



# **CENTURY ENKA LIMITED**

## **EMPLOYEE WELLBEING POLICY**

## **DOCUMENT CONTROL**

### **Document version**

This Policy named as 'Employee Wellbeing Policy' is version 1.1.

### **Preparation/Revision history**

| <b>Sr. No.</b> | <b>Date of preparation / modification</b> | <b>Version No.</b>                                   | <b>Modified by</b>        | <b>Reviewed and approved by</b> |
|----------------|---|--|---------------------------|---------------------------------|
| 1              | 18.05.2023                                | 1.1<br>(All earlier versions were considered as 1.0) | Human Resource Department | Board of Directors              |

### **Issuing Authority**

The Employee Wellbeing Policy ('this Policy') is approved by the Board of Directors ('the Board') of Century Enka Limited ('the Company').

### **Author and Responsible Official**

This Policy is to be maintained and updated by way of additions, deletions, and modifications, only by the Human Resource Department in consultation with Legal and Secretarial Department. In case of any additions, deletions and modifications, this Policy shall be reviewed by the Managing Director and subsequently approved by the Board.

Whenever this Policy is amended, the version increases by one unit and the version is to be mentioned in the Document Control section.

### **Applicability and Usage**

This Policy is applicable to each site of the Company viz. manufacturing, project locations, offices etc.

## **OBJECTIVE**

The Company is committed to the wellbeing of its employees, by creating a conducive environment, providing work-life balance, ample growth opportunities and make them motivated, result oriented and excellence in their domain.

## **ENDEAVOURS TO ACHIEVE OUR OBJECTIVE**

We endeavour to achieve our objective by:

- **Promoting Dignity at Work**

The Company believes in promoting dignity at workplace by providing a safe work environment, free from stress or any kind of fear being harassed or distressed by their colleagues, customers, suppliers or other contact at workplace.

Any employee, who is distressed by an event at workplace, or his dignity has been violated or being harassed, will approach the department head or designated HR representative in confidence.

The Company or can we say HR Representative in line with the management will promptly investigate the allegation and will provide support to the employee in getting over the distress situation.

Employee who harasses colleague or engage in otherwise upsetting behaviour would be subject to disciplinary action.

- **Encourage Employee Fitness**

To promote physical exercise and fitness among the employees, the Company shall encourage the employees to use the Company's sports and health fitness facilities.

Organise from time-to-time sport events and fitness activities.

- **Stress Free Work Environment**

The Company will provide:

- ❖ Stress free and healthy work environment
- ❖ Wellness programmes
- ❖ Effective communication
- ❖ Fair employment policies and procedures
- ❖ Rewards & Recognition
- ❖ Career enhancement
- ❖ Work life balance

- **Healthcare Facilities**

The Company will promote, provide and assist health care facilities to employees by various means:

- ❖ Health insurance
- ❖ Health seminar/programme
- ❖ Confidential counselling services (MITR)

- **Managing Sickness Absence Effectively**

In managing sickness absence effectively and fairly, employee who is absent due to sickness, shall adhere to the Company's sickness absence procedure.

For prolong sickness absence, the employee shall discuss with department head, designated HR Representative and Medical Officer for remaining absent from work or joining duty after prolong sickness absence.

## **DISSEMINATION**

This Policy shall be hosted on the website of the Company for accessibility to stakeholders of the Company and reference or web-link of this Policy, may be disclosed in the Annual Report & other reports of the Company.

## **INTERPRETATION OR MODIFICATION**

The Board of the Company shall have authority to amend or modify this Policy to align with any amendments made to the SEBI Regulations, the Companies Act, 2013, National & International conventions/directives/principles/standards or such other circulars, guidelines, standards or regulations issued by any statutory or regulatory authority or as and when deemed fit.

In the event of inconsistency of this Policy with any statutory provisions, then the relevant provisions of such applicable law shall prevail upon the provisions of this Policy.