

## Reporting For Corporate Function

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- 1 **PURPOSE** : To streamline & clarify reporting structure
- 2 **SCOPE** : It is applicable for those employees who work for corporate function & sitting at various locations of INDORE group plants.
- 3 **RESPONSIBILITY** : Corporate function employee, functional head & INDORE group plant head.
- 4 **PROCEDURE**

### A. Reporting Matrix -

S.N.	Description	Function reporting	Admin reporting	PMS function % Weightage	PMS local % Weightage	HRMS Admin	HRMS PMS
1	Corporate Function employee doing corporate work, but distant sitting than functional Senior.	Functional head	Local	90%	10%	Local	Functional
2	Corporate function employee doing local work and sitting locally.	Functional head	Local	30%	70%	Local	Joint
3	Corporate function employee doing corporate work and sitting locally with functional head.	Functional head	Functional head	100%	0%	Functional	Functional
4	Multiple function and distant sitting.	Functional head	Local	Based on share of responsibility	10%	Local	Joint

### 5 NOTES

#### S.N. NOTES-

- 1 All PMS shall be done at M+1 Level of solid line
- 2 Whenever the PMS share is more than 10 % for any one senior, the KRA and appraisal shall be done jointly.
- 3 Senior having more % in PMS, shall be indicated by solid line in organization chart, and others will be dotted line.
- 4 The PMS/KRA of 90 % share shall be done by senior having 90 % share, however, 10 % weightage of admin head shall be considered in the sheet.
- 5 PMS/KRA for other ratios shall be jointly developed and appraised.
- 6 Admin head will generally be responsible for , e.g. leave, attendance, discipline, support, and services; however, it would be in alignment with functional head.
- 7 Any assignment/project/change/improvement being carried out by corporate function at plant level must be aligned with Plant Head in advance.
- 8 Any assignment/project/change/improvement required by the plant from corporate must be submitted to corporate with need and benefit detail.
- 9 Corporate functions are service department and hence, must reach an agreement with SLA and work flow with each location head.
- 10 Budgeting, Major expense control (eg traveling, purchasing etc) will be responsibility of functional head, except small expense like conveyance, etc.
- 11 Any project/improvement/new material/vendor, the corporate functionary will coordinate with local department HOD(ultimate user/beneficiary) for implementation. Department HOD will assign one person from his department to the team from start. Also, Plant Head shall be in loop for monitoring.
- 12 Plant head/functional head (in case of corporate) will act as a Single point of Contact (SPOC) for any challenges for local resources/procurement/changes in requirement, etc.

### 6 Exception

#### S.N. Exception

- 1 Finance /accounts/MA/CM being sensitive, functional head will have 90 % weightage for PMS and admin head will have 10 % , irrespective of sitting.
- 2 All functional head of level of DGM and above shall report 100 % to their functional head, irrespective of sitting.



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- 5.2 What should be the criteria ?
  - 5.2.1 If the same reference is received from different employees, the decision on which one to consider is based on the date of receipt of the resume.
  - 5.2.2 Candidate should go through the Recruitment and Selection procedure.
  - 5.2.3 Candidate should full fill the requirement of position.
  - 5.2.4 Management reserved right to shortlist or rejects the Candidate.
  - 5.2.5 Resumes sent to referrals are valid for a period of three months.
- 5.1 What will be the intimation procedure ?
  - 5.1.1 The current Human Resource requirements will be intimated to all by HR.
  - 5.1.2 The softcopy of resume of referred candidates should be sent to HR.

**5. GUIDELINES :**

- 4.1 Higher Level-Rs.12,000/- (Grade M6 to M10 level)
- 4.2 Middle Level-Rs.8,000/- (Grade M1 to M5 level)
- 4.3 Lower Level-Rs.4000/- (Grade S6 to S9 level)

**4. MODES OF REFERRAL BONUS :**

- 3.1 Individual Referral Bonus amount.

**3. TYPE OF REWARDS :**

- 2.1 No referral bonus for referring freshers.
- 2.2 All contract employees are not eligible to referral amount.
- 2.3 All Indore composite on roll employees up to Manager (M8).
- 2.4 Head Office, Ambernath Plant, Pithampur Plant, Umargaon Plant, Tangier plant.

**2. ELIGIBILITY & COVERAGE :**

- 1.1 To state the procedures and guidelines for rewarding those employees of who help identify and attract suitable and competent talent, irrespective of the industry, in order to meet our resource requirements at an optimum cost.
- 1.2 To attract talent through referrals from employees.
- 1.3 Easy to get potential, reliable and experienced candidates.
- 1.4 Employees feel that they can work with their friends, which will create lively environment at work and increases productivity for company
- 1.5 To give instant appreciation for providing good asset to the company in terms of Manpower.

**1. OBJECTIVE :**



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- 5.3 When to referral bonus paid ?
  - 5.3.1 The 25% referral amount would be paid on completion of first month of joining & 75% only after six months of successful completion of the referred candidate in Company.
  - 5.3.2 An employee who has submitted resignation to the Company but has referred candidates who are yet to complete six months' stay in the company will not be eligible for the referral amount.
  - 5.3.3 The referral amount is subject to applicable taxes.
- 5.4 What should be avoided ?
  - 5.4.1 Compromise on quality and education.
  - 5.4.2 Compromise with job description required.
  - 5.4.3 Negativity and de-motivation for non selection.
  - 5.4.4 Not make force to select the Candidate.
- 5.5 How to make payment of Referral bonus ?
  - 5.5.1 The payment of the referral amount would be made to them through a cheque/ Bank Transfer.
  - 5.5.2 Will appreciate and inform all employees via communication media.
  - 5.5.3 The amount of referral payable depends on the referral scheme applicable at the time the resume was referred or sent.
- 5.6 Who should decide Referral Bonus ?
  - 5.6.1 HR (With approval Managing Director)



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This policy implemented to maintain a progressive and productive work environment. If in case of any discrepancy, the management reserves the right to withdraw benefits and change the policy at any time.

**5. REVISION & AUTHORIZATIONS :**

- 4.1 All the above categorized employees of ICPL factories will be eligible for one hour flexible timing while reporting to the duties, subject to actual punching shift.
- 4.2 Head of the departments can avail the flexible hours by prior approval from respective Plant Head on case to case basis. In this case the Plant Head should insure the flexible working hours should not suffer any day to day activity.
- 4.3 An employee may have flexible hours on a specific time but have to follow the standard working hours at other times.
- 4.4 If flexible timing impacted on any particular performance or activity then it will be discontinued.

**4. CONSIDERATION :**

One Hour

**3. TIME SCALE :**

- 2.1 Employees under Corporate functions (100%) of any locations of ICPL
- 2.2 Plants Heads

**2. ELIGIBILITY & COVERAGE :**

To helping employees face the demands of juggling work, family and life-related issues by offering a possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing Indore composite Pvt Ltd to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through creative work scheduling.

**1. OBJECTIVE :**

Effective Date : 01<sup>st</sup> April 2020

	<p align="center"><b>Flexible Working Hours Policy</b></p> <p>Doc. No. : ICPL/COPR/HR/FM/03  Rev. No. : 01  Rev. date : 09.04.2020  Page No. : 01 of 01</p>
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