



PROCEDURE FOR WORKERS COMMITTEE POLICY

DOC No: TGV/SRAAC/HR/BP/15 Rev 00 - DT. 01.12.2021

SCOPE : This scope of Procedure is applicable for devising/implementing objectives Of "Workers Committee" in TGV SRAAC Limited.

PURPOSE : To devise, perform & provide guide lines for implementing activities of "Workers Committee" for effective interaction & coordination with Top Management for resolving workers obligations/monetary befits thru mutual & cordial dialogue process to meet Clauses of free association and Collective bargaining.

REFERENCE: Human Rights & ETI Policy clauses

RESPONSIBILITY: HOD (HR) / CEO

PROCEDURE:

1. Members will always be required to inform that, employment is freely chosen & all have to abide for treating all types of labour as free & liberal minded labour without any bonded culture.
2. Members will monitor & ensure that, wages & benefits are paid for standard working hours of 48/week, which will always be fair and higher than the minimum wages prescribed by state labour dept., which will be presented to all workers on monthly basis thru detailed contents of pay-slip in both English & telugu languages, and no deductions will be made from their wages as a disciplinary action/measure.
3. Members will ensure that, all employees are provided right to work in an environment free from any type of illegal discrimination, including anti-harassment and will monitor thru cordial interactions with their fellow-workers
4. Members will ensure that, all employees are informed & monitored for no deposition of documents/certificates from anyone during appointments and will suggest to management for necessary alternate arrangements for freely releasing them as per their convenience with prior intimation & reasonable notice.
5. Members will freely advise to their workers for their free right of choice to join any recognized trade union for right to collective bargaining (or) through Workers Committee formed by mutual & consensus representation from all Depts . /sections of organization for presenting a collective & cordial bargaining approach w.r.t. monetary benefits with top management.
6. All concerned HOD/Head (HR) incl. top management will not interfere in the selection process of members of "Workers Committee" and advise their departmental workers to conduct a consensus selection of workers committee members thru free will & mutual consent of agreement.

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7. Management will always entrust & encourage for collective participation of Workers representatives and no discrimination is allowed and practices free & fair association for mutual bargaining agreement with top management on all types of monetary benefits from time to time.
8. Members will ensure for provision of safety PPE to all existing/new workers incl. periodical medical check-up/follow-up treatment and ensuring availability of basic amenities of potable drinking water/clean toilets/sanitized work places and food storage facilities within plant premises.
9. Members will ensure from management of "No recruitment/engagement of child labour or younger persons under age of 18 years" is strictly enforced
10. Members will ensure that, voluntary overtime will be voluntary, and will not be demanded on a regular basis.
11. Members will monitor & report to management on all matters related to discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
12. All members have been authorized to monitor/comply on regular basis of all above clauses for strict adherence & will report of any violation in any form to HOD (HR) & top management in writing for resolving the unfair issues.


(K. Karunakar Rao)
Chief Executive Officer (CEO)