

Varsha Stones International Private Limited

Employee Handbook

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Effective Date: 01/01/2022

Signed by: Pradeep Kumar Dungarwal

Designation: Director



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## **1. Working Hours and Compensation Policies**

### **Actions to Manage Working Hours and Overtime**

At Varsha Stones International Private Limited, we are committed to managing employee working hours effectively to ensure a work-life balance. Regular working hours will be clearly defined and aligned with applicable labour laws. In cases of overtime, employees will be compensated at the standard overtime rate or as per applicable company policy. Overtime will be managed through a strict tracking system and approvals.

### **Compensation for Extra or Atypical Working Hours**

Employees working beyond normal working hours will receive compensation in line with the company's overtime policy. Any atypical working hours, such as weekend work, will be addressed and compensated according to the guidelines set by the company.

### **Actions to Ensure Adequate Wages**

We ensure that all employees will receive wages that are fair, equitable, and in line with industry standards. Employees will receive timely payments based on their role, experience, and the agreed terms of employment. Compensation reviews will be conducted annually, taking into account market trends, performance, and company financial health.

### **Communication to All Employees of Remuneration Process**

Employees will be provided with clear communication on the structure and process of their remuneration. This includes information on base salary, bonuses, benefits, and any other performance-based incentives. Our commitment is to maintain transparency in how remuneration is determined.

### **Family-Friendly Programs**

We offer a range of family-friendly programs designed to support employees in balancing their work and family life. This includes parental leave, flexible working hours, and other accommodations to ensure employees can meet their family responsibilities without compromising their professional obligations.

### **Flexible Organization of Work Available to Employees**

Employees may request flexible working arrangements, including remote work or adjusted hours, based on personal needs and work requirements. Requests for flexible working conditions will be evaluated on a case-by-case basis, considering the nature of the job and the employee's personal circumstances.



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## **2. Employee Benefits and Satisfaction**

### **Health Care Coverage of Employees**

Varsha Stones International Private Limited provides comprehensive healthcare coverage to all eligible employees. This coverage includes medical, dental, and vision insurance. Additionally, employees will have access to wellness programs and resources to maintain their overall well-being.

### **Employee Satisfaction Survey**

We will conduct periodic employee satisfaction surveys to gather feedback on various aspects of the workplace, including job satisfaction, work environment, and leadership. The results of these surveys will guide our continuous improvement initiatives to enhance employee engagement and satisfaction.

### **Grievance Mechanism on Working Conditions**

A grievance mechanism will be in place to ensure that employees can raise concerns about their working conditions in a safe and confidential manner. The company is committed to addressing all grievances promptly and fairly, with resolutions communicated clearly to the employee involved.

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## **3. Non-Discrimination, Diversity, and Inclusion**

### **Actions to Prevent Discrimination During Recruitment Phase**

We are committed to ensuring that the recruitment process is free from discrimination. Varsha Stones International Private Limited will take measures to ensure that hiring decisions are based solely on qualifications, experience, and suitability for the role, and not on factors such as race, gender, or other protected characteristics.

### **Actions to Prevent Discrimination in Professional Development and Promotion Processes**

Varsha Stones International Private Limited will ensure that all employees have equal access to professional development opportunities and promotions. Discrimination will not be tolerated in decisions related to training, career advancement, or any other professional development opportunities.

### **Training of Employees on Diversity, Equity, and Inclusion**



We will provide mandatory training on diversity, equity, and inclusion to all employees to foster a workplace culture that respects diversity and promotes equality. This training will address unconscious bias, inclusive leadership, and strategies to ensure equitable treatment for all employees.

#### **Actions to Prevent Workplace Harassment**

We will have strict policies and actions in place to prevent workplace harassment. Employees will be educated about what constitutes harassment and the company's commitment to providing a harassment-free work environment. A zero-tolerance policy will be enforced for any incidents of harassment.

#### **Affinity or Other Support Groups for Minorities or Vulnerable Groups**

To support minority and vulnerable groups within the workplace, we will establish affinity groups and provide a network of support for employees from diverse backgrounds. These groups will offer a sense of community, support, and resources for individuals facing challenges in the workplace.

#### **Women's Development, Mentorship, or Sponsorship Programs**

We will provide specific programs to support the career development of women within the company. These will include mentorship, sponsorship opportunities, and leadership training to foster an inclusive environment for women and ensure equal access to professional advancement.

#### **Actions to Promote the Inclusion of Employees with Disabilities**

We will take necessary actions to ensure that employees with disabilities are fully included in the workplace. This will include accessible workspaces, reasonable accommodations, and support to ensure that all employees have the opportunity to succeed and contribute to the company.

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### **4. Wage Equality and Remediation**

#### **Grievance Mechanism on Discrimination and Harassment**

A formal grievance procedure will be in place to allow employees to report any concerns related to discrimination, harassment, or other violations of workplace policies. The company will ensure that all complaints are handled confidentially and in a timely manner.

#### **Remediation Procedure for Victims of Discrimination and Harassment**

If an employee is found to be a victim of discrimination or harassment, Varsha Stones International Private Limited will provide a fair remediation process. This will include



corrective actions to resolve the issue and prevent recurrence, along with support services for the affected employee.

### **Actions to Promote Wage Equality in the Workplace**

Varsha Stones International Private Limited is committed to promoting wage equality and eliminating pay disparities based on gender, race, or any other factor. We will regularly review compensation structures to ensure fairness and equity across all levels of the organization.

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### **Acknowledgment**

I, Pradeep Kumar Dungarwal, hereby confirm that the policies outlined in this Employee Handbook reflect the core values and commitments of Varsha Stones International Private Limited. This document serves as a reference for all employees and ensures that they are informed of their rights, responsibilities, and the benefits available to them.

This report has been reviewed and approved by the undersigned and is effective as of the date listed above.

For Varsha Stones International Pvt. Ltd.

  
Director

**Signature:**

**Date:** 1<sup>st</sup> January 2022