conduct and Welfare Policy

1. Objective

At **AICS Industries Limited**, we are committed to fostering a safe, respectful, and ethical work environment where all employees are treated fairly and have access to welfare measures that support their well-being, productivity, and personal growth.

This policy outlines the expected standard of employee behavior and the welfare initiatives undertaken by the Company.

2. Scope

This policy applies to all employees—permanent, probationary, contractual, trainees, and interns—across all offices, plants, and operational locations of AICS Industries Limited.

3. Code of Conduct

All employees are expected to conduct themselves in a manner that reflects the Company's values of **integrity, discipline, teamwork, respect, and responsibility**.

3.1 General Conduct

- Maintain professional behavior and respect for co-workers, supervisors, customers, and vendors.
- Abide by all company rules, policies, and instructions.
- Avoid conflict of interest and disclose any personal interest in transactions involving the Company.

3.2 Attendance and Punctuality

- Report to work on time and adhere to scheduled working hours.
- Unauthorized absence or habitual lateness will lead to disciplinary action.

3.3 Workplace Ethics

- Strictly prohibit any form of harassment, discrimination, or abuse.
- Maintain honesty in dealings, including accurate reporting of time, expenses, and data.

- Avoid misuse of company property, equipment, or confidential information.

3.4 Substance Abuse

- Consumption of alcohol or illegal drugs during working hours or on company premises is strictly prohibited.
- Employees found under the influence during work hours will be subject to disciplinary measures.

3.5 Dress Code and Personal Hygiene

- Employees must maintain a clean and appropriate appearance, suitable to the workplace.
- In manufacturing zones, safety gear and uniforms must be worn as prescribed.

4. Health, Safety & Welfare

We are committed to ensuring a safe and supportive work environment.

4.1 Health & Safety

- Comply with all health and safety protocols established under the **Factories Act, 1948** and other statutory regulations.
- Use protective gear and follow all operational safety instructions.
- Accidents, near misses, or hazards must be reported immediately.

4.2 Welfare Provisions

AICS Industries Limited provides the following welfare amenities as per law and internal policy:

- Clean drinking water
- Hygienic canteen facilities
- Restrooms and sanitation for men and women
- First-aid facilities and access to emergency medical care
- Transportation (if applicable)
- Safe and ventilated working conditions

4.3 Mental Well-being

- Periodic awareness programs on stress management, counselling support, and emotional well-being may be organized.
- Managers are trained to be sensitive to employee morale and stress indicators.

5. Working Hours and Leave

- Working hours shall comply with the **Factories Act** and relevant state laws.
- Employees are entitled to annual leave, casual leave, sick leave, and holidays as per company policy and applicable law.
- Maternity and paternity leave provisions shall comply with the **Maternity Benefit Act, 1961**, and other applicable laws.

6. Anti-Harassment and POSH Compliance

- The Company has a **zero-tolerance policy** for harassment, including sexual harassment.
- An Internal Complaints Committee (ICC) is constituted under the **POSH Act (2013)**.
- All complaints will be treated confidentially and investigated fairly.

7. Grievance Redressal Mechanism

Employees may raise concerns related to workplace conditions, discrimination, pay, or conduct issues through the designated **HR Grievance Officer** or department head.

Grievances will be:

- Addressed confidentially and without retaliation.
- Investigated and resolved in a time-bound manner.
- Escalated to higher management or the Board if unresolved.

8. Disciplinary Action

Violations of this policy, including misconduct, insubordination, fraud, harassment, or substance abuse, may result in:

- Verbal or written warning



- Suspension
- Salary deduction (as permitted by law)
- Termination of employment
- Legal action, where applicable

All disciplinary actions will be documented and communicated formally.

9. Review and Amendments

This policy will be reviewed annually by the HR Department in consultation with senior management and legal advisors. Any amendments will be approved by the Board of Directors.