

Evolve. Excite

HR MANUAL

ORIENT PAPER MILLS, AMLAI



Message from MD's desk

Dear Colleagues,

As part of our endeavour to clearly lay down our policies and practices in the area of Human resources, I am pleased to launch this **Human Resource (HR) Manual** at Orient Paper, Amlai.

This manual is intended to cover our values, vision and mission statements and various aspects of our Human resource practices & procedures.

Obviously these practices and policies are subject to changes from time to time.

I do hope that this will help our both existing employees and new Joinees in properly understanding our laid down policies & practices and make Orient Paper Mills a better place to work.

Best Wishes

A handwritten signature in purple ink, appearing to read 'M. Pachisia', with a horizontal line underneath.

M .L. Pachisia
Managing Director

Date:- 01st April' 2017



Message from CEO's desk

Dear Colleagues,

Human Potential is what makes any Company great. We are pleased to have you as part of the working team member at Orient Paper. Our business unit and corporate support functions all work together to produce good results as a part of Unit of CK Birla Group. We at Orient Paper have clear articulated corporate strategy, Mission statement, Vision and Values and are fully aligned to the following principles.

- Emerge as best cost manufacturer
- Emphasize product driven focus
- Expand global physical presence
- Enhance financial strength
- Leadership through Innovation & creativity
- Integrity in our work
- Customers are why we exist
- Excellence in all we do
- People make the difference

We have a long-standing commitment to excellence, leadership and innovation. These are attributes that have served us well through more than 50 years of growth and they will continue to serve us in the future. We believe that success for both the employee and the Company is determined by employees' ability to produce good quality products efficiently.

We welcome employee suggestions for improvement, wherever that may be. We are committed to Lean Manufacturing at all levels of Orient Paper. The principles of "Lean" are woven all through our strategy, vision and values. We strongly encourage you to make thinking "Lean" a way of life during your career here at Orient Paper.

We at Orient Paper work with a concept of “ **One Mind – One Mission – One Team** ”. The combination of continuing innovations, quality products, lean thinking, and a strong corporate family structure coupled with Orient Paper's outstanding team holds the path to progress.

Glimpse of our HR manual is a small effort in the direction to give our new-comer the comfort to understand the organization well and settle down fast.

Best wishes,

Ajay Gupta
Chief Executive Officer

Date:- 01st April' 2017

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1. Vision Statement

Enhance value to the Stake Holders by being a significant player in Manufacturing of Writing & Printing Papers and Market Leader of Tissue Papers offering complete satisfaction in Quality, Service and Competitive Pricing to Customers by continuous up-gradation of Technology & Cost Effectiveness.

2.

Mission Statement



ORIENT PAPER & INDUSTRIES LTD

MISSION STATEMENT

To serve the society as a responsible corporate citizen by providing products and services to meet customers' expectations while generating adequate return for the shareholders and creating opportunity for our human resources to achieve their reasonable aspirations.

Date 25 Nov. 2016

A handwritten signature in black ink, appearing to read "Ajay Gupta".

Ajay Gupta
Chief Executive Officer

3.

Our Values



OUR VALUES

Integrity:

Working with honesty & transparency.

Excellence:

Aiming for the highest quality standards in the goods and services we produce.

Respect:

Showing respect and humanity towards our colleagues & customers alike.

Responsibility:

Being sensitive and responsible towards the communities and environment that we work in.

Accountability:

Showing reliability in both words & deeds.

Date 25 Nov. 2016

A handwritten signature in black ink, appearing to read 'Ajay Gupta'.

Ajay Gupta
Chief Executive Officer

4.

Whistle Blower Policy

1. INTRODUCTION

Section 177 (9) of the Companies Act, 2013 read with Rule 7 of the companies (Meeting of Board and its powers) Rules 2014 and Clause 49 of the Listing Agreement mandates the company to constitute a vigil mechanism called the 'Whistle Blower Policy' for Whistle Blower to report concerns about illegal or unethical practices, unethical behaviour, actual or suspected, fraud or violation of the Company's code of conduct or ethics policy.

2. DEFINITIONS

"Act" means the companies Act, 2013

"Audit Committee" means Committee constituted by the Board of Directors of the Company in accordance with section 177 of the Companies Act, 2013 and Clause 49 of the Listing Agreement with the Stock Exchanges.

"Company" means Orient Paper & Industries Limited its subsidiaries, joint-ventures and associate companies, if any.

"Designated Officer" means Company Secretary of the company.

"Employee" means every employee of the company (whether working in India or abroad).

"Policy" means the Whistle Blower Policy.

"Protected Disclosure/ Disclosure(s)/ Wrongful Act" means any communication made in good faith that disclose or demonstrate information that may evidence illegal or unethical practices, unethical behaviour, actual or suspected, fraud or violation of the company's code of conduct or ethics policy.

"Rules" means the Companies (Meeting of Board and its powers) Rules, 2014.

"Whistle Blower" means stakeholder(s) (as given in clause 49 of the Listing Agreement) including directors of the company and individual Employee(s) & their representative bodies who makes a protected Disclosure under this policy.

"Whistle Blower Committee" means committee constituted by the Company consisting of at least three members viz: Managing Director, Chief Financial Officer and Head- Internal Audit.

"Exceptional Circumstances/ Exceptional Nature" The protected Disclosure that is against the member(s) of the Whistle Blower Committee, the Designated Officer or employees and officers of the company who occupy designations that are superior/ senior to that of the designated officer/ members of the Whistle Blower Committee.

3. OBJECTIVE

The company is committed to adhere to the highest standards of ethical, moral and legal conduct of Business Operations. To maintain these standards, the company encourages Whistle Blower who have concerns about illegal or unethical practices, unethical behaviour, actual or suspected, fraud or violation of the company's code of conduct or ethics policy to come forward and express these concerns without fear of punishment or unfair treatment. The Vigil (Whistle Blower) mechanism provides a channel to the whistle blower to report to the Audit Committee concerns about illegal or unethical practices, unethical behaviour, actual or suspected, fraud or violation of the company's code of conduct or ethics policy. The mechanism provides for adequate safeguards against victimization of Whistle Blower to avail the mechanism and also provide for direct access to the chairman of Audit Committee for the purpose in exceptional cases.

This policy does not absolve the Whistle Blower from their duty of confidentiality in the course of their work nor does it permit them to raise malicious or unfounded allegations arising out of a personal situation.

4. ELIGIBILITY

All stakeholders including directors and individual Employee(s) & their representative bodies are eligible to make protected Disclosures under the policy.

This policy is adopted by Board of Directors in their Meeting held on 5th November, 2014.

5. SCOPE

The Whistle Blower's may report or raise any concern which he/she believes is Wrongful Act. Any allegation which falls within the scope of the policy will be seriously considered and investigated.

These concerns would include but are not restricted to:-

- Fraud,
- Financial Malpractice,
- Failure to comply with applicable legal requirements or Company policy,
- Improper conduct or unethical behaviour, including breach of the Company's code of conduct, business integrity or ethics,
- Attempts to conceal any material facts or misrepresentation,
- Negligence causing substantial and specific danger to public health, safety or environment,
- Any unlawful act whether criminal/civil,
- Colluding with third parties/associates to exploit or cause harm to the company, and
- Breach of terms and conditions of employment rules thereof,
- Manipulation of company data/records,

- Unauthorised use, access or disclosure of confidential/ proprietary information,
- Abuse of authority,
- Misappropriation or authorised use of company Funds/assets.

Whistle Blower should not act on his/her own in conducting any investigative activities, nor he/she has a right to participate in any investigative activity other than as requested by the Whistle Blower Committee, Chairman of the Audit Committee or the investigators.

6. PROCEDURE

Reporting a concern:

1. All protected Disclosures should be addressed to the Designated officer or in Exceptional Circumstances to the Chairman of the Audit Committee.

The contact details of the Designated Officer are:

Mr. Ram Prasad Dutta

Company Secretary

Orient Paper & Industries Limited

Birla Building

9/1, R.N. Mukherjee Road

Kolkata 700001

Email: cosec@orientpaperindia.com

The contact details of the Chairman of the Audit Committee are as under:

Name: Chairman of the Audit Committee

C/o Mr. Ram Prasad Dutta

Mailing Address: Birla Building, 9/1, R.N. Mukherjee Road, Kolkata 700001

2. Protected Disclosures should be reported either through email or through letter in writing to Designated Officer any only through in writing to Chairman of Audit Committee, as the case may be. It should be either by typed or written in a legible handwriting in English, Hindi or in the regional language of the Whistle Blower, so as to ensure a clear understanding of the issues raised.
3. The whistle Blower should endeavour to make the protected Disclosure, as soon as possible, after the Whistle Blower becomes aware of the illegal or unethical practices, unethical behaviour, actual or suspected, fraud or violation of the Company's code of conduct or ethics policy.

4. The protected Disclosure should be submitted under a covering letter signed by the whistle Blower in a closed and secured envelope and should be super scribed as “Protected Disclosure under the Whistle Blower policy/ Vigil Mechanism” or sent through email with the subject “ Protected Disclosure under the Whistle Blower policy/ Vigil Mechanism”. If the protected Disclosure is not super scribed and closed as mentioned above, the protected Disclosure will be dealt with as if it s a normal disclosure.
5. If a protected Disclosure is received by any executive of the Company other than Designated Officer or Chairman of the Audit Committee, the same should be forwarded to the Designated Officer or Chairman of the Audit Committee for further appropriate action. Appropriate care must be taken to keep the identity of the Whistle Blower confidential.
6. The covering letter should disclose the name and address of the Whistle Blower.
7. In order to protect the identity of the Whistle Blower, the Designated Officer/ Chairman of the Audit Committee will not issue acknowledgement to the Whistle Blower and Whistle Blower is advised not to write his/her name/ address on the envelope nor enter into any further correspondence with the Designated Officer or Chairman of the Audit Committee.
8. Anonymous disclosures may also be entertained in the manner set out in paragraph 10 below.
9. The protected Disclosure shall contain factual details and should not be speculative or in the nature of a conclusion, and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern and the urgency of a preliminary investigative procedure.
10. After receipt of the protected Disclosures by the Designated Officer, he/she shall forward the Disclosure(s) received to the Whistle Blower Committee. At least two members shall form the quorum of the Whistle Blower Committee.
11. On receipt of a protected Disclosure, the Whistle Blower Committee or the Chairman of the Audit Committee or any person authorised by the Chairman of the Audit Committee on his behalf, as the case may be, shall detach the covering letter bearing the identity of the Whistle Blower and process only the protected Disclosure.
12. All protected Disclosures should be addressed to the Designated Officer, or to the Chairman of the Audit Committee in Exceptional Circumstances. In the event the Designated Officer or the Whistle Blower Committee is of the opinion that the protected Disclosure is of an Exceptional Nature, the Designated Officer or the

Whistle Blower Committee may forward the protected Disclosure to the Chairman of the Audit Committee for further action.

7. INVESTIGATION

1. All protected Disclosures under this policy will be recorded and thoroughly investigated. The Whistle Blower Committee will be responsible for the investigation of protected Disclosures made to them and the Chairman of the Audit Committee or any person authorised by Chairman shall be responsible for the investigation of the protected Disclosures made to the Chairman of the Audit Committee.
2. The Whistle blower Committee/ Chairman of the Audit Committee will carry out an investigation either himself/ herself or may authorise any other Officer of the Company/ Committee constituted for the same/ an outside agency.

Investigations will be launched after a preliminary review, which establishes that the alleged act constitutes illegal or unethical practices, unethical behaviour, actual or suspected, fraud or violation of company's code of conduct or ethics policy.

3. Delinquents will normally be informed of the allegations at the outset of a formal investigation and have opportunities for providing their inputs during the investigation.
4. The identity of the delinquent and the Whistle Blowers shall be kept confidential by the persons involved in the investigation, to the extent possible, subject to applicable laws.
5. The Chairman of the Audit Committee or the Whistle Blower Committee or any person (s) authorised by them, as the case may be, may call for further information or particulars from the Whistle Blower, the delinquent or any other person if it deems appropriate.
6. Based on the investigation conducted, a report on the protected Disclosure, which establishes the culpability or lack thereof of the delinquent shall be prepared by the Whistle Blower Committee or the Chairman of the Audit Committee or the person conducting the investigation, as the case may be. The investigation shall be completed and the report shall be prepared within 60 days of the receipt of the protected Disclosure. The Audit Committee may at its discretion extend this time period.
7. The Whistle Blower Committee or the Chairman of the Audit Committee or any person authorised by Whistle Blower Committee/ the chairman of the Audit Committee shall make a written record of the protected Disclosure. The record shall

include facts of the matter, comparative with previous complaints and outcomes, recommended disciplinary action etc.

8. Unless there are compelling reasons not to do so, delinquents will be given the opportunity to respond to material finding contained in an investigation report. The investigation by itself would not tantamount to an accusation and is to be treated as a neutral fact finding process.
9. Any member of the Audit Committee or the Whistle Blower Committee or other officer having any conflict of interest in relation to a protected Disclosure shall disclose his/her concern/ interest forthwith and shall not deal with the protected Disclosure.
10. The delinquent and directors, other employees and stakeholders shall co-operate with the investigation.
11. The delinquent shall not interfere with the investigation. Further, no evidence shall be withheld, destroyed or tampered and no witness shall be influenced, tutored, threatened or intimidated by the delinquent or any other person, prior to or during or after the investigation.

8. DECISION AND REPORTING

1. Any disciplinary or corrective action initiated against the delinquent as a result of the findings of an investigation pursuant to this policy shall adhere to the applicable personnel or staff conduct and disciplinary procedures.
2. A quarterly report with number of complaints received under this policy and their outcome shall be placed before the Audit Committee and the Board.

9. HARASSMENT OR VICTIMISATION

1. No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a protected Disclosure under this policy. Protection will be given to Whistle Blower against any unfair practice including but not limited to retaliation, threat or intimidation of termination/ suspension of service, disciplinary action, transfer, demotion, refusal of promotion or any direct or indirect use of authority to obstruct the Whistle Blower's right to continue to perform his duties/ functions including making further disclosure. The company will take steps to minimize difficulties, which the Whistle Blower may experience as a result of making the Disclosure.

2. The identity of the Whistle Blower shall be kept confidential to the extent possible and permitted under law. Any Employee assisting in the said investigation shall also be protected to the same extent as the Whistle Blower.
3. The Whistle Blower, the Chairman of the Audit Committee/ any person authorised by Chairman of the Audit Committee, the Whistle Blower Committee, the Designated Officer, the investigator and everyone involved in the process shall:
 - I. Maintain complete confidentiality/ secrecy of the matter,
 - II. Not discuss the matter in any informal/ social gatherings/ meetings,
 - III. Discuss only to the extent or with the persons required for the purpose of completing the process and investigation,
 - IV. Not keep the papers relating to protected Disclosure or the investigation unattended anywhere at any time,
 - V. Keep the electronic mails/files under password,
 - VI. If anyone is found not complying with the above, he/she shall be held liable for disciplinary action,
4. If a Whistle Blower faces any retaliatory action or threat as a result of making a protected Disclosure he/she may immediately write to the Chairman of the Audit Committee who will recommend appropriate steps to protect the Whistle Blower from such retaliatory action and ensure implementation of such steps for the protection of the Whistle Blower.

10. ANONYMOUS ALLEGATIONS

This policy encourages Whistle Blower to put their name to allegations. However, Whistle Blower may raise concerns anonymously. Concerns expressed anonymously may be evaluated by the Whistle Blower Committee or the Audit Committee for investigation at its discretion. In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised,
- The credibility of the concern, and
- The likelihood of confirming the allegation from attributable sources.

11. UNTRUE ALLEGATIONS

1. In making a Disclosure, the Whistle Blower should exercise due care to ensure the accuracy of the information. If stakeholders, including directors and individual Employee(s) & their representative bodies make an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. If however, Whistle Blower makes malicious or vexatious allegations, and particularly if he or she persists with making them despite the outcome of the

investigation, the Audit Committee may recommend action against the Whistle Blower.

2. Whistle Blowers, who make three or more protected Disclosures, which have been subsequently found to be mala fide, frivolous, baseless, malicious, or reported otherwise than in good faith, will be disqualified from reporting further protected Disclosures under this policy. In respect of such Whistle Blowers, the Company/ Audit Committee would reserve its right to take/ recommend appropriate disciplinary action.

12. OBLIGATIONS OF WHISTLE BLOWERS

The duties of the Whistle Blowers shall include the following:

1. Promptly reporting any illegal or unethical practices, unethical behaviour, actual or suspected, fraud or violation of the Company's code of conduct or ethics policy in time. Delay in reporting may lead to loss of evidence and also financial loss for the company.
2. Although they are not required to provide proof, the Whistle Blowers must have sufficient cause for concern and submit evidence, to which they may have access, when called for.
3. Avoid anonymity when raising a concern.
4. Follow the procedures prescribed in this policy for making a Disclosure.
5. Co-operate with investigators in maintaining full confidentiality

13. RETENTION OF RECORDS

All Disclosures in writing as well as all documents related to any investigation and the results of the investigation relating thereto shall be retained for a period of 7 years.

14. INFORMATION DISSEMINATION

The details of establishment of such mechanism shall be disclosed by the Company on its website and in the Board's report.

15. REVIEW OF THE POLICY

The Board shall review the policy from time to time based on the changing needs and make suitable modifications as may be necessary. The Company reserves its right to amend or modify this policy in whole or in part, at any time without assigning any reason whatsoever.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions

hereunder and this policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

Date: 5th November 2014

5. Fraud Risk Framework Policy

Background

The purpose of the fraud risk framework policy is to detect, prevent and identify frauds and to develop an organizational response to its risks. It is the intent of OPIL to promote consistent organizational behaviour by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Fraud may be defined as “ the use of deception to unjustly obtain a benefit”. The benefit obtained does not have to be money. It could be goods, services, favours or information. Corruption, which involves the abuse of power for personal gain, is also part of fraud under this definition.

This corporate fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud.

Scope of Policy

This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, customers, dealers, other outside agencies and employees of these organizations and/ or any other parties with a business relationship with OPIL (also called the company).

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the company.

Policy

Each member of the management team should be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to Head of the unit with a copy to the Managing Director's office. Such reports will be investigated by the person/s designated by the Head of the unit/ MD's office.

Actions Constituting Fraud

- Theft or deliberate misuse of the organisation's assets,
- False accounting or making false statements to obtain a benefit (for example, an employee falsely claiming an allowance, or a supplier presenting false invoices

for payment or an employee colluding with a supplier/ buyer to extend any undue favours resulting in loss to the organisation),

- Offering or taking gifts or other benefits in order to influence decisions or gain a personal advantage,
- Unauthorised use of an organisation's name or authority to gain a personal benefit,
- The destruction, removal or inappropriate use of an organisation's records,
- Unauthorised disclosure of information gained through employment with the organisation, and
- Any other dishonest or fraudulent act

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of company activities
- Disclosing confidential and proprietary information to outside parties
- Disclosing to other persons securities activities engaged in or contemplated by the company
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the company. Exception: Gifts less than Rs. 5000 in value
- Destruction, removal or inappropriate use of records, furniture, fixtures and equipment and/or
- Any similar or related irregularity

Other Irregularities

Irregularities concerning an employee's moral, ethical, or behavioural conduct should be resolved by departmental management and the Employee Relations Unit of Human Resources rather than the Fraud Management Process.

If there is any question as to whether an action constitutes fraud, the matter should be reported to the head of the unit for guidance.

Investigation Responsibilities

The person/s assigned to investigate the suspected fraud will have the primary responsibility for investigation as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, investigation authority will issue reports to appropriate designated personnel and, if appropriate, to the Board of Director's through the managing director's office or the Audit Committee.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

Confidentiality

The management will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify to the designated authority immediately, and should not attempt to personally conduct investigations or interviews/ interrogatives related to any suspected fraudulent act (See Reporting Procedure section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct.

Authorization for Investigating Suspected Fraud

Members of the investigation unit will have:

- Free and unrestricted access to all company record and premises, whether owned or rented, and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the designated authority immediately. The employee or other complainant may remain anonymous. No information concerning the status of an investigation will be given out. The proper response to any reference inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation, "the crime", "the fraud", "the forgery", "the misappropriation", or any other specific reference.

The reporting individuals should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with any-one unless specifically asked to do so by the designated authority.

Termination

If an investigations results in a recommendation to terminate an employee or take action against the offending contractor/supplier or buyer, the recommendation will be reviewed for approval by the designated authority in consultation with concerned senior executives before any such action is taken. Should the accused believe the management decision to be inappropriate, the facts will be presented to executive level management for a decision, which will be final and binding.

Administration

MD of OPIL will be responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed from time to time and revised as needed.

M.L. Pachisia
(Managing Director)

Date: 30-10-2015

Place: Kolkata

6. Communication Policy

1.0 Purpose

This policy is to establish guidelines for Orient Paper & Industries Ltd (“OPIL”) for communications by the Company, including the release of material information about the Company with respect to such persons like Company stockholders, other investors, brokers, investment advisers, investment companies, rating agencies, analysts and others within the investment community and also the media.

2.0 Scope

This policy applies to all OPIL personnel with respect to all information (general, confidential, or material) in whatever form or means, regarding the Company that is shared between the Company, OPIL personnel, and other parties.

3.0 Objectives

Ensure material information is disclosed in a timely, consistent, and appropriate manner. Provide guidelines for the broad dissemination of material information pursuant to all applicable legal requirements.

Prevent the improper use or premature disclosure of confidential material information.

Provide direction for all OPIL personnel in the appropriate treatment of material, confidential, general, and routine Company information.

The Company has an obligation to ensure that all information material to the business and affairs of the Company is disclosed to the public in an appropriate manner. This policy will assist the Company in satisfying the objectives above, and in assigning responsibility for the implementation and oversight of these policies and procedures.

4.0 Investment Community Inquiries

Company Representatives receiving any inquiries from the Investment Community shall not respond to such inquiries other than to refer the inquirer to the appropriate designated authority as specified in clause 6.1 below. If a Company Representative believes that there may have been an unintentional disclosure of material non-public information, he or she must immediately notify the Chief Financial Officer or MD of the incident to determine the appropriate course of action.

5.0 Disclosure of Information

The Company is committed to timely, accurate, and complete disclosure of material information in an appropriate manner. The Company recognizes that it must meet the disclosure expectations of external stakeholders and the continuous disclosure obligations prescribed by securities legislation.

In the normal course of business, the Company will make all financial information filings as required by securities legislation. This includes, but is not limited to, quarterly and annual financial statements, quarterly and annual MD&A, annual reports, and news releases. The Company considers these documents material information.

It is important to ensure that selective disclosure of material information does not occur. Thus, up to such time as it is broadly disclosed to the investing public, material information will be considered confidential material information.

Material information includes both material changes and material facts.

5.1. Confidential Material Information

Any information concerning the Company is considered material if there is a substantial likelihood that a reasonable investor would consider it important in determining whether to buy, sell, hold, or engage in other transactions involving the Company's securities. Although not intended to be a comprehensive list, the following are examples of information that could be deemed material if supported by the relevant facts existing at the time of determination:

- Financial results
- Projections of future earnings or losses, or other earnings guidance
- Changes to previously announced earnings guidance, or the decision to suspend earnings guidance
- A pending or proposed merger, acquisition, divestiture or joint venture
- A pending or proposed acquisition or disposition of a significant asset
- A Company restructuring
- Impending bankruptcy or financial liquidity problems
- Gain or loss of a customer or supplier
- Changes in dividend policy or a stock repurchase program implementation
- New product or service announcements of a significant nature or other major marketing changes
- Stock splits
- Bank borrowings or other financing transactions out of the ordinary course of business, including pending or proposed equity or debt offerings
- Litigation exposure due to actual or threatened litigation or settlements or resolution of such litigation
- Processing or other errors
- Privacy violations or issues
- Developments regarding regulatory issues or government agency investigations, inquiries, proceedings or reviews
- Information regarding the number or mix of tax returns prepared
- Changes in debt ratings
- Write-downs in assets or increases in reserves
- Changes in senior management
- The imposition of a ban on purchasing or selling, or engaging in any other transactions involving, Company-Related Securities

5.2 Material Changes

- Material changes in the business are required by law to be immediately broadly disclosed by the Company once the change has occurred. Material changes initiated by the Company are considered to have ‘occurred’ once the decision has been made to implement them, regardless of Board of Directors’ approval, if the Company thinks it is probable that the Board of Directors will approve implementation. This includes any and all significant Company changes that potentially impact the perceived or real value of the Company, such as purchases or modification of major assets and future plans for service development.
- Securities legislation permits a company to delay disclosure of a material change and to keep it confidential temporarily where immediate release of the information would be unduly detrimental to the company’s interests. For example, immediate disclosure might interfere with the company’s pursuit of a specific objective or strategy, with ongoing negotiations, or with its ability to complete a transaction. If the harm to the company’s business from disclosure outweighs the

general benefit to the market of immediate disclosure, withholding disclosure is justified.

- The MD and CFO are the authority on whether or not information constitutes a material change. Prior to withholding disclosure of a material change, the MD and CFO will consult legal counsel for concurrence, and to ensure that the administrative requirements of applicable securities legislation are met. Material changes will be broadly disclosed by way of a news release. Unfavourable news will be disclosed just as promptly and completely as favourable news. The news release will contain enough detail to enable the media and investors to understand the substance and importance of the change being disclosed. Securities legislation requires that when a material change occurs, a material change report will be filed as soon as practicable. The Company Secretary will ensure required material change reports are filed in accordance with securities legislation. Until such time as public disclosure is complete, in order to prevent selective disclosure, material changes will be considered confidential material information.

5.3 Material Facts

Until such time as public disclosure is complete, in order to prevent selective disclosure, material facts will be considered confidential material information.

Please note that tipping and insider trading provisions apply to both material facts and material changes.

5.4 Materiality Determinations

There is no simple standard or test for determining materiality of information. When assessing whether any particular matter should be disclosed, a number of factors need to be considered, including the nature of the information itself, the volatility of securities, and prevailing market conditions.

6.0 Authorized Spokespersons

6.1 Only the individuals designated below ("Authorized Spokespersons") may communicate on behalf of the Company to the Investment Community, except as otherwise provided by this Policy.

- Chairman of the Board
- MD
- Chief Financial Officer

Other Company Representatives may be designated by the MD for attending calls, investor conferences, management meetings with shareholders and similar engagements with investors and (ii) any of the Authorized Spokespersons for other limited, specific communications, including but not limited to annual or special meetings of shareholders or other special projects. Following the occurrence of the limited, specific communication, the Company Representative's authorisation shall expire.

7.0 Quiet Periods

In the interest of fairness and to further mitigate the risk of inadvertent disclosures of material information, the Company may observe quiet periods as described below. During a quiet period, the Company would not permit any formal or informal communications by Company Representatives with the Investment Community.

7.1 Quarterly & Annual Financial Results - The Company may observe a quiet period commencing 15 days prior to releasing each of its quarterly or annual financial results and continuing until immediately following the Company's public release of such results.

8. Guidance and Forward-Looking Statements

The Company may at times provide specific guidance regarding its expected future financial performance. When such guidance is provided, the Company generally will not update this guidance or provide additional guidance before or during the next quarterly earnings release, except as the Company deems necessary, and then only in a manner that complies with Regulations.

9. One-on-One Meetings or Calls

Telephonic or face-to-face communications with members of the Investment Community individually or in small groups are valuable components of the Company's investor relations program. However, the Company will not issue new guidance, reaffirm prior guidance, update the Company's previously issued guidance, or otherwise disclose material non-public information in these communications. Such meetings will be conducted by the persons designated in 6.1 above and those specifically authorised by them.

10. Analyst Reports

The Company will not confirm, endorse, or adopt analyst reports. However, in certain limited circumstances, the Company may, upon request, review the factual accuracy of historical information that is either publicly available or immaterial that an analyst intends to include in a report. The Company will not disseminate analyst reports or earnings models to any external parties.

11. Market Rumors, Speculation or Pending Litigation

The Company does not make any comment on market rumors, speculation or pending litigation.

12. Communications with the Board

The Board generally believes it is in the Company's best interests that designated members of management speak on behalf of the Company. Shareholders and other interested parties wishing to communicate with the Board, non-employee directors, or with an individual Board member concerning the Company may do so by writing to

the Board, to the non-employee directors, or to a particular Board member, and mailing or emailing such correspondence through the Company Secretary.

Please indicate on the envelope whether the communication is from a shareholder or other interested party. The Board has instructed the Company Secretary and other relevant members of management to examine incoming communications and forward to the Board or individual directors as appropriate, communication he or she deems relevant to the Board's roles and responsibilities. The Board has requested that certain types of communications not be forwarded, and redirected if appropriate, such as: spam, business solicitations or advertisements, resumes or employment inquiries, service complaints or inquiries, surveys, or any threatening or hostile materials.

13. Communication and Disclosure of this Policy

In addition to referring to this Policy in the Company's Code of Business Ethics and Conduct covering all employees, this Policy will be circulated to all corporate officers and members of the Board. All communications, including electronic communications, must comply with securities laws.

14. Policy Approval and Revisions

Approval of this policy is the responsibility of the Board. However the MD and Chief Financial Officer are authorized to make revisions to this Policy for changes as deemed to be administrative or procedural in nature.

15. Review of Policy

This policy may be reviewed and updated as needed to ensure compliance with changing regulatory requirements.

16. Definitions

OPIL Personnel – any person employed by the Company, as well as members of the Board of Directors of the Company.

OPIL Securities – all securities as may be issued by the Company from time-to-time.

Company – Orient Paper & Industries Limited (OPIL) including its subsidiaries.

Confidential Material Information – material information not widely disseminated within or external to the Company which, if disclosed, would be unduly detrimental to the Company's interests. For example, immediate disclosure might interfere with the Company's pursuit of a specific objective or strategy, with ongoing negotiations, or with its ability to complete a transaction.

General and Routine Information – information that would not otherwise be classified as material information, and which is not otherwise required to be kept confidential.

Material Change – a change in the business, operations, or capital of the Company that would reasonably be expected to have a significant effect on the market price or value of any of the securities of the Company.

Material Fact – where used in relation to securities issued, or proposed to be issued, means a fact that significantly affects, or would reasonably be expected to have a significant effect on, the market price or value of such securities.

Material Information – any information relating to the business and affairs of the Company that when publicly released would significantly affect, or would reasonably be expected to have a significant effect, on the market price or value of OPIL securities (or the securities of other reporting issuers with which OPIL may be conducting confidential negotiations). Material information includes both material facts and material changes.

Selective Disclosure – Disclosure of confidential material information to one or more individuals or companies and not broadly to the investing public.

M. L. Pachisia
(Managing Director)

Date: 30-10-2015

Place: Kolkata

7. Information Technology Policies and Procedures

1. IT Strategy (Year 16 - 17)

1. Up-gradation of HR & Payroll system with New Server as it is de-supported for Operating System and Hardware.
2. Up-gradation of old personal computers with latest configuration.

2. IT Department Mission and Purpose

MISSION:

The mission of the Information Technology (IT) Office is to deliver high quality, focused and aggressive business solutions by offering program-centric services and cost-efficient communications and information technologies.

VISION:

The vision of the IT Office is to shape today's information to meet tomorrow's challenges.

PURPOSE:

The purpose of the IT office is to plan, design, develop and maintain the information technology infrastructure, in alignment with the company strategic objectives. Functions include, but are not limited to, information technology planning and evaluation, purchasing, hardware and software installation, providing ongoing user support and training, implementing management standards and policies and procedures related to information technology processes, and providing for network and information security.

These standards, procedures, and processes may change as appropriate. The company reserves full discretion to add to, modify, or delete provisions of the Information Technology Policies and Procedures Manual at any time, in whole or in part, without advance notice, consent or approval.

3. Software Development Life Cycle (SDLC)

To adopt formal SDLC methodology, this should have the following steps:

3.1.1. Feasibility Study

3.1.2 Requirements Definitions

3.1.3 Software Acquisition

3.1.4 Detail Design

3.1.5 Programming

3.1.6 Testing

3.1.7 Implementation

3.1.8. Post implementation review

3.1.9 To prepare System Manuals.

3.1.10 To make any correction or modification in application software Format(1) is required. This form consist of team member, coordinator and duly approved by sanctioning authority.

3.1.11. All modification/update has to be documented

4. Controlling Logical Access to Information & Systems

To secure the data, necessary privileges and roles are defined. Since the entire database will not be available to all users, a particular application user is only having privilege to enter and view the data related with his application only.

1. Developers and Users should have separate area to interact with the system and different privileges.
2. Every user should have different user-id and password.
3. To create a user-id, respective department head or HR should send the “**Access Request Form**” duly approved by sanctioning authority, while mentioning his roles and privileges.
4. Any modification to access level is initiated by deptt head through filling a form duly approved by sanctioning authority, while mentioning his roles and privileges.
5. IT department shall delete SAP user id within two working days from his separation from the organization whether it is non-voluntary or voluntary, where request is initiated by HR. Further IT deptt. Shall forward mail id to any departmental persons email id for one month. If necessary after one month, IT will take approval for removal or further extension of id.
6. For new joiners, IT deptt shall provide view rights in SAP for one month. Post one month, IT shall provide other roles & profile access after approval of sanctioning authority.
7. Removal of access rights due to role change and transfer to new department where request is initiated by respective department head.
8. Users should force to restrict the password to them only and change password periodically.
9. Users should not be given operating system and SQL privileges.
10. Programmers should not work with live data.
11. No data deletion will occur, once entered into the system, by request of users department.
12. All external storages devices are locked for data safety and system security. External devices in IT will remain open to facilitate other deptt.
13. No data alteration will be allowed at database level.
14. Redundant ids of users should be checked and removed periodically.

15. Developers shall have to be signed/accept “**Software Security Agreement**” and Users shall have to signed “**Data Security Agreement**” to avoid discrepancies due to illegal operations on confidential information and other important information resides in system.

16. IT department is reviewing user's access quarterly basis with concerned HOD. The super user's access will also be reviewed on quarterly basis.

5. Information Technology Environment Policy

1. Creating Information Technology awareness at all levels.
2. To follow Information Security Frame work.
3. To make proper procedure for disposal of consumables and packing material.
4. To minimize stationery consumption, while implementing appropriate computer systems.
5. To control telephone and fax by other ways of communication (Email/Internet).
6. To provide appropriate system support in case of need.
7. Ensuring continual review and improvement of systems.

6. Processing Information

6.1 Network Administration

The Network Administrator is responsible for the security, operation, and maintenance of all network systems and applications. To keep the local area network in smooth working condition, following tasks are carried out by Network Administrator:

- 6.1.1 To design the network.
- 6.1.2 To select the Cable and networking equipments.
- 6.1.3. To supervise the installation job.
- 6.1.4. To troubleshoot the network problems.
- 6.1.5. To establish inter-connectivity of personal computers, factory wide.
- 6.1.6 To provide stabilized Email connectivity factory wide.
- 6.1.7 Setting the privileges of user access.
- 6.1.8 Logging the Net users activity.
- 6.1.9 Healthy distribution of Bandwidth among users.
- 6.1.10 To update network related documents and periodically checked by the authorities.
- 6.1.11 To prepare technological security guidelines for the network.
- 6.1.12 To introduce new technological developments in the prescribed format.
- 6.1.13 To review Email and World Wide Web policy periodically.

6.2 System Administration

The System administrator should take necessary steps to keep the on-Line System in working condition. Following routine tasks has to be carried out by Systems Administrator:

- 6.2.1 Startup and Shutdown of the Business Server & making log of it.
- 6.2.2 Creating users login, with necessary permissions.
- 6.2.3 Removing of unnecessary files and user-id's periodically
- 6.2.4 Changing the passwords of "ROOT" login, periodically
- 6.2.5 Co-ordination with customer engineer during breakdown period of On-Line System.
- 6.2.6 Termination of running process.
- 6.2.7 Implementing security for system.
- 6.2.8 Transferring the data from Business Server to Personal Computers and vice versa.
- 6.2.9 Generation and analysis of "SYSTEM ANALYSIS REPORT".
- 6.2.10 Submitting breakdown report to management.
- 6.2.11 Installation of Relational Database Management System (ORACLE) in Business Server.

6.2.1 Password Policy

➤ Operating System password

ROOT – 6 to 8 Characters

➤ Relational Database Management System (RDBMS) Oracle

Ora72 – 6 to 8 Characters and the last character should be a number – Alphanumeric.

The password for operating system and oracle are changed quarterly. The password for operating system and oracle are known to authorized IT Staff to start and shutdown the system and terminate the hanged process.

In SAP User login password should be of 6 to 8 characters. The system shall enforce to change password in 90 days.

6.3 Email & the World Wide Web

The Environment: Orient Paper Mills, Amlai has a big PC network of Personal Computers. All PCs are connected through Optical Fiber Cable based structured network and nodding remote switches. For accessing Internet, we have taken

internet connectivity through Optical Fibre Cable leased from **M/s Reliance Communication India Limited**. For E-Mail one domain “**orientpaperindia.com**” has been registered with **M/s Easyspace Limited, Kolkata**. This internet is connected to one Net Server in IT department, further distributed to PCs under Proxy Supervision.

- **User Groups:** Every PC is connected to their respective workgroup, based on location. Details of workgroup is as under:
 - A. **ADMIN:** Connects IT department.
 - B. **ACCOUNTS:** Connects Accounts, PF & ESI and Salary Section.
 - C. **COSTING:** Connects Costing department.
 - D. **ECD:** Connects Engineering & Contract Division.
 - E. **EXECUTIVE:** Connects President, Presidents Secretariat, PA to President and other Higher Officials MD, VP-Mkt.
 - F. **PERSONNEL:** Connects General, Personnel and Time Office.
 - G. **PROJECTS:** Connects Drawings, Industrial Engineering, Projects, and Research.
 - H. **PURCHASE:** Connects Purchase Department.
 - I. **RAW:** Connects Raw Material, Raw Material Development and Weigh Bridge.
 - J. **SALES:** Connects Godown and Sales Department.
 - K. **STORES:** Connects Stores department.

Apart from this PCs are further bifurcated according to their access of using Internet. The Proxy Groups are as under:

- A. **Full Access:** A user group who can access Internet and E-Mail , FTP and Telnet round the clock.
- B. **Restricted Web Access:** A user group who can access E-Mail, Internet, FTP & Telnet round the clock but can brows only pre-requested web sites.
- C. **E-Mails Only:** A group who can access E-Mail, FTP & Telnet Round the clock.
- D. **Telnet:** A User group who can access Telnet and FTP only.

- **Accounts Creation:** Every PCs getting configured to access network at the time of installation according to their location. The IP address and Workgroup is being allotted according to Network Plan. For creating an E-Mail account user fills the “**Email_id Creation Requisition**” and deposits it duly signed to IT department. After verifying the contents Network Analyst creates and configures the account in domain.
 - **Allocation of space:** E-Mail account has 100MB space to 1000 MB space as per business requirement. The quota can be changed in exceptional case.
 - **Access rules:** Every PC has a user name and belongs to a respective user. The user is responsible to take backup, scanning system for virus, deleting temporary files and checking hard disk from errors. The user also responsible for any unauthorized activity happening in PC. The department head is secondly responsible for the same.
 - **Monitoring Strategy:** Every transaction of Internet is getting logged into a log file along with date time and user ID in server. Apart from Multilayer Firewall protects system from Spam and Junks. Dual layer Antivirus Security protects system from any kind of virus. The antivirus pattern files and scan engines are being updated on line. Off line locations are getting updated fortnightly.
 - **Statutory arrangements:** Every Internet connected PC is monitored through Proxy Access Console. The malicious activities have been predefined in proxy so that it automatically blocks and alerts administrators the same. Content filter and Offer Blocker has been designed to put control on data transaction.
 - **Access Violation:** As any unauthorized or unwanted activity happens to the PC end, proxy is blocking the address permanently. That can be removed only after re-sanction of authorities.
- ❖ All the changes incorporated have to be documented and made available, whenever needed.

6.4 Data Management-

Applicable for old server D-330 used for HR & Payroll:-

To maintain database in proper state with growing needs of users department, it has become essential to take certain necessary steps by Database Administrators. The following tasks are defined for DBA:

6.4.1 Creation of database.

- 6.4.2 Startup and Shutdown of database and making log of it.
- 6.4.3 Managing Tables and indexes.
- 6.4.4 Creating roles and granting them to valid users.
- 6.4.5 Security for database user wise.
- 6.4.6 Tuning of database.
- 6.4.7 Planning and implementing backup strategies.
- 6.4.8 Loading of data from different databases to Oracle database.
- 6.4.9 Up gradation of RDBMS.

6.5 Backup, Recovery & Archiving-

6.5.1 Backup

Daily back-up will be scheduled by Basis (Network analyst) for online system. The one copy of backup will be sent to Kolkatta office once in a month for their safe custody for use in any emergency condition.

The data restoration in SAP system will be done half yearly basis to check authentication of data in test server.

6.5.2 Recovery

To continue the business, whenever data, programs are get corrupted or dropped, it has to recover immediately. For this proper backup procedures are maintained. This service is provided by SAP Service provider vendor for SAP Services.

- 6.5.2.1 To recover table from previous days backup magnetic media (DATs).
- 6.5.2.2 To recover programs from last week application backup magnetic media (DATs).
- 6.5.2.3 These activities shall have to be documented by the authorized person.

6.5.3 Archiving

- 6.5.3.1.** To recover the data/programs the backup are archived. Keeping data/programs of last three years in systems and other data in magnetic media, in case of need they can be recovered.
- 6.5.3.2.** Seven DATs are used for taking daily FULL EXPORT BACKUP on different DATs. These DATs are replaced at an interval of three months.
- 6.5.3.3.** Application backup and monthly backup are taken On DATs at an interval of three months on the same DATs. These DATs are replaced at an interval of one year.

6.5.3.4 Backup for all applications are taken after financial year closing on separate DATs.

6.6 Change Documents/Request for Change in programs

Requests for change are created to SAP system. For example, an enhancement or a change in existing functions. End users and key users create requests for change to fulfill completely new requirements. If a change is necessary due to an incident or problem, service desk employees can also create requests for change.

When creating the request for change, the requester provides information about the change, for example, impact, urgency and priority, category, required end date, and the affected system. Then IT head evaluates, and verifies this information based on predefined guidelines.

After change approval by sanctioning authority, the system creates a change document, which documents the activities of the users that are involved in the change process, for example, developers, testers, and system administrators.

In general, the process for Change Request Management is as follows:

1. The developer creates the transport request in the development system.
2. The change is handed over to the user or a test team.
3. After successful verification, the change can be transported to the production system by the system administrator.

7. Purchasing & Maintaining Commercial Software

7.1 Purchasing & Installing Software

7.1.1 To purchase system software like Operating System and Relational Database Management System (RDBMS) for main Business Server from the authorized supplier/distributors.

7.1.2 To purchase software like Operating System and application packages for personal computers from authorized supplier/distributors.

7.1.3 Installation of software has to be documented.

8 Securing Hardware/Peripherals & other equipment

8.1 Purchasing & installing hardware

8.1.1 Get the new/additional hardware requirement from the Users duly approved by their Area Head/Authorities.

- 8.1.2 Submission of proposal for new/additional hardware Purchase and upgradation of hardware to the higher Authority.
- 8.1.3 Get the approval from higher authority for purchase of New/additional hardware and upgradation of hardware.
- 8.1.4 Get the required amount sanctioned from head office, if required.
- 8.1.5 Preparation of Indents
- 8.1.6. Call quotations from authorized vendors
- 8.1.7. Compare the quotations and call the selected vendor
- 8.1.8. Negotiate for price reduction and obtain final quotation from the vendor
- 8.1.9 Place order to the vendor.
- 8.1.10 Installation notes shall have to be maintained.

8.2 Anti Virus Management:-

8.2.1. To protect the PC/Workstations from virus attacks anti-virus software are essential. Centralized Antivirus Server is installed at IT Department which takes updates from internet and installs them to clients automatically.

8.3 Documenting hardware

- 8.3.1 To prepare inventory of computer system after physical verification yearly.
- 8.3.2 To keep inventory for spares needed for maintenance.
- 8.3.3 Monthly up-dation of hardware MIS statements.
- 8.3.4 Keeping track of movement of computer hardware by appropriate document approved by the authorities.

8.4 Other hardware issues

8.4.1 Preventive Maintenance

To prepare the site for installation.

To keep the entire computer system neat and dust free regularly maintained is being done.

To obtain necessary form duly signed by respective department head after preventive maintenance.

9 Audit & Compliance Software

To continue Business, Application Software & System Software must be compliance.

To achieve compliance of system auditors observations on application software.

To achieve compliance of System & Application software upgradation is needed from time to time.

The compulsion of compliance is needed because support from vendors can be obtained in case of need for smooth running of business.

To achieve compliance of System & Application Software vendors to be contacted regularly.

10. Information System Security policy

Information security policy is one of the most prerequisite need to protect and increase company's assets for today's corporate world. The employee should be educated to accept the security policy and implement the same in their daily routine work.

10.1 Element of ISSP

10.1.1. Confidentiality & Privacy (Physical/logical Access):

This should be maintained department wise say Sales, Payroll, and Accounts. The department wise information should be protected through proper method like password and such as the customer and suppliers.

10.1.2. Accountability:

Every user has certain privileges to access required information belong to his work area. The department heads are provided with "**Access Request Form**" in which the detail information in respect of access area is mentioned, where the employee is permitted to interact with the system.

10.1.3. Availability:

As mentioned above every user is provided with **User id** and **Password** for applications, where they have predefined access privilege for their SAP work. This access has been given as per their requirement.

10.1.4 Align Infrastructure:

10.1.4.1. Hardware:

Hardware inventory tracking system has been introduced. Two methods should be followed

- Resource Allocation.
- Physical Verification.

Software for inventory management to be used for perfect report to be generated for current status of hardware in use. Periodic report on the uses of Computer Hardware installed in particular department are generated while discussing the departmental head for future up-gradation plans. Appropriate hardware devices are installed to establish **Local Area Network**.

10.1.4.2. Network:

To utilize the structured network with optical fiber cable factory wide certain guidelines are provided. Directory of all the nodes (personal computer connected on the network) addresses are mentioned, to facilitates the users to use INTRANET. Users are educated with the following points:

1. Preparation of “Shared folder” to keep files for sharing on the INTRANET .
2. Files prepared with password to restrict the access to un-wanted users to files.
3. To take periodic backup of personal computers (inter department) on CD –Media instead of floppies.

10.1.5 Security

- Operational/Network Security:
Firewall Security, Data classification, web server security, and intranet security, virus-protection, and data encryption.
- Environmental Security: Disaster recovery, backup and recovery and wan recovery.
- Human Threats:
- Password security & controls, Internet and security
- Database Security:
- Network & telecommunication security.
- Email Security:
- Technical controls, logical access control, program change controls, Version control, and application software security.

10.1.6 DISCLOSURE OF INFORMATION

Employees are to access and use information technology resources for business purposes only. Disclosure of company information or data to individuals or entities (whether employees or not) without a business need to have/know such information is prohibited. Company information or electronic data may not be transmitted over the Internet or via email except for business purposes to authorized recipients. Confidential client or employee information may not be transmitted to persons or entities that are not authorized to receive such confidential information.

10.1.7 Risk Assessment

There could be a number of risks, business risk, physical risk, environment risk, human risks and so on. Whenever possible, the risk assessment should be quantitative .If we tabulate the risks and identify the probability and consequence will give us the priority level of the risk. So the result of the risk assessment exercise will be a prioritized list of all the risk we need to face boldly.

10.1.8 Violation of Security Policy

In any case, employee or group of employees found violating the rules and regulation, of Information Technology Policies, administrative appropriate actions can be taken against them.

11. Risk Assessment Analysis

11.1. Disaster Recovery Planning.

This is high time to make a comprehensive disaster recovery plan to face any DISASTER. This is one of the most important aspects.

With this view disaster recovery plan formed as follows:

- 10.1 .1 To take daily backup at the end of working hours and keep it for seven days.
- 11.1.2 To keep one set of monthly backup at Kolkata office, this includes complete offline backup of SAP system.
- 11.1.3 To take monthly pay roll backup on 3rd Sunday of every month.
- 11.1.4 To keep Fire extinguishers in IT department to extinguish the fire when it occurs.
- 11.1.5 To approach to 3rd party for cloud computing facility for our SAP system to prevent any data loss happening and minimize downtime work loss.
- 11.1.6 Event Handling Strategy as per Annexure-I.

12. Training Program.

- 1. To send IT persons for training to enhance their skills in the Main System and Personal Computers.
- 2. To educate the users about the smooth operation of computer hardware and software.
- 3. To increase the knowledge of users in hardware, so that minor Problems can be solved by users themselves.
- 4. To allow vocational trainees for enhancement of their IT skills.
- 5. To conduct training schedules for all employees.
- 6. The IT provides in-house training classes for employees to assist them in acquiring the appropriate level of software application knowledge to perform their duties in an effective and efficient manner.

13. Promotion of Information Technology and standardization.

- 1. To keep System Hardware, Network, System Software, Application Software and Utility Software updated, continuous improvement has to be done.
- 2. To promote Information Technology culture, necessary training has to be imparted.
- 3. To standardize existing Application Software proper checks & controls to be executed and it has to be reviewed every quarter.
- 4. To incorporate Web Enabling, E-Commerce. Bar codes and latest technology development related to growing needs of business to be deployed.

14. Service and Support Request.

14.1 Support request

Employees are encouraged to contact the IT Office to request service and support for computer or network issues.

14.2 Service/Maintenance Agreements

IT has entered into service or maintenance agreements with a number of outside service providers, usually with software vendors to ensure continued technical support for their software products, and to be entitled to the latest versions of the software.

The IT Office will contact the contracted service provider when necessary to address and fix problems, apply updates and patches, or otherwise to provide assistance. Depending upon the individual system affected, authorized program employees may directly contact the service provider with technical support questions. However, employees must keep the IT Office informed of such requests and their progress, and employees may not make any changes to the network or system while troubleshooting. Any required modifications to the network or to the system need to be performed either by the service provider with the knowledge of the IT Office, or by the IT Office itself. The resolution time of issue will be depending upon nature of issue.

14.3. Warranties

The IT Office will utilize the manufacturer's warranty when active to fix or repair hardware problems. This may entail on support from technicians representing the manufacturer. In most cases at the company, they will be representing Hewlett-Packard or DELL.

The standard warranty of computer and network hardware is 1-year parts and labor, on- limited warranty. Server hardware carries a 3-year warranty or provided by the vender itself.

14.4. As Needed

The IT Office will also enlist the services of outside service providers on a chargeable, case-by- case basis, when the complexity of the problem exceeds IT Office resources. This type of situation occurs rarely, and is usually related to server system problems.

15. Server Room Access Policy

A list (Server Rooms Access List) of authorized staff is currently listed in Annexure-4.

Entry into the IT Server Rooms by tailgating other staff is not permitted.

All authorized staffs are required to be signed in and out of the IT Server Rooms Access Log. These log sheets are retained by the Head of IT.

All visitors must also be recorded in the IT Server Rooms Access Log. All individuals accessing the IT Server Rooms must sign in and out of the IT Server Rooms Access Log. This includes all visitors, who must be accompanied by a member of the IT staff at all times. These log sheets are retained by the Head of IT.

Key Lock Mechanism is used for accessing data center.

On a monthly basis the Head of IT will review the Access Log; the Log will be signed at the last entry and dated.

Visitor access is restricted to non-IT departmental staff, vendors, or service personnel that are listed on the approved IT server room sign-in access list.

Visitor sign-in access

Individuals on the IT server room sign-in access list may have monitored access to the server room area. These individuals can enter the server room area with supervision. For each access, they are required to record the following in the server room access log book: date, name, reason for entry, in time, and out time.

Enforcement

Individuals requiring access to the server room, or wishing to view or tour the server room, shall abide by the rules of this policy. Any person found to be in violation of this policy, will be subject to appropriate disciplinary action.

AGM-IT

VP-COMMERCIAL

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Annexure -I

Event Handling Strategy

The details of persons involved in disaster recovery occurrence in infrastructure.

Contact Details of IT Staff

Name	Address	Telephone No.
Mr.D.R.PatelD Mr. Mukesh Mittal	F-5 OPM Colony Amlai Distt.Shahdol (M.P.)	Direct No 07652-286385 Ext. (Office) 1129 Ext. (Resident) 1344 Mob:9407323133
Mr.Kuldeep Gupta	B-415 OPM Colony Amlai Distt.Shahdol (M.P.)	Board :07652-286275 286277 Ext. (Office) 1188 Mobile No 9300383416

Annexure II

ORIENT PAPER MILLS : AMLAI

ORIENT PAPER MILL- Software Security Agreement.

Introduction :-

This Agreement is between the ORIENT PAPER MILLS; AMLAI and Developers/Users of Computer System. To maintain security and confidential of the data resides in the Computer System.

Terms and conditions :-

1. Duration, Termination and Charge

- 1.1 This Agreement and the Developer/User will operate for the period, till the Developer/User continues with the concern from the date of commencement.
- 1.2 ORIENT PAPER MILL reserves the right to alter its charges and/or its charging structure at any time during the period for which Developer/User has agreed.
- 1.3 ORIENT PAPER MILL reserves the right to amend the wording of the ORIENT PAPER MILL-Software Security Agreement from time to time. Any amendments applied shall have to follow by Developer/User during his/her tenure of service. ORIENT PAPER MILL resumes the right to terminate this agreement for any Developer/User, found violation of information without giving prior information.

2. Responsibilities of ORIENT PAPER MILL

- 2.1 ORIENT PAPER MILL will provide Software Security to the developers/users with the terms and condition of this Agreement.
- 2.2 ORIENT PAPER MILL will endeavor to ensure that the information provided in the Software Security is timely and accurate. The decision to use and act upon such information is the sole responsibility of the ORIENT PAPER MILLS.
- 2.3 ORIENT PAPER MILL will not be liable for failure to perform an obligation under this agreement, if that feature is a result of event or circumstances beyond the reasonable by ORIENT PAPER MILL.

3. Responsibilities of the Developer/Users :-

- 3.1 The Developer/User is responsible for maintenance and upgradation of existing application package of ORIENT PAPER MILL.
- 3.2 The Developer/User agrees to notify ORIENT PAPER MILL within 7 days of any change which might affect his/her interaction area.
- 3.3 At the request of ORIENT PAPER MILL, the Developer/User must provide such information and assistance as is reasonable required by ORIENT PAPER MILL, in order to enable ORIENT PAPER MILL to meet it's obligations under this agreement.
- 3.4 The Developer/User agrees to comply with all the Information Technology Policies & Procedures of ORIENT PAPER MILL.
- 3.5 The Developer/User will endeavor to ensure that no person is able to make unauthorized use of or gain unauthorized access to the computer system provided to the user/developer pursuant to this Agreement.
- 3.6 The Developer/User is encouraged to report computer security incidents to ORIENT PAPER MILL.
- 3.7 The Developer/User shall not use or suffer or permit another to use his/her access area in computer system provided by ORIENT PAPER MILL, or in relation to the commission of an offence against the policies of ORIENT PAPER MILL.
- 3.8 The Developer/User not to provide access to any ORIENT PAPER MILL material, provided under the terms of this Agreement, to any third party without written approval from ORIENT PAPER MILL.
- 3.9 The Developer/Users has to maintain his/her daily working record and will have to produce ,as and when required.

3.10 The users shall not share their passwords with others users.

3.11 The users will not install or allow to install any unauthorized software in

Personal Computer.

4. Ownership & confidentiality of information.

4.1 Developer/User will endeavor to ensure that access to the ORIENT PAPER MILL information is restricted to those authorized personnel, who require access to the same in order to comply with its obligations under this Agreement.

4.2 ORIENT PAPER MILL information includes data transmitted or received over a network or stored in a computer or any other knowledge about the ORIENT PAPER MILL obtained from the Developer/User.

4.3 Developer/User will keep the ORIENT PAPER MILL'S information confidential but need not retain as confidential any information if:-

4.3.1. The ORIENT PAPER MILL'S information is, or becomes part of the public domain otherwise than by the branch of this Agreement.

4.3.2. The ORIENT PAPER MILL'S information is required to be disclosed by the operation of any policy.

4.3.3. The ORIENT PAPER MILL has given its prior written approval to the disclosure of the information.

4.4 Developer/User shall have to submit their "**Access Request Form**" duly signed by his/her In charge, Data Owner of respective module and approved by Sanctioning Authority, to interact with the On-Line Computer System.

4.5 The ORIENT PAPER MILL may revoke the permission granted under clause 4.4, if found unauthorized access or misuse of information and terminate this agreement with the particular User/Developer.

5 General:-

5.1 Without limiting the generality of the preceding clause, ORIENT PAPER MILL will not be liable to the Developer/User for any loss or damage, which may be suffered or incurred by them or as a result of the Developer/User failure to act upon, or its use or misuse of information supplied by ORIENT PAPER MILL in the course of providing interaction with computer system.

5.2 Governance:

This agreement is governed by and will be constructed in accordance with the further Information Technology, Policies and Procedure of ORIENT PAPER MILL, Amlai.

5.3 Assignment:-

Developer/User assigns its rights and obligations under this Agreement to the ORIENT PAPER MILL, Amlai controlled entity created for the purpose of providing the services.

5.4 Copyright:-

"Materials" means any or all ORIENT PAPER MILL documentation provided to the Developer/User under this Agreement, including but not limited to news letters, Security Archives and educational course, briefing & papers.

5.4.1 ORIENT PAPER MILL reserves to itself copyright in all Materials.

- 5.4.2 ORIENT PAPER MILL, grants permission to the Developer/User to interact with the system, keeps all the norms of security & confidentially for its internal use only.
- 5.4.3 The Developer/User must not distribute copies of any material to the third party without the prior written permission of ORIENT PAPER MILL.

Change Request Form

Advice for changes /new requirement in on line Computer System

Request No.....
From Deptt.....

Date:.....

Please incorporate the followings in existing/ new additional requirements

- * **MODULE: FICO / MM/ SD /PP/ HR**
- * **Details of Change/ Changes needed in existing/new requirement.**

1. .
2. .
3. .
4. .

* **Please attach separate sheet for format needed, if any.**

- Please attach separate sheet showing data flow chart of existing and after modification.
- Mention the period to implement
Change/Changes required: Urgent Within period....
- Justification of change/changes:
- Benefit of changes/ changes:
A. Is it a statutory requirement? Yes No
B. Is the internal reporting system improved? Yes No
C. Any other:

* **OPM TEAM:** (Name & Signature)

User.....
Deptt.Incharge.....
Program Co-ordinator.....

* **Sanctioning Authority:**

A.G.M.- I.T..... V.P. (Com.)
.....

* **Consulting TEAM:**

Consultant.....
ABAPER:.....

* **REMARKS:**

System Administrator (Name & Signature): Date:.....

8. Travelling Rules Policy

ORIENT PAPER MILLS, AMLAI TA SCHEDULE EFFECTIVE FROM 1ST JAN'2017

1. T.A. SCHEDULE

Grade	Mode of Travel	Conveyance	Existing(wef 1 st Oct.'2003)			Mode of Travel	Conveyance	Proposed	
			Boarding	Lodging				Boarding	Lodging
			DA (Rs/day)	Room Rent (Rs/day)				DA(Rs/day)	Room Rent (Rs./day)
Workers	II	Bus/Auto	100	180		II	Bus/Auto	150	250

	Sleeper					Sleeper			
Staff I-III	II Sleeper	Bus/Auto	125	250		II Sleeper	Bus/Auto	175	300
Staff IV-VI	AC-II	Auto/Taxi	150	350		AC-III	Auto	200	450
Staff VII-IX E	AC-II	Taxi	175	450		AC-II	Auto	200	600
Staff XE-XI E	AC-II	Taxi	200	550		AC-II	Taxi	250	1000
AGM/DGM	AC-I/AIR	Taxi	250 or Actual	Actual-3 star		AC-II/AIR	Taxi	275 or Actual	Actual-3 star
GM/SGM	AC-I/AIR	Taxi	300 or Actual	Actual-4 star		AC-I/AIR	Taxi	350 or Actual	Actual-4 star
AVP/VP	AC-I/AIR	Taxi	350 or Actual	Actual-5 star		AC-I/AIR	Taxi	400 or Actual	Actual-5 star

- DA includes Meals, Laundry, Conveyance to Restaurant & Coolie Charges.
- In case of AGMs & above, Lodging is allowed 'Actual'. However for computing entitlement in other cases (Refer: point no. 7) the notional rent rates are as under:

GRADE

Rs./Per day

AGMs/DGMs

2500

GMs/SGMs

3500

AVPs/VP

4500

2. MODE OF TRAVEL

- Employees travelling by lower class than entitlement are entitled to fare of that class only.
- Mention of Ticket nos. (except in case of sleeper-IIInd class) train name & no. is essential.
- Journey to be performed is allowed by shortest route possible.

3. BOARDING

- D.A. is allowed for a day of 24 hrs. as under:

- I) More than 4 hrs. and upto 12 hrs. - 1/2 day
- II) More than 12 hrs. - Full day

- For full day T.A. within distance limit of 50 KM, sanction of higher Authorities required.
- D.A. is allowed as under:
 - I) For Metro cities - 50%
 - II) For State Capital & Major cities – 25%

4. LODGING:

- Hotel Charges are allowed extra as under:
 - I) For Metro Cities -50%
 - II) For State Capital & Major Cities – 25%

5. OTHER EXPENSES:

- Telephone, Mobile recharge, Postage etc. - Actual as per Bills
- Alcoholic drinks & tobacco - Not allowed
- Medical Expenses on tour - Actual as per Bills, in case not covered under Medical benefit scheme.

6. EMPLOYEES AVAILING COMPANY'S ARRANGED LODGING & BOARDING:

Those who avail Company's arranged lodging & boarding are allowed as under:

- D.A - 50% of entitlement (without considering extra)
- Out of Pocket Expenses - as per entitlement
- Lodging - as per guest house bill
- Daily Conveyance - as per entitlement

7. EMPLOYEES STAYING WITH THEIR RELATIVES:

Those who stay with their relative involving stay for more than 12 hrs. and beyond 150 KMs are allowed as under:

- D.A. - as per entitlement
- Lodging - 50% of the room rent allowed (without Considering extra)

8. EMPLOYEES STAYING CONTINUOUSLY AT ONE PLACE MORE THAN 10 DAYS:

- Employees are allowed Daily Allowance. If the stay is not more than 10 days continuously at one place.
- If the stay exceeds 10 days, specific sanction is required to be obtained in advance from the CEO as otherwise only 50% of the DA is allowed.

9. OUT OF POCKET EXPENSES:

- Out of Pocket expenses incurred towards Tips, Magazines or any other expenses without vouchers are allowed to employees in specified grades only

availing option of Actual (AGMs, DGMs, GMs, Sr. GMs maximum of Rs. 300/- pd, AVPs, VPs –Rs. 500 pd).

10. OTHER CONDITIONS:

- Hotel Charges - to be paid as per Hotel Bill
- Stay in Major Cities - to stay preferably at specified hotels where co. is
- having arrangement of Concessional rates.
- Conveyance - Actual, as per entitlement 'details to be submitted'
- Taxi for half day/full day - to be paid as per Taxi Bill
- In case of Actual option - to mention 'option availed' on T.A. Bills
- In case of deviation from TA- Approval of CEO required
Rules
- Submission of TA Bills - Within a week after return from tour.

(Jayanta Srivastava)
General Manager-HR

Ajya Gupta
(Chief Executive Officer)

9. PREVENTION OF SEXUAL HARASSMENT POLICY (POSH POLICY)

INTRODUCTION

Orient Paper & Industries Limited is committed to create a healthy working environment that enables women employees to work without fear of prejudice, gender bias or sexual harassment. We value every woman employee and are committed to protect their dignity and respect.

The purpose of this policy is:

- To prevent any untoward incident related to sexual harassment involving the Employees;
- Protection of women employees from sexual harassment at workplace and redressal of grievances related to sexual harassment.

SCOPE AND APPLICABILITY

This Policy extends to all Employees of Orient Paper & Industries Limited and is deemed to be incorporated in the service conditions of the Employees and comes into effect immediately.

DEFINITIONS

- **“Act”** means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, as amended from time to time.
- **“Aggrieved Woman”** shall have the meaning in relation to a Workplace, a women, of any age who alleges to have been subjected to any of Sexual Harassment by the Respondent.
- **“Committee”** means **Complaint Redressal Committee** of the Company.
- **“Employee”** shall include any person carrying out any work on behalf of the Company and may have been hired as Permanent, Temporary, Contractual or part-time basis etc, either directly or indirectly or through vendor organization.
- **“Respondent”** shall mean an Employee against whom the complaint has been filed.
- **“Sexual Harassment”** shall mean the harassment of a female employee and would consist of any unwelcome sexually determined behaviour, whether directly or indirectly, by any male/female in charge of the management or a male/female co-employee, either individually or in association with other persons, to exploit the sexuality of a co-employee to harass her in a manner which prevents or impairs her full utilization of full benefits, facilities or opportunities or any other behaviour which is generally considered to be derogatory .

Sexual Harassment shall include but not limit to:

- Physical Contact & Sexual advances
 - Demand or request for sexual favours;
 - Sexually- coloured remarks;
 - Showing pornography;
 - Any other unwelcome physical, verbal or non-verbal or written conduct of a sexual nature.
- **“Workplace”** shall mean Company Premises and any place visited by the employee arising out of or during the course of employment.

COMPLAINT REDRESSAL COMMITTEE

The process of Redressal and Enquiry of all complaints pertaining to Sexual Harassment shall be managed by an Internal Complaints Committee(“Committee”).

1. The Committee shall consider and redress complaints of Sexual Harassment.
 2. The Company is spread across various locations; hence the Company has formed both corporate level Committee and Plant wise Committees for respective locations.
 4. The Committee will comprise of the following members:
- The Presiding Officer should be a woman employed at a senior level at Workplace from amongst the Employees.
 - At least two members from amongst the employees committed to the cause of women or having experience in social work or legal knowledge

- One member from a non-government organization (NGO) committed to the cause of women or a person familiar with the issues relating to sexual harassment
At least one half of the total members so nominated shall be women.

TERM OF OFFICE

The Presiding Officer and every member of the Committee shall hold office for a period not exceeding three years, from the date of their nomination.

PROCEDURE FOR REDRESSAL

1. Any Aggrieved Woman shall make a complaint of Sexual Harassment at Workplace by sending an email to either posh@orientpaperindia.com or to any member of the Committee in writing with her signature, within a period of three months from the date of occurrence of such incident and in case of a series of incidents, within a period of three months from the date of last incident. The Internal Committee, for the reasons to be recorded in writing, may extend the time limit up to further three months.
2. Where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the Aggrieved Woman for making the complaint in writing.
3. Where the Aggrieved Woman is unable to make a complaint on account of her physical or mental incapacity, or death, or otherwise, her legal heir may make the complaint.
4. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
5. The Committee may, before initiating an inquiry and at the request of the Aggrieved Woman, take steps to settle the matter between her and the Respondent through conciliation. However, no monetary settlement shall be made as a basis of conciliation, and where a settlement has been arrived at, the Committee shall record the settlement so arrived and forward the same to the Employer to take action as specified in the recommendation.

The Committee shall provide the copies of the settlement, as recorded, to the Aggrieved Woman and the Respondent.

However, where the Aggrieved Woman informs the Committee that any term or condition of the settlement arrived has not been complied by the Respondent, the Committee shall proceed to make an inquiry into the complaint.

6. In all other cases, the Committee shall provide a copy of the complaint statement to the Respondent within a period of seven days of receipt of the complaint, and shall seek a written explanation from him/her within seven days of receipt of the copy of statement of complaint.

7. The Committee will hold a meeting with the Aggrieved Woman within seven days of receipt of the complaint.
8. The date and time of the meeting shall be notified in writing by the Committee to both the Aggrieved Woman and the Respondent.
9. The Aggrieved Woman shall be provided with a copy of the written explanation, submitted by the Respondent, within seven days of receipt of written explanation.
10. If the Aggrieved Woman does not wish to depose personally due to embarrassment of narration of the event, a lady officer shall meet the Aggrieved Woman and record the statement.
11. Thereafter, the Respondent may be called for a deposition before the Committee and an opportunity will be given to the Respondent to give an explanation.
12. If the Aggrieved Woman or the Respondent desires to tender any documents by way of evidence before the Committee, they shall supply duly signed original copies of such documents.
13. If the Aggrieved Woman or the Respondent desires any witness/es to be called, they shall communicate in writing to the Committee the names of the witness/es that they propose to call.
14. The Committee shall provide every reasonable opportunity to the concerned parties for putting forward and defending their respective cases, and call upon witnesses mentioned by both parties.
15. In the event the complaint does not fall under the purview of Sexual Harassment or the complaint does not amount to an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
16. Where both parties are Employees, the parties shall, during the course of inquiry, be given an opportunity of being heard, and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.
17. The inquiry shall be completed with a period of ninety days.

REDRESSAL

1. The Committee shall communicate its findings and its recommendations for action to the Management Team (MD, CEO/COO, and HR Head) within 24 hours of closing of enquiry.
2. The report of the Committee shall be treated as an enquiry report on the basis of which an Employee at fault can be awarded appropriate punishment straightaway.

3. The HR Head will direct appropriate action in accordance with the recommendation proposed by the Committee and the Management.

4. Disciplinary actions that may be taken include but are not limited, to the following:

- Warning
- Written apology from offender,
- Bond of good behaviour
- Transfer
- Debarring from supervisory duties
- Denial of employee benefits like increments/promotion/salary correction etc.
- Cancellation of specific work assignment
- Suspension
- Dismissal

5. The Management shall take appropriate disciplinary actions in case:

- The complaint/ allegation is found to be false or malicious
- The Aggrieved Woman or any person making the complaint has made the complaint knowing it to be false
- The Aggrieved Woman or any other person making the complaint has produced any forged or misleading document
- Any witness has given or produced false evidence, forged or misleading document(s).

6. The final decision shall be communicated in writing to the Aggrieved Woman and the Respondent.

7. If either party desires to make an appeal against the decision, he/she may appeal in writing to the Managing Director within seven days of communication of the order, and that appeal shall be decided within one month.

FREQUENCY OF MEETING AND QUORUM

1. The Complaints Committee shall meet as and when the complaint is made.

2. The quorum of the Committee shall be 2. However, the member of NGO/person familiar with the issues relating to sexual harassment shall be present in the meeting.

3. The decision of majority shall be final and binding.

4. The minutes of every meeting shall be recorded in the Minutes Register maintained for the purpose by the Presiding Officer, or a person nominated in writing by the Presiding Officer.

INTERIM MEASURES

During the pendency of an inquiry, on written request made by the Aggrieved Woman, the Committee may recommend the Management to:

- Transfer the Aggrieved Woman or the Respondent to any other workplace or

- Grant leave to the Aggrieved Woman up to a period of three months or
- Grant such other relief to the Aggrieved Woman as it may think fit.

The leave granted to the Aggrieved Woman shall be in addition to the leave she would be otherwise entitled to.

GENERAL GUIDELINES

1. In case the Committee finds the prima facie case exists and is coverable under the Indian Penal Code, appropriate action shall be initiated by the Management for lodging a Police Complaint.
2. Each complaint of Sexual Harassment shall be dealt with utmost confidentiality and on priority by the Committee.
3. The Management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
4. Any incident which occurs as a result of an act or omission by any third party or outsider, the Management shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
5. All matters raised at the respective Plant shall be resolved along with the Plant's Committee.
6. The report of the complaint received, resolved and pending shall be sent to the Corporate Complaints Committee and Management on a quarterly basis.

RESPONSIBILITIES

Employees

Employees should familiarize themselves with the key elements of the policy and should:

1. Refrain from committing any acts which amount to sexual harassment at the Workplace.
2. Report incidents of Sexual Harassment without fear or favor.
3. Create an environment of conduciveness for co-workers to work together without fear of harassment.

HODs and Managers

HODs and Managers are encouraged to:

1. Provide appropriate working conditions in respect of work, leisure, health and ensure there is no hostile environment at the work place.
2. Report any complaint or grievance immediately to the concerned authorities.

3. Ensure there is no retaliation or retribution happening at the workplace where the supposed action is to have taken place.
4. Implement the disciplinary action.

HR Department

The HR Managers are encouraged to:

1. Conduct necessary communication and training across the company, with respect to sexual harassment at the workplace.
2. Ensure this policy is communicated, explained and handed over at the time of induction of every Employee.
3. Ensure appropriate training is provided to members of the Complaints Committee (s), including training on gender sensitivities.
4. Provide sufficient security at the entry as well as the exit points and in cases where women employees are transported from and to the work place working in late shift hours.
5. Provide appropriate medical assistance, if any need may so arise.
6. Keep separate vehicles ready to meet emergency situations, such as hospitalization, whenever there is a case of injury or harassment etc.
7. Clarify to employees on any queries related to this Policy.

INFORMATION DISSEMINATION

1. The Company shall display, at any conspicuous place in the workplace, the penal consequences of sexual harassments and also the constitution of Committee.
2. The Internal Committee shall, in each calendar year, prepare in such form at such time as may be prescribed in the Act, an annual report and submit to the employer and the District Officer.
3. The employer shall include in the annual report, the number of cases filed, if any, and their disposal under the Act.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

Date: *****

Place: Kolkata

10. **INTEGRATED MANAGEMENT SYSTEM (IMS)**
ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007

(Prop. Orient Paper & Industries Ltd.)

INTEGRATED MANAGEMENT SYSTEM (IMS)

Quality, Environment & Occupational Health & Safety Policy

Orient Paper and Industries Ltd is engaged in the production of Pulp & Paper and Chloro Alkali products are committed to demonstrate continual improvement in our Quality, Environment and Occupational Health & Safety performance.

To achieve this, we shall be committed to:

- ❖ Create awareness among all employees on IMS measures through training and educational workshops;
- ❖ Ensure involvement and active participation of all the Employees;
- ❖ Comply with applicable IMS compliance obligations to which we subscribe;
- ❖ Build Customer Focused organization;
- ❖ Continually review of our manufacturing process and work practices with focus on Quality, Environment, Health & Safety protection;
- ❖ Promoting Afforestation and Social Forestry in partnership with our community and stake holders;
- ❖ Reduce generation of Process waste, recycling and disposal of waste in Environmental friendly manner;
- ❖ Preserving Natural resources through its efficient use.
- ❖ Sustainable resources use and protection of Biodiversity & Eco system.

We shall ensure that our policy will be made available to all stakeholders.

1st October 2016


Ajay Gupta
Chief Executive Officer

Gifts and Entertainment:

When we make a gift to a customer, a government official or any third party, we should keep the following in mind:

It is not done to obtain or retain business or gain an improper advantage in business; It is lawful under the laws of the country where the gift is being given and permitted under the policies of the client; It constitutes a bona fide promotion or goodwill expenditure; It is not in the form of cash; The gift is of nominal value (on an individual and aggregate basis);

The gift is accurately recorded in the Company's books and records; In any event, you must comply with our gifts and entertainment policy.

Accepting Gifts: The same principles apply if a customer or supplier wishes to give us a gift or any other token of their appreciation.

However, receiving such gifts or entertainment must never affect employee judgment or decision-making, nor should they be offered in return for favourable treatment from others.

The Company encourages the culture of appreciation and building relationships and thus expects a token of gratitude such as sweets, chocolates offered as a goodwill of gesture in the festive seasons.

MANPOWER REQUISITION FORM (MRF)

1.	Name of the Position	
2.	Is the position approved in the Manpower budget?	
3.	If it is a replacement vacancy, please mention in place of whom.	
4.	Incumbent due Retirement	-
5.	New Incumbent to join by	
6.	Brief Job Profile (Please attach a sheet if required).	
7.	Academic	
	Qualification/ Professional	Mandatory
	Certification	Preferred
8.	Preferred Age (From- To)	
9.	Experience Required & Nature of Experience (Industry/ Sector Specific Experience)	
10.	Salary Offer (Net/Gross – pm/pa)	

Initiated by:

Recommended by :

Approved by :

Name :

Name :

Name :

Signature

Signature

Signature

Date :

Date :

Date :

13. Interview Evaluation Form

ORIENT PAPER MILLS
AMLAI

CONFIDENTIAL INTERVIEW REPORT

Candidate's Name _____

Qualification _____ Department _____

Job applied for _____ Experience _____ Location _____

(Please complete this report and return after interview)

(I) GENERAL TRAITS :				
A. How does his appearance impress you in respect of manner, poise, gaze etiquette etc. ?				
Makes poor Impression 0	Appears some what careless 1	Average type 2	Creates very fair impression 3	Creates an Excellent impression 4
B. How does his health appears to be in relation to the job ? (Physical Characteristics)				
Sickly 0	Frail 1	Normal 2	Robust 3	Energetic 4
C. How well does he talk ? Can he express himself clearly and adequately.				
Poor expression, doesn't express well 0	Average expression but lacks fluency 1	Fair communication 2	Good expression fluent 3	Very good expression clear forceful & effective 4
D. Reasoning & Judgement ?				
Untrustworthy 0	Confused & illogical, dull 1	Argumentative Jumps at conclusion 2	Clear & Straight forward 3	Frank & Penminded Local assertive & confident 4
E. How well is he informed ? How is his general knowledge ?				
Noticeably lacking 0	Limited to few Subject 1	Adequate 2	Fairly wide 3	Excellent & allround 4
F. How anxious does he seem to be to work for his company ?				
Indifferent just another job 0	Somewhat indifferent interested more in pay 1	Seems adequately interested to work 2	Keenly interested prefers than other company 3	Shows very keen interest 4
Sub Total (I)				
(II) GENERAL REMARKS : IN RESPECT OF THE JOB IN PARTICULARS (Questions herewith arise out of the particulars mentioned by the candidate in his application for employment.)				
A. Is he fully qualified for the job ? To what extent his academic and technical knowledge appears adequate for the job ?				
Practically none 0	May be compensated due to experience 1	adequate 2	fully qualified 3	More qualified than required (a) will be useful, (b) appears No scope for extra 4
B. To what extent is his past experience helpful in respect of the job for which he is being considered.				
Practically none 0	Limited 1	Adequate 2	Long experience 3	Expert 4
C. Has he any knowledge or experience in handling people ?				
Practically none 0	Some Experience 1	Adequate 2	Long experience 3	Expert 4
D. Has he capacity to work in a team ?				
none 0	Limited 1	Adequate 2	Fair 3	Expert 4
Sub Total (II)				
Grand Total (I + II)				

(III) RECOMMENDATION BY THE INTERVIEWERS PANEL :

A. Whether he appears to possess any specific experience job knowledge he is called for and the extent thereof ?

Practically
No
experience

Some
Experience

Can learn
indicate
training time

Adequate

Fully
knowledge &
experience

B. Finally is he suitable for the job ? If so, indicate the extent.

Unsuitable

May be considered
if no other is
available

Can be trained
in _____
months

Approved

Suitable

C. How well does he stand in respect of the other candidates ?
Indicate the order of preference.

No choice

Last choice

Alternative
Choice (Order of
preference)

Outstanding

Assesment by the panel :

Signature

Interviewer 1

Interviewer 2

Interviewer 3

Signature

Sr. V.P. (Tech.) / Sr. V.P. (Opms)

(IV) FINAL RECOMMENDATION :

Salary Comparision of equal status employee					
	Qualification	Experience	Present Designation	Grade	Consolidated Salary
Candidate's					
Staff employee working in same department					
Staff employee working in OPM					

(a) Rejected (reasons):

(b) Case may be kept pending (reasons)
further information, enquiries solicited.

(c) May be appointed

Remarks if any :

Personnel Department

Vice President (HR)

Finally Approved / Rejected

Chief Executive Officer

14.

Reference/ Background Checklist

Background Reference Check

Name :

Current Designation :

Joined with us :

Background verification done via Telecom/Email

Organization :

Area of work :

Designation :

CTC :

Association :

Duration :

Information :

Reason of Leaving :

Verified from:

Name :

Designation :

Organization :

Contact no. :

Verified date :

Verification process done by:

Reviewed by:

HR Department

General Manager (HR)

15.

Exit Interview Evaluation Form

**ORIENT PAPER MILL
FEEDBACK FORM**

This form should be filled by the outgoing employee

Dear

We would like to use this opportunity to receive your feed back about OPM

1 What were your two most important career expectation at the time of joining OPM?

2. On a scale of 1 to 5 where would you rate the level of your expectation ?(1 = none of the expectation fulfilled, even slightly & 5 = all expectation fulfilled completely)

--

What aided in fulfillment/ non fulfillment of these expectations?

--

2.1 Please rate the factor which contributed to your decision to resign on a scale of 1 to 10 where "10" represent most important factor

	Lack of growth & development opportunities		Medical grounds
	Unattractive remuneration		To pursue higher studies
	Absence of a challenge responsibility		Excessive work pressure
	Inadequate recognition of one's effort		Lack of a suitable location
	Absence of a congenial work environment		Improper treatment by superiors

2.2 What was the immediate flashpoint, if any which triggered your decision to resign?

--

2.3 Have you shared your concerns with anyone in the company prior to deciding to leave?

--

2.3 Which two changes made by the organization could have made you rethink reverse your decision to quit Orient Paper Mills ?

3.1 What are your views regarding the human dimension & job context of your work in Orient Paper Mills?

		Excellent	Satisfactory	Need improvement	Poor
a	Opportunities for Individual & career growth				
b	Recognitions of individual performance				
c	Fairness of treatment				
d	Concern for employees				
e	Futuristic orientation/long term perspective				
f	Level of cooperation & trust at work place				
g	Organization wide teamwork/collaboration				
h	Degree of freedom at work				
i	Organization's image & reputation				
j	Transparency of decision & communication				
k	Balance between work & home life				
l	Fit between the organization and you				
m	Complaint Reduction				
n	Opportunities offers, feed back & suggestion				

3.2 In which ways your new assignment likely to be better than your current assignment in Orient paper?

--

3.3 What did you like / dislike about the Company?

Like :	
Dislike :	

3.4 What were the two most appealing reasons for taking up the new offer ?

3.5 a. Any comments/Suggestions that you have for OPM? (to change employment practices)
b. Recommendation to create a better workplace

--

4 OPTIONAL:

Details of the new assignment

Name of new company	
Gross Monthly salary	
Designation	
Job profile	

(NAME WITH SIGNATURE)

Date :

(Thank you for your time & good luck for your future career)

EXIT INTERVIEW OF :
DATE OF BIRTH :
DATE OF JOINING :
QUALIFICATION :
EXPERIENCE- Internal :
External :
CURRENT DESIGNATION :
DATE OF LAST PROMOTION :
LAST WORKING :
LAST 3 YEAR APPRAISAL RATINGS: Year ()
Year ()
Year ()

1 BACKGROUND

- WHAT ARE THE POSITIVE OF THE INDIVIDUAL,S EXPERIENCE
- WHAT ARE THE NEGATIVE OF THE INDIVISUAL,S EXPERIENCE
- OVERALL ASSESSMENT OF THE INTERVIEWER

Conducted by:

16.

Circular for Organizational Change

Date:.....

Organizational / Functional Change

In view of retirement of Mr., (designation), Mr., (designation) will take care the responsibilities of Department in the capacity of HOD, w.e.f. He will report to

All are requested to extend their co-operation to Mr. for his new assignment.

Sr.General Manager(HR)

cc: CEO

cc: GM & above

cc: Mr.

17.

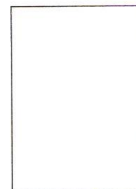
Circular for new joinee

OPA/GEN/

Date:

WELCOME NOTE

Name : Mr.
Date of Birth :
Joining as :
Department :
Date of Joining :
Reporting to :
Experience :
Qualification :
Previous Organization :



Core Competencies:-

A competent professional with years of experience and expertise in the field of

All concerned are requested to extend their full co-operation to him in execution of his responsibilities.

We wish Mr. & his family for long term association & stay with OPM family.

Best Wishes!!!

(Ajay Gupta)
Chief Executive Officer

cc. Mr.
cc. Accounts
cc. Security
cc. OPM Hospital
cc. Personal file with HR

Induction From

INDUCTION PROGRAM- Mr.

Mr. Has joined with us as "....." in Department, with effect from

His induction program for Seven (7) days would be as below:

Sl No	Date	Timing	Department	Concerned person to meet	Signature
1		9.00 to 10.00 am	Commercial	Mr. R.K. Mohta	
		10.00 to 12.00 noon	Raw Material	Mr. Ajay Niding	
		2.00 to 3.00 pm	HR related activities	Mr. Jayanta Srivastava	
		3.00 to 4.00 pm	Raw Material Procurement	Mr. Deepak Khare	
		4.00 to 5.00 pm	Engineering	Mr. Rajeev Sabni	
2		9.00 to 10.00 am	Rec. Pulp. & Chemical	Mr. Sushil Kumar Atri	
		10.00 to 11.00 am	Raw Material Yeard	Mr M. A. R. Sharma	
		11.00 to 12.00 noon	Stores	Mr. R.N.S. Dhakrey	
		3.00 to 4.00 pm	Purchase	Mr. Arun Kumar Jain & Mr. Atul Kulshrestha	
		4.00 to 5.00 pm	Accounts	Mr. Suryakanta Khuntia	
3		9.00 to 10.00 am	I.T & Weigh Bridge	Mr. Mukesh Mittal	
		10.00 to 11.00 am	Tissue # 3	Mr. Sanjay Kumar Aggarwal	
		11.00 to 12.00 noon	Sales	Mr Ambrish Mishra	
		2.00 to 3.00 pm	Cutter & Finishing House	Mr. C. H. V.S.S.R.L. Sarma	
		3.00 to 4.00 pm	Paper Section	Mr. Nagendra Malik & Mr. Pramod Kumar	
4		4.00 to 5.00 pm	E.C.D	Mr. R.K. Patel/ Mr. D.K. Bhatt	
		9.00 to 11.00 am	Environment & EMS (ISO-14001)	Mr. A.K. Rai	
		11.00 to 12.00 noon	Tech Planning	Mr. Anil Kumar Mishra	
		2.00 to 3.00 pm	Internal Audit	Mr. Rajesh Kumar Goenka	
		3.00 to 4.00 pm	Civil Engg.	Mr. R.K. Patel	
5		4.00 to 5.00 pm	Security	Mr. Ravi Sharma	
		9.00 to 11.00 am	Safety (Emergency & Safety procedure) & OHSAS (18001)	Mr. Prashant Singh	
		11.00 to 12.00 noon	Power House	Mr. Hari Mohan Gupta & Mr. V.K. Jain	
		2.00 to 3.00 pm	Instruments	Mr. Sabhajit Yadav/Mr. P.K.Khandelwal	
		3.00 to 4.00 pm	Tissue Plant	Mr. Sanjay Aggarwal/ Mr. Pramod B. Vandal	
6		4.00 to 5.00 pm	Project	Mr. Sanjay Gupta	
		9.00 to 11.00 am	Electrical & EnMS(ISO 50001)	Mr. M.K. Sharma, Mr. Narendra Vyas,	
		11.00 to 12.00 noon	Mechanical	Mr. Ranjit Singh	
		2.00 to 3.00 pm	Godown	Mr. V.S. Panwar	
		3.00 to 4.00 pm	Soda Rec. (Maint.)	Mr. K.B. Singh	
7		4.00 to 5.00 pm	Soda Rec. (Process)	Mr. V.S. Panwar	
		9.00 to 10.00 am	Personnel	Mr. Pramod Yadav	
		10.00 to 11.00 am	PF, ESI & Statutory	Mr. Sanjay Singh	
		11.00 to 12.00 noon	Time Office		
		2.00 to 4.00 pm	Research, Laboratory & QMS(ISO-9001)	Mr. Sanjeev Jain	
		4.00 to 5.00 pm	Chipper House & Pulp Section	Mr. Amitabha Kundu & Mr. Anuj Mittal	

All concerned are requested to extend their full co-operation to him in execution of his responsibilities.

Sr. General Manager-(HR)

19.

Job Description Format for Staff



JOB DESCRIPTION	
Position:	
Department:	
Level:	
Reports to:	
<u>Essential Duties and Responsibilities:</u>	
<u>Education and/or Work Experience Requirements:</u>	
Physical Requirements: If any	
Employee Name:	Employee signature:
Head of Department Signature:	Date:

Please fill-up and return to HR Department

20.

Job Description Format for Workmen**Specimen Copy-1**

OPM/APPC	JOB SUBSTANTIATING DATA	REF. NO: PM-W-05
A.	JOB TITLE : OPERATOR (MAIN FLOOR) DEPARTMENT/SECTION: PULP MILL/WASHING & SCREENING PLANT IMMEDIATE SUPERIOR: SUPERVISOR	
B. JOB SUMMARY: Goes through the log books and checks the equipment. Checks black liquor concentration of each stage or washers manually control as well as auto control. Maintenance log book of operating parameters hourly. Coordinates working of 4 th stage washing, which is in separate floor.		
C. JOB CONTENT:		
S.NO	DETAILS OF ACTIVITY	
1.	As per the standing instructions of the shift incharge goes around the plant and checks the condition.	
2.	Goes through the log books and checks the equipment.	
3.	Observes, ensures, monitors and control pulp stock flow and consistency as per the operating parameters.	
4.	Checks black liquor concentration of each stage of washers manually control as well as auto control.	
5.	Keep informed to shift incharge of any abnormality of equipment.	
6.	Maintains log book of operating parameters hourly.	
7.	Coordinates minor maintenance with service dept.	
8.	Maintains plant cleanliness with the help of mazdoor.	
9.	Ensures hot water should not be wasted, power should not be wasted, time should not be wasted.	
10.	Maintains good house keeping.	
11.	Coordinates working of 4 th stage washing, which is in separate floor.	
12.	Does any other misc. Works as per the instructions of his superior.	
Note- The job duties and responsibilities given are not very exhaustive but indicates only the major activities performed. The incumbent is liable to perform all other incidental duties also associated with the job for its satisfactory performance.		

Specimen Copy-2

OPM/APPC		JOB SUBSTANTIATING DATA	REF. NO: SR-26
A.	JOB TITLE : FITTER (GEN. SHIFT) DEPARTMENT/SECTION: SODA RECOVERY IMMEDIATE SUPERIOR: ENGINEER		
B. JOB SUMMARY: Does overhauling of various precision equipment in the plant responsible for proper running of the equipment, indentifies troubles in the machinery and rectifies them, attends to preventive maintenance and break down maintenance activities during shift/General shift.			
C. JOB CONTENT:			
S.NO	DETAILS OF ACTIVITY		
1.	Does overhauling of precision equipments like PIV Gear Boxes, Compressors, Vacuum Pumps, Hydraulic Gear Pumps, Centrifugal Pumps, Auto guide Palm, other types of gear boxes, agitators, blowers, cranes and hoists.		
2.	Checks the new spare parts received for replacement purpose functionally		
3.	Reports to department head/ supervisor and receives instructions regarding the work allotment		
4.	Checks for the availability of various tools, gauges etc and draw accordingly from the department clerk		
5.	Goes to work spot along with requisite tools		
6.	Checks for the safety and isolation of all connected lines before starting the work		
7.	Carries out various other repairs and maintenance activities in the department		
8.	Maintains the necessary records on the maintenance jobs requiring definite skill and precision s per the maintenance schedule / shutdowns		
9.	Attends to specific major maintenance activities in time and hands over the equipment to the operations people in running condition		
10.	Checks for the safety and isolation of all connected lines before starting the work		
11.	Attends to the breakdowns immediately and ensures early rectification as per the instructions regarding priority, importance etc.		
12.	Keeps check on the functioning of equipments after repairs/ overhauling and reports the progress to the supervisor concerned		
13.	Informs supervisor for repairs required and checks for the availability of necessary parts/ material with stores, if required		
14.	Associates with the helper in dismantling/ assembling of equipments and other material handling activities		
15.	Assists in the alternation/ modification of equipment and associates with various development activities		
16.	Goes with the helper for getting spare parts/ material from stores workshop, scrap yard etc for the equipments as and when required.		
Note- The job duties and responsibilities given are not very exhaustive but indicates only the major activities performed. The incumbent is liable to perform all other incidental duties also associated with the job for its satisfactory performance.			

OPM/APPC		JOB SUBSTANTIATING DATA	REF. NO: ELEC-13,16,19,22
A.	JOB TITLE : ELECTRICIAN DEPARTMENT/SECTION: ELECTRICAL IMMEDIATE SUPERIOR: ENGINEER		
B. JOB SUMMARY: Attends to simple routine checking and repair jobs of minor equipments situated all over the plant, carries out various lighting jobs, wiring jobs, motor repairs etc. Maintains shift log book and kardex system, attends to any other miscellaneous jobs.			
C. JOB CONTENT:			
S.NO	DETAILS OF ACTIVITY		
1.	Carries the routine check ups of all equipments in the shift at different plants and identifies the troubles		
2.	Attends to minor breakdowns/ troubles of various equipments/ connections and ensure their operation		
3.	Attends to various light jobs such as general lighting works, house wiring works, winding jobs etc		
4.	Monitors and controls the load turbine and grid voltage and executes power changes as per the instructions		
5.	Carries out routine checking of equipments in power house and trip supply voltages		
6.	Attends to minor housing maintenance jobs on general equipments such as small motors, floor mill motors and miscellaneous and other places		
7.	Carries out connections and disconnections of various motors and welding sets		
8.	Attends to other jobs such as repairs of welding sets, cleaning of slip ring motors and motor assemblies etc		
9.	Carries out miscellaneous electrical repairs of in drilling machines, grinding machines, lathes heaters etc		
10.	Maintains shift log book by making necessary entries (meter readings) and regarding performance, operations, repairs and breakdowns of the equipments		
11.	Maintains Kardex by posting necessary details as per the instructions		
12.	Ensures safety in the surroundings while carrying out repairs testing etc		
13.	Assists the other maintenance crew during shutdown jobs and installation of new equipments		
14.	Does other misc work as and when required		
15.	Maintains good house keeping		
Note- The job duties and responsibilities given are not very exhaustive but indicates only the major activities performed. The incumbent is liable to perform all other incidental duties also associated with the job for its satisfactory performance.			

21.

Code of Conduct

ORIENT PAPER & INDUSTRIES LTD

CODE OF CONDUCT

FOR EMPLOYEES

April 2017

Our Code of Conduct sets forth our core values, shared responsibilities, Integrity, Fairness, Commitment, Honesty, Sincerity, Trustworthy, Ethics, Accountability, Confidentiality, global commitments, Compliance and promises. It provides general guidance about the Company's expectations, highlights situations that may require particular attention, and references additional resources and channels of communication available to us. It is also the first step for all employees to get clarity on any questions relating to ethical conduct.

The Orient Paper & Industries Ltd Code of Conduct applies to all Employees of the Company. **"Employee"** shall mean all individuals in full-time or part-time employment with the Company (Permanent, Probationary, expatriates, trainee, retainer, temporary and contractual appointment). Every Employee is personally responsible to read the Code of Conduct, herein after referred as **"Code"**, understand what it mean and apply and abide by it consistently and carefully.

The Code has been designed to assist in preventing the occurrence of unethical or unlawful behaviour, stopping such behaviour when discovered and implementing changes to prevent recurrences of such violations.

Penalties for Violation:

We take violations of this Code, Company policies and applicable laws seriously. Where appropriate, the Company takes prompt corrective action, up to and including termination of employment. We strive for consistency and fairness in discipline for Code violations. Discipline may include a verbal or written warning; suspension with or without pay; loss or reduction of bonus or stock options; or, for the most serious offenses or repeated misconduct, termination of employment.

Any disciplinary action depends on the nature, severity, and frequency of the violation. It may vary depending upon local law. Please understand that those who violate the laws or regulations mentioned in the Code could expose themselves and the Company to substantial civil damages and criminal penalties and Fail to effectively monitor the actions of people you manage and also do not cooperate in a Company audit or investigation and fail to participate in required training.

Integrity in Personal Conduct:

All Employees shall be governed by the Laws of the Company.

Each employee should provide his/her correct personal information like past experience, educational qualifications and compensation package to the organisation. Information obtained as part of employee's job should not be taken advantage of even after he/she leaves the organization.

Company may retain the employee related information which will be accessed by the authorised personnel only.

The company may have accessed to the mails and computers used by the employees as may required. Company is also fully authorised to access to the Computers/ Laptops brought by the customers into the company's premises at any point of time.

An Equal opportunity workplace – Free of Discrimination & Harassment:

We strive to provide a work environment free of discrimination and harassment. We are an equal opportunity employer and employment decisions are based on merit and business needs.

We are committed to following fair employment practices that provide equal opportunities to all employees. We do not discriminate or allow harassment on the basis of race, colour, religion, disability, gender, national origin, sexual orientation, gender identity, gender expression, age, genetic information, military status, or any other legally protected status.

To put these values in practice, all of us must ensure that decisions affecting employees are based on business factors only. For instance, decisions regarding hiring, promotion, termination, transfer, leave of absence or compensation should only be based on relevant business factors.

We must also ensure that we never verbally or physically mistreat others or engage in offensive behaviour, and we should not tolerate those who do. This includes harassing, bullying, abusive or intimidating treatment, inappropriate language or gestures, disorderly conduct, violence and any other conduct that interferes with a co-worker's ability to do his or her job.

The Company's Anti-Discrimination and Anti-Harassment Policy applies to all persons involved in the operations of the Company and prohibits harassment by any employee of the Company towards other employees as well as outside vendors and customers.

Health and Safety in Workplace:

To work effectively, all of us need a healthy and safe work environment. All forms of substance abuse as well as the use or distribution of drugs and alcohol while at work is prohibited. Unless required as part of your role (for instance for security personnel where deemed necessary), possession and / or use of weapons / firearms or ammunition while on business of the Company is prohibited. All of us should be safe at our place of work. Should you observe any unsafe situations at work, please reach out to the Helpline.

Please also take the time to familiarize yourselves with emergency procedures and the safety manuals applicable to your location.

Employee must report immediately an unsafe conditions to their Supervisors, Head of the Departments, Safety officer/in charge and/or HR Department.

Use of re-cycled materials should be encouraged, where ever can be opted.

Act of physical intimidation or threat of violence by the employees are strictly prohibited.

The Company strictly prohibits the sale, use, abuse, possession, manufacture and distribution of any illegal drugs on the Company's Properties and Company' vehicles or on Company's time and business.

Use of Company's Fund and Assets including Intellectual Properties:

For the Company, its confidential information is a valuable asset and every director, employee and agent of the Company must protect it. Confidential information includes all non-public information (regardless of its source) that might be of use to the Company's competitors or harmful to the Company if disclosed. We must take care that all confidential information is used for Company business purposes only.

As employees, we have access to significant amounts of company information that may not be available to the public, and we should preserve the confidentiality of information obtained in the Company's service. Unless the Company has provided its specific consent, which should preferably be in writing, or there is a legal or professional right or duty to disclose, we are prohibited from disclosing confidential Company information.

The intellectual property (IP) of the Company must be protected as a vital business asset. Our IP portfolio includes copyrights, patents, trademarks, service marks, trade secrets, design rights, logos, brands and know-how. We must use our IP focusing on protecting these assets. It is important to ensure that to the extent permitted by law, the rights to all IP created using the Company's time and expense that which are within the scope of our duties are assigned to and are the property of the Company.

In addition, Company meetings are confidential. Employee must not use audio or video equipment to record these meetings without the specific prior authorization of the head of Employee or department.

Roles & Responsibilities:

Employee Responsibilities:

Our Code applies equally to all OPIL directors, officers and employees globally, across our subsidiaries. The Code also applies to our partners, suppliers, agents or others acting on the Company's behalf. As employees, it is important that we know and follow the Code as a guideline for decision - making that is paired with integrity.

No matter what our role is, each one of us is expected to lead when it is a question of ethics and be accountable for our actions.

Most often, a manager is the first person to be contacted about a concern in our work environment. Managers have some specific responsibilities:

- Be a role model of ethical behavior.
- Encourage your team to raise issues and speak up.
- Communicate a positive message about your commitment to ethics and compliance.
- Promote our values, the Code of Conduct and compliance with policies and the law.
- Actively support ethics and compliance awareness and training programs.
- Have open avenues for communication.
- Listen and respond fairly to employee concerns.
- Find satisfactory and complete resolutions to ethical issues.
- Escalate concerns when additional assistance is needed.

Gifts and Entertainment:

When we make a gift to a customer, a government official or any third party, we should keep the following in mind:

It is not done to obtain or retain business or gain an improper advantage in business; It is lawful under the laws of the country where the gift is being given and permitted under the policies of the client; It constitutes a bona fide promotion or goodwill expenditure; It is not in the form of cash; The gift is of nominal value (on an individual and aggregate basis);

The gift is accurately recorded in the Company's books and records; In any event, you must comply with our gifts and entertainment policy.

Accepting Gifts: The same principles apply if a customer or supplier wishes to give us a gift or any other token of their appreciation.

However, receiving such gifts or entertainment must never affect employee judgment or decision-making, nor should they be offered in return for favourable treatment from others.

The Company encourages the culture of appreciation and building relationships and thus expects a token of gratitude such as sweets, chocolates offered as a goodwill of gesture in the festive seasons.

Fair competition:

The Company is committed to lawful and ethical competition for the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

We shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors and maintain the trust of the customers and suppliers by providing the high quality of products and services in the most ethical manner.

We will collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

Thus each employee must compete fairly by promoting through correct description of the products.

Conflicts of Interest:

A “Conflicts” of Interest arises in a situation, where the interests or benefits of one person conflict with the interests or benefits of the Company. We must avoid situations involving actual or potential conflict of interest, so that even the slightest doubt about our integrity is not raised. Conflicts of interest also occur when we or our family members receive improper personal benefits, or preferential treatment as a result of our position, or the position of a family member, in the Company. Remember that such situations might impact our judgment or responsibilities towards our Company and our shareholders and customers.

Employees must always perform their jobs in compliance with applicable laws, policies and procedures.

Employee shall disclose to the appropriate authority all cases of conflict of interest or potential conflict of interest between the person and the Company.

Involvement in a situation, in which the Company's interest has an actual and potential conflicts with the employees private and personal interest is an unacceptable practice and will be considered as a breach of the trust that the company has imposed to the Employee.

If any actual or potential conflicts of interest arise, the concerned person must Immediately report such conflicts and seek approvals as required by applicable law and company policy. The competent authority shall revert to the employee within a reasonable time as defined in our company's policy, to enable the concerned employee to take necessary action as advised to resolve or avoid the conflict in an expeditious manner.

A prior disclosure of such financial interest, or relationship that may represent possible conflicts of interest or the appearance of the conflict, shall be made in writing, before carrying out any such transactions, to the Company Legal Head, Company Secretary and the CFO. Post necessary approvals (including MD / Board of Directors as applicable) only, such transactions should be carried out. Further, such Employees, irrespective of their position, will not be part of part of this decision making process and should refrain themselves from influencing the decision.

Trading of Company shares:

Our employees must not indulge in any form of insider trading and/or assist others, including immediate family, friends or business associates, to derive any benefit from access to and possession of price sensitive information that is not in the public domain. Such information would include information about our company, our group companies, our clients and our suppliers.

The price of our shares may fluctuate on the basis of information about the Company's activities. This fluctuation should be on the basis of information available to the public. If someone is aware of, for example, management changes or an upcoming acquisition and uses it to buy or sell our shares before such information is made public, they may be subject to penalties under insider trading laws.

Under applicable securities laws, it is unlawful for a person who has such information to trade in the shares of the Company or to disclose such information to others who may trade. This activity is commonly referred to as 'insider trading'.

Every Employee shall be adhered to the Insider Trading Code as per the Company policy and the Trading regulations prescribed by SEBI time to time. Insider trading may lead to imprisonment, fines and insider traders may even be subject to private lawsuits.

Transaction with Third Parties:

Parties which have business dealings with the Company, but are not members of the company, such as consultants, agents, sales representatives, distributors, contractors and suppliers, shall not be authorized to represent the Company without the prior written permission of the Company, and / or if their business conduct and ethics are known to be inconsistent with the Code.

If in any situation, third party agents are required to interface with government authorities on behalf of the Company, we should verify the credentials and reputation of such a third party agent prior to any agreement with them and ensure that a formal contract is executed, including appropriate provisions requiring the third party agent to comply with applicable anti-corruption and local laws. A copy of this Code must be provided to such third party agents.

We ensure that the fee, commission or other remuneration paid to intermediaries or third party agents is reasonable, bona fide and commensurate with the functions and services performed. We should keep track of such expenses so that they are fairly and accurately reflected in Company's books of accounts.

Third parties and their employees are expected to abide by the Code in their interaction with, and on behalf of, Company.

Employees are encouraged to sign a non-disclosure agreement with third parties to support confidentiality of the information.

Use of Brand and Logo of the Group and the Company:

Use of the C K Birla name and trademark of Orient Paper logo or trademark and Brands shall be governed as per the respective manuals, codes and agreements issued time to time by the corporate Communication team/ Branding team.

Guidelines for the usage of C K Birla brand are defined in the Brand Notebook.

No third party of joint venture shall use the C K Birla brand to further its interests without specific prior authorization.

Commitment to the Communities:

Whilst the Company's support to communities may take different forms, in different states, an Employee shall make every effort to support, encourage and work for the identified health, education and environmental initiatives.

Become involve in and with the Community to solve community problems. However, employees are not authorized to accept or commit any financial/ materials/ time/ resource obligation or liability on behalf of the Company.

Involve local Communities in decision making, related to the issues that affect them.

Conduct its business as a law abiding Corporate Citizen.

Political Activities and Contributions:

Orient Paper & Industries Ltd reserves the right to communicate its position on important issues to the elected representatives and other government officials. Company's funds or assets must not be used as contribution for political campaigns or political practices under any circumstances without the prior written approval of the Board.

We do not seek reimbursement for political contributions or use Company's resources for personal political activities.

We also do not indicate in any manner that we represent our Company's opinion about a candidate for office or any political cause or decision of any government.

Relationship with Government and Public Officials:

Employees should be especially careful while dealing with government clients. There are provision of significant penalties in many occasions, including debarment and monetary penalties for organizations that fail to follow the law while working for government clients. The principles set out in 'Preventing Corruption' must be strictly followed by all who interact with Government officials especially with respect to gifts and entertainment.

Employees should not attempt to influence government employees in any manner other than what is agreed in our contractual arrangement with the government.

Employment opportunities for former government officials must not be discussed without first seeking guidance and approval of the Office of Integrity and Compliance.

Similarly, we should not initiate discussions for any contract with any business in which a government official or employee holds a significant interest, without the prior approval of the Office of Integrity and Compliance. Reach out to the Helpline for approvals.

FORM OF ACKNOWLEDGMENT OF RECEIPT OF CODE OF CONDUCT AND ETHICS

I have received and read the Company's Code of Conduct and Ethics. I understand the standards and policies contained in the Company Code of Conduct and Ethics and understand that there may be additional policies or laws specific to my job and/or the location of my posting.

I further agree to follow the values of the Company in all that I do and comply with the Company Code of Conduct and Ethics.

If I have questions concerning the meaning or application of the Company Code of Conduct and Ethics, any Company policies, or the legal and regulatory requirements applicable to my job, I know I can consult my manager, the Office of Integrity & Compliance, the Human Resources Department or the Legal Department, knowing that my questions or reports to these sources will be maintained in confidence.

Employee Name

Employee No

Signature

Date

Please sign and return this form to the Human Resources Department.

22. Performance Management System-Goal Setting form and Appraisal Form



PERFORMANCE MANAGEMENT SYSTEM

GRADE I TO DEPUTY GENERAL MANAGER

Name

Employee Code No.

Designation

Department

Performance review for the year of

PART – A

TARGET SETTINGS

A. NON-NEGOTIABLE TARGETS (3-4)

Targets	Description	Measurement criteria	Target date of Completion	% of target completion	Achievements filled by Appraisee	Comments by Appraiser
1.Safety For ex- To ensure Zero accident & build Safety culture in the section						
2.Customer Satisfaction -Timely serving - Zero customer dissatisfaction						
3.Legal & Environment compliances						

B. FINANCIAL TARGETS (3-4)

1.PBIDT						
2.Cost Reduction Initiatives						
3. KRA's / KPI's						

C. ORGANIZATIONAL DEVELOPMENT TARGETS (2-3)

1.Continuous Improvement -Model target -Targets for continuous improvement plans.						
---	--	--	--	--	--	--

D. SELF & SUBORDINATE DEVELOPMENT (2-3)

1.Career Enhancement - To Develop a successor - To Train one of the GET and mentor to him - To learn /update self on the latest Technology						
---	--	--	--	--	--	--

PART – B**COMPETENCY EVALUATION – TO BE FILLED BY APPRAISER****1. LEADERSHIP**

	Performance factors	Ratings (5 as High and 1 as Low)
1	Sets standard of excellence through his own actions	
2	Obtains willing co-operation of sub-ordinates and motivates them to highest level of performance	
3	Shows fairness and firmness in dealing with people	

2 COMMUNICATION SKILLS

	Performance factors	Ratings (5 as High and 1 as Low)
1	Ensures clear, effective and timely communication to all concerned	
2	Makes his own points logically and persuasively	
3	Shows ability to direct the efforts of subordinates.	

3 CREATIVITY & INNOVATIONS

	Performance factors	Ratings (5 as High and 1 as Low)
1	Shows ability to bring futuristic ideas to his area of work	
2	Shows interest in introducing new approaches, methods, tools & techniques to improve performance	
3	Finds his way around bottlenecks	

4.TEAM BUILDING

	Performance factors	Ratings (5 as High and 1 as Low)
1	Believes in team work to accomplish the task	
2	Provides guidance and counsel as and when necessary	
3	Shows sensitiveness to other people's feelings and point of view	

5.MAN MANAGEMENT SKILLS

	Performance factors	Ratings (5 as High and 1 as Low)
1	Ability to take work from the subordinates	
2	Ability to handle the workmen	
3	Able to earn respect from his subordinates	

6 INTER-PERSONAL RELATIONSHIP

	Performance factors	Ratings (5 as High and 1 as Low)
1	Makes his own points logically and persuasively	
2	Deals with different kinds of people effectively to achieve company's objective	
3	Listens intelligently to others	

7.ANALYTICAL SKILLS

	Performance factors	Ratings (5 as High and 1 as Low)
1	Draws up appropriate action plan and establishes effective review system	
2	Plans appropriate strategies	
3	Anticipates what needs to be done and promptly initiates action on his own	

8 DECISION MAKING SKILLS

	Performance factors	Ratings (5 as High and 1 as Low)
1	Makes sound and practical decisions	
2	Follows through his decisions to ensure effective implementation	
3	Makes timely decisions	

	Performance factors	Ratings (5 as High and 1 as Low)
	Average level of competency on a scale of 1 to 5	

PART – C

SELF APPRAISAL

	Ratings	
Self Appraisal (Filled by Appraisee)	Excellent	
	Good	
	Fair	
	Below Average	
Appraiser's - HOD	Excellent	
	Good	
	Fair	
	Below Average	
Reviewer's – Functional Head / CEO	Excellent	
	Good	
	Fair	
	Below Average	
Final recommendation by CEO	Excellent	
	Good	
	Fair	
	Below Average	

Concept for Ratings

<u>OVERALL RATING INDICATORS</u>		<u>IDEAL RATINGS – BELL CURVE</u>	
<u>Ratings Classifications</u>	<u>Performance description</u>		
Excellent	Significantly exceeded expectation	Excellent	10%
Good	Exceeded expectation	Good	40%
Fair	Met expectation	Fair	40%
Below Average	Did not met expectation	Below Average	10%

23.

Training Calendar for Staff & Workmen



TRAINING CALENDAR FOR THE PERIOD _____

F/HR/TRG/02
Rev. No. : 00
Rev. Date : 00
Page : 1

S.N	Program Title	Participants to be covered	Duration	Date & Time	Faculty	Venue

General Manager-HR

Suggestion Scheme- "SAHYOG"

As it is well known, our unit has been passing through a tough phase as costs of all critical inputs like Raw Material, Coal and others have been continuously increasing while realisation from the market remains under a lot of pressure due to highly competitive market.

In addition, our fixed costs are also too high considering our capacity of only 80000 tpa of paper and are another area of serious concern.

In the above scenario, it is imperative for us to achieve our optimum production levels each month and at the same time implement cost reduction programmes both in variable and fixed expenses.

In this context, we have decided to launch a suggestion scheme "SAHYOG" to invite cost Reduction Ideas from all our workmen & staff. Such ideas need not be restricted to the employee's own department but could cover other areas as well.

We encourage all of you to participate in this initiative and contribute your ideas for improvements which in turn will benefit all of us.

We plan to reward each month the best suggestions received in kind. All such suggestions will be reviewed by a committee comprising of Functional heads and winners will not only be rewarded but will also be publicly recognised. Best 3-5 suggestions will be rewarded each month.

For this purpose, suggestion boxes have been placed in the Technical office and the HR department in the main office. Your suggestions clearly showing your name and employee number should be dropped in those boxes. You may give multiple suggestions which can be written in either Hindi or English. We look forward to your valuable suggestions which will receive our best attention and consideration.

(Ajay Gupta)

Chief Executive Officer

Employee Engagement Survey Form

Employee Engagement Survey –Questionnaire	
Company Name	:
Department	:
Level	:
Date	:
Please tick the relevant box	
<u>Awareness of Vision, Strategies and Goals - Objectives</u>	
1. I am clearly aware of the Company's <u>Business Vision</u> <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
2. I am fully aware of the various <u>Strategies</u> employed by the Company to achieve this Vision. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
3. I am fully aware of the <u>Company's Goals - objectives (or Balanced Scorecard)</u> for the year. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
4. I am fully aware of my <u>department's Goals - objectives</u> for the year. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
5. I am very clear of my <u>Goals - objectives</u> for the year. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
<u>Alignment with Vision & Strategies and Goals - Objectives</u>	
6. Achievement of my <u>goals-objectives</u> clearly supports achievement of my <u>department's goals-objectives</u> <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
7. Achievement of my <u>department's goals-objectives</u> clearly supports achievement of <u>Company's goals-objectives</u> . <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
<u>Goal Achievement Process</u>	
8. My superior/s <u>meticulously reviews and gives me feedback</u> on achievement of my goals, at-least once a month. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
9. My superior/s <u>supports me to solve problems & get back on course</u> if a goal-objective is not achieved. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
10. My superior/s <u>visibly demonstrates his appreciation</u> whenever I do well on a task / goal-objective. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
11. My superior/s is fair in <u>rewarding / recognizing</u> me whenever I perform well. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	
12. My superior/s <u>objectively and effectively disapproves People who fail to perform</u> to expected level. <input type="checkbox"/> Fully agree <input type="checkbox"/> Mostly Agree <input type="checkbox"/> Partly agree <input type="checkbox"/> Mostly Disagree <input type="checkbox"/> Strongly Disagree	

13. I am provided with resources like equipment / machines / tools / materials etc to achieve my goals- objectives.
☐ Fully agree ☐ Mostly Agree ☐ Partly agree ☐ Mostly Disagree ☐ Strongly Disagree

Supportive Environment

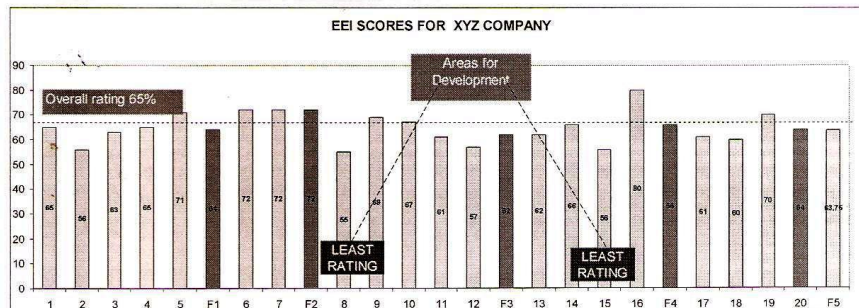
14. I have excellent opportunity to use my capabilities in my day to day work.
☐ Fully agree ☐ Mostly Agree ☐ Partly agree ☐ Mostly Disagree ☐ Strongly Disagree
15. Whenever I give good innovative / improvement ideas/ suggestions my superior encourages it.
☐ Fully agree ☐ Mostly Agree ☐ Partly agree ☐ Mostly Disagree ☐ Strongly Disagree
16. My superiors / Company provide excellent opportunities for my learning and development.
☐ Fully agree ☐ Mostly Agree ☐ Partly agree ☐ Mostly Disagree ☐ Strongly Disagree
17. I enjoy good relationship with people with whom I need to work closely.
☐ Fully agree ☐ Mostly Agree ☐ Partly agree ☐ Mostly Disagree ☐ Strongly Disagree

Customer Focus

18. My colleagues meticulously follow systems/processes to meet customer expectation on product/ service quality
☐ Fully agree ☐ Mostly Agree ☐ Partly agree ☐ Mostly Disagree ☐ Strongly Disagree
19. My colleagues continually strive to control costs of Products / services
☐ Fully agree ☐ Mostly Agree ☐ Partly agree ☐ Mostly Disagree ☐ Strongly Disagree
20. My colleagues meticulously strive to meet commitments to deliver Products / services to the customer on time.
☐ Fully agree ☐ Mostly Agree ☐ Partly agree ☐ Mostly Disagree ☐ Strongly Disagree

FIG-1 EMPLOYEE ENGAGEMENT INDEX (EXAMPLE OF TABULATION)

- o 1-20 bars represent the twenty questions
- o Green bars represent the five factors covered by the twenty questions.
- o While this graph represents Company wide score, similar graphs can be made for Business Units, Department and other work group levels



Please feel free to contact C K Birla Group H R if you need any help / guidance

(A)WORKERS**Privilege Leave (PL)**

- For Permanent, Badli, Casual & Temporary workers, if a worker has completed 240 days including paid leave days during the calendar year he is entitled for Privilege Leave (PL) in next calendar year (January-December)
- For new joiners the worker will be entitled for PL after completion of One year subject to confirmation, if he has completed 240 days including paid leave days.
- For Apprentice Trainee (ITI) at the time of joining, they will get 15 Privilege Leave.
- During the Calendar Year the worker is entitled to avail PL maximum **3 times**, beyond that special sanction is required from **General Manager (HR)**, if some worker wants to avail PL 4th time.
- Calculation of Privilege Leave (PL) is equal to actual working days of the calendar year (January-December)/ 14 days.
- Based on the above calculation if the PL is above 22 days, he will get one Bonus PL for Permanent Workers.
- In case of Temporary Workers after completion of 2 years, the balance PL would be encashed.
- Weekly Off succeeded and preceded by Privilege Leave will be debited from Privilege Leave Quota. It will be counted Public Holiday only.
- Maximum accumulation of PL is 90 days excess leave will be encashed 3:5 (60%) only for Permanent Workers.
- Maximum PL encashed will be 14.

Example (i) : If an opening balance (2013) is = 90 PL
 Next Year (2014) gets = 23 PL (max)
 Encashed PL is $23 \text{ PL} \times 60\% = 13.8 = 14$ (round off)

Example (ii) : If an opening balance (2013) is = 85 PL
 Next year (2014) gets = 23 PL
 5 PL will add it to 85 PL = $85 + 5 = 90 \text{ PL}$
 Remaining balance will be = $23 - 5 = 18 \text{ PL}$
 Here, we don't use the calculation of 3:5 (60%)
 Simply we will give him 14 PL's encashment.

Example (iii) : If an opening balance (2013) is = 90 PL
 Next Year (2014) get = 16 PL
 Simply we will give him 14 PL's encashment.

- A worker can avail 100% of balance PL i.e. upto 90 days and minimum 01 day PL, which is subject to non balance of CL.
- A worker can not avail PL just after availing CL.

Casual Leave (CL)

- In case of Permanent Badli, Casual Workers, they will be entitled for maximum 10 Casual Leave (CL) during the calendar year (January-December).
- In case of Temporary category workers & Process Trainees, they will be entitled for maximum 07 and 10 CL respectively.
- Weekly Off succeeded and preceded by Casual Leave will be debited from Casual Leave Quota and Paid.
- Public Holiday succeeded and preceded by Casual Leave will not debited from Casual Leave Quota. It will be counted Public Holiday only.
- Casual Leave (CL) can not be encashed & carry forwarded to the next calendar year.
- A worker can avail minimum 01 CL & maximum 06 day CL at a time.

Leave Without Pay (LWP)

- LWP is unpaid leave.
- ESI leave or sick leave can be availed by the employee and this is marked as leave without pay.

Special Leave (SL)

- Special leave is paid to Maternity/ Family Planning (TT operation) case.
- Special leave is Paid Leave.

(B) LEAVE POLICY FOR STAFF

Privilege Leave (PL):-

- Every permanent Staff Employee who has put in actual attendance of 320 days or more during the financial year (1st April of a year to 31st March of the following year) shall be entitled to during the subsequent financial year with Basic Salary plus Dearness allowance (wherever applicable) leave for a period of 30 (thirty) days after prior permission in writing for which application must be made in the form specified on this behalf. A staff employee getting salary on Net or ALL –told basis will be entitled to privilege leave at such Net or All-told rate.

Explanation:- For purpose of computing the aforesaid 320 days of the following, apart from actual attendance on duty will be reckoned as days attended by the employee:-

- (a) Weekly off.
- (b) Authorized absence against earned leave and/or sick leave with pay and/or casual leave.
- (c) Festival holidays, if the employee is entitled for it or compensatory off in lieu of festival holidays.
- (d) Any day of Lay-off by agreement or contract or as permissible under law.

Apart from these no absence for any reason whatsoever shall be taken into consideration for computation of the days worked.

- A staff employee whose service commences otherwise than on the first day April shall be entitled to proportionate leave with salary at the rate laid down in clause no. 1 above, provided he has attended duty for Ninety percent or more of the total number of leave will be credited to his leave account and he can avail of it only after his completing one year of service.
- Leave applications for absence of ½ (half) day shall also have to be given.
- If a staff employee does not in any one financial year like the while of the leave to which he is entitled under these rules, the unavailed leave shall be carried forward and added to the leave to be allowed to him in the succeeding financial year, provided that the total number of days of leave that may be carried forward to a succeeding year shall not exceed 60 days and whatever excess leave lying at the credit of the employee shall be forfeited and in no case the total leave which shall lie to the credit of a staff employee shall exceed 60 days on the 1st day of the following year.
- If the employment of a staff is terminated by the employer before he has taken the entire leave to which he is entitled he may be paid the amount payable in respect of such unavailed leave along but in case of dismissal, resignation and retirement, the staff shall only be entitled to payments in respect of such unavailed leave which he applied for during the same financial year but was refused in writing.
- Except as provided in para (5) on no account any money can be claimed in lieu of availing leave.
- The number of times in which privilege leave may be taken during any year shall not exceed two, normally leave application for privilege leave should be submitted fifteen days before the date on which a staff employee wants to take all the leave or any portion thereof allowable to him during the calendar year.

- Member of the staff may utilize the privilege leave for their sickness till Employees State Insurance Scheme is introduced in Amlai.
- **Sanctioning Authority for leave:-** Due leave for employees shall be sanctioned by the General Manager & above.

Casual Leave (CL):-

- A permanent staff employee shall be entitled subject to previous sanction in writing, to casual leave of 15 (fifteen) days with full pay per financial year subject to the following rules:-
 - (i) Such leave will be allowed only whenever there is an exigency, but it cannot be claimed as a matter of right.
 - (ii) Such leave is non-cumulative in nature.
 - (iii) Such leave cannot be prefixed or suffixed to any rest day, holiday or privilege leave or casual leave.
 - (iv) Such leave will not be granted during the first six months of service.
 - (v) Such leave can be granted for a minimum 0.5 (Half) day and maximum period of 3 (three) days at a time. Exception may be made in case of sickness or the Employee himself, his wife or children on production of certificate from a registered Medical Practitioner.

Leave Without Pay (LWP):-

- LWP is unpaid leave.
- ESI leave or sick leave can be availed by the employee and this is marked as leave without pay.
- A staff can only avail LWP by proper leave application signed by General Manager and above well before opting the leave.

27. Any Other

QUARTERS ALLOTMENT POLICY FOR STAFF

- These rules shall be applicable to Staff employees who are Permanent, Temporary, Contractual or any other category engaged by the company and shall come into effect from 1st June 2013.
- The eligibility for allotment of Quarters shall be determined on status and ranking as follows:-
 - a. Employee existing Grade/Designation
 - b. Date of last promotion
 - c. Length of overall continuous service

a (i) Eligibility of Quarters as per Grade/Designation:-

Type of quarters

Officials eligible

E-1	CEO/President	} Management decision
E-(2-8)	Sr. VP/VP/Sr. GM	
F-(1-5)	GM/DGM/AGM	

(ii) Eligibility of Quarter for C, D and G type

G-Type	Manager & above
D-Type	Asst. Manager & above
C-Type	Asst. Officer/Engineer & above

b) Seniority in Designation- Date of last promotion.

c) Criteria is met and there service, incase of (i) & employees, if their date of last promotion is same then length of overall service would be considered.

- Not withstanding these rules it shall be absolute discretion of the Management to allot any Quarter to any Staff or any as it deems to fir, keeping in view the need of the company, need of the employee and other factors considered relevant.
- Any employee against whom the disciplinary action is under process or who has been punished for any major misconduct during last 3 years, shall not be considered for allotment of Quarters.
- An employee who is allotted a quarter by the Management on the recommendation of the department fails to accept the quarter within 30days from the date of allotment or within such further time as may be allowed by the committee, shall lose his eligibility for allotment of a quarter. However, it shall be the discretion of the Management to consider his case in future.
- While giving weight-age to length of service of any employee the period of his deputation to any other concern, sister concern or any foreign concern will be taken

into consideration. However the length of service will be reckoned from the date of joining on permanent post or any in this Mills.

- The allotment of quarters available for the staff shall be decided keeping in view of the present eligible staff in Commercial, Technical (Process) and Technical (Maintenance) departments. Final decision in this matter shall be taken by the committee.
- The Staff member who is provided quarter by the company has to strictly follow all the ruled and regulation, mentioned in Quarter allotment form.
- In case, an employee refuses to occupy the allotted quarter, he should give it in writing.
- A committee having minimum 4 members comprising of Head of Operations/Technical/Commercial/HR shall recommend the case of eligible Staff for final approval of CEO.

QUARTERS ALLOTMENT POLICY FOR WORKER EMPLOYEES

- These rules shall be applicable only to Worker employees who are in permanent service of the company and shall come into effect from_____
- Notwithstanding the allotment of quarters already done in past to workers, the allotment of quarters in future shall be regulated as per these rules.
- Generally worker employees in I, II & III grades shall be considered for allotment of A-Type quarters only and worker employees in Grade IV, V, VI, VII & VIII will be considered for B-Type quarters. However it will be the discretion of the Management to allot B-Type quarters to any worker as exception who is working in Grade I, II or III keeping in view the emergency need of the worker and/ or his family size and other factors.
- The eligibility for allotment of quarters shall be determined on point rating based on department in which employee is working, employees grade and length of service.
- The above rules shall be applicable only to the existing permanent worker employees in Grade I to VIII and it shall be absolute discretion of the company to allot a quarter to a new appointee who is to be given accommodation in terms of his appointment.
- Notwithstanding these rules it shall be absolute discretion of the Management to allot any quarter to any worker employee or any other person as it deems fit, keeping in view the need of the Company and need of the employee and other factors considered relevant.
- Out of the quarter available for allotment, at present 20% quarters will be reserved under Management Quota for allotment as felt necessary.
- Any employee against whom the disciplinary action is under process or who has been punished for any major misconduct during last 5 years, shall not be considered for allotment as felt necessary.
- A worker employee who is allotted a quarter by the Management on the recommendation of the department fails to accept the quarter within 10 days from the date of allotment or within such further time as may be allowed by the committee,

shall lose his eligibility for allotment of a quarter. However, it shall be the discretion of the Management to consider his case in future.

- While giving weightage to length of service of any worker employee the period of his deputation to any other concern, sister concern or any foreign concern will be taken into consideration. However the length of service will be reckoned from the date of joining on permanent post in this Mill.
- The quarters available for the workers shall be ear marked and number of quarters department wise shall be decided keeping in view the importance of the department in the Mill working, skill and potential employees available in the department and department dealing with emergency working and public utility services.

Scheme to finance the employees toward purchasing furniture's

The advance amount to purchase the furniture's and fittings for use of employees in the Company's quarter allotted to them is as under-

Category of Employees	Eligible for type of qtr.	Advance Amount (Rs.)		
		As on 20.05.2005	Revised on 04.07.2009	Revised on
Asst. Officer/Officer/Asst. Engr./Plant Engr.	C-type	24000/-	30000/-	
Asst. Manager/Dy. Manager	D-type	40000/-	50000/-	
Addl. Manager/Manager	D/G-type	50000/-	60000/-	
Sr. Manager/AGM/DGM	D/G/F-type	90000/-	100000/-	
GM	G/F-type	120000/-	140000/-	

Other terms and conditions as mentioned in earlier Note dated 20.05.2005 will remain the same.

Guide Line for Sanction of Revolving Loan

Amlai
13/07/2017

1. The applications received from employees for grant of revolving loan under revolving loan fund scheme as per settlement dt. 10.02.2007 will be scrutinized by Personnel Dept.
2. Personnel Dept. will prepare a list of application seniority wise bearing relevant details required for sanction of the loan.

3. The employees who joined the services of the Mill within 2 yrs. of the date of application as well as those who have left their services to be rendered for less than 2 yrs. will not be eligible for the loan under the scheme.
4. The revolving loan will be sanctioned to employees as shown below:-
 - a. On Seniority basis.
 - b. In case of more no. of applicants than the fund available, applicants who have not taken loan from P.F. as also have not availed loan facility under earlier revolving loan scheme for last 5 years will be considered.
 - c. In case of availability of fund to the applicant taken P.F. Loan/earlier revolving loan, which has been repaid, can also be considered.
 - d. While considering the loan under the scheme, ground for which loan is being taken will also be considered and management will have right to consider the case of emergent nature.
5. It shall be right of the management to grant or reject the application of any applicant for revolving loan under the scheme without assigning any reason what so ever and its decision will be final and binding.
6. Proposal will be prepared by Personnel Dept. and will be submitted for approval of authority.
7. The loan will be disbursed quarterly as per settlement/understanding.

S.No.	Settlement Dated	Fund (Rs.)
1	26.09.2003	900000/- (Nine Lac)
2	10.02.2007	110000/- (Eleven Lac)
3	22.10.2009	1200000/- (Twelve Lac)
4	01.09.2013	1500000/- (Fifteen Lac)

Date- 20th January'2017

T.A. Schedule for outsourced other than on roll employee

The system for payment to outsourced person while on out duty tour for company's work will be as under:-

1. The person sent outside for work related to the company, will be treated on out duty and given attendance accordingly.
2. They will be reimbursed to and fro actual Bus/Train fare-II sleeper class.
3. Fooding charges will be paid @ Rs. 125/- per day. However, fooding charges for visit to Metro Cities will be given 50% extra where as for State Capital and Major Cities 40% extra.
4. Conveyance upto maximum of Rs. 350/- as on sanction.
5. Ordinarily, no hotel charges will be paid. However, in exceptional situation hotel charges will be reimbursed maximum upto limit of Rs. 250/- per day subject to prior permission from the authority.
6. For staying in State Capitals/ Major Cities 50% extra and for staying in Metropolitan Cities 75% extra of hotel charges will be paid.
7. All expenses have to be with supporting wherever applicable.
8. This amendment is effective w.e.f. 01.01.2017.

Revised LTC Scheme of the Company

The Management has decided to revise the present LTC Scheme in force since May, 2009 to include the following Clauses:

1. Return Air/Rail fare for the officer/ Sr. Staff, who are in the payroll of the company, his/her spouse, dependent children and dependent parents once in each Financial year of the company for proceeding on leave to any place in accordance with the following scale:

a	Employees Drawing salary up to Rs 10000/- PM	Sleeper or 2 nd class Air-Conditioned Rail fare
b	Employees Drawing salary above Rs 10000/- PM	1 st Class Air Conditioned or economy class air fare

2. The persons joining during the year shall be proportionate to the duration of service in that particular financial year. However, the persons joined earlier to present revision and not claimed their LTC in their joining financial year shall be entitled for proportionate LTC for such unclaimed period during their retiring/ leaving financial year after a minimum period of 5 year's service.
3. Travel concession/ Allowance will be paid if the employee proceeds on due or Advance privilege leave as per rules and he is off from his duty for a minimum period of 3 days at a time.
4. The person entitled to such concession shall submit the necessary statement giving details of journey under taken within a week of undertaking journey. However, in case details of journey not given without full supporting like used copy of Rail/ Air Tickets, Boarding Passes, Taxi Bills for the Area not covered by Air/ Rail etc, the full amount will be taxable.
5. Employee under probation will be entitled to claim LTC/ LTA after completion of probation period.
6. The Travel Concession/ Allowance shall not exceed one month's basic salary for all grades of Officer/ Sr. Staff. The limit for claim will be proportionate to the duration of service in a financial year.
7. Where the employee has taken Travel Concession/ Allowance in a year and leaves employment before completion of the financial year, the proportionate amount will be recovered from him. However, if employment ceases on Account of retirement, death or permanent disability, no recovery shall be made.
8. LTC/ LTA of any year will not be carried forward for the Officer/ Sr. Staffs covered under the Scheme subject to point 2 above.
9. These rules shall supersede the existing travel concession scheme of the company dated 30th April 2009.
10. These rules shall be effective from 01-04-2013 and will be payable to Officers/ Staff who has not claimed LTC in current financial year.
11. The company may at any time at its discretion modify, alter, added to, delete and or substitute all or any of these rules.

9th September 2013

Amlai,
Dated: 11.07.2011

NOTE

Sub: Joining expenses of lateral recruitment

Experienced employees of all categories are employed from various sources. In order to facilitate their joining in our organization, their joining expenses will be reimbursed by the company as per the following guide lines:-

For Employees of Grade-VI (A) & Above

For transportation of house hold goods, on production of transportation bill to the extent of One month basic salary will be reimbursed.

Amount in excess of one month basic salary, if any, can be reimbursed as a special case, on merit of the case and approval of the competent authority. The concerned employee has to apply for reimbursement of the bill.

For Employees upto Grade-VI

In case of experienced employee, joining below Gr. VI-(A), on production of transporting bill, maximum one month basic salary will be reimbursed against the bills. The concerned employee has to apply for reimbursement of bill.

An employee who joins with us is expected to serve for atleast a minimum period of 3 years. However if an employee leaves his employment of his own, within a period of less than 3 years, the management will recover the transporting charges reimbursed to the concerned employee besides other dues.

This will come into force forthwith.

Personnel Department