

# **FACT- STANDING ORDERS**

## **Standing Orders (applicable to all workmen except those posted in CD)**

- (1) (a) In these orders unless there is anything repugnant in the subject or context:
- (i) "Workman" means any person male or female employed to do any skilled or unskilled manual or clerical work in the Company and includes Workman as defined under the Travancore Factories Act XIX of 1124, persons employed in the Administrative Offices of the Company and persons employed in the construction Departments of the Company.
- (ii) "Company" means The Fertilizers and Chemicals, Travancore limited, Alwaye;
- (iii) "Management" means the person or persons appointed in that behalf by the Managing Agents. M/s Seshasayee Brothers (Travancore) limited.
- (2) CLASSIFICATION OF WORKMEN
- (a) Workmen shall be classified as:
- |                |                 |
|----------------|-----------------|
| 1. Permanent   | 2. Probationers |
| 3. Substitutes | 4. Temporary    |
| 5. Casuals and | 6. Apprentices  |
- (b) A Permanent Workman is one who has been engaged on a permanent basis and includes any person who has satisfactorily completed a probationary period in the same or another occupation in the factory.

- (c) A Probationer is one who is provisionally employed to fill a permanent vacancy in a post in which he may be confirmed if found suitable after a period of probation fixed by the Management with reference to the type of job. If a permanent employee is employed as a probationer in a new post he may at any time during the probationary period be reverted to his old permanent post.
- (d) A Substitute is one who is appointed in the post of a permanent workman or probationer who is temporarily absent. He will be given work during such absence only.
- (e) A Temporary Workman is one who has been engaged for work which is of an essentially temporary nature likely to be finished within a limited period, whose services could be terminated without notice at the discretion of the Management and includes one working in the Construction Departments of the Company.
- (f) A Casual Workman is one whose employment is of a casual nature.
- (g) An Apprentice is one who is taken into service to learn work, who may or may not be paid any wages and who may be entertained for the duties of a permanent or substitute workman if approved by the Management.
- (h) No workman shall during the continuance of his service except with the written permission of the Management apply for or enter the service or employment of any other person or himself carry on, any other business for gain or engage himself in any other activity which in the opinion of the Management is likely to interfere with efficient discharge of his duties.
- (i) Every workman shall devote himself exclusively to the duties assigned to him from time to time and shall personally attend thereto at all times during the usual working hours and whenever necessary as the exigencies of work require and the law in force permits.
- (j) Every workman shall observe strict secrecy respecting company matters and shall not reveal or communicate to the public any of the matters which may come to his knowledge in the discharge of his duties except when required so to do by the Management or by a Court of Law or by the person to whom such matters relate.
- (k) Every workman shall on being admitted to service sign the form with regard to conditions of service signifying his consent to comply with the Standing Orders of the Company.
- (l) The Management will in their absolute discretion and according to the nature of the work and qualifications of workman fix their salaries from time to time. For special merits and depending on the usefulness of the employee to the factory, increments may be

given to those other than permanent workman, but more period of service will not count in the matter of giving increments. Increments to permanent workmen will be given according to the grades fixed for each job. These increments, however, will be given only for satisfactory conduct of work.

- (m) Any workman who during the course of his employment is found to be medically unfit for work in the factory by the Company Medical Officer shall be liable to be discharged.
- (3) Every workman shall be provided with a badge, ticket or token indicating his number and he shall on being required to do so show it to any person authorized by the Management to inspect it. The badge or ticket or token, shall be finally surrendered by the workman at the time of the termination of his services.
- (4) The periods and hours of work for all classes of workmen shall be posted upon a notice board at the Time Keeper's Office.
- (5) (a) Notices specifying:-
  - (i) Days observed as factory holidays and
  - (ii) Pay daysShall be posted as required by the Factories' Act and the Payment of Wages Act respectively,
- (6) (a) All workman will be paid wages on a working day before the expiry of the 7<sup>th</sup> or the 10<sup>th</sup> day after the last day of the wage - period in respect of which the wages are payable, according to the total number of workmen employed in the factory does not or does exceed 1000. Any wages due to a workman but not paid on the usual pay day on account of it being unclaimed shall be paid on an unclaimed wage pay-day which shall be notified on the notice board.
  - (b) Overtime wages will be paid to workmen according to the provisions contained in the Factories' Act and the rules framed there under.
- (7) Notices specifying the rates of wages payable to all classes of workmen, and for all classes of work shall be displayed on the factory notice board.
- (8) (a) The factory will work each day in three continuous relay shifts of 8 hours each and a general shift of 8 hours as will be notified from time to time in accordance with the Travancore Factories' Act.
  - (b) Workmen shall be liable to be transferred from one Department or Section to another and from one shift to another by the Management or by an Officer empowered in this behalf

whenever it is found necessary in the interests of the Company. Shift working will be regulated in accordance with the Factories' Act. More than one shift may be worked in any Department or Departments or in any section of a Department at the discretion of the Management. If more than one shift is worked in the factory the workmen shall be liable to be transferred from one shift to another. Shift working may be discontinued after putting up a notice to that effect in Time Keeper's Office.

- (c) If as a result of discontinuance of shift working any permanent workmen is to be discharged, they shall be discharged having regard to the efficiency of their work and the length of their service in the establishment.
  - (d) If shift working is re- started, a week's notice there to shall be given by posting a notice at the Time Keeper's Office and the workmen discharged as a result of discontinuance of the shift shall, if they present themselves at the time of re-starting of the shift, have preference in being re-employed, having regard to the length of their previous service in the factory, those with the longest term of service being re-employed first.
- (9)
- (a) All workmen shall be at work in the factory at the time fixed and notified under paragraph (4). However a workman in a relay shift shall not leave his post of duty until he is relieved by his successor.
  - (b) All workmen unless specifically exempted shall enter and leave the factory through the Time Office Gate specified for the purpose. Every workman shall, unless specifically exempted, pick up his badge, ticket or token as the case may be at the Time Keeping Gate as he enters the Factory for work and turn over the same at the place specified for the purpose during work and on leaving the factory after work.
  - (c) Daily attendance will be marked on the basis of the issue and return of the badges, tickets or tokens as stated above.
  - (d) Workmen attending late up to 15 minutes will be treated as latecomers and those coming late by over 15 minutes are liable to be shut out and treated as absent.
  - (e) Any workman who after reporting for duty is found absent from his proper place or places of work during working hours without permission or sufficient reason is liable to be treated as absent for the period of such absence.
  - (f) If a workman is absent from the factory premises during working hours without permission he shall be liable to be treated as absent for the whole day in case his absence commences before the recess period and for half a day in case his absence commences after the recess period.

- (g) If the workman is so absent with the permission of the Head of his Department, his wages for the actual period of his absence alone shall be deducted.
  - (h) The deductions from wages to be made for the periods of absence under this order shall be made in accordance with the provisions of the Payment of Wages Act, 1116.
  - (i) Workmen for whom transportation is arranged by the Company will not be marked late if the lateness is entirely due to the late arrival at the factory site of the vehicle arranged for their transport.
  - (j) Normally, the time for shift change will be between the first and second whistles before the shift change hour and the even hour respectively. Any shift change made at any other time either before or after this period should be with the mutual consent of the persons concerned and with the express knowledge and approval of the officer in charge of the shift.
  - (k) The shift operating personnel will remain at their posts until their scheduled reliefs arrive to take over or until their Foreman or the Officer in charge of the shift is able to make other arrangements for their relief. If either the Foreman or the Supervisor concerned is able to relieve the workman even before the relief (who is late) arrives, the workman does not have the discretion to insist on staying on duty till he is relieved by his successor.
- (10)
- (a) All workmen unless specifically exempted shall enter and leave the factory premises by the prescribed gates only.
  - (b) The Heads of Departments or Divisions and those authorities in this respect shall have the power to issue gate passes to workman in their respective Departments or Divisions leaving the factory during their shift hours.
  - (c) Gate passes shall be made out in the prescribed form and shall bear the date of issue, the name, Department and number of the workmen concerned, the reason for his leaving the factory and the signature of the issuing authority.
  - (d) The employee to whom a gate pass has been issued will leave by the Time Keeping Gate where the Time Keeper on duty will take his badge, ticket or token and record the "time out".
  - (e) Materials leaving the factory premises shall be accompanied and covered by material passes made out in the prescribed form by the Heads of Departments or Divisions and those authorized in this respect to issue the same.
  - (f) All workmen are liable to be searched while entering or leaving the factory premises or at any time while in the factory premises

by the personnel in the Protection Section or by any other person authorized by the Management in this behalf.

(11) HOLIDAYS WITH PAY FOR MONTHLY RATED WORKMEN

General shift workmen shall have a weekly holiday. Relay shift workmen shall also have a weekly holiday but this holiday may be a different day in the week for different groups of such workmen. Besides these, the Management may declare Factory holidays not less than 7 in one Calendar Year. These holidays shall be availed of only by general shift workers. Relay shift workers shall be given compensatory holidays in lieu thereof.

(12) CASUAL LEAVE FOR MONTHLY RATED WORKMEN

- (a) (i) An aggregate number of 12 days with full pay and allowance will be allowed to all permanent workmen during one Calendar Year (January to December).
- (ii) Every monthly rated workman other than a permanent workmen shall be entitled to half a day's casual leave with full pay and allowance for every month of service put in.
- (b) For periods less than one Calendar Year of service, permanent workmen shall be entitled to proportionate casual leave.
- (c) Casual leave will not be allowed to be accumulated beyond the end of the Calendar Year to which it relates.
- (d) 'Casual leave may be permitted to be combined with holidays mentioned in Clause (11) provided the period of absence from duty at any one time does not exceed 8 days, If, however, a workman proceeding on casual leave combines some other leave in continuation, such leave will be held to have commenced from the date of commencement of casual leave.

(13) PRIVILEGE LEAVE FOR MONTHLY RATED PERMANENT WORKMEN

- (a) A permanent workman will be entitled to 2 days privilege leave with full pay and allowance for every month of continuous service. This privilege leave, however, cannot be accumulated for more than 72 days unless the leave due in excess thereof has been applied for and refused.
- (b) Privilege leave includes sick leave. Workmen falling sick will be granted privilege leave standing to their credit on production of Medical certificate from the Company Medical Officer or from a qualified medical practitioner countersigned by the Company's Medical Officer.
- (c) Anticipatory privilege leave will not be granted. Privilege leave can be availed of at one stretch or in more than one spell if the

workman so chooses. Provided, however, that privilege leave shall not be applied for a period less than 8 days at a time except in case of sickness unless otherwise exempted by the Government.

- (d) Holidays under Clause 11, immediately preceding and succeeding the period of privilege leave may be availed of as such with permission. But holidays intervening the period of privilege leave form part of the privilege leave and will be treated as such.
- (e) If a workman entitled to privilege leave is discharged before he has taken the entire privilege leave to his credit, he shall be paid for the privilege leave due to him.
- (f) If a workman having applied for privilege leave due to him has been refused such leave in full or in part, quits his employment before he has been allowed that privilege leave, he shall be paid only for the period of privilege leave applied for and disallowed.
- (g) The payment for such privilege leave under (e) and (f) shall be made at a rate equal to the daily average of his total full time earning exclusive of any overtime earnings and bonus but inclusive of dearness allowance for the days at which he worked during the month immediately preceding his discharge.

(14) LEAVE WITH PAY FOR TEMPORARY WORKMEN

- (a) All such temporary workmen whether monthly rated or daily rated, who have completed a period of 12 months' continuous service as defined in the Travancore Factories Act, 1124, on or after the 1<sup>st</sup> of Mithunam 1124 (15-6-1949) will be eligible for leave with wages for a number of days calculated at the rate of one day for every 20 days of work performed by them. The leave thus accrued will be allowed to be taken during the subsequent period of 12 months.
- (b) The number of installments in which the leave can be taken shall not exceed 3.
- (c) If the workman does not in anyone such period of 12 months take the whole of the leave allowed to him under (a) any leave not taken by him shall be added to the leave to be allowed to him in the succeeding period of twelve months provided that the total number of days of leave which may be carried forward to a succeeding period shall not exceed 15.
- (d) The application for leave shall be made to the Departmental Head not less than 15 days before the date on which the workman wishes his leave to commence.
- (e) A daily rated temporary workman will not be entitled to any other leave or holiday with pay.
- (f) A monthly rated temporary workman however will be entitled to be paid, for the weekly holidays and other declared holidays

besides the casual leave provided for under clause 12.

- (15) For the purpose of these Standing Orders a workman shall be deemed to have completed a period of continuous service notwithstanding any interruption in service during that period brought about by:
- (a) Sickness, accident or authorized leave not exceeding in the aggregate one sixth of the period or
  - (b) a strike which is not an illegal strike or a lock out or
  - (c) One or more periods of involuntary unemployment not exceeding in the aggregate one twelfth of the period or
  - (d) leave admissible or granted under any other law.
- (16) (a) Leave of any nature shall be availed of only with previous permission. Leave shall be granted with due regard to the exigencies of work. A workman who desires to obtain leave of absence shall apply to the Head of his Department or Division in the prescribed form. Orders on the leave application shall be issued within 3 days of its submission. If the leave applied for is for a period less than 3 days, orders thereon shall be passed within 24 hours. If the leave is refused or postponed the fact of such refusal or postponement shall be recorded on the application.
- (b) If a workman after proceeding on leave desires an extension thereof he shall apply to the Management who shall send a written reply to the workman either granting or refusing the extension of leave if his address is available and if such reply is likely to reach him before the expiry of the leave originally granted to him.
  - (c) If a workman absents without leave or remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment unless he returns or applies for leave within 3 days of such absence and explains to the satisfaction of the Management or other Officer empowered in this respect his reasons for absents without leave.
  - (d) If the application is for sick leave the nature of the sickness must be specified in the application. Applications for sick leave while on duty must be got initialed by the person in charge before being presented to the Company Medical Officer. The initial of the person in charge is only to indicate that the workman has left the work spot with his knowledge and is not to be construed as a sanction or a recommendation. The Company Medical Officer will after examination recommend or refuse the leave as conditions justify. Where leave has been recommended by the Company Medical Officer, the leave shall be formally granted by Departmental Head.
  - (e) Any medical certificate by a duly Registered Medical practitioner



other than the Company Medical officer should satisfy the following conditions:-

- i. The certifying Registered Medical Practitioner should be fully convinced that the workman is, at the time of the issue of certificate, unable to work. The name of the company and the workman concerned, his badge or token number and also the department in which he works should be clearly specified.
  - ii. The details of the illness (ie. A condition, symptoms, reason and for how long the illness prevails) should be noted by the Registered Medical Practitioner and the certificate is to be produced by the workman within 3 days of its issue either in person or through Registered post. Certificates produced after three days are liable to be rejected.
  - iii. The recommendation of Medical practitioner for grant of leave from a date previous to his admission for treatment by him is liable to be rejected.
- (f) Any workman who has been on sick leave for 4 days or more at a stretch shall get himself certified fit to resume his normal duties by the company Medical Officer before he can be admitted for duty.
- (17) Any absence by a workman beyond the periods provided for clauses 11 to 14 shall, if sanctioned, be on loss of pay excepting special leave granted for accidents coming under Travancore Workmen's Compensation Act. The annual increment to which a workman might be normally entitled shall be delayed by the period of leave taken by him on loss of pay during the year and he shall be given increment only from the wage period coming next after adjustment of the number of days of leave on loss of pay.
- (18) (a) The Management may at any time in the event of fire, catastrophe, breakdown of machinery or stoppage of power supply, epidemics, civil commotion, overhaul or major repair to machinery or other causes beyond their control, stop any machines or Department wholly or partially for any period or periods without notice and without compensation in lieu of notice.
- (b) In the event of such stoppage during working hours the workmen effected shall be notified by notices put on the notice board in the Departments concerned or at the Time keeper's office as soon as practicable when work will be resumed and whether they are to remain or leave the factory. The workmen shall not ordinary be required to remain for more than 2 hours after the commencement of the stoppage. If the period of detention does not exceed 1 hour the workman so detained shall not be paid for the period of detention. If the period of detention exceeds one hour the workmen so detained shall be

entitled to receive wages for the whole of the time during which they are detained as a result of the stoppage. In the case of piece rate workers the average daily earning for the previous months shall be taken to be the daily wage. No other compensation will be admissible in case of such stoppages. Wherever practicable reasonable notice shall be given of resumption of normal work.

- (c) In cases where workmen are laid off for short periods on account of failure of plant or a temporary curtailment of production, the period of unemployment shall be treated as compulsory leave without pay. However, the Management may at the option of the workmen treat such absence as under privilege leave, if there is any such leave to their credit. When, however, workmen have to be laid off for an indefinitely long period, their service may be terminated after giving them due notice or pay in lieu thereof.
  - (d) In the event of a strike affecting either wholly or partially any section or Department of the factory, the management may close down either wholly or partially such section or department any other section or department affected by such closing down for any period or periods. The fact of such closure shall be notified by notices put on the notice board in the section or department concerned and in Time keeper's office as soon as practicable. The workmen concerned shall also be notified by a general notice, prior to resumption of work, as to when work will be resumed.
- (19) If 10 or more workmen acting in concert and without giving a fortnight's notice to the management absent themselves from work or being present at the work spot refuse to work, a deduction of 8 days wages will be made from the wages of such workmen besides the deduction of wages for such absence.
  - (20) The employment of any permanent workmen other than one serving under special agreement may be terminated by one month's notice or by payment of one month's wages in lieu of notice. Where the employment of a person is terminated by or on behalf of the factory, the wages earned by him shall be paid before the expiry of the 2nd working day from the day on which his employment was terminated.
  - (21) Any permanent workmen desirous of leaving the company's service shall give a month's notice to the Management. The wages due to such workman shall where possible be paid on the day notice period expires and in any case within two days after the expiry of the notice period. Any workman who leaves service without giving the prescribed notice shall be liable to be sued for damages.
  - (22) No temporary workman whether monthly-rated, daily-rated or piece rated and no probationer, substitute or apprentice shall be entitled to any notice or pay in lieu thereof if his services are terminated; but the services of temporary workman who has put in continuous service not less than 6 months from the date of coming into force of these

standing orders shall not be terminated as a punishment unless he has been given an opportunity of explaining the charges of misconduct alleged against him.

(23) Where the employment of any workman is terminated the wages earned by him and other dues if any shall be paid before expiry of 2nd working day from the day on which his employment is terminated.

(24) DISCIPLINARY ACTION FOR MIS-CONDUCT

(i) A workman may be fined up to 2% of his wages in a month for any of the acts and omissions which the Management may notify with the previous approval of the Government or of the prescribed authority in pursuance of Section 8 of the Payment of Wages Act, 1116.

(ii) Whenever for any reason a workman's services are found unsatisfactory, the Head of the Department or Division may issue a warning a notice so that the workman may have an opportunity to improve the quality of his work or attitude towards his job. Warning notice shall be made out in the prescribed form.

(iii) A workman may be suspended for a period not exceeding 2 weeks at time or dismissed without notice or any compensation in lieu of notice if he is found to be guilty of misconduct.

(iv) The following acts and omissions shall be treated as misconduct:-

(a) Wilful insubordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a Superior.

(b) Theft, fraud or dishonesty in connection with the Company's business or property.

(c) Wilful damage to or loss of Company's goods or property.

(d) Taking or giving or offering bribes, or any illegal gratification.

(e) Habitual absence without leave or absence without leave for more than 3 days.

(f) Habitual late attendance.

(g) Breach of any factory rules or instructions given by Superiors for the proper functioning and safety of the Factory.

(h) Riotous, or disorderly behaviour or drunkenness during working hours within the Factory premises or any act subversive of discipline.

(i) Habitual negligence or neglect of work or malingering.

- (j) Frequent repetition of any act or omission for which a fine may be imposed to a maximum of 2% of the wages in a month.
- (k) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law, or resorting to Satyagraha which aims or results in paralysing the normal conduct of work.
- (l) Interference with factory Safety devices or contravention of Safety rules.
- (m) Collection of funds within the factory premises for purposes not specifically sanctioned by the Management.
- (n) Distributing or exhibiting inside the factory premises any bills, posters, etc. without the permission of the Management.
- (o) Pursuance of a conduct against the interest of the Company.
- (p) Poor or unsatisfactory workmanship.
- (q) Engaging in idle talk or conversation and failing to respect the right of others to work in peace.
- (r) Leaving work before whistle signal.
- (s) Sleeping while on duty.
- (t) Conviction for any offence by a Criminal Court, involving moral turpitude.
- (u) Absence on loss of pay over a month in the aggregate in a Calendar year.
- (v) Smoking at the prohibited areas within the factory premises.
- (w) Instigating the workmen to stage demonstrations or taking part in such demonstrations within the precincts of the factory.
- (x) Conducting public meetings on Company property without prior sanction of the Management.
- (y) Breach of any of the provisions prescribed to be complied with by a workman by the Standing Orders.
- (z) Habitual breach of any rules or instructions for the satisfactory maintenance and running of any Department or Division.
- (aa) "SEXUAL HARASSMENT": Sexual harassment includes such un-welcome sexually determined behaviour (whether directly or by implications) as (a) physical conduct or advances (b) a demand or request for sexual favours (c) sexually coloured remarks (d) showing pornography (e) any other un-welcome physical, verbal or non-verbal conduct of sexual nature.

Note : What is 'habitual' or 'reasonable' within meaning of the above

Clause shall be determined by the Management or Head of the Department in which the workman is working.

- (25) (a) In case, in the opinion of the Head of the Department or Division an act of misconduct alleged to be committed by a workman under him prima facie appears to be serious, the Head of the Department or Division may by order suspend the workman pending enquiry. Such order shall set out the alleged misconduct. The enquiry shall be conducted expeditiously and the workman shall be given an opportunity to explain the circumstances alleged against him.
- (b) If on enquiry the workman is found to be innocent the suspension order shall be rescinded forthwith and the workman shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received if he had not been suspended.
- (c) If on enquiry the workman is found to be guilty, the Head of the Department or Division shall forward to the Management all the papers connected with the enquiry together with his recommendation for final action.
- (d) The Management shall after taking into account the gravity of the misconduct, the previous record if any of the workman and any other extenuating or aggravating circumstances that may exist award punishment. A copy of the order made in this respect shall be supplied to the workman concerned.
- (e) In cases deserving only suspension, an order of suspension specifying the number of days for which the workman is suspended for the act of misconduct committed by him shall be issued to him and the suspension may be ordered to take effect from the date the workman was first suspended pending enquiry.
- (f) In cases deserving termination of the services of the workman, the Management may when circumstances appear to warrant, institute an independent enquiry dealing with the charge against the workman and award punishment accordingly.
- (26) All complaints arising out of employment including those relating to unfair treatment or wrongful exaction on the part of the employer or his agent shall be submitted to the officer specified in this behalf. The officer shall personally investigate the complaint and forward his recommendation to the Management who will communicate the final decision to the complainant.
- (27) Subject to the provision of any other enactment or rule for the time being in force, the decision of the Management upon any question arising out of or incidental to these orders shall be final.
- (28) At the discretion of the Management living quarters according to

availability, nature of work and standing of the workman in the factory may be allotted to a workman subject to terms and conditions of occupation as may be defined from time to time by the management. Such occupation shall be deemed to be under licence and shall confer no right on the workman.

(29) DEMOTION

Demotion of a workman may be made:

- (a) As a disciplinary measure in the event of improper workmanship, contravention of Standing Orders or abuse of position and other proper reasons provided the seriousness does not warrant a more severe action or arrangement ; or
- (b) As a result of reduced operations involving a reduction of workmen. In this case the demoted workers shall be eligible for suitable promotions if and when they arise.

(30) DRESS

- (a) No workman shall be allowed to work at or near any running machinery with loose clothing.
- (b) In the case of jobs requiring special protective dress or other safety equipment, the company shall provide the same and the workman shall wear them while on duty.

Place where workmen must wear protective devices will be notified from time to time on the Departmental Notice Boards under safety rules.

- (c) If a workman reports for duty in improper dress, he shall not be allowed to work until he reports back for duty properly equipped and he shall not be paid for the time so taken by him.
- (d) The rules regarding dress being in the interests of the workmen themselves shall be strictly observed.

(31) SAFETY PRECAUTIONS

- (a) Workman shall engage themselves only in operations at the machines or the duties to which they have been posted. The execution of their duties must be in the safe manner laid down for the operation etc., of the machine or duty concerned.
- (b) Removal of guards or safety devices, cleaning of machines while they are running etc., are expressly forbidden.
- (c) Safety instructions given or posted on the Notice Board must be followed.

- (d) Workmen shall use the safety equipment and appliances provided for the respective jobs by the Company.
- (e) Safety equipment and protective equipment provided by the Company are intended for use inside the factory premises only and shall not be taken out without permission. Violation of this rule shall be treated as theft of Company property.

(32) ACCIDENTS

- (a) If a workman sustains injury by accident during his working period the workman shall first report to his supervisor who shall send him to report at the first aid post for medical attention. The first aid post will be open all the 24 hours of the day and will record every reported accident.
- (b) Any accident not reported as indicated above shall be deemed to have happened outside the factory premises and not in the course of the Company's employment and the company shall not have any liability or responsibility whatsoever in this connection.
- (c) Payment of compensation, if any, to a workman shall be made in accordance with the provisions of the Travancore Workmen's Compensation Act.

- (33) A copy of these Standing Orders shall be given free of cost to all workmen either in Malayalam or English.

Certified as per Order No.D-678/49, dated 14-08-1950.

**Standing Orders - CD**

(1) SCOPE OF ORDERS

These conditions of service shall apply to all the employees of the Cochin Fertiliser Division of the Fertilisers And Chemicals. Travancore Limited, provided that they do not belong to a category of employees for whom separate standing orders specified accordingly are applicable. These orders shall come into force with effect from 2nd September 1967.

(2) DEFINITIONS:

In these orders unless there is anything repugnant in the subject or context:

- (a) "Workman" means any person, male or female employed to do

any skilled or unskilled, manual or clerical work in the Company and who comes under the definition of workmen as per the Industrial Employment (Standing Orders) Act, 1946 (Act No. XX of 1946), but does not include a member of supervisory and confidential staff who were appointed or notified by the Management as such.

- (b) "Company" means "COCHIN FERTILISER DIVISION, P.O AMBALAMEDU, Via TRIPUNITHURA."
- (c) "Manager means Company's Manager or Acting Manager or any other Person performing the function or functions of a Manager.
- (d) Words imparting singular number shall include plural number as well and vise-versa.
- (e) If there is any conflict between Malayalam version of these standing orders and the English version, the English version shall prevail.

### (3) CLASSIFICATION OF WORKMEN

- (a) Workmen shall be classified as
  - 1. Permanent,
  - 2. Probationers,
  - 3. Badlis or Substitutes,
  - 4. Temporary,
  - 5. Casual and Apprentices
- (b) A "permanent workman" is a workman who has been engaged on a permanent basis and includes any person who has satisfactorily completed a probationary period of three months or such other extended period as the Company deems fit in the same or another occupation in the Industrial Establishment, including breaks due to sickness. Accident, leave, lockout, strike (not being an illegal strike) or involuntary closure of the establishment and who has been confirmed by an order issued by an appointing authority.
- (c) A "Probationer" is a workman who is provisionally employed to fill a permanent vacancy in a post and has not completed three months probationary service or other extended period therein and confirmed. If a permanent employee is employed as a probationer in a new post he may, at any time, during the probationary period of three months or other extended period, be reverted to his old permanent post.
- (d) A "Badli" or a "substitute" is a workman who is appointed in the post of a permanent workman or probationer who is temporarily absent.
- (e) A "Temporary" workman is a workman who has been engaged on a temporary basis for work, which is of a temporary duration or is likely to be finished within a limited period.
- (f) A "Casual" workman is a workman whose employment is of a



casual nature.

- (g) An "Apprentice" is a learner who is paid or not paid an allowance during the period of his training and who has no claim for being absorbed in the Company's establishment.

(4) TICKETS:

- (1) Every workman shall be given a permanent ticket unless he is a probationer, temporary, substitute, casual worker or apprentice.
- (2) Every permanent workman shall be provided with a departmental ticket showing his number, and shall, on being required to do so, show it to any person authorised by the Manager to inspect it.
- (3) Every substitute shall be provided with a 'substitute' card on which shall be entered the days on which he has worked in the establishment, and which shall be surrendered if he obtains permanent employment.
- (4) Every temporary workman shall be provided with a temporary ticket, which he shall surrender on his discharge.
- (5) Every casual worker shall be provided with a 'casual' card on which he shall be entered the days on which he has worked in the establishment.
- (6) Every apprentice shall be provided with an 'Apprentice' card, which shall be surrendered if he obtains permanent employment.

(5) PUBLICATION OF WORKING TIME:

The period and hours of work for all classes of workers in each shift shall be exhibited, in English, Malayalam and if more than 20 percent of the total workmen speak any other language in that language also, on Notice Boards maintained at or near the main entrance of the Establishment and at the timekeepers' office, if any.

(6) PUBLICATION OF HOLIDAYS AND PAY DAYS

Notices specifying (a) the days observed by the establishment as holidays and (b) pay days shall be posted on the said Notice Boards.

(7) PUBLICATION OF WAGE RATES:

Notices specifying the rates of, wages payable to all classes of workmen and for all classes of work shall be displayed on the said Notice Boards. A list specifying the number of workmen working in each

category shall also be displayed on the Notice Board along with the notice specifying the rate of wages.

(8) SHIFT WORKING AND TRANSFER:

(1) Shift working:

- (a) Shifts shall be regulated in accordance with clause 1 of section 58 of the Factories Act, 1948
- (b) More than one shift may be worked in a department or departments or any section of a department of the establishment at the discretion of the Company. If more than one shift is worked, the workmen shall be liable to be transferred from one shift to another.
- (c) No shift working shall be discontinued without one month's notice being given prior to such discontinuance, provided that no such notice will be necessary, if as a result of the discontinuance of the shift, no permanent employee will be discharged. If as a result of discontinuance of the shift working any permanent workmen are to be discharged they shall be discharged having regard to the length of their service in the establishment, those with the shortest term of service being discharged first.
- (d) If shift working is restarted, a week's notice thereof shall be given by posting a notice at the main entrance to the establishment and the timekeeper's office, if any, and the workmen discharged as a result of the discontinuance of the shift, shall, if they present themselves at the time of the restarting of the shift, have preference in being re-employed, having regard to the length of their previous service under the establishment, those with the longest term of service being re-employed first.

(3) Transfer:

Any workman working in shifts or otherwise are liable to be transferred to any section or department or branch of the establishment at the discretion of the Company.

- (9) All workmen shall be at work in the factory at the time fixed and notified under para 5. However, a workman in a relay shift shall not leave his post of duty until and unless he is relieved by his successor or substitute. Workmen attending late up to period of half an hour shall be admitted for work and such workmen are liable to the deductions provided for in the payment of Wages Act, 1936.

(10) ABSENCE WITHOUT PERMISSION:

- (1) Any workman, who after presenting his ticket card or pass, leaves his proper place or places of work during any period of the working hours without permission or without any sufficient reason shall be liable to be treated as absent for such period and warned for the same.
- (2) If however he leaves the premises of the industrial establishment during working hours without permission, he shall be liable to be treated as absent for the whole day in case his absence commences before the recess period and for half a day in case his absence commences after the recess period.
- (3) If the workman is absent from the premises of the industrial establishment with the permission of the head of the department, his wages for the actual period of absence only shall be to be deducted.
- (4) The deductions from wages to be made for the periods of absence under this order shall be made in accordance with the provisions of the Payment wages Act 1936.

(11) CASUAL LEAVE:

- (1) An aggregate number of twelve days Casual Leave with pay be allowed to all workmen during a calendar year – (January to December).
- (2) If the period of his service is less than one calendar year, the workmen shall be entitled to proportionate Casual Leave.

(12) STATUTORY LEAVE (PRIVILEGE LEAVE):

- (1) Statutory leave (PL) with wages will be allowed as provided for in chapter VIII of the Factories Act, 1948 (Central Act LXIII of 1948).
- (2) A workman who desires to obtain leave of absence shall observe the following procedure:
  - (a) Leave of any nature shall be availed of only with previous permission. Leave shall be granted with due regard to the exigencies of work. A workman who desires to obtain leave of absence shall apply to the head of his Department or Division in the prescribed form. Orders on the leave application shall be issued within 3 days of its submission. If the leave applied for is for a period of less than 3 days orders thereon shall be passed within 24 hours. If the leave is refused or postponed the fact of such refusal or postponement shall be recorded on the application.
  - (b) If a workman after proceeding on leave desires an

extension thereof he shall apply to the Management who shall send a written reply to the workman either granting or refusing the extension of leave if his address is available and if such reply is likely to reach him before the expiry of the leave originally granted to him.

- (c) If a workman absents without leave or remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment unless he returns or applies for leave within 7 days of such absence and explains to the satisfaction of the Management or other Officer empowered in this respect his reasons for absenting without leave. If he fails to do so, he shall be deemed to have left the service of the Company of his own accord.
- (d) If application is for sick leave the nature of the sickness must be specified in the application. Applications for sick leave while on duty must be got initialed by the person in charge before being presented to the Company Medical Officer. The initial of the person in charge is only to indicate that the workman has left work spot with his knowledge and is not be construed as a sanction or a recommendation. The Company Medical Officer will, after examination recommend or refuse the leave as conditions justify. Where leave has been recommended by the Company Medical Officer, the leave shall be formally granted by the Department Head.
- (e) Any medical certificate by a duly Registered Medical Officer should satisfy the following conditions:
  - (i) The certifying Registered Medical Practitioner should be fully convinced that the workman is, at the time of the issue of the certificate, unable to work. The name of the Company and the workman concerned, his badge or token number and also the Department in which he works should be clearly specified.
  - (ii) The details of the illness (i.e. condition, symptoms, reason and for how long the illness prevails) should be noted by the Registered Medical Practitioner and the certificate is to be produced by the workman within 7 days of its issue either in person or through Registered Post. Certificates produced after seven days are liable to be rejected.
  - (iii) The recommendation of a Medical Practitioner for grant of leave from a date previous to his admission for treatment by him is liable to be rejected.

- (f) Any workman who has been on sick leave for four days or more at a stretch shall get himself certified fit to resume his normal duties by the Company Medical Officer before he can be admitted for duty.

(13) HOLIDAYS:

- (1) There shall be paid National and Festival Holidays in accordance with the provisions of the Kerala Industrial Establishment (National and Festival Holidays) Act, 1958, or in any other law for the time being in force.
- (2) The Company, however, reserves the right to require any of the workman to work on any of the National or Festival Holidays.

(14) ENTRANCE AND EXIT THROUGH THE PROPER GATE:

The workmen shall not enter or leave the premises of the industrial establishment except by the gate or gates appointed for the purpose.

(15) SEARCH BY THE GATEMAN:

All male workers shall be liable on leaving the premises of the industrial establishment to be searched by the gateman and all female workers shall be liable to be detained by the gateman for search by the female searcher, if acting without malice the gateman suspects that any worker is in wrongful possession of property belonging to the industrial establishment, provided, that no search shall be made except in the presence of two other persons of the same sex as the suspected worker.

(16) PAYMENT OF UNCLAIMED WAGES:

- (i) Any wages due to a workman but not paid on the usual pay day on account of their being unclaimed shall be paid by the employer on such unclaimed wage pay day in each week, as may be notified to the workman, following the date on which a substantiated claim was presented by the workman, or on his behalf by his legal representative, provided that such claim is submitted with three years from the date on which the wages became due to the workman.
- (ii) All workmen will be paid wages on a working day before the expiry of the seventh or the tenth day after the last day of the wage period in respect of which the wages are payable according as the total number of workmen employed in the establishment does not or does exceed one thousand.

(17) STOPPAGE OF WORK

- (i) The Company may, at any time in the event of fire, catastrophe, break-down of machinery or stoppage of power supply, epidemics, civil commotion or other cause beyond his control stop any Section or Sections of the establishment wholly or partially, for any period or periods without notice.
- (ii) In the event of such stoppage during working hours, the workmen affected shall be notified by notices put upon the notice board in the departments concerned, or at the office of the Manager, as soon as practicable, when work will be resumed and whether they are to remain or leave their place of work. The workmen shall not ordinarily be required to remain for more than one hour after the commencement of the stoppage. If the period of detention does not exceed one hour, the workmen so detained shall not be paid for the period of detention. If the period of detention exceeds one hour the workmen so detained shall be entitled to receive wages for the whole of the time during which they are detained as a result of the stoppage. In the case of piece rate workers the average daily earnings for the previous month shall be taken to be the daily wage. No other compensation will be admissible in case of such stoppages. Wherever practicable reasonable notice shall be given of resumption of normal work and all workmen laid off who present themselves for work when the normal working is resumed shall have prior right of reinstatement.
- (iii) In cases where workmen are laid off for short periods on account of failure of plant or temporary curtailment of production, compensation shall be paid to the workmen laid off in accordance with the conditions laid down in sections 25A to 25E of the Industrial Disputes Act 1947. Where however, workmen have to be laid off for an indefinitely long period, their services may be terminated after giving them due notice or pay in lieu thereof provided that no retrenchment of workman shall be made except under conditions relating to retrenchment as provided in sections 25F, 25FF, 25FFF, 25G and 25H of the Industrial Disputes. Act, 1947.
- (iv) In the event of a strike affecting either wholly or partially any section or department of the establishment, the employer may subject to the provisions of the Industrial Disputes Act, 1947 or any Rules made there under close down either wholly or partially such section or department and any other section or department affected by such closing down and for any period or periods. The fact of such closure shall be notified by notices put on the notice board in the section or department concerned and in the time-keeper's office, if any as soon as practicable. The workmen concerned shall also be notified by a general notice, prior to resumption of work, as to when work will be resumed.

(18) TERMINATION OF EMPLOYMENT:

- (i) Except where the contract of service otherwise provides, the employment of a permanent workman shall not be terminated without giving one month's notice in writing either by the employer or the workman in the case of monthly rated workmen and two weeks' notice in the case of other workmen or one month's or two weeks' pay, as the case may be, in lieu of notice. The reasons for the termination of service shall be recorded in writing and shall be communicated to the workman, if he so desires at the time of discharge.
- (ii) No temporary workman, whether monthly rated, daily rated, or piece-rated and no probationer or substitute shall be entitled to any notice or pay in lieu thereof if his services are terminated. But the services of a temporary workman shall not be terminated as a punishment unless he has been given an opportunity of explaining the charges of misconduct alleged against him in the manner prescribed in paragraph 21.
- (iii) Where the employment of any workman is terminated, the wages earned by him and other dues, if any, shall be paid before expiry of the second working day from the day on which his employment is terminated, subject to the provisions in Clause (vi) hereunder.
- (iv) No retrenchment of workmen shall be made except as provided under section 25F, 25 FF, 25 FFF, 25G and 25H of the Industrial Disputes Act, 1947.
- (v) Any permanent workman desirous of leaving the Company's services shall give a month's notice to the Management. The wages due to such workman shall wherever possible be paid on the day the notice period expires and in any case within two days after the expiry of the notice period, subject to the provisions in Clause (vi) hereunder.
- (vi) Whenever the services of a workman is terminated either by discharge or dismissal by the Company or by his resignation accepted by the company, he shall forthwith vacate Company's quarters, if any provided and furnish a clearance certificate from the officer of the Company in charge of accommodation on handing over the possession of the accommodation together with fittings etc., to him. He shall also produce a clearance certificate from the Head of the Department or Division that the tools, equipment clothing etc., entrusted to him for work in the Company have been duly returned by him to the Company. The payment of wages earned by him or payment of other amounts that may be due to him from the Company, shall be subject to his producing these certificates. The Company shall deduct, out of the amounts that may be due to him, any amount that may be due from him to the Company.
- (vii) Any workman who leaves service without giving the prescribed

notice shall be liable to be used for damages.

- (19) If ten or more workmen acting in concert and without giving a fortnight's notice to the management absent themselves from work or being present at the work spot refuses to work, a deduction of 8 days wages will be made from the wages of such workmen besides the deduction of wages for such absence.
- (20) DISCIPLINARY ACTION FOR MIS-CONDUCT
- (i) A workman may be fined up to 2% of his wages in a month for any of the acts and omissions which the Management may notify with the previous approval of the Government or of the prescribed authority in pursuance of Section 8 of the Payment of Wages Act. 1936.
- (ii) Whenever for any reason a workman's services are found unsatisfactory, the Head of the Department or Division may issue a warning notice so that the workman may have an opportunity to improve the quality of his work or his attitude towards his job.
- (iii) A workman may be suspended for a period not exceeding Fourteen days at a time or dismissed without notice or any compensation in lieu of notice if he is found to be guilty of misconduct.
- (iv) The following acts and omissions shall be treated as misconducts:
- 1) Wilful insubordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a Superior.
  - 2) Assaulting or attempting to assault any workman or any other employee.
  - 3) Theft, fraud, or dishonesty in connection with the Company's business or property.
  - 4) Wilful damage to or loss of Company's goods or property.
  - 5) Quarrelling, threatening or using abusive language within the Factory premises.
  - 6) Taking or giving or offering bribes, or any illegal gratification.
  - 7) Refusal on the part of the workmen to receive any letter, memo, order, etc., issued by the Management.
  - 8) Smoking or carrying smoking materials including match-boxes, lighters etc., into the factory premises.
  - 9) Any act having a tendency to disturb peace and good order in the Company area.
  - 10) Habitual absence without leave or absence with out leave for more than three days.



- 11) Habitual late attendance,
- 12) Breach of any factory rules or instructions given by Superiors for the proper functioning and safety of the Factory.
- 13) Riotous, or disorderly behaviour or drunkenness during working hours within the Factory premises or any act subversive of discipline.
- 14) Habitual negligence or neglect of work or malingering.
- 15) Frequent repetition of any act or omission for which a fine may be imposed to a maximum of 2% of wages in a month.
- 16)
  - (a) Striking work, or inciting others to strike work without giving 14 days' notice in contravention of the provisions of any law or rule having the force of law.
  - (b) Staging stay-in strike or inciting others to stay-in strike whether with or without notice.
  - (c) Wilful slowing of work, stopping of work, inciting or abetting others for wilful slowing of work or stopping of work. This includes any stoppage of work, any violation of Company's rules and regulations.
  - (d) Non-co-operation in the matter of search, either of himself or others.
- 17) Defiant or disrespectful behaviour towards officers.
- 18) Act of misbehaviour in the Company compound or property involving moral turpitude or any act causing nuisance to neighbours.
- 19) Interference with Safety devices or misuse of welfare amenities.
- 20) Collection of funds within the factory premises for purpose not specifically sanctioned by the Management.
- 21) Distributing or exhibiting inside the factory premises any bills, posters, etc., without the permission of the Management.
- 22) Pursuance of a conduct against the interest/good name of the Company.
- 23) Poor or unsatisfactory workmanship.
- 24) Engaging idle talk or conversation and failing to respect the right of others to work in peace.
- 25) Leaving work before whistle signal.
- 26) Leaving work spot without permission from the proper authority.
- 27) Sleeping while on duty.
- 28) Conviction for any offence by a Criminal Court, involving

moral turpitude.

- 29) Absence on loss of pay over a month in the aggregate in a Calendar year.
  - 30) Instigating the workmen to stage demonstrations or taking part in such demonstrations within the precincts of the factory.
  - 31) Conducting public meetings on company property without prior sanction of the Management.
  - 32) Breach of any of the provisions prescribed to be complied with by a workman by the Standing Orders.
  - 33) Habitual breach of any rules or instructions for the satisfactory maintenance and running of any Department or Division or the maintenance of the cleanliness of any portion of the premises of the industrial establishment or any other rules that may be framed by the Company for its proper functioning.
  - 34) Engaging in trade within the premises of the industrial establishment.
  - 35) SEXUAL HARASSMENT: Sexual harassment includes such un-welcome sexually determined behaviour (whether directly or by implications) as (a) physical conduct or advances (b) a demand or request for sexual favours (c) sexually coloured remarks (d) showing pornography (e) any other un-welcome physical, verbal or non-verbal conduct of sexual nature.
  - 36) Any other act or omission detrimental to the maintenance of discipline in the establishment.
- (21) (a) In case, in the opinion of the Head of the Department or Division an, act of misconduct alleged to be committed by a workman under him prima facie appears to be serious, the Head of the Department or Division may by order suspend the workman pending enquiry without wages or allowances. Such order shall set out the alleged misconduct. If on enquiry the workman is found to be innocent, the suspension order shall be rescinded forthwith and the workman shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages and allowances as he would have received if he had not been suspended.
- (b) A workman against whom an enquiry is to be held shall be given written notice of his alleged misconduct and shall be given an opportunity to explain the circumstances alleged against him. Except for reasons to be recorded in writing by the persons holding the enquiry, the workman shall be permitted to produce witness, in his defence, to question any witness, examine in support of the charge and produce whatever other evidences which he may have in support of his defence. He shall be given

an opportunity to answer the charge.

A concise summary of the evidences recorded on enquiry and the workman's plea shall be recorded. The enquiry may be conducted either by the Head of the Department or any other officer authorised by him or by the Management.

- (c) If on enquiry the workman is found to be guilty, the Head of the department or Division shall award any punishment to the accused or accused other than punishment of dismissal. In the case of dismissal, the management alone shall be the proper authority to award the said punishment. Therefore the Head of the Department or Division shall forward to the Management all papers connected with the enquiry together with his recommendations for final action.
- (d) The Management shall, after taking into account the gravity of the misconduct, the previous record, if any of the workman and any other extenuating or aggravating circumstances that may exist, award punishment. A copy of punishment order made in this respect shall be supplied to the workman concerned.
- (e) In cases deserving only suspension, an order of suspension specifying the number of days for which the workman is suspended for the act of misconduct committed by him shall be issued to him and the suspension may be ordered to take effect from the date the workman was first suspended pending enquiry.
- (f) In cases deserving termination of the services of the workman, the Management may also initiate when circumstances appear to warrant, an independent enquiry dealing with the charges against the workman and award punishment accordingly.

(22) COMPLAINTS:

All complaints arising out of his employment including those relating to unfair treatment or wrongful exaction on the part of the employer or his agent or servant shall be submitted in writing by a workman or on his behalf by a union of which he is a member, to the Manager or such other officer or officers as the employer may appoint. The Manager or such other officer or officers shall personally investigate the complaint at such times and places as he or they may fix and the complainant-workman shall have the right to be present at such investigation. Where the complainant alleges unfair treatment or wrongful exaction on the part of his employer or his agent or servant a copy of the order finally made shall be supplied to the complainant if he asks for one. In other cases the decision of the investigating officer and the action, if any, taken by him shall be intimated to the complainant.

(23) Subject to the provision of any other enactment or rule for the time being in force, the decision of the management upon any question arising out of or incidental to these orders shall be final.

(24) HOUSING ACCOMMODATION:

At the discretion of the Management living quarters according to availability, nature of work and standing of the workman in the factory may be allotted to a workman subject to terms and conditions of occupation as may be defined from time to time by the Management. Such occupation shall be deemed to be under license and shall confer no right on the workman. Violation of any such terms and conditions of occupation shall be treated as misconduct under Clause 20 (iv) (1).

(25) CERTIFICATE ON TERMINATION OF SERVICE:

When any probationer or permanent workman is summarily dismissed, suspended, or discharged, or leaves the service of the industrial establishment or is granted leave of absence he shall except in cases of general retrenchment, closing down of departments, strike or lockout, be given a written order in the form prescribed by the employer.

Every permanent employee shall be entitled to a service certificate at the time of leaving the service, dismissal or discharge.

(26) LIABILITY OF MANAGER:

The Manager of the establishment shall personally be held responsible for the proper and faithful observance of the standing orders.

(27) DEMOTION:

Demotion of a workman may be made:

(a) As a disciplinary measure in the event of improper workmanship, contravention of Standing Orders or abuse of position and other proper reasons provided the seriousness does not warrant a more severe action or arrangement.

OR

(b) As a result of reduced operations involving a reduction of workmen. In this case the demoted workers shall be eligible for suitable promotions if and when they arise.

(28) DRESS:

(a) No workman shall be allowed to work at or near any running machinery with loose clothing.

(b) In the case of jobs requiring special protective dresses or other safety equipment, the Company shall provide the same and the

workman shall wear them while on duty. Places where workmen must wear protective devices will be notified from time to time on the departmental notice boards under Safety Rules.

- (c) If a workman reports for duty in improper dress, he shall not be allowed to work until he reports back for duty properly equipped and he shall not be paid for the time so taken by him.
- (d) The rules regarding dress being in the interests of the workmen themselves shall be strictly observed.

(29) SAFETY PRECAUTIONS:

- (a) Workmen shall engage themselves only in operations at the machines or the duties to which they have been posted. The execution of their duties must be in the safe manner laid down for the operation, etc., of the machine or duty concerned.
- (b) Removal of guards or safety devices, cleaning of machines while they are running etc., are expressly forbidden.
- (c) Safety instructions given or posted on the Notice Boards must be followed.
- (d) Workmen shall use the safety equipment and appliances provided for the respective jobs by the Company.
- (e) Safety equipment and protective equipment provided by the Company are intended for use inside the factory premises only and shall not be taken out without permission. Violation of this rule shall be treated as theft of Company property.

(30) ACCIDENTS:

- (a) If a workman sustains injury by accident during his working period the workman shall first report to his supervisor who shall send him to report at the first aid post for medical attention. The first aid post, will be opened all the 24 hours of the day, and will record every reported accident.
- (b) Any accident not reported as indicated above shall be deemed to have happened outside the factory premises and not in the course of the Company's employment and the Company shall not have any liability or responsibility whatsoever in this connection.
- (c) Payment of compensation, if any, to a workman shall be made in accordance with the law in force from time to time.

(31) FIXATION OF GRADE OR SALARY:

The management will in their discretion and according to the nature of the work and qualifications of workmen fix their salaries from time to

time. For special merits and depending on the usefulness of the employee to the factory, increments may be given to those other than permanent Workmen, but more period of service will not count in the matter of giving increments. Increments to permanent workmen will be given according to the grades if any, fixed for each job. These increments, however, will be given only for satisfactory conduct of work.

(32) ENGAGEMENT FORM:

Every workman shall on being admitted to service sign the form with regard to conditions of service signifying his consents to comply with the Standing Orders of the Company.

(33) OVERTIME WAGES:

Overtime wages will be paid to workmen according to the provisions contained in the Factories Act and the rules framed thereunder or any other law, governing the same.

(34) MISCELLANEOUS:

- 1) An apprentice is one who is taken into service to learn work, who may or may not be paid wages and, who may be entertained for the duties of a permanent or substitute workman if approved by the Management.
- 2) No workman shall during the continuance of his service except with written permission of the Management apply for or enter the service or employment of any other person or himself carry on any other business for gain or engage himself in any other activity which in the opinion of the Management is likely to interfere with the efficient discharge of his duties.
- 3) Every workman shall devote himself exclusively to the duties assigned to him from time to time and shall personally attend thereto at all times during the usual working hours and whenever necessary as the exigencies of work require and the law in force permits.
- 4) Every workman shall observe strict secrecy respecting company matters and shall not reveal or communicate to the public any of the matters which may come to his knowledge in the discharge of his duties except when required so to do by the Management or by a Court of law or by the person to whom such matters relate.
- 5) Any workman who during the course of his employment is found to be medically unfit for work in the factory by the Company Medical Officer or by any Registered Practitioner shall be liable to be discharged.

- 6) Every workman shall be provided with a badge, ticket or token indicating his number and he shall on being required to do so show it to any person authorised by the Management to inspect it. The badge or ticket or token, shall be finally surrendered by the workman at the time of the termination of his services.
- 7) In case workman refuses to accept any communication issued to him from the Management the same shall be treated as have been issued to him and a copy of the same may be exhibited either in the notice board of the department or division or in the notice board kept in front of the main gate or the Company's Time Office.
- 8) Reversion of a worker who has been temporarily promoted and appointed to act in a higher post to his permanent position shall not be deemed to be a punishment in making the grievance procedure if such reversion has been ordered by the Head of the Department on account of the worker not being considered fit enough to continue in the higher post. In this case the decision of the Head of the Department shall be final.
- 9) On recruitment every workman shall produce documentary proof of his age and the same shall be entered in the Company's record. In case of inability on the part of the workman to produce such proof of his age, the Company's Doctor shall assess workman's age and for all official purposes the age entered in the Company's register, as assessed by the Doctor, shall be deemed to be his correct age for all future dealings.

(35) EXHIBITION OF STANDING ORDERS:

A copy of these orders in English, Malayalam and if more than 20 percent of the total speak any other language, in that language also, shall be posted at the Manager's Office and on a notice board maintained at or near the main entrance to the establishment and shall be kept in a legible condition.

Certified as per order No. R. Dis. 5817/67 dated 1-9-1967.