

Employee Welfare Policy

[Name of the Company](#) does everything in its power to make employees' lives easier and more comfortable. We believe in rewarding employees' hard work with benefits beyond a good salary.

Purpose

This policy explains what the organization does to make the workplace more comfortable for employees.

Scope

This policy applies to all employees working for [Name of the Company](#).

Fundamentals of the Policy

- [Name of the Company](#) guarantees that its standards and policies follow the law.
- The company will provide an ethical and fair working environment.
- The company must educate employees about their rights when they join.
- The company will protect employees from physical or mental abuse, humiliation and harassment at work.
- Any employee or employer who uses threats or undue influence on other employees will face disciplinary action.
- No employee will face discrimination based on religion, gender, caste, social standing, ethnicity, marital status, pregnancy status, sexuality or anything similar, during recruitment or after being hired.
- For migrant workers, the employer must make sure workers understand the contract by providing the agreement in their native language.
- Employees will have a clean, safe, secure and healthy working environment at all times.
- Employees will receive their pay on time.
- The company guarantees that all employees are over the age of 16.
- Employees will have access to drinking water and lavatory facilities at all times, without restrictions.
- The company will support employees' growth and hold regular training and development sessions.

Initiatives by the Company

The company will take the following measures:

Ethical recruitment

No discrimination will be practiced against employees. Every applicant is treated equally, whatever their caste, gender, religion, ethnicity, race, sexuality or marital status.

Freedom of speech and grievance management

Employees are free to voice their opinions and thoughts, and to report any unjust activity in the organization. The company is responsible for looking into these matters and finding a solution, and will protect employees from retaliation if they blow the whistle.

Access to employee records

Employees have limited access to employee records. They can view their own personal files to update their information or to see matters the management has notified them of.

No employee may access another employee's files.

If any of the provisions above is breached, the company may take disciplinary action against the employee.

If the company is at fault, it will correct the mistake and compensate the employee for the losses and suffering they went through.