

Staff Rules and Regulations

This document outlines the various rules and regulations at Neptunus Power Plant Services Pvt. Ltd., Neptunus Global Trading FZE or Neptunus Engineering Services (Tanzania) Limited, referred to as the 'Company.'

1.0 APPOINTMENT

- 1.1 Signing the Appointment letter means that the Employee has understood and accepted all terms in the Staff Rules and Regulations. This document may be updated periodically.
- 1.2 False information provided by an employee, may result in withdrawal of the employment contract.
- 1.3 An Employee terminated from or leaving the Company within a year of joining shall bear any expenses earlier borne by Neptunus related to training, relocation, insurance and certifications.
- 1.4 When the Company pays for the training for an Employee, the Company may require the Employee to sign a bond of two years. The Bond value will equal the training, travel and accommodation costs. If the employee resigns or the Company terminates her/his services during the Bond period, the Company has a right to claim from the Employee the bond value on a prorated basis.
- 1.5 Even if the Company waives the requirement of the bond, the Employee must serve the Company for two years after the training, failing which he/she must pay the Company all costs incurred for the training.
- 1.6 Continuation in employment is subject to continuing physical and mental fitness.
- 1.7 All Employees are governed by the Factory Act 1948 and the amendments as applicable.
- 1.8 An Employee shall not work with another entity when employed at the Company, with or without pay.
- 1.9 Employee may have to travel to, or may be transferred to any place in and outside India for work.

2.0 PROBATION AND CONFIRMATION

2.1 All employees will be granted confirmation after 6 months from the date of joining. During this Probation period, the Company reserves the right to terminate the services of an Employee without notice. However, the Employee is bound to give notice period for resignation even in his/her Probation period. The 6 month period may be extended at the discretion of Management.

3.0 COMPENSATION AND REVISIONS

- 3.1 Salaries are calculated on CTC basis. An employee's taxation is his/her responsibility.
- 3.2 Employees may be requested to work beyond normal working hours. A component Of "Fixed Overtime" is included in "other allowances" in the monthly salary.
- 3.3 Salaries are credited into the individual's salary account by the 7th of the following month in arrears.
- 3.4 In addition to the Salary, site staff are given a Bhatta as reimbursement for expenses incurred by the employee outside office premises. Trainees and Apprentices are not entitled to Bhatta in their training period.
- 3.5 Salary reviews are done every April, as long as the Employee has completed 9 months with the Company.

4.0 LEAVE POLICY

4.1 PURPOSE OF POLICY

To ensure that employees enjoy a healthy work-life balance, and so increase overall performance.

4.2 FLEXIBLE TIMING

Employees are expected to be at work for 9 hours (inc. breaks) a day. Core work hours are 10am-5pm.

4.3 TERMS

- 1) A 'Holiday' is any Sunday, non-working Saturday or the six pre-decided Public Holidays.
- 2) 'Authorized leave' is leave that is approved by Management in advance.
- 3) 'Unauthorized Absence' is any absence not pre-approved for those specific dates.

4.4 AUTHORIZED LEAVE

Paid Leave:

- 1) 20 days of Paid Leave shall be granted per year.
- 2) 1.67 PL will be credited at the end of every month, prorated for number of days worked.
- 3) PL can be adjusted against notice period. It can be encashed on basis of basic pay at FNF.
- 4) PL can be carried forward, up to a maximum of 60 days.

Compensatory Off:

- 1) An employee who has worked on a Holiday shall be entitled to Compensatory Leave.
- 2) If an employee works beyond 12 and 14 hours continuously, ½ and 1 Comp Off may be granted respectively.
- 3) An employee may accumulate a maximum of 15 Comp Offs for use in the future.
- 4) If during the course of a site or visit, an individual has a Holiday, Bhatta shall be paid for the day, and no Comp Off will be eligible for being away from home on that day.

Saturdays:

One predetermined Saturday every month will be working. All other Saturdays shall be Holidays.

Leave Provisions:

- 1) Holidays will not count as leave if it is during an authorized leave period.
- 2) Leave for more than 4 days must be approved 30 days in advance, with a handover of work.
- 3) For unauthorized absence due to medical reasons, a Regd. Doctor's certificate is needed.
- 4) Maternity leave shall be granted as per Maternity Act, 1961.
- 5) Paternity Leave shall be granted for 5 days.
- 6) Leave donation to another employee shall be allowed, subject to Management Approval.
- 7) No extra leaves shall be granted for any updation to PCC, NED Passes, Passports and certifications.

4.5 UNAUTHORIZED ABSENCE

- 1) All days of unauthorized absence between two reporting days (including Holidays) shall amount to Leave without Pay (LWP), for both Standby and non-Standby staff.
- 2) Days of 'Unauthorized Absence' will not be taken into account for calculating PL allowances.
- 3) Prolonged Unauthorized absence may result in legal action or in termination of employment.
- 4) In case of unauthorized absence, Neptunus will follow below process:
 - a. After 5 days of unauthorized absence, Show Cause Notice 1 will be sent.
 - b. If the employee doesn't respond within 7 days, 2nd Show Cause Notice will be sent.
 - c. If the employee doesn't respond within 7 days, 3rd Show Cause Notice will be sent.
 - d. If the employee doesn't respond within 48 hours, the Company will assume that the person has left the Company voluntarily.

5.0 EXPENSE FORMS

5.1 The Company views any misrepresentation of expenses in expenses voucher as theft.

5.2 All Employees paid an expense advance shall submit expense statements with bills within 24 hours of completion of the task. An individual's salary may be kept on hold till balance amount is returned. Expense statements without supporting bills and receipts may be rejected. Foreign exchange issued for overseas travel shall be accounted for only in the Currency issued.

5.3 All expense allowances are as per Annexure QMSL3-HR01 Annexure 1.

6.0 INSURANCE

6.1 The Company insures staff under Medical Insurance (after 4 months of joining) and ESIC (where applicable). In addition, Service staff are covered with an accident policy. Any insurance policies purchased by Neptunus is valid only so long you are an Active Employee of the Company. An Active Employee is one who is not on unauthorized absence for more than 3 days. In case an Employee leaves during the cover term, the premium for the balance of that year shall be deducted from his final settlement.

6.2 An employee must complete all formalities of the Pehchan Card issuance from the ESIC Centre within 8 days of joining the Company. An Employee not complying with the same shall be responsible for bearing any expenses arising from an accident or medical requirement.

6.3 The Cover of the Employee under various insurance schemes vary from person to person, the risk assessed with his job and his age, salary and designation. The Entitlement of claim amount, hospitals and rooms for treatment therefore varies from person to person.

6.4 An employee must, within 24 hours of the incident, submit all documentation to the Insurance Company, in case of a claim. The individual's Line Manager and HR must be intimated immediately.

6.5 If the Employee or any family member makes a decision which is in contradiction to the Insurance Company's or Neptunus' protocol, the Company is not liable for any claims, liabilities arising there from.

7.0 LOANS AND ADVANCES

7.1 No advances or loans are given by the Company to any of the employees. Any person giving a personal loan to another individual associated with the Company shall do so at her/his own risk.

7.2 No Employee shall directly deal with any Business Partner or its representative in transactions involving direct purchases, borrowing or lending money.

8.0 EMPLOYEES ALLOWED TO RESIDE IN THEIR HOMETOWN - 'STANDBY' EMPLOYEES

8.1 Certain Employees may be allowed to reside at their hometown and will be required to proceed to the sites as required. This special provision is called 'Standby.' The Company reserves the right to enforce that the employee shifts base to Navi Mumbai or any other city at their own cost without additional compensation.

8.2 Standby employees shall report to duty to office or the allocated site within 48 hours of intimation. Any delays may be counted as Unauthorized Absence.

8.3 In case Employees are not contactable on phone or email, or are not able to report for duty as required, the entire period from the date the employee last reported to work to the next date of reporting, shall be considered as Unauthorized Absence.

8.4 Standby employees are only entitled to 15 days of PL per year (1.25 days of PL every month). No other form of leave is applicable.

8.5 A standby employee is paid a fixed reimbursement as a subsidy to travel to and from the hometown. No other expense to and from the hometown will be reimbursed. Accommodation in Mumbai may be provided.

8.6 Neptunus reserves the right to call an Employee from Standby for any period of time to reside in Mumbai. Accommodation in this case shall be paid for by Neptunus.

9.0 RESIGNATION & NOTICE PERIOD

9.1 To resign from the Company, an Employee must submit a written resignation, and serve the notice period as per the Appointment Letter. This resignation must be accepted by Management to be valid. If the Employee is unable to serve notice, he/she shall pay prorated Gross Salary instead.

9.2 In case of a resignation, the Company may relieve an Employee before the notice period ends, without having to compensate the Employee in lieu of the balance days of notice period.

9.3 All Company property, registrations, certifications or funds issued to the Employee shall be returned to the Company at the time of resignation. Any damage to Company's property shall be borne by the Employee, and adjusted at the time of the final settlement. Any Company property or funds not returned may be considered as theft.

9.4 Unutilized Privilege Leave may be availed during notice period, only if approved by Management. If accumulated PL is not granted during notice period, it may be encashed. No PL is accrued during notice period.

9.5 If an employee is absent without giving his resignation and serving notice period, final settlement will be not be paid. The final settlement shall be paid within 45 days after Full and Final Procedure is completed.

9.6 After submitting the resignation, the Employee shall not communicate with any Business Partners unless instructed by Management. No farewell emails may be sent to Business Partners.

10.0 TERMINATION

10.1 The Company may terminate employment by giving notice as per the Appointment Letter, or pay Gross Salary excluding Conveyance allowance instead. In case of indiscipline, misconduct, negligence, violation of Staff Rules and Regulations, illegal activities, employment shall be terminated without any notice or compensation. Losses to the Company because of such behaviour shall be compensated by the Employee.

10.2 The age of retirement for Employees is 60 years.

11.0 CHANGE IN COUNTRY OF PLACEMENT

11.1 Any employee who is transferred to another country/city may have her/his overall salary recalibrated.

11.2 The new salary in the new country may be split into two components – a "home" component, and a "foreign posting deputation" component, depending on the change in the cost of living.

11.3 On the return of the employee to his/her country of origin or original placement, "the foreign posting deputation" component, and associated allowances and perks will no longer be applicable.

11.4 The leave policy during the foreign posting will be as per this document, unless mentioned otherwise. Breach of any clause of the Company Rules and Regulations may lead to financial penalty or termination, as well as legal action under the jurisdiction of the Navi Mumbai Court.

END OF DOC