



C.L Gupta Exports Ltd.

18 Km before Moradabad, Delhi Highway
Vill. Jivai, Amroha – 244221, India
Tel: +91 591 2477 000 Fax: +91 591 2477 300

Doc No.CLG/HR/2021-140/21

Recruitment Policy

1. Policy

The Recruitment Policy contains the policies observed by C.L Gupta Exports Limited (herein after referred to as “CLG” or “Company”) in the recruitment and selection process. The purpose of this policy is to provide a standard for the recruitment and selection procedure. The policy is set up chronologically, from the time that the position created for recruitment till the date the position is filled. CLG is committed to employ, in its best judgment, suitable candidates for approved positions while engaging in recruitment and selection processes that are in compliance with all applicable employment & labor laws.

It is the policy of CLG to provide equal opportunity for employment to all applicants and employees. No employee shall be discriminated in employment or occupation on the grounds of sex, race, colour, age, pregnancy, sexual orientation, religion, political opinion, nationality, ethnic origin, disease or disability.

1.1 Underlying Principles

The policy is based on the following underlying principles:

- The applicant will be chosen on the basis of suitability with respect to the position.
- The applicant will be informed on the application procedure and the details of the vacant position.
- The applicant will provide the Company with information it needs to form an accurate picture of the applicant's suitability for the vacant position.
- The information provided by the applicant will be treated confidentially and with due care; the applicant's privacy will also be respected in other matters.
- If any applicant submits any written complaint to the Company, the company will investigate and respond to the complaint in writing.

1.2 Recruitment Notice

The policy applies to a procedure that is directed toward filling a vacancy within the Company and for which the recruitment of candidates takes place by:

- a) Public announcement, such as in advertisements in newspapers, state agency or internet,
- b) Notice boards or internal recruitment and/or
- c) Through employment agencies, recruitment and selection agencies or executive search.

As per the requirement of sections duly approved by competent authority recruitment notices are communicated as follow:





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- **Group D Employees – (Workers)** - Through employment exchange, recruitment notices at the factory gates or through references of existing employees.
- **Group C Employees – (Jr. Sup / Sup)** – Vacancy details are advertised in local newspapers and through employment exchange and reference of existing employees.
- **Group A and B Employees – (General Managers / Managers & Assistant Managers /General Staff)** – Vacancy details are advertised on Job portals, head hunting, Company website and local newspapers.

The appointing authority responsible for particular recruitment are as below:

- **Group D Employees – (Workers)** – Appointment for Group D employees is done and finalized by the concerned HODs in consultation with HRD.
- **Group C Employees – (Jr. Sup / Sup)** – Group C Employees are interviewed by the concerned head of department and once finalized same is required to be approved by Directors.
- **Group A and B Employees – (General Managers / Managers and Assistant Managers / General Staff)** – Interview is conducted by concerned HOD,HRD and Directors.

2. Joining Formalities:

- Copy of birth Proof is required to be submitted by the applicant ensuring that applicant is not below legal working age i.e. 18 years (Pan card, High school certificate, Aadhar card, Voter Id card etc.);
- Medical Fitness test is conducted by the Company within 10 days of joining, and the copy of medical test is provided as per the employee requirement;
- Copy of Address Proof along with 03 Photographs to be provided by the applicant i.e Adhar card/passport etc.;

The incumbent shall be required to submit copy of above certificates and the list of references to be provided to Human Resources Department.

All employees are entitled to a written employment contract, in a language easily understood by them stipulating the employment terms and conditions. The employer has a responsibility to ensure that all employees are aware of their legal rights and obligations.

An official will be deputed in each division for completing the above mentioned formalities and same is provided by the concerned official to main HRD. The main HRD will issue ID card and prepare other documents like Appointment letter, P.F, Gratuity, ESIC, Factory Act Forms, nominations and awareness letter etc.

The Joining formalities will be completed by HRD within 2 (two) working days after completion of all documentations and approvals from the competent authorities.





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3. Pregnancy / HIV / AIDS Examination

CLG does not encourage pregnancy examination / HIV / AIDS test unless the same is required by law at the time of joining. We do not discriminate any person on the basis of Pregnancy or AIDS examination. However, we conduct medical test for new joiners' as part of joining formality, which is undertaken by candidates within 10 (Ten) days of joining for which the fitness certificate is further submitted to HRD.

4. Forced / Bonded or Prison Labour

"Forced labor" is all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered himself or herself voluntarily. The labor which is demanded as a means of repayment of debt are considered as forced labor.

C.L. Gupta Exports Limited endeavors to provide a Conducive working environment that is characterized by equality and mutual respect. We strictly condemn the practice of bonded labour / forced labour, human trafficking or get the work done from prison labour or the use of incarcerated labor and expect the same at our supply chain level also.

The employment in the Company will be voluntary and practices such as debt-bondage, indentured labor, trafficked labor and the use of prison labor will not be allowed.

Remediation

If any forced labour or accidental forced labour is discovered at Company level or at any of the supply chains of C.L. Gupta Exports Ltd the appropriate local authorities, NGO, welfare officer / HRD should be notified and further guidance and support from local labour rights and specialists should be sought. The Company shall be responsible throughout the remediation plan. Initially the Company shall try to release the forced labour or any form of involuntary services then and there.

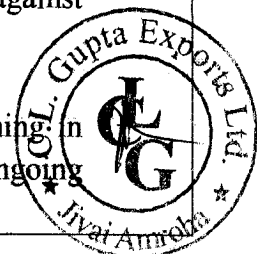
In addition to above, in order to monitor the practices at supply chain level the Company conducts internal audit every quarter and try to communicate with the workers and monitor if there are any such practices of forced labour.

5. Freedom of Association & Collective Bargaining

C.L. Gupta Exports Limited emphasizes the need to build a constructive workplace dialogue for promoting greater knowledge and understanding of labour relations. All employees have the right to form or join associations of their own choosing, and to bargain collectively.

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

We encourage dialogue that goes beyond the traditional aspects of collective bargaining in order to share knowledge and improve working conditions. We believe that open and ongoing





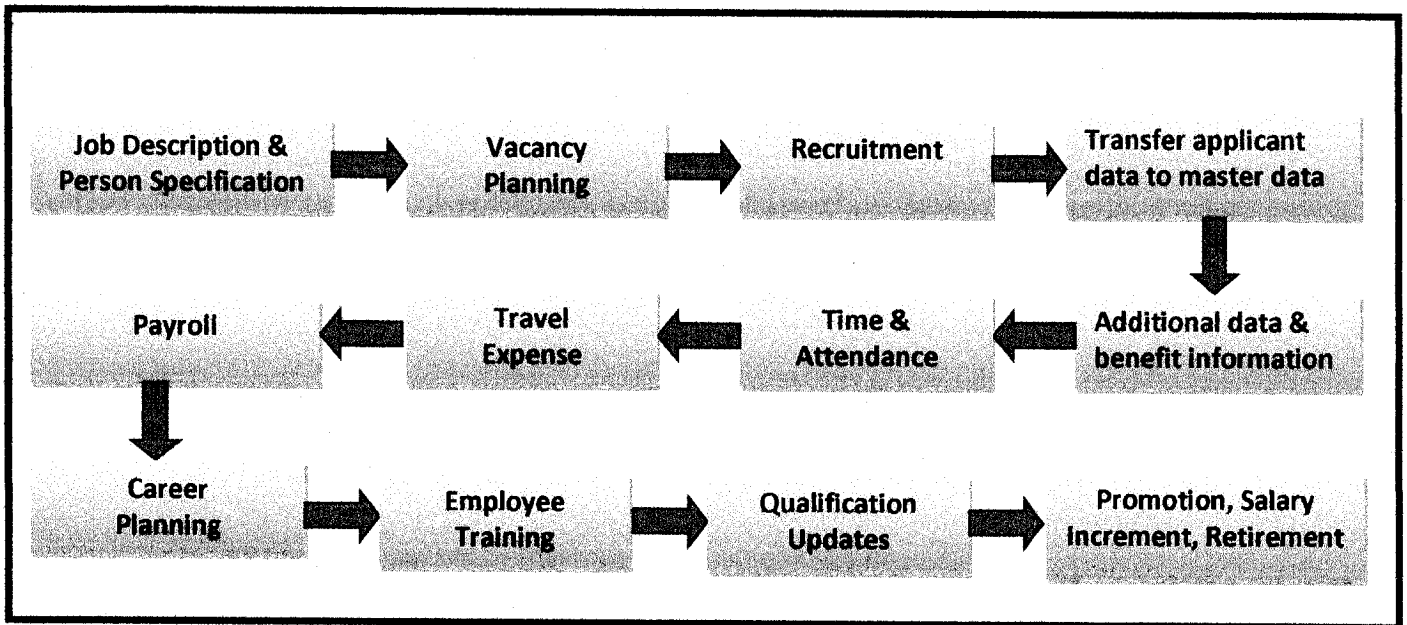
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communication contributes and develops a lasting relationship with our employees. At CLG, employees can express their concerns at works committee, health & safety committee, grievance redressal committee or they can reach out to their immediate supervisors, welfare officer and human resources department in case of any concerns.

6. Recruitment Process

The below is the flowchart describing the process of recruitment and an employee's life cycle in the company:



6.1 Job Description & Person Specification

In case of creation of new position when division feels the requirement, a job/position description is prepared as per the requirements. Division present the same before the Management / HR for approval along with the requisition form. If there is any modification of the job description the same is required to be approved from the management. The Requisition Form when approved along with the job Description goes to Human Resources Department for filling up the position.

The Person Specification states both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience required to perform particular job, all of which is directly related to the job and applies equally to all the applicants. Special care is taken while writing person specification in order to ensure that the criteria do not indirectly discriminate against certain groups of applicants.





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6.2 Vacancy Planning

On receipt of the Requisition Form HRD plans for the recruitment of the same within the targeted time which differ from position to position. In case of automatic vacancy e.g. retirement/superannuation of employees on achieving a particular age HR themselves raise the requisition in advance and get it approved from the management. In case vacancy arises due to resignation of an employee HR immediately plan for the recruitment on raising the requisition form after receipt of resignation from employee.

In certain cases, if there is a successor to take over the position then HR will plan either to fill the vacancy or to manage the job profile with the existing employee by giving promotion etc. in coordination with the divisions.

6.3 Recruitment

Normally, recruitment is done through two sources either internal source or external source.

1. Internal Sources

- Employee referrals
- Company's data bank

2. External Sources

- - Recruitment consultants
- Advertisement in newspapers,
- Online job portals such as naukri.com, times job, LinkedIn etc.

For other hiring's, the Company shortlists at least six resumes out of which selected three candidates are called for interview and final hiring is done on the basis of personal round of interview. No recruitment fees, bond or any original identity / educational qualification paper will be taken from any employee.

6.4 Transfer Application data to Master data

After discussing and finalizing the salary and other terms of recruitment, the HRD issues offer letter to the selected candidate. Joining formalities are completed on the day of joining by verifying documents such as ID proof, address proof, educational qualification certificates, experience certificates and other letters with the originals.

HRD maintains personal records in the time office software as well as physically by maintaining individual personal files. This is followed by background check of the candidate with the former employer and issuance of company ID card and appointment letter immediately. On joining and leaving of any employee the HRD makes an internal announcement amongst the company's existing employees about the same.

6.5 Additional Data and Benefit Information

After the appointment of an employee we provide the requisite training through an intensive





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induction training to new joiners relating to Company policies and procedures, Company benefits, operation and safety. HRD is responsible for taking the candidate's details such as previous provident fund account (if existing), details of the family members and dependents, ESIC number, Aadhar Card number etc.

The Company also informs employees regarding various benefits like Mediclaim Insurance Policy, Subsidized food, subsidized transportation, interest free loans & advances, Leaves and other corporate social benefits through tie up with outside group concerns i.e. discounts on group schools and Hospitals.

6.6 Time and Attendance Recording

We have a Biometric Attendance Monitoring System for recording the attendance of the employees. After joining formalities, HRD issues ID card to every employee which he /she is required to carry every day in order to log in and log out. The factory general timings are from 09:00 AM – 06:00 PM; every employee is required to punch his/her attendance card on daily basis before reporting to respective departments

We are maintaining the time office attendance records digitally. All the incoming and outgoing of the employees are recorded digitally through attendance card cum biometrics system. We also maintain certain statutory documents such as form 12, muster roll etc.

6.7 Travel Information Expenses

At the time of induction, we explain the employees regarding the company's travel policy. During official visits, all expenses of travelling are borne by the company. In case of any expenses which are personal in nature during official visits will be taken care by the employees themselves.

6.8 Payroll

Payroll ensures every employee received their salary or wages on time and their master data and rates of wages and prepared in a confidential manner.

6.9 Career Planning

Career planning is the continuous process of thinking about the interests, values, skills and preferences and exploring the life, work and learning options available to the employees. Ensuring that the work assigned to employees fits with the personal circumstances. Career planning is a vital part of an employment.

6.10 Employee Training

We provide training to employees in all spheres of activities from the day of the employment. Some training is given once, some are conducted monthly/quarterly/ half yearly as per the requirement of the Company and training schedule finalized every year.





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At the time of joining, the human resources person tries to assess the employee need and training requirement, on the basis of which a training calendar is made and specific trainings are conducted for particular employees.

We have a Performance Appraisal System through which we will try to find out and understand the training requirement of employees and plan the same accordingly.

6.11 Qualification Updates

Any employee who undergoes for further or higher studies in the course of employment is required to update the same in the Company's record if they possess any qualification in the course of employment. Adding any qualification will help the employees as well as the Company in career planning and upgrading their career. Company can also plan for the promotions or upgrading of the employees.

7. Provision for keeping employees on Trial

We have a trial period of 15 days, wherein HRD issues trial card to the employee. We continuously maintain a feedback system on employee's skills and ability to perform the assigned tasks.

After taking the prior approval from the concerned Head of Department the employee's trial period gets completed and a permanent card is issued.

8. Recruitment & Selection Policy for foreign workers

A foreign national is any person who is not a national of the country in which he or she is residing or temporarily sojourning. For example, a foreign national in India is someone who is neither an Indian citizen nor a permanent resident in India.

The process for hiring foreign nationals differs significantly from hiring Indian citizens. This policy is intended to provide guidance on the hiring of foreign nationals and to ensure that all foreign hires are in compliance with local laws regarding non-immigrant employment in the country.

Foreign workers shall have exactly the same entitlements as local employees. Any commissions and others fees in connection with employment of foreign / migrant workers must be covered by the Company.

Every employee shall be treated with respect and dignity. Under no circumstances, CLG will accept their suppliers or other business partners of humiliating or corporal punishment, and no employee shall be subject to physical, sexual, psychological or verbal harassment or abuse.

In general, hiring foreign nationals is a significant commitment and requires the CLG to





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designate both financial and administrative resources to the process. To that end, The Human Resources Staffing and Recruitment Team will work directly with hiring managers to ensure that the Company maintains compliance in all aspects of the recruitment, hiring and sponsorship process.

C.L. Gupta Exports Ltd. is responsible for paying for all employment visa fees, as well as any associated legal fees, for foreign national employees.

Hiring a foreign national requires a coordination of resources and expertise. It is expected that departments will partner with Human Resources at the beginning of the recruitment process. Preparation and coordination of responsibilities will help to ensure that foreign nationals who are hired to work will obtain and maintain lawful status.

The Bureau of Immigration requires all employers to verify that workers are legally entitled to work in the India. The Human Resources Office will review the documents of all new hires to verify (1) employee's identity and (2) employment eligibility.

The documents normally required from an applicant in addition to various checklists, order forms and disclaimers, foreign nationals must ordinarily provide the following documents in their application:

- A completed Employment visa application form;
- A valid passport;
- A passport sized photo;
- Proof of address, such as a driving license or utility bill;
- A detailed resume or curriculum vitae

9. Migrant Workers

C.L. Gupta Exports Ltd. is committed to ensuring that all workers within its supply chain are treated fairly and ensuring that labour rights are upheld. Unfortunately, migrant workers can be vulnerable to unfair working conditions, exploitation and forced labour. This clause outlines the how CLG expects Migrant Workers to be treated in its own company and throughout its supply chain.

Migrant Worker is a person who is engaged or has been engaged in a remunerated activity in a state of which he / she is not ordinarily resides.

9.1 Equality

- Each worker should have the same rights and terms and conditions of employment as national or local workers employed by the company, including (but not limited to) being eligible for the payment of a national living wage (unless otherwise stipulated by law, such as in relation to social security benefits).
- All workers should be treated equally and without discrimination





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- Migrant workers should be treated no less favorably than other workers performing the same or similar work.
- Moreover, migrant workers should be protected from any discrimination that would constitute a violation of human rights.
- The Company shall not discriminate against migrant workers on the basis of ethnicity, gender, national or social origin, caste, age, politics, religion, sexual orientation, union membership, disability, health (e.g. HIV), pregnancy, or any other status, in line with local and national labour law, or international human rights standards where these provide more protection for the worker.
- Migrant workers should have appropriate access to training, promotional opportunities, working hours, pay, overtime, benefits, healthcare, union rights, and collective bargaining agreements without discrimination. Disciplinary procedures and termination policies should be fair, transparent and based on an equal treatment principle.
- Medical or pregnancy testing should not be used as a means of screening applicants for employment, and only conducted where required by the law.

9.2 Fees of Migrant workers

- C.L. Gupta Exports Ltd. shall bear the full costs of recruitment and placement of Migrant Worker in the facility, if any.
- Migrant workers should not be charged any fees for recruitment or placement outright or through wage deductions.

9.3 Contracts of Employment of migrant workers

Migrant workers should be provided with written contracts in a language each worker understands, with all terms and conditions explained clearly, and the worker's assent obtained without coercion. Where the worker is illiterate, the contract and terms of employment should be fully explained to the worker.

9.4 Orientation

Migrant workers should receive adequate orientation relating to living and working in their host location. Migrant workers should receive the employer handbook and/or work regulations in a language they understand.

Orientation programme should include: basic job training, health and safety information, production requirements, legal rights and responsibilities, workplace policies, rules, disciplinary systems, and communications systems, grievance channels and processes, living conditions, basic local language skills, culture and common practices, reproductive health, and HIV/AIDS prevention, awareness of and prevention skills related to most relevant diseases.

9.5 Document Retention

Migrant workers should have free and complete access to their own passport, visa, identity documents, ATM or credit cards, banking book and residency papers, and enjoy freedom of





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movement. Migrant workers should have access to individual, safe, lockable storage for important documents and other valuables.

9.6 Migrant Worker Representation

Migrant workers should have the same rights to join and form trade unions and to bargain collectively, as should other workers.

9.7 Working Conditions

Migrant workers should enjoy safe and decent conditions of work, free from harassment, any form of intimidation or inhuman treatment. They should receive adequate health and safety provision and training in relevant languages.

9.8 Freedom to Change Employment

Freedom to change employment is respected, and safe, timely return is guaranteed. Migrant workers should be guaranteed provision for return home on contract completion and in exceptional situations. Where migrant workers terminate their contract early, there must be no penalty for doing so except where established in the worker's original contract, and the worker must be given access to all savings and receive the usual assistance in repatriation.

10. Young Workers & Juvenile workers

C.L. Gupta Exports Ltd. is committed to protecting the rights of young and juvenile workers at workplace. It sets out procedures and policies relating to children and young people under the age of 18, vulnerable adults with special educational needs and disabilities.

We recognize the rights of every child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

The Company strictly abides by the provisions of Factory Act, 1948 as defined as "adolescent" (a person who has completed 15 years of age, but not completed 18 years of age). It mentions that working hours of young workers / juvenile workers are limited to 6 hours a day. The provisions of the act also specify that the female child workers are prohibited to work between 0700 PM to 0800 AM. Since the company falls into the category of hazardous operations, thus we do not hire young workers into hazardous processes and discourage same at all CLG's supply chain.

Young workers can be hired in Non-Hazardous processes as follow:

S.No	Non Hazardous Processes	Hazardous Processes
1	House Keeping	Plating
2	Packing	Polishing
3	Documentation	Lacquering; Finishing
4	Office Management	Phosphating
5	General Store	Shot Blasting, Sanding
6	Fabrication	Spray Area, Blowing etc.





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At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18 with special educational needs and disabilities are fully supported and responded to in a positive supportive manner. All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualized learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programme, or areas of responsibility. All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health, safety and welfare.

Managers must ensure that a Pre-Employment/Placement Checklist and a Young Person's Risk Assessment form are completed prior to the employment or placement of a young person in work experience. The risk assessment must:

- Identify the procedures and associated hazards/risks that the young person may be potentially exposed to as part of their employment/work experience;
- Take into account how the young person might be exposed to the risk including the duration and frequency of any exposure;
- Examine existing control measures and determine whether they are adequate in controlling the risk;
- Implement further controls in order to reduce the risk to as low as is reasonably practicable.
- Record the assessment. Most placements will be of short duration but a review should be arranged if any changes occur to affect the original assessment;
- Consider additional arrangements for young people with special needs

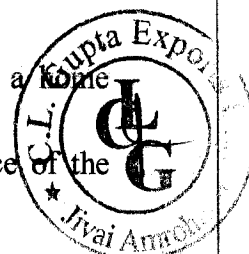
11. Piece Rate Workers

Piece work is a type of employment when workers are paid for the piece of work or task they do, for example making articles of wood / metal and getting paid a rate per piece of articles produced. Although the working process is different, piece workers shall receive the appropriate National Minimum (or Living) Wage as per the law mentioned in the employment contract. Depending upon the production requirements, the company may hire workers on piece rate basis. The joining formality will remain similar as of other employees.

12. Home Workers Policy

Our definition of homework is based upon the International Labour Organization (ILO) definition (1996, C177, Article 1) which states:

- 1) The term homework means work carried out by a person, to be referred to as a home worker;
 - a) In his/her home or in other premises of his/her choice, other than the workplace of the employer;





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- b) For remuneration;
- c) Which results in a product or service as specified by the employer, irrespective of who provides the equipment, materials or other inputs used, unless this person has the degree of autonomy and of economic independence necessary to be considered an independent worker under national laws, regulations or court decisions;
- 2) Persons with employee status do not become home workers within the meaning of this Convention simply by occasionally performing their work as employees at home, rather than at their usual workplaces;
- 3) The term employer means a person, who either directly or through an intermediary, whether or not intermediaries are provided for in national legislation, gives out home work in pursuance of his or her business activity.

12.1 Our Commitment under this Policy

Under this policy C.L. Gupta Exports Ltd. commits to do the following:

- To ensure that our Home working Policy is communicated throughout the company so all our buying teams and suppliers are aware of this policy;
- To ensure that the identification of home workers in production will not lead to the relocation of work, or cancellation or reduction of orders;
- To work with our suppliers to improve the labour conditions of home workers in our supply chains, through transparent two-way communication, and addressing our internal buying practices where necessary;
- To promote to suppliers home working locations and organizations which have developed robust mechanisms to address and improve labour rights and home workers' conditions;
- To engage and collaborate with wider stakeholders to address challenges faced by home workers at the community level.

As we are into the hazardous operations thus we do not encourage home working facilities however depending on the future circumstances company may consider home working opportunities.

12.2 Joining Formalities of Home Workers

The joining formalities of home workers shall remain same as of the other employees of the company. It includes verifying the age proof documents, qualification certificates, address proof, photographs and references. The company shall also conduct the medical fitness examination of the home worker and same is provided to the employee as required.

12.3 Wages of Home Workers

Home workers receive salary as per the piece rate basis which allow them to earn the equivalent of at least minimum wages per hour. They shall receive regular work as far as reasonably possible and be notified about gaps in production in advance.

12.4 Monitoring and Evaluation of Home Workers





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Home workers shall be evaluated and monitored on the basis of the quality of the product being produced. The company shall send Company Representative on monthly in order to monitor work place activities ensuring health & safety of workers, hygiene conditions. In case of any issues or concerns, the Company Representative shall prepare an audit report depending upon the findings of the audit being conducted and follows up on the same.

In addition to above, the company may consult an NGO or third party in order to monitor or improve the home workers condition.

13. Apprentice & Trainee Policy

An apprentice or trainee is a person employed under a training contract. Apprenticeships and traineeships provide a combination of employment and structured training.

A training contract is a legally binding contract for the training of an apprentice or trainee. The parties to the training contract are identified as the employer and the apprentice or trainee.

C.L. Gupta Exports Ltd. agree to host or employ an Apprentice or Trainee in areas of its operations where they consider it economically feasible to do so and where it is considered that adequate training and depth of experience can be given to those Apprentices and Trainees to ensure they will be competently qualified and trained.

13.1 Wages and entitlements of Apprentices and Trainees

Apprentice or Trainee will be paid a training wage and entitlements as outlined in industrial employment act. They shall be entitled to get monthly stipend and same shall be exempted from PF and ESIC deductions.

13.2 Hours of Work of Apprentices and Trainees

Apprentice or Trainee will be working in total 08 Hrs. a day and shall be eligible for breaks as other employees of the company.

13.3 Responsibilities of Apprentice and Trainee

- Complete nominal term of apprenticeship or traineeship prior to accepting other employment;
- follow any reasonable and lawful direction from a Supervisor, staff member;
- submit all assessment tasks by the due date in accordance with timeframes as outlined in the Training Plan;
- ensure all on-the-job assessment activities are signed off by Supervisor in accordance with timeframes as outlined in the Training Plan;
- any absences from work must be reported to the Supervisor;
- early departure from scheduled training must be reported to the Supervisor;
- follow safety practices in accordance with C.L. Gupta Exports Ltd. safety policies and procedures.

14. Performance Appraisal





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The performance appraisal provides a means for discussing, planning and reviewing the performance of each staff employee.

Regular performance appraisals:

- Help staff employees clearly define and understand their responsibilities.
- Provide criteria by which staff employees' performance will be evaluated.
- Suggest ways in which staff employees can improve performance.
- Help supervisors plan, distribute and achieve departmental goals.
- Provide a fair basis for awarding compensation based on merit.

Eligibility

The performance appraisals are for the supervisor and above level employees. Supervisors are required to evaluate their eligible employees' performance on an annual basis. The appraisals are made by the employee themselves and by their immediate supervisors. If the management / division head accepts the rating done by the supervisor then no further rating is required, otherwise, management / division head may make further final rating.

Revisions & Reviews

The policy will be reviewed as and when required and at least once in a period of three years. Appropriate revisions shall be incorporated from time to time on the basis of reviews.

Whenever, there will be difference in regards to interpretation on content of this policy with respect to Hindi and English versions, the English version of the policy will have an overriding impact.





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Hierarchy Chart of the Company

CHAIRMAN
MANAGING DIRECTOR
BOARD OF DIRECTORS
PRESIDENT
VICE PRESIDENT
GENERAL MANAGER
ASSISTANT GENERAL MANAGER
Sr. MANAGER / Sr. MERCHANDISER
MANAGER / MERCHANDISER
ASST. MANAGER / ASST. MERCHANDISER
Sr. EXEC / Sr. SUPERVISOR
EXECUTIVE / SUPERVISOR
Jr. EXEC / Jr. SUP / Sr. OPERATOR
Sr. ASSOCIATE / OPERATOR (SKILLED)
ASSOCIATES/ Sr. ATTENDANT/ Jr. OPERATOR (SEMI SKILLED)
ASST ASSOCIATES / HELPER / ATTENDANT (UNSKILLED)



Shweta

[Signature]

Prepared by	Ms. Shweta Singh	Checked by	Mr. P.N Sahu	Approved by	Mr. Raghav Gupta
Date of last revision	08/02/2021	Original/ Revision	Revision	Version	1.1