

	BHARAT BALANCING WEIGHTSS & CO			ANNEXURE	
	APPROVED BY	DOCUMENT NO	ISSUE NO	ISSUE DATE	REVISION NO.
	MD	BBW/ANX/61	00	10/4/2023	00

BHARAT BALANCING WEIGHTSS & CO

Coimbatore

EMPLOYEE BENEFIT AND WORK PRACTICES POLICY

BBW is committed to providing comprehensive benefits to its employees in compliance with statutory requirements and best practices. The following benefits and policies are extended to all employees to ensure fair treatment, health, safety, and well-being.

- Weekly Hours – No adult worker shall be required or allowed to work in a factory for more than forty-eight hours in any week (Section 51).

No substitution shall result in any worker working more than ten days consecutively without a whole-day holiday (Section 52).

- Compensatory Holidays – If a worker is deprived of any weekly holiday, compensatory holidays of equal number shall be provided within the same month or within two months following that month (Section 53).

- Daily Hours – No adult worker shall work more than eight hours in any day or forty-eight hours in any week, and work including overtime shall not exceed ten and a half hours in any day or fifty-seven hours in a week (Section 54).

- Extra Wages for Overtime – When a worker works more than nine hours in a day or more than 48 hours in a week, wages at twice the ordinary rate will be paid for overtime (Section 59).

- Earned Leave – For the calendar year (Jan to Dec), based on the number of working days, salary or leave will be provided for every 20 days worked. Payment will be made on 1st Jan each year. Employees may request earned leave by submitting a letter to the personnel department.

- Break Time – Employees are allowed a 10 to 12-minute break every 2 hours, during which backup employees will continue production.

- Sick Leave – Sick leave will be granted per the Tamil Nadu Government Act.

- Lunch Time – Lunch breaks will be 1 hour, scheduled by the Group Leader.

- Maternity Leave – Female employees will receive 6 months of maternity leave in line with their last drawn salary, applicable for two children, as per ESI practices.

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- Festival Holidays – Employees will receive 9 festival holidays with pay annually. Dates will be displayed on the notice board by 1st Jan each year.

- Wage Payments – Wages, including overtime, will be credited to employees' bank accounts or paid in cash vouchers as per their preference.

- Women's Working Hours – Women employees are not permitted to work beyond 8 PM under normal circumstances.

- Transport Arrangements – Transport will be provided to women employees working evening shifts. Notices will be displayed at the main entrance.

- Women Safety – Women employees' safety is governed by the company's POSH (Prevention of Sexual Harassment) Act compliance.

- Non-Discrimination – BBW does not discriminate based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership, or marital status. A grievance committee is in place for employees to resolve issues.

Additional Statutory Provisions

- Statutory Working Hours – The maximum work hours defined by local law will be followed. In the absence of such limits, a 52-hour workweek will apply for assessment purposes.

- Employment Contract – Before starting work or within the legally defined period, an employee and the employer must enter into a written employment contract. The employee will sign and receive an original copy.

- Basic Pay – Employees will receive a basic wage as per the hours defined in their employment contract or terms of employment.

- Minimum Wage – All employees are paid at or above the statutory minimum wage to ensure a minimum standard of living.

- Weekly Vacation – Employees will receive at least one vacation day per week.

- Sick Leave & Maternity Leave – Granted as per Indian Government laws.

- Paid Holidays & Compensation – Paid holidays and compensation for holiday work will be provided in compliance with Indian Government law.

- Documentation – All employees (including full-time, temporary, interns) will receive original copies of their employment contracts and pay slips.

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- Foreign Workers – Original copies of employment contracts and pay slips will be provided in English or their native language.

Form 5 and Form 11 Requirements (As per Indian Law)

- ****Form 5 (Employees' Provident Fund Organization - EPFO):****

- This form is submitted by the employer to the EPFO on a monthly basis to provide details of all new employees who are eligible for Provident Fund (PF) contributions under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

- It includes employee details such as name, PF account number, date of joining, and wages.
- Compliance ensures that all eligible employees are enrolled for PF benefits promptly.

- ****Form 11 (Declaration Form for EPF and EPS):****

- This form is completed by new employees upon joining to declare their PF membership status.
- It captures details such as previous PF account numbers, UAN (Universal Account Number), and whether the employee was previously a member of EPF/EPS.
- Submission of Form 11 is mandatory to facilitate PF transfers and avoid duplication of PF accounts.
- Employers must maintain these records and submit them to EPFO as required.

BBW ensures strict compliance with Form 5 and Form 11 requirements as per Indian law to safeguard employees' statutory benefits under the EPF and EPS schemes.



10/4/2023

Managing Director