



CODE OF CONDUCT

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1. PURPOSE

This Code of Conduct shall be applicable to all the existing and future workmen of Threyes Srinisons Harness Pvt. Ltd (TSHPL) , and all the group and associated companies having its Factory at Plot No-169, Sirumathur Village Padappai, Sriperumbudur – TK, Kanchipuram – 601 301.

2. APPLICABILITY

All the existing and future workmen of the Company shall be deemed to have accepted these Code of Conduct and be bound by them.

3.(i) DEFINITIONS

In these Code of Conduct, unless there is anything repugnant in the subject or context:

- “Workmen” means any person employed including the office staff employed by the company in connection with the Company’s business as defined in Section 2(s) of the Industrial Disputes Act, 1947
- “Notice Board” means the board/boards kept/placed by the Management at conspicuous places in the premises of the establishment.
- “Disciplinary Authority” means the appointing authority including, Managing Director and the Manager appointed under Factories Act 1948 and any other manager authorized by the management.
- Wherever the Singular is used in these Code of Conduct, the same shall be construed as including the Plural and the Masculine gender shall include the feminine gender unless the context clearly indicate otherwise.
- Should there be any discrepancy between Tamil and English Version of orders or words, the English version of the orders shall prevail.



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3.(ii) CLASSIFICATION OF WORKMEN

The Workmen shall be classified as follows namely :-

- a) Permanent
- b) Probationer
- c) Temporary
- d) Casual
- e) Apprentice

3-II-(i) A "Permanent Workman" is one who is employed on a permanent basis and includes any person who has satisfactorily completed the prescribed period of probation in the same or higher or equivalent category in the industrial establishment.

3-II-(ii) A "Probationer" is one who is provisionally employed to fill a permanent vacancy in a post and has not completed the period of probation which shall be three months in the case of unskilled workmen and six months in respect of those other than unskilled.

Provided in any particular case the Management may extend only once the period of probation of any workman upto a further period equivalent to the period of probation prescribed, if they are not satisfied with the work and/or conduct of any workman during the period of probation.

In any case where the period of probation is extended, the concerned workman shall be informed in writing at-least one week before the normal date of the completion of probation and in the absence of any such intimation the workman shall be deemed to have satisfactorily completed his probation on the normal date.

If a permanent workman is employed in a different post, he may, at any time during the probationary period, be reverted to his old permanent post.

3-II (iii) A "Temporary Workman" is one who has been engaged for work, which is of an essentially temporary nature likely to be completed within a specified period and not exceeding three months.

3-II (iv) A "Casual workman" is one who is employed for some unexpected or unforeseen work which is not likely to last continuously".

3-II (v) Apprentice is one who is engaged in learning. The period of apprenticeship in learning a skilled work shall be one year for those with prescribed technical qualification and 18 months for others.



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4. MEDICAL EXAMINATION ON APPOINTMENT

If the employer considers it necessary to have medical examination of a workman on his first appointment the employer shall at the employer's expense make arrangements for the medical examination by a Registered Medical Practitioner or by the District Medical Officer within three months from the date of his employment.

5. RECORD OF AGE

- 1) Every workman shall produce proof of age at the time of recruitment. Age Certificate issued by an educational institution in which the worker studied or an extract of the Register of Birth attested by an Officer maintaining it/ PAN Card / Driving License / Adhaar Card / Passport / Voter Identity Card / Transfer Certificate from School maintaining it shall be deemed to be satisfactory proof of age.
- 2) Any workman, who at the time of recruitment, is unable to produce evidence of his age or a workman who has been already in service but has not produced any evidence of his age, then it is open to the Management at any time within three months from the date of certification of this Standing Order or within three months from the date of his employment to have the workman, at the cost of the employer examined by registered Government Orthopedic Medical Officer with the guidance of Radiology and determine his age.
- 3) The date of birth determined as above shall be the conclusive proof of the date of birth of the workman for all purposes.

6. ISSUE OF TICKETS TO WORKMEN

Every workman shall be provided with a ticket showing his ID Card / Bio Matric System, Classification of work etc., No workman shall be allowed to enter or leave the premises without punching his ticket and place the cards against his number in the board specified or where no facility for punching is available without delivering his ticket at the place/places provided for and take it back while leaving the premises at the close of his shift. The Management may at their discretion provide attendance register to certain category of staff. Under no circumstances any workman shall punch the time card other than his own. The entries of attendance register shall be made from time cards and any workman failing to record the time card is liable to be treated as absent.



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7. PAYMENT OF WAGES AND DATE AND MANNER OF PAYMENT OF UNCLAIMED WAGES

The workman shall check his salary/wages immediately following its receipt. No claim for shortages of money will be considered once the recipient has left the immediate presence of the person making the payment.

Any wages due to a workman but not paid on usual pay day on account of their being unclaimed shall, if a claim is presented by the workman, or by his legal representatives within three years from the date on which the wages become due to the workman be paid by the employer to the workman or to his legal representatives as the case may be on such unclaimed wages pay day in each week, as may be notified in this behalf.

8. NOTICE OF WORK

The company shall work as notified by the Management from time to time and the period and hours of work of all classes of workmen shall be displayed on the Notice Board/Boards.

9. OVERTIME AND WORKING ON WEEKLY HOLIDAYS AND NATIONAL SPECIAL AND FESTIVAL HOLIDAYS

Subject to the provisions of the Factories Act 1948, or Tamil Nadu Industrial Establishments (National and Festival Special Holidays) Act, 1958 or other legislation for the time being in force, if exigencies of work and/or production so requires, the Management may require all or any number of its workmen to work overtime on any working day or to work on weekly holidays and National and Festival Special holidays in accordance with law and subject to the discretion of the worker concerned.

10. SHIFT WORKING

1. Shift working shall be regulated in accordance with the provisions of the Factories Act, 1948. At the discretion of the employer more than one shift may be worked in a department or departments or any section of a department of the establishment. If more than one shift is worked the workmen shall be liable to be transferred from one shift to another. No shift working shall be discontinued without one month notice being given in writing to the workmen prior to such discontinuance.

Provided that no such notice shall be necessary:

- If the closing of the shift is under an agreement; or
- If as a result of closing of the shift no workman will be retrenched; or
- If the closure is due to circumstances beyond the employer's control.



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2. If as a result of the discontinuance of the shift working any workman is to be retrenched, the provision of the Industrial Disputes Act, 1947 (Central Act XIV of 1947) shall in so far as it relates to retrenchment of workmen apply to such workmen. If the employer proposes to employ any person, the workmen retrenched shall be given Notice and reemployed in accordance with the above said Act.

11. ATTENDANCE AND LATE COMING

Every workman shall be present at his work spot at the time fixed and notified from time to time and shall not leave the work spot before the time fixed and notified. Workmen attending late shall be liable to the deductions provided for in the Payment of Wages Act, 1936.

Any workman who after presenting his ticket/punching his card leaves his place or places of work during working hours without permission or without any sufficient reason shall be liable to be treated as "absent" for the whole day in case his absence commences before the interval for rest and for half-a-day in case his absence commences after the interval.

Any workman who has to go out of the factory premises during the working hours "on duty" shall deliver the "on duty" slip duly signed by the concerned authorities to the Time Office or such other place notified and also inform his return as prescribed by the company.

12. PROCEDURE FOR THE GRANT OF LEAVE TO WORKMAN

All workers shall be granted annual leave with salary / wages subject to and in accordance with the provisions of Factories Act, 1948 and rules made thereunder. Workmen shall also be granted National and Festival and Special Holidays in accordance with provisions of Tamil Nadu Industrial Establishments (National and Festival and Special Holidays) Act, 1958. A workman who desires to obtain leave of absence shall apply to the manager who shall issue orders on the leave application within a week of its submission or two days prior to the commencement of leave applied for. If the leave is granted, a leave pass shall be issued. If the leave is refused or postponed, the fact of such refusal or postponement and reasons there for shall be recorded in writing and communicated to the workman concerned before the day of commencement of the leave applied for if the application for leave had been received atleast two days in advance. If the workman after proceeding on leave desires an extension thereof, he shall before the expiry of the leave originally granted to him make an application in writing for the purpose to the authority granting leave, who shall send to the workman a written reply either granting or refusing the extension of leave to his last known address. If the leave is required urgently, it shall be applied atleast within half-an-hour before the concerned shift starts working.



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12-A GRANT OF CASUAL LEAVE

Workman may be granted in addition to various leave eligible under the Act casual leave for 12 days with wages in the aggregate in a calendar year. Casual leave taken at any time or on any one occasion shall not exceed three days, nor shall casual leave is combined with any other leave.

Provided further, that this standing order shall not apply in cases where a workman shall be entitled under any other law, contract, custom or usage to a large number of days of casual leave than that provided for under this standing order.

Ordinarily the previous permission of the head of the department in the establishment shall be obtained before such leave is taken, but when this is not possible, the head of the department shall as soon as may be practicable be informed in writing of the absence from and of the probable duration of such absence.

13. ENTRY INTO AND EXIT FROM ESTABLISHMENT

The workmen shall enter and leave the premises of the company only by the gate provided for the purposes. The workmen shall not remain inside the premises of the company after their shift/working hours, without permission from the Manager or his authorized officer. Entry into the premises of the company during off duty for permitted purposes shall be regulated by means of prescribed gate pass. The workmen who are or laid off, suspended, dismissed or whose services are otherwise terminated shall leave the premises immediately.

14. LIABILITY FOR SEARCH

All the workmen are liable to be searched while entering or leaving the premises by the security personnel on duty or such persons authorized for this purpose.

Tiffin carriers, packets, etc., and cycles and other vehicles and boxes and carriers attached to them shall be subject to search while entering or leaving the premises of the company. All female workers are liable to be detained by the security men for search by a female searcher. Provided that no search shall be made except in the presence of two other persons of the same sex as the suspected worker.

Baggage's parcels and other things will not be allowed to be taken inside the factory premises without permission. Workmen not complying with the same shall not only be liable to be sent out of the factory or removed from the premises if he has already entered in and shall also be liable for suitable disciplinary action.

Any workman suspected to be under the influence of alcoholic drink or drug or suffering from contagious or infectious diseases, or in possession of any article prejudicial to the security of the company or other workman or deemed by the company to be likely to create disturbance shall not be allowed entry into the premises of the factory.



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If such workman has already entered the premises of the factory, the management shall have the right to remove the workman from the premises of the factory besides initiating disciplinary proceedings.

No workman shall be permitted to carry with him outside the company premises any paper, book, drawing, photograph, instrument or tools, apparatus, documents or any other property of the company relating to company's business affairs unless they are authorized in writing to do so by the respective Head of the Department.

No workman is permitted to take for personal use notes, drawings, sketches, process of work or keep copies of official paper with him. Any of the books, drawings, sketches, photographs and similar documents or Papers containing notes or information relating to company's business affairs or operations shall always be treated as company's property, whether prepared by the workman or otherwise.

15. TEMPORARY CLOSURE OF DEPARTMENTS AND LAY OFF OF WORKMAN FOR CAUSES BEYOND THE CONTROL OF THE EMPLOYER

1. The employer may, at any time, in the event of fire, catastrophe, breakdown of machinery, or stoppage of power supply, epidemic, civil commotion or other cause beyond his control, stop working any machine or close any department or departments wholly or partially for any period or periods and the workman will be paid lay off compensation as per the provisions of the Industrial Disputes Act, 1947.

2. In the event of any such stoppage or closure during working hours, the workmen affected shall be notified by notices put upon notice boards in the department concerned and at the time-keeper's office, as soon as practicable, when work will be resumed and whether they are to remain or leave the industrial establishment. The Workmen kept in the Industrial establishment during such stoppage or closure shall be entitled to receive wages for the whole of the time during which they are kept in the industrial establishment.

3. RESUMPTION OF WORK AFTER TEMPORARY CLOSURE :

Any workman who has no work on account of the closure referred to in the above said clause, shall not be considered as discharged from service, but as temporarily unemployed. Whenever practicable, reasonable notice shall be given for resumption of normal work to the workmen and all workmen laid off referred to in the above said clause who present themselves for work when the normal working is resumed shall be allowed to resume work.

Provided that any workman who for any bonafide reason is unable to resume work on the day of resumption of normal work, may be permitted to resume the work subsequently, if he presents himself within 7 days from the day of resumption of normal work.



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4. CLOSURE DUE TO STRIKE AND RESUMPTION OF WORK THEREAFTER :

In the event of a strike affecting either wholly or partially any one or more departments of the industrial establishment, the employer may subject to the provisions of the Industrial Disputes Act, 1947 (Central Act XIV of 1947), or of the rules made there under, close down either wholly or partially such department or departments and any other department or departments affected by such closing down and for any period or periods. The fact of such closure shall be notified by notices put upon the notice board in the departments concerned and in the time-keeper's office as soon as practicable. The workmen concerned shall also be notified by a general notice, prior to the resumption of work, when work will be resumed.

16. SAFETY

All workmen are bound to observe safety precautions as directed and notified from time to time and use safety equipments as directed by the company. All accidents, however minor should be reported at once by the workman concerned to his immediate superior and in his absence to the departmental head. Failure to do so will be considered as misconduct. The workman shall engage himself only in the operation of the machine or duty to which he has been posted except when he is instructed by the management to attend to a different work. The removal of safety devices or guards on machine while they are running is specifically forbidden and shall be considered as misconduct. The workman shall use the safety equipments and appliances provided for the respective job by the company. These equipments are intended for use inside the premises only and shall not be taken out.

17. TERMINATION OF EMPLOYMENT

- a) Subject to the provisions contained in certified Standing Order no employer shall be dispensed with the service of any workman with not less than one year of continuous service except for a reasonable cause on an enquiry held for this purpose and without giving such workman at least one month's notice or wages in lieu of such notice.
- b) In cases of retrenchment as defined in Section 2 (oo) of the Industrial Disputes Act, 1947 (Central Act XIV of 1947), the provisions of the said Act shall apply.
- c) No order of termination of service of the workman shall be made unless the workman is informed in writing of the reasons for the termination of his services and is given an opportunity to show cause against such termination. A copy of the said order shall be communicated to the workman.
- d) Where the employment of any workman is terminated by or on behalf of the industrial establishment, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment was terminated or the same shall be made available to him by the drawer of the wages, in case he does not turn up for receiving the wages.



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18. DUTY TO RETURN BOOKS, PAPERS, DOCUMENTS, TOOLS, EQUIPMENTS AND OTHER THINGS BELONGING TO THE COMPANY ON TERMINATION OF SERVICE

Every workman on termination or superannuation or on resignation from service must return all books, papers, documents, drawings, maps, charts, tools, dispensary articles, furniture and other equipments, cash and all other articles whatever belonging to the company in his possession and give charge of the same to the person or persons duly authorized to receive them and obtain clearance certificate.

The workman shall vacate the house, if any, provided by the management within one month after the resignation or retirement or termination of service by the management.

19. LIABILITY OF WORKMAN TO GIVE NOTICE BEFORE VOLUNTARILY LEAVING COMPANY'S SERVICE

Any permanent workman desirous of leaving the service shall give one month's notice or one month's wages in lieu of notice to the employer or to such other officer as the employer may appoint to exercise the functions of an employer in connection with the business of the industrial establishment. The wages due to such a workman shall, if possible, be paid on the date on which the notice expires and in any case within two days after the expiry of the notice.

20. MISCONDUCTS

The following acts and omissions shall be treated as misconducts : -

1. Willful insubordination or disobedience whether alone or in combination with another or others of any lawful and reasonable orders of a superior.
2. Strike of work or inciting others to strike work in contravention of the provisions of the Industrial Disputes Act, 1947,(Central Act XIV of 1947), or, any other enactment or rules for the time being in force.
3. Theft, fraud or dishonesty in connection with the company's business or property.
4. Refusal to receive any notice, memo or other communications served by the Management.
5. Habitual absence without leave or absence without leave for more than ten consecutive days
6. Habitual breach of any Code of Conduct.



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7. Collection or canvassing for collection of money or donation within the premises of the factory for purposes not sanctioned by the Management.
8. Engaging in trade, money lending or any other business within the premises of the company.
9. Drug addiction, drunkenness, Riotous or disorderly behaviour in the premises of the company or any act subversive of discipline.
10. Negligence or neglect of work.
11. Habitual breach of any rules or instructions for the maintenance and running of any machine or department or the maintenance of the cleanliness in the premises of the company.
12. Engaging in any other employment under any other employer or company in any capacity without the permission of the Management.
13. Smoking except in places specified and set apart for the purpose.
14. Tendering false evidence in any enquiry, trial or proceedings to which the workmen or the Management is a party.
15. Distribution or exhibition within the premises of any newspaper, handbills, posters or pamphlets etc., without the previous written permission of the Management.
16. Willful damages or damages due to negligence or carelessness to work in process or to any other property of the company.
17. Using or in possession of knives and other similar tools not authorized by the Management.
18. Failure to observe safety instructions or interference with any safety device or equipment in the factory.
19. Willful slowing down in performance of work or any abetment or instigation thereof.
20. Threatening, abusing, insulting, intimidating or assaulting any workman or superiors within the premises of the establishment, if such threat or abuse or insult or intimidation or assault is in connection with the employment.
21. Disclosing to any person trade information in regard to the working or processes in the factory without the written permission of the Management.
22. Trespassing, forcibly, occupying, squatting or remaining anywhere within the premises of the company with a view to intimidate, coerce or threaten the Management or workmen.



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23. Holding or organizing or attempting to hold or organize any political party meeting or attending or inciting others to attend political meeting within the premises.
24. Interfering with the machines or process not connected with the work allotted.
25. Conviction by any court of law for any criminal offence involving moral turpitude.
26. Deliberately making false, vicious or malicious statement in public or otherwise against management or any officer or employee of the company.
27. Loitering, idling or wasting time during working hours or washing hands or in any way making preparation to go away before the close of the working hours.
28. Drunkenness within the premises or being in the state of intoxication inside the premises or any other place connected with company or bringing alcoholic liquor or any narcotic into the premises.
29. Quarrelling with or misbehaviour towards co-workmen or supervisors inside the premises in connection with employment.
30. Committing nuisance or doing any act prejudicial to health of workmen or cleanliness of the premises.
31. Picking up or delivery of ticket or punching the card through others.
32. Disobedience, using impertinent language, indecent gestures expression, misbehaviour or insinuation towards co-workmen or superiors or with an enquiry officer.
33. Resorting to unlawful activities alone or along with others with a view to coerce the management to concede any demand.
34. Interfering with or disregard to any safety guard or device provided for the purposes of securing safety of workmen premises or property of the company.
35. Leaving the work spot while on duty without permission or without any sufficient reason.
36. Workman engaging in outside work similar to what he is doing in the company without the permission of the management.
37. Conduct on the part of the workmen likely to endanger the safety of the workmen or the company.
38. Falsification of any record or document of the company or giving incorrect information for preparing any record or committing error in the maintenance of records.



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39. Entering into altercation with the workman in security and watch and ward department while they are discharging their duties or refusal or failure to submit for search including all vehicles and Boxes or Carriers or Packages attached to them.
40. Failure to maintain machinery and its immediate surroundings clean.
41. Making false allegations against superiors or co-workmen or Management.
42. Possession of any lethal weapons or explosives, ignitable or inflammable materials other than those required for the work within the premises.
43. Spitting except at specified places.
44. Giving false information regarding name, age and family background, qualification or previous services at the time of employment.
45. Gambling within the premises.
46. Writing letters or petitions making false allegations against the management or superiors or co-workmen.
47. Consumption of any solid or liquid foodstuff inside work spot or at places other than appointed place or during working hours.
48. Refusal to wear protective equipment or safety wear provided or failure to wear prescribed safety equipments while on duty.
49. Failure to report sufferance of any contagious disease to himself.
50. Carrying unauthorized persons in the company vehicles.
51. Committing nuisance of any kind in any part of the premises.
52. Unauthorized entry or remaining inside the premises after the working hours without obtaining prior permission from the Management.
53. Misuse or wasting of any materials or chemicals.
54. Manufacturing or attempting to manufacture unauthorized articles within the premises.
55. Failure to submit to Management the Sickness Certificate or the certificate of fitness issued by the Medical Officer of the company or under ESI Scheme or other within the stipulated time prescribed in the ESI Act and Scheme and Rules framed thereunder.
56. Entering or attempt to enter, leaving or attempt to leave the premises except through gates or routes specified for this purposes.



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57. Refusal to work on another machine of the same type and/or work of similar nature in another department not affecting the wages and status.
58. Refusal to appear for the medical examination when required to do so.
59. Defacing the walls or writing on the walls of the company buildings.
60. Taking employment elsewhere after applying for leave.
61. Sleeping while on duty or sleeping in places other than the rest shed.
62. Refusing to come to office or meet officials as and when required in connection with employment.
63. Indulging in Sexual harassment which includes such unwelcome sexually determined behaviour (Whether directly or by implication) such as
 - (i) Physical contact and advances.
 - (ii) A demand or request for sexual favours.
 - (iii) Sexually coloured remarks
 - (iv) Showing pornography.
 - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
64. Chewing of betel nuts and spitting where it is prohibited within the factory premises.
65. Negligence or neglect of duty.
66. Approaching higher authorities by unlawful illegal /unfair methods for personal promotion or favour or gains.
67. Leaving the company accommodation without prior permission of the authority concerned.
68. Habitual late attendance.
69. Taking over or doing the work of another operatives without prior instruction of the Head of the Department or Management.
70. Identifying or participating actively in such a manner leading to untoward incidents and altercation and working against the interest of the organization.
71. Identifying and involving actively in any political/association / communal affairs leading to law and order problems.



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72. To prepare effigies of the employees, including officers of the company and burn the effigies inside the factory premises.
73. Abetting, wearing provocative dress or using excessive cosmetics or make-up/dress up/nail polishing while on duty.
74. Refusal to use punching clock for time keeping and/or any other method of ensuring attendance.
75. Refuse to company's dress code policy.
76. Failure to report immediately to the next superior or the H.O.D about any defect in machinery/equipment or damage to property or any dangerous condition likely to cause accident or injury to any person or failure to report immediately an accident caused inside the Company's premises.
77. Giving false information regarding residential address to the management.
78. Deliberately preventing the workers who are voluntarily willing to work in the company.
79. Worker's are prohibited to repair the machinery without permission from the management.
80. To stick or write their name or words in machinery prohibited.

SEXUAL HARASSMENT :

PROCEDURES TO DEAL WITH CASES OF SEXUAL HARASSMENT:

(a) Criminal Proceedings:

Where the conduct of sexual harassment amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint against the culprits with the appropriate authority, ensuring that victims or witnesses are not victimized or discriminated against, while dealing with complaints of sexual harassment. The victims of sexual harassment shall have the option to seek transfer of the perpetrated or their own transfer.

(b) Disciplinary Action :

The conduct of sexual harassment amounts to misconduct in employment as defined by this standing order and therefore appropriate disciplinary action shall be initiated by the employer, in accordance with this standing order.



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(c) Complaint Mechanism :

Whether or not such action constitutes an offence under law or a breach of the standing order, a complaint mechanism shall be created in the employer's organization for redressal of the complaint made by the victim. Such complaint mechanism shall ensure time bound treatment of complaints.

(d) Internal Complaint's Committee:

- (i) A Internal Complaints Committee shall be constituted consisting of five members headed by a woman and not less than half of its members shall be women.
- (ii) It shall include a non-Governmental organization or other body who is familiar with the issue of sexual harassment.
- (iii) The Internal Complaint's Committee should dispose the Complaints within 30 days from the date of receipt of the Complaints.
- (iv) The Internal Complaint's Committee must make an annual report to the Additional Commissioner of Labour, Chennai on or before 31st day of January of the succeeding year.

Worker's initiative: Employees are entitled to raise issues of sexual harassment at worker's meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings

21. PUNISHMENT FOR MISCONDUCTS

1. If a workman is alleged to have committed an act of misconduct, the employer shall issue a show cause notice calling on the workman to submit his written explanation within a stipulated time. If such a written explanation is not satisfactory or if the workman fails to submit written explanation within that time, the employer shall arrange for an enquiry to be held as soon as possible by an Enquiry Officer.

A workman if he so desires, shall be permitted to have the assistance of a co-worker or office bearer of a trade union in which he is a member in the enquiry.

2. A WORKMAN FOUND GUILTY OF MISCONDUCT SHALL DEPENDING UPON THE GRAVITY OF MISCONDUCT BE:

- a) Warned or censured; or
- b) Fined subject to and in accordance with the provisions of the Payment of Wages Act, 1936; or
- c) Withhold the increment due to him if he is on an incremental scale; or



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- d) Demoted to an immediate lower post; or
- e) Suspended for a period not exceeding 30 days; or
- f) Discharged; or
- g) Dismissed

3.(a) Where disciplinary proceedings against a workman is contemplated or are pending or where criminal proceedings against him in respect of any offence are in progress and the employer is satisfied that it is necessary or desirable to place the workman under suspension, he may, by order in writing, suspend him with effect from such date as may be specified in the order. A statement setting out in detail the reasons for such suspension shall be furnished to the workman within a week from the date of suspension.

b) A workman who is placed under suspension under Clause 3(a) shall during the period of such suspension be paid subsistence allowance in accordance with the provisions of the Tamil Nadu Payment of Subsistence Allowance Act, 1981.

If on the conclusion of the enquiry or, as the case may be, of the criminal proceedings, the workman has been found guilty of the charges framed against him and it is considered, after giving the workman concerned a reasonable opportunity of making representation on the penalty proposed that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the employer shall pass an order accordingly:

Provided that when an order of dismissal is passed under this clause, the workman shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period, and the subsistence allowance already paid to him shall not be recovered:

Provided further that when an order of suspension is passed under this clause and the period between the date on which the workman was suspended from duty pending the enquiry or investigation or trial and the date on which the final order of suspension was passed exceeds thirty days, the workman shall be deemed to have been suspended only for thirty days or for such shorter period as is specified in the said final order of suspension and for the remaining period he shall be entitled to the same wages as he would have received if he had not been placed under suspension, after deducting the subsistence allowance paid to him for such period.

Provided also that when an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the workman shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received if he had not been placed under suspension, after deducting the subsistence allowance paid to him for such period.



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c) If on the conclusion of the enquiry, or as the case may be of the criminal proceedings, the workman has been found to be not guilty of any of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received if he had not been placed under suspension after deducting the subsistence allowance paid to him for such period.

4) In awarding the punishment under the standing order, the employer shall take into account the gravity of the misconduct, the previous record of the workman and any other extenuating or aggravating circumstances that may exist.

5) The order passed by the Manager or such other officers of the management as the case may be shall be served on their workman concerned. If it is not possible to serve on him or if it is refused by him, the same may be sent by Registered post with Acknowledgment Due to the address last made available by the workman and displaying a copy of the same in the notice board will be a sufficient service of notice.

A copy of the enquiry proceedings shall be given to the workman concerned at the conclusion of the enquiry. The proceedings of the enquiry shall be recorded in Tamil or English or in the language understood by the workman.

22. REDRESSAL OF GRIEVANCE AGAINST UNFAIR TREATMENT

Every industrial establishment employing twenty or more workmen shall have one or more Grievance Redressal Committee for the resolution of disputes arising out of individual grievances. (2) The Grievance Redressal Committee shall consist of equal number of members from the employer and the workmen. (3) The chairperson of the Grievance Redressal Committee shall be selected from the employer and from among the workmen alternatively on rotation basis every year. (4) The total number of members of the Grievance Redressal Committee shall not exceed more than six: Provided that there shall be, as far as practicable, one woman member if the Grievance Redressal Committee has two members and in case the number of members are more than two, the number of women members may be increased proportionately. (5) Notwithstanding anything contained in this clause, the setting up of Grievance Redressal Committee shall not affect the right of the workman to raise industrial dispute on the same matter under the provisions of the Industrial Disputes Act 1947. (6) The Grievance Redressal Committee may complete its proceedings within forty-five days on receipt of a written application by or on behalf of the aggrieved party. (7) The workman who is aggrieved of the decision of the Grievance Redressal Committee may prefer an appeal to the employer against the decision of Grievance Redressal Committee and the employer shall, within one month from the date of receipt of such appeal, dispose off the same and send a copy of his decision to the workman concerned. (8) Nothing contained in this clause shall apply to the workmen for whom there is an established Grievance Redressal Mechanism in the establishment concerned.”.



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23. TRANSFER

Depending upon the exigencies of work all workmen are liable to be transferred from one job, department, section or shift to another in the same establishment and shall do the work as per the instructions of the employer. Provided that the Wages, grade, continuity of service and other conditions of service of the workman are not adversely affected by such transfer.

24. ESSENTIAL SERVICES

Working in the following services shall be considered as essential services :

1. Time office (Or) office dealing with employees.
2. Security and Fire Service.
3. Electrical department.
4. Water Supply and Sanitation.
5. First-Aid and medical services.

In the interests of safety and maintaining the essential service at all times the persons employed in these categories of work shall be required by the employer either individually or in group to make themselves available for work during the period of strike or lockout, subject to the provisions of law in force.

25. RETIREMENT

Every workman shall retire on completing 58 years which shall be the age of superannuation. Provided that the management may in their discretion extend the period of service of any workman on reaching the said age of superannuation for such longer period as may be considered necessary.

26. NOTICE

- a) Any matter required to be notified under these Code of Conduct and any notice by the management to the workman in the company shall be displayed on notice board maintained for the purpose at a conspicuous place in the premises of the company.
- b) Any notice or communication intended for any particular workman may be delivered to him personally in the premises of the company or sent to him by RPAD to the address of workman as specified in the service records or as otherwise furnished by him.



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c) Any matter required to be notified under these Code of Conduct and any notice or communication by the employer to the workman in the industrial establishment shall be in Tamil: Provided that if the majority of the workmen in the industrial establishment know English or any other regional language and express desire to receive communication in that language, the communication may be sent to the workmen in that language.

27. ISSUE OF SERVICE CERTIFICATE

Every permanent workman shall be entitled to a service certificate at the time of leaving the service of the Company due to retirement, resignation, discharge or dismissal as the case may be.

28. NOMINATION

Every workman shall nominate a person or persons and indicate the same to the management soon after joining the employment with a view to receive any amount due to him in the event of his being incapacitated to act for himself by the reason of death, insanity or other cause. In the absence of any communication as to the change of nominee, the original nominee will hold good for all purposes from the management's point of view or if there is no nomination, the legal wife shall have the rights to dues.

29. AMENDMENTS

The Management may, from time to time with the agreement of the employees, amend these Code of Conduct in accordance with the time limit prescribed therein. Any amendment so made shall apply to all employees.

30. DISPLAY OF CODE OF CONDUCT

A copy of these Code of Conduct in English and Tamil shall be posted on a Notice Board maintained near the main entrance of the factory and in all departments and shall be kept in legible condition. All the workmen shall be deemed to have read and understood the contents of these Code of Conduct.

If there is any discrepancy between the orders in the English and Tamil versions, the English version will be deemed as authentic.

Prepared By

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LTD**

