

 **Infrastructure Limited**

**POLICY ON EMPLOYEE WELFARE**

## **POLICY ON EMPLOYEE WELFARE**

### **PREFACE :**

<b>Title</b>	<b>Policy on Employee Welfare</b>
<b>Version Number</b>	<b>0.00</b>
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JSW Infrastructure Limited (“JSW IL”) has a strong focus on the well being of its employees, and has always viewed its workforce as its most valuable asset. It’s Vision for Human Resources states - **“Creating an exciting workplace which inspires superior performance of people”**. JSWIL endeavours to be an “employer of choice”, by fostering an environment of individual goal setting, continuous improvement, awareness of health and safety and corporate sustainability.

### **Right to freedom of association**

JSWIL respects the right of employees to exercise freedom of association. JSWIL conducts “Open houses” where employees and senior management come together to understand issues, and plan actions to resolve them.

An elaborate and effective grievance handling mechanism provides a common platform on which employees are encouraged to discuss issues openly with those directly involved as well as with their respective immediate superiors. Unresolved grievances are first submitted to the immediate superior and if unresolved, get escalated to the concerned HOD / Head HR, and then for further discussion at the CEO / Director level. Objective is to ensure that all grievances are addressed and resolved within a period of two weeks.

### **Equal opportunity employer**

JSWIL recognizes and values the differences in employee “backgrounds and skills” and promotes equal access to employment and opportunities without any discrimination as to race, colour, age, gender, sexual orientation, gender identity and expression, ethnicity, religion and disability. Any alleged violation of the equal opportunity clauses in the recruitment policy, is investigated and if found valid, acted upon. All candidates are assessed based on merit, job related skills and competencies. The recruitment process makes it mandatory to define the job requirements clearly, in terms of role and responsibility, background, qualification and competencies, number of years of work experience, as well as industry background.

**Promoting a just and fair workplace**

The level of wages and salaries of all employees are well-defined and determined by periodic compensation benchmarking exercises. JSWIL complies strictly with rules and regulations stipulated under applicable laws on wages and salaries paid to employees.

**Encouraging work-life balance for employees**

Employees are encouraged to participate in healthcare programmes for self and colleagues. One approach adopted by JSW, to ensure that its employees remain fit, agile and alert, at all times, is to make it mandatory for them to take up a KRA on self-health development and maintenance, as a part of its annual performance appraisal process.

It is mandatory for all employees above 40 years of age to go through comprehensive company sponsored health check-ups in premier hospitals, once every year. To encourage the employees in this regard, all plant and most office locations of JSWIL promote gymnasiums and sports facilities, encouraging employees and their families to participate in various recreational activities.

For women employees specifically, maternity leave is granted, as per the existing Act, to take care of themselves during both pre and post natal period. Also, for the benefit of employees' children, school facility is provided in all major plant locations to ensure proper education.

**Caring for the well-being of its employees**

JSWIL firmly believes in investing for the well-being of its employees through various schemes.

JSWIL provides complimentary benefits such as –

- Marriage gifts, presented to the employee at the time of his/her marriage.
- Three sets of uniforms, free of cost, annually, to employees at Plant locations.

JSWIL extends Insurance Benefits to all employees as follows –

- The "Group personal accident policy" assists dependent family members of the employee in case of unfortunate death due to accident.
- All the employees and their family members (spouse, dependent parents and children up to 25 years of age) are covered comprehensively, under the "Group medi-claim policy". For retirees, the coverage is applicable for self and spouse.
- Group personal accident (GPA) takes care of the financial needs of the family of the deceased employee to a large extent.

The "employee benevolence scheme" takes care of the financial needs of the deceased employee's family, in case of death due to sudden/prolonged illness such as heart attack, internal organ failures, etc. or permanent total disability.

JSWIL provides timely financial assistance through "salary advances" to employees for special personal and family needs such as marriage, medical / prolonged illnesses, death in the family, natural calamities, educational assistance for professional courses, etc.

JSWIL provides unscheduled long term "sabbatical leave" to provide an opportunity to employees to pursue professional / technical studies or to serve approved NGO or social sector.

### **Providing a safe hygienic and humane workplace**

The management is responsible for training and supervising employees on safe procedures and healthcare, providing information on safety hazards and providing safety equipment. It is also responsible for compliance with statutory provisions on health and safety. The Company constantly strives to achieve its goal of “zero fatalities”. This pursuit of excellence in safety enables the Company to continuously improve occupational health and safety management to attain benchmarked global standards. Health and safety is of paramount importance for the Company and it has always been in the forefront for environmental care and industrial safety. To achieve this, JSWIL strives -

- to provide and maintain safe and healthy working environment for employees with adequate facilities and arrangements for their welfare
- to maintain safe and healthy work places and safe systems and methods of work
- to equip the staff with the information, instructions, training and supervision needed for safe working, periodically.
- to protect the employees from foreseeable work hazards on JSWIL premises
- to develop safety awareness amongst all employees including contract workmen and persons working for or on behalf of JSWIL
- to protect environment and conserve the natural resources by incorporating appropriate environmental safeguards
- to ensure and facilitate a quality housekeeping programme that provides a clean, orderly and safe, healthy environment for the employees, which would eventually contribute to enhanced production and productivity.
- to maintain quality work environment free of unauthorized drugs, tobacco and alcohol use.

### **Skill and Competence Development through learning opportunities**

JSWIL creates managerial and functional training opportunities for all the employees. The Company believes in developing a fully competent workforce which is capable of supporting the Company to meet its goals effectively and efficiently. This is done through various functional, technical and behavioural training programmes held across the year to cover all the employees. JSWIL endeavours to provide about 6 days (48 hours) of training per employee on an annual basis. The training programmes are organized / conducted based on training needs identified by the individual and his / her immediate superiors. The participants are nominated for both in-house and external, including overseas training programmes. Specific competencies to be developed are identified for development during the annual performance appraisal process. Training calendars and programmes are organized to fulfill all the identified needs.

### **Offering a harassment-free workplace to all**

JSWIL aims to have a discrimination-free workplace and take a “zero-tolerance” approach against sexual harassment. JSWIL acknowledges that it is its legal responsibility to provide a safe working environment for everyone, free from sexual harassment and discrimination. Sexual harassment can have a devastating effect upon the health, confidence, morale and performance of those affected by it. Appropriate timely disciplinary action is taken, which could be as stringent as termination of service, against the guilty, depending upon the severity of the offense.

The Company’s policy ensures that there is no discrimination or harassment against any person on the grounds of race, color, religion, disability, age, sex or marital status.