



# Employee Handbook

For internal use



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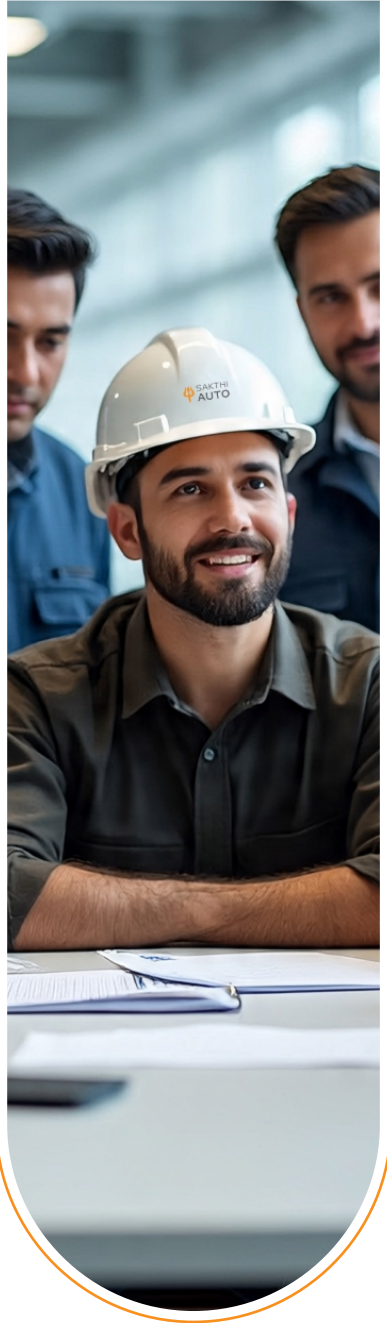


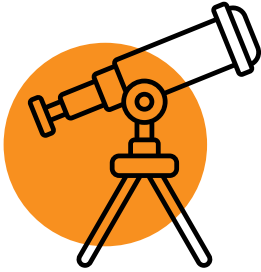
## Introduction

This handbook is designed to provide you with an overview of our company, its policies, and the resources available to you as an employee

## Company Overview

Sakthi Auto Component Limited, located in Tamil Nadu, is a leading Auto Component Manufacturer in India, specializing in safety-critical automotive components. Our sophisticated DISAMATIC Foundry superior machine shops, and coating facilities ensure we have delivered top-quality products to all our valued customers in the past 4 decades





## Vision

To be a progressive and class-leading company in providing safety-critical components to the industry



## Mission

- To optimise and continuously innovate our processes
- To make sure our progress is sustainable
- To make sure we are the company of choice for our customers



## Values

Sakthi Auto Component Limited is dedicated to consistently delivering products that fulfil the requirements of our interested parties, adhere to applicable statutory and regulatory standards, and aim to enhance of our interested parties.

We shall accomplish this by:

- Establishing and maintaining the Quality Management System that aligns with both national and international customer-specific requirements.
- Identifying and addressing the needs and expectations of our interested parties.
- Continually improving the needs and expectations of our interested parties.
- Upgrading technology and developing our human resources.
- Ensuring a clean and safe working environment across the organization.

## Equal Employment Opportunity

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, colour, religion, gender, national origin, age, disability, or any other protected status.

## Anti-Discrimination and Harassment

We maintain a workplace free from discrimination and harassment in any form. Any incidents should be reported immediately to the HR department

## Health, Safety, and Environment

As an organization certified with OSHAS, we prioritize the health and safety of our employees. Safety protocols must be followed at all times, and any hazards or incidents should be reported immediately. We also monitor environmental factors to ensure compliance with regulatory standards.

## Training and Development

We are committed to the continuous development of our employees. Training programs, workshops, and seminars are regularly conducted to enhance skills and knowledge. Employees get nominated to the programs based on the need analysis. The company also bears the cost of such nominations and grants “On duty” for attending such programs



## Dojo – Offline Training Centre

DOJO Centre, dedicated to skill development and continuous learning provides hands-on training sessions, workshops, and practical exercises tailored to enhance technical and professional skills. For more details on the training schedule and enrollment, please contact the HR department.

## Performance Management

- ✓ Our performance management system encompasses regular evaluations, feedback sessions, and career development plans. We are committed to recognizing and rewarding high performance.
- ✓ To this end, we have established schemes such as **STAR PERFORMERS** and **FAST TRACK CAREER PROGRESS (FTCP)** to ensure the effective and robust management of outstanding performances.

## Orientation Program

- ✓ Our Orientation Program welcomes new employees and provides essential information for a smooth transition. It includes an introduction to our company's vision, policies, and structure, as well as role-specific training.
- ✓ The program also covers health and safety protocols and offers a comprehensive overview of available resources and support services.



## Section II

### Code of conduct

#### Code of Conduct

Employees are expected to adhere to the highest standards of professional and ethical behavior. This includes maintaining confidentiality, avoiding conflicts of interest, and acting with integrity in all business dealings along with the following cardinals

1	Fulfilling the laid down duties diligently
2	No concurrent employment (OR) Freelancing without CMD approval
3	Maintaining Integrity, Secrecy, Courtesy, Appropriate Behaviour
4	Upholding the practises on Attendance, Shift hours, Productivity
5	Abstaining from the practices of Harassing, breaching instructions, Violating laid procedures on safety, ethical conduct, habitual absence from work

Detailed code of conduct is available in our social policies compendium accessible from the website at the link

#### Dress Code

- ✓ As part of maintaining a professional and cohesive work environment, importance is given to adhering to the laid-down uniform norms as per the workstations with designated Personal Protective Equipment (PPEs). An Employee must comply with wearing the designated – clean and neat uniform appropriate for your department and role with appropriate protective equipment as part of your uniform.



## Ethical Conduct

All employees must conduct themselves to reflect the company's commitment to ethical practices. This includes honesty, integrity, and fairness in all interactions. Detailed ethical policy guidelines are available in our social policies compendium accessible from the website at the link

## Whistleblower Policy

Employees are encouraged to report any unethical or illegal activities they observe. Reports can be made anonymously and will be handled confidentially. Retaliation against employees who report misconduct is strictly prohibited. Detailed Whistle Blower policy document is available in our social policies compendium accessible from the website at the link

## Anti-Competition Practices

We are committed to complying with all applicable antitrust and competition laws. Employees must avoid actions that could lead to anti-competitive behavior, such as price-fixing, bid-rigging, or sharing sensitive market information with competitors. Detailed policy document is available in our social policies compendium accessible from the website at the link



## Mobile Phone usage

- ✓ Mobile phone usage is restricted to select employees for specific tasks only. Trainees / Apprentices are strictly prohibited from bringing Mobile phones to the company without authorization from the departments and approval from the HR department.
- ✓ Photography or copying of any documents or data is strictly prohibited. Sharing confidential company information with external people through mobile devices or any other means is strictly prohibited.
- ✓ Violations of this policy will result in disciplinary action.

## Information Security and Data Confidentiality

- ✓ As a TISAX-certified organization, we are committed to the highest information security standards. All employees must handle sensitive information carefully and adhere to our strict data protection policies.



## Section III

### Compensation & Benefits

#### Compensation and Benefits

We offer competitive salaries and benefits, including health insurance, retirement plans, and performance bonuses. Detailed information about your compensation package is given as an annexure to your appointment order. For clarification, the HR department can be contacted

#### Working Hours and Attendance

As a continuous process industry, we operate in the following shifts with “staggered weekly off” on all days except National & Declared Holidays. Punctuality and regular attendance are crucial.

Shift	Timing
First	07:00 am To 03:30 pm
Second	03:30 pm To 12:00 am
Third	12:00am To 07:00am
General	08:00 am To 05:00 pm

#### Leave Particulars

Type	Days	Procedure
CASUAL LEAVE	10	Avail Maximum 2 Days in a Month
SICK LEAVE	10	Avail if unable to work due to illness
UNPAID LEAVE	LOP	If there are no leaves in the Credit
NATIONAL HOLIDAYS	4	National Holidays
DECLARED HOLIDAYS	5	Festival Holidays

- ✓ Employees can apply for unpaid leave in special circumstances, subject to their supervisor / HoF/ HoD approval. Any employee who takes leave without obtaining the reporting manager's approval shall be deemed absent from work without permission. This shall be treated as absent from work and disciplinary action.
- ✓ An employee can check your leave balance, and attendance particulars in the ATTENDANCE KIOSKE situated at the FRONT OFFICE

## Compensatory Off

- ✓ Employees who work on their weekly off days or holidays such as National or Festival Holidays shall be granted compensatory leave, which cannot be accumulated and must be taken within the succeeding week, and in no case later than 60 days from the date of the duty.
- ✓ This compensatory leave should not be combined with a weekly holiday, other holiday, or leave, except under special circumstances with prior permission from the Sanctioning Authority.

## Permission

- ✓ Employees are entitled to avail up to 4 hours of permission per month, which may be taken over a maximum of 2 days.
- ✓ This permission can be utilized for personal reasons such as attending to personal matters, appointments, or other unforeseen circumstances.
- ✓ Before taking such permission, employees must obtain prior approval from their HOD/HOF or the HR department. The 4 hours of permission should be utilized within the same month and cannot be carried forward to the next month. Exceptions to this policy may be considered under special circumstances with the approval of the Sanctioning Authority.

## Salary Processing

- ✓ The attendance cycle for processing salary will be from the 1st to the 30th / 31st of every month. Salary disbursement will be between 7th – 10th of every month. If there is any variance/missing attendance, then the same will be considered as LOP in the upcoming payroll.

- ✓ The pay structure will be fixed during the appointment/promotion and will be mentioned in the offer letter and explained to the employees during the Issuance of the Offer Letter. The net salary will be credited to the employee's account (IOB/ Karur Vysya Bank). The HR department will facilitate opening accounts with the bank for the new joiners.
- ✓ The payslip with details of payments with deductions will be sent as a PDF through an email to the registered email ID of employees every month

## Canteen

- ✓ At a nominal cost, the company canteen offers subsidized food to all employees, regardless of shift hours. The menu is regularly revised based on employee feedback. Refreshments for all employees are provided at their workstations at periodic intervals.
- ✓ The canteen committee formed with members from all categories of personnel meets once in quarter to address concerns and suggestions. [The details of the committee are available to the HR Department.](#)
- ✓ For any assistance suggestions or complaints, employees can contact the HR Department in person or through HR Buddy

## Injury reporting

- ✓ All workplace injuries must be promptly and properly reported. The possible treatment would be provided to the injured at the Occupational Health Centre. Arrangements would be made for shifting to hospitals in case of need.
- ✓ Injuries occurring outside the workplace should also be informed to ensure timely intimation to the insurance provider. [For more details](#) of insurance benefits, including information about hospitals offering cashless facilities, and other relevant information [contact the HR department.](#)

## Occupational Health Centre

- ✓ The Occupational Health Centre located at the Front Office, staffed with qualified nurses and a doctor around the clock, provides 24/7 medical assistance to all employees. We also have partnerships with various specialty hospitals, offering special discounts on various medical services to our employees.
- ✓ [For more details, contact the HR Department \(OR\) Occupational Health Centre](#)

## Creche

- ✓ To support our employees, a safe and caring crèche facility is provided. For more information and to register your child, please contact the HR department.  
For more details, contact the HR Department

## Gratuity Scheme

- ✓ All regular employees of the company who have completed 4 years and 240 days of service, as defined by the Payment of Gratuity Act, are eligible for this scheme. The company will contribute an amount equivalent to 15 days of the employee's salary for every year of completed service.
- ✓ To become eligible for gratuity, employees must complete five years of continuous service by the time they retire, resign, or are terminated in the services.

## PF (Provident Fund)

- ✓ The Provident Fund (PF) is a savings scheme mandatory for all employees who are earning a basic salary of Rs. 15,000 or less. It's a retirement savings scheme wherein the employer and the employee contribute a fixed percentage of the employee's salary towards the fund, which can be withdrawn upon retirement or under certain conditions specified by the Employee Provident Fund Organization (EPFO).
- ✓ The primary objective of the PF scheme is to provide financial security and stability to employees during their retirement years.

## ESI (Employees State Insurance)

- ✓ Employee's State Insurance (ESI) is a health insurance and social security scheme mandated for employees earning wages up to Rs. 21,000 per month in India. It provides medical and cash benefits in case of sickness, maternity, disablement, or death due to employment injury.
- ✓ ESI benefits include coverage for medical treatment, cash benefits during sickness, maternity benefits, disablement benefits, and pension for dependents in case of the employee's death. Contributions to ESI are shared between the employer and the employee as fixed by the Government of India.

## Annual Bonus

- ✓ Employees are eligible to receive an annual bonus. It will be paid once a year during Diwali. For more information about the annual bonus process, [please contact the HR department](#).

## Family Support Fund

- ✓ The Family Support Fund provides financial assistance to employees in the unfortunate event of an employee/family member's death. This support aims to extend moral and financial support during such difficult times. [For more details, contact the HR department](#).

## SECTION IV OTHERS

### Gifts from the company

Gift The company provides gifts to employees to celebrate their family functions, recognizing and honouring these special occasions. This gesture reflects our commitment to supporting and valuing our employees' milestones. For more details, please contact the HR department.

### Employee Engagement

- ✓ We organize various events and programs to foster a sense of community and belonging among employees. Our Rotary Club of Sakthi Mahalingapuram offers wide possibilities to serve the community through projects and volunteering.
- ✓ Events such as Independence Day, Republic Day, SAFETY WEEK, and WORLD ENVIRONMENT DAY would be celebrated on the premises. Employees will be informed of these events well in advance through all possible communication channels to ensure your participation.

### Grievance Redressal

- ✓ We have a structured process for addressing employee grievances. Employees can report issues confidentially to the HR department, ensuring a fair and timely resolution. There is an exclusive Grievance Committee constituted for this purpose. The details of its members and, the procedure to submit grievances are available to the HR Department.

### Travel Reimbursements for Office Travel

- ✓ Employees are entitled to travel reimbursements for official business trips. All travel expenses must be documented and submitted by the company's reimbursement policy.
- ✓ Reimbursement requests shall be processed only with prior approval and submission of all receipts. Reimbursements for travel using own vehicle are also permitted. For more information, please contact the HR department.



## Company Transportation

- ✓ The company provides convenient and reliable transportation services for our employees. Our company buses operate from select regional points, ensuring safe and comfortable travel to and from the workplace.
- ✓ An employee can avail of this service and enjoy a hassle-free commute for a nominal payment. The pick-up and drop-off points cover key locations and more details are with the HR Department

## Employee Referral Scheme

- ✓ Our Employee Referral Scheme encourages staff to recommend qualified candidates for open positions within the company. Successful referrals result in rewards for the referring employee, fostering a collaborative hiring process.
- ✓ This initiative helps us attract top talent while recognizing the efforts of our current team. [For more information, contact the HR department.](#)

## "My Kaizen at SACL" Suggestion Scheme

- ✓ Our encourages employees to share innovative ideas for improving processes, enhancing productivity, and reducing waste. Employees' valuable suggestions can lead to meaningful changes and continuous improvement within our company.
- ✓ Participating employees may receive recognition and rewards for their contributions. Please submit your ideas to the HR department through [HR Buddy](#) or at <https://www.mykaizen-sacl.com/>

## Attendance Incentive & Night Shift Allowance

- ✓ Select categories of Employees who maintain perfect attendance throughout the month are eligible for an attendance incentive.
- ✓ Select categories of Employees assigned to night shifts are entitled to a night shift allowance. [For more details, please contact the HR department.](#)

## Separation Policy

- ✓ In the event of resignation or termination, employees are required to serve a notice period as per their employment contract. Exit interviews will be conducted to gather feedback and ensure a smooth transition. Relieving Letter and service certificate will be provided at the end of the shift on the last working day as per the notice period.
- ✓ The accounts section will process and release the Full & Final settlement
- ✓ For retirement cases, employees will be informed well in advance (before 90 working days), enabling them to plan for the same. A farewell event for those who retire would be organized for those who retire as per the policy of the company

## Useful Contacts

HR Department	hr@sakthiauto.com
HR Buddy	+ 91 8300156262
Factory landline	04294227700
IT / ITeS	ITeS@sakthiauto.com
General ID	sac1@sakthiauto.com



