

Oriental Education Society's

HR Policies

Handbook

2017-18

Dear Colleague,

We are pleased to present you a HR policies handbook related to the faculty detailing all the updated policies of OES.

We urge you to read the policies and get familiar with the letter and spirit of these policies.

Should you find a need for any clarifications, you may please get in touch with your Business HR representative.

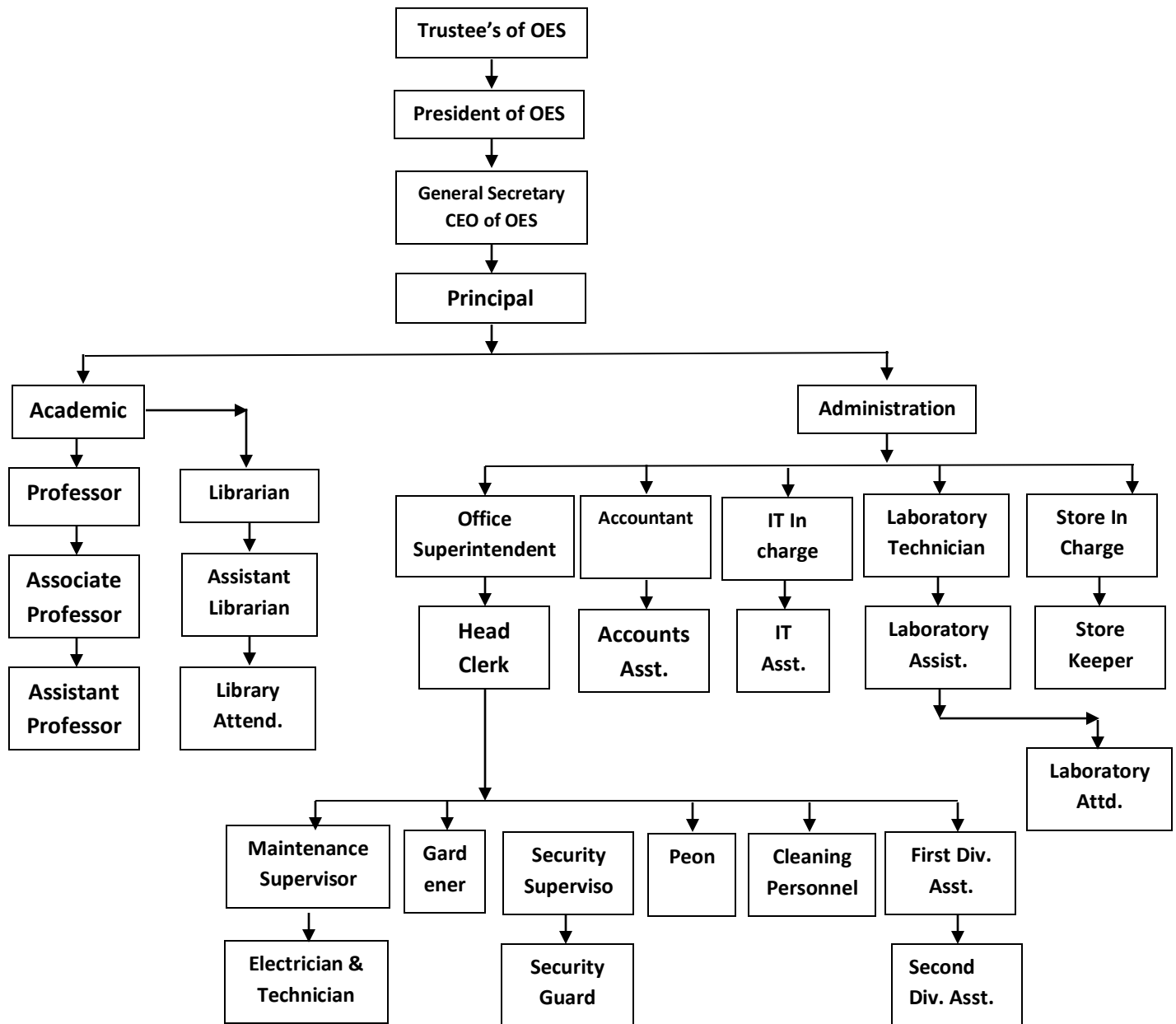
We take this opportunity to wish you a very fulfilling association with OES.

With Warm Regards,

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Organizational Chart - OCP - Sanpada



Employee Structure

Teaching Faculty

Sr. No.	Grades	Designation
1	TF 1	Principal
2	TF 2	Professor
3	TF 3	Associate Professor
4	TF 4	Assistant Professor
5	TF 5	Lecturer

Non-teaching Staff

Sr. No.	Grades	Designation
1	NT 1	Superintendent
2	NT 2	Head Clerk
3	NT 3	IT / Junior Clerk / Accounts
4	NT 4	Lab Assistant / Lab Attend.
5	NT 5	(Peon/Office Boy/ Sweeper)

Recruitment Policy

Objective

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Applicability

All new recruits in all grades.

Policy & Procedure (Non-teaching Staff)

- The concerned HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of Director-Education or CEO, and only then proceed with the process of recruitment.
- HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department and send to the management.
- HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals...), internal reference etc.
- Management / HR shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD, Principal and Director Education.
- Depending on the grade/level of the position being recruited, the interview panel / selection committee will consist of the concerned HOD, Principal, Director-Education, external members and HR representative.

Teaching Staff

- Appointment of the teaching faculty for a various grades as per AICTE/PCI for each department.
- Prescribed forms send to the management & informing them about the vacant positions in each department.
- Prepare the advertisement draft for the required vacant positions & submit to the University.
- After receiving an approval from the university, advertisement draft sends to the local publisher (Loksatta / Times of India / Indian Express).
- Letter sends to the University for V.C nominee
- Within the 45 days from the advertisement accept the applications / shortlist the candidate select the subject expert & fix the date of interview.
- After 45 days from the advertisement candidate interview/selection process can start.
- Send letter to the subject expert as per AICTE norms (from outside college) for a selection of the candidate & call letter to the candidate for the interview.
- Letters should send at least one week prior to the date of interview to the panel & candidates.
- Interview panel consist of Management/Principal/V.C. Nominee/Subject Expert
- Original documents should be scrutinized through the interview panel.
- Selection committee will prepare a report of a selection / no-selection of the candidate.
- Prepare a 7 page selection report for each selected candidate as per published in the advertisement & submit to the University within 15 days of the interview.
- Once approval received from the University for Selection of the candidate, management will issue an appointment letter as per university guidelines.

- Final letter is sent to the University that vacant positions are closed & no further interview & selection but subject to resignation, termination & retirement.

(Please refer Annexure – Recruitment Process Flow)

Probation Policy

Objective

To provide a policy framework for confirmation of regular employees after completion of the probation period.

Eligibility & coverage

All new recruits of the institute in all grades.

Policy & procedural formalities to complete probation period

- Teaching staff probation period is 2 years.
- Non-teaching staff probation period is 1 year.

Induction policy /Employee Orientation

Induction

To facilitate smooth assimilation of new employees into the institute & help them to understand the institution as a whole, make them familiar with all aspects of their job, their responsibility, applicable policies, tradition's of the institute.

Applicability

All new employee's of the institutes.

Policy

- HR Department shall ensure that every employee, irrespective of grade, goes through a **Comprehensive Orientation Program (COP)**, which will be mandatory for all employees to attend & give feedback.
- Duration of the COP may vary with the grade of the employee.

Employee Orientation Form

All new employees need to complete the COP.

Employee Name		Date	
Designation		Department	
College Name		Location	

Sr. No	Particulars	Employee Feedback	
		Yes	No
1	Job history		
2	The work environment		
3	Company culture		
4	Understood department structure & functions		
5	Understood new job description		
6	Employee benefits & benefits eligibility		
7	Understood HR Policies		

Incentive policy for research & publication

Objective

To give special thrust to research culture in the institute, and thus improve the profile of the institute in the country.

Applicability

To all teaching staff

Policy

- Incentive/Certificate/Token of appreciation for completing PhD Degree when in service of OES.
- Incentive/Certificate/Token of appreciation for externally funded research.
- Award for publishing a professional articles
- Incentive for presenting a paper at National/ International seminars/conferences.
- Faculty Development Program (FDP)/ Staff Development Program (SDP).

Domestic travel policy / Local conveyance reimbursement policy

Regular employees of OES, working in Administration, Accounts, Training & Development, Marketing, other shared services, etc. depending upon the work exigencies and special approval from the Management and Principal or Director – Education.

Employees using public transport or autos will be allowed reimbursement at actual.

Conveyance reimbursement – claim Form.

Name of the Institute : _____

Employee Name : _____

Designation : _____

Department : _____

Date of travel : _____

Period (To & Fro) : _____

Location : _____

Reason for travel : _____

Total Expenses (in INR) : _____

Signature of employee

Approved by HOD/Supervisor/Principal

Personal loan policy

Objective

Personal Loans / Salary Advances will only be granted where there is a serious need or where emergency relief is required due to circumstances that could not have been foreseen by the employee or where emergency relief is required. The management reserves the right to refuse any loan application either in full or part thereof if it is deemed that the loan amount falls outside of the employee’s reasonable affordability.

Applicability

To all employees who successfully completed probation period

Policy

- Personal loans may never exceed the employee's net salary for Three month. A loan agreement will be drawn up and repayment terms will be stipulated therein.
- Repayments are to be deducted in accordance with the loan agreement from the employees' monthly salary and must be repayable within a maximum of 12 months from the start of the loan agreement.
- Repayments should never exceed 20% of the employee's monthly net remuneration.
- All approved Personal loans will be paid out to the employee within 7 days.
- All applications must reach the Finance Department timely to ensure that this process is not delayed unnecessarily.
- No loans will be available to any employee within their initial probation period; any exception to this constraint would be solely at the discretion of the Management.
- All loan documents and supporting details will be filed on the employee's personal file.
- At least 2 guarantors' details are required to submit along with loan application form (Photo, Identity proof & address proof).

(Please refer Annexure – Loan Application Form)

Leave policy**Extent of Application**

These rules shall apply to all employees of the Institute.

Leave cannot be claimed as a matter of right. The OES may, due to exigencies, refuse, postpone, curtail or revoke leave of any type (except sick leave) or recall to duty any employee already on leave.

Normally an application for leave should be submitted in the prescribed form to the reporting officer sufficiently in advance from the date of commencement of leave.

(A) Casual Leave:

- The leave may be granted up to a maximum of 12 days in a calendar year. In case of employees appointed during the course of a year, casual leave may be allowed on a pro-rata basis.
- Casual leave not availed during a calendar year shall lapse at the end of the year.
- Clubbing with any other type of leave shall not be permitted.
- Intervening Sundays/ holidays shall not be counted as casual leave. However, absence from duty on account of casual leave including such Sunday/holidays shall not exceed 5 days at a stretch.
- Casual leave should be applied for sanction at least one day in advance. Only in emergencies the need for leave can be informed through phone/Fax/ E-mail/ Telegram to the reporting officer.
- Full salary and allowances shall be paid for the period of casual leave.

(B) Medical Leave

- Medical leave more than 2 days needs a management approval (paid / unpaid) along with the necessary medical documents / certificates.

(C) Earned Leave

- An employee who is not entitled to vacation shall be entitled to the earned leave at the rate of one eleventh of the period spent on duty, subject to the accumulation of maximum of three hundred days of leave.
- The employee may be granted not more than 120 days earned day at a time.

(D) Vacation Leave

- It is entitle to only a teaching staff for 15 days in the month of May or June.
- 10 days in Diwali vacation.

(E) Resumption of duty

- An employee must resume duty immediately on expiry of the leave sanctioned, unless extension has been applied in advance and sanctioned in writing. If this written permission is not received, the extra days taken are unauthorized leave and will be considered as misconduct and may invite disciplinary action.

(Please refer Annexure – Employee Leave Application Form)

Performance management review policy

Alignment of employee performance objectives to institute/society goals.

While job descriptions establish the activities that need to get done in order to deliver the services of the institute, performance objectives define the qualitative and quantitative

standards for each of the key activities. Employees at all levels in the institute should be able to clearly understand how their job activities and the level of their performance directly contribute to the success of the institute/society.

Supervisor - employee collaboration

Employee performance management provides an opportunity to build trust and foster constructive and productive working relationships, particularly between employees and their supervisors. A performance management process that encourages collaboration in setting performance objectives and evaluation results is more effective in motivating employees than a top-down process.

Performance management cycle

Most organizations establish an annual performance management cycle; however, it may be more appropriate for the institute.

Following steps:

Performance planning - Typically a collaborative process between supervisors and employees, reviewing the job activities and establishing performance standards and expected results; the performance plan should be documented, including any training or development plans required by the employee to meet job performance objectives.

Performance feedback - Informal feedback should be on-going; there should be periodic formal feedback prior to the final performance appraisal (particularly in long performance cycles, such as annual).

Performance management - In addition to providing feedback, supervisors should be providing coaching and other resources to assist employees who are not achieving performance standards. Employees who are unable to meet performance standards over

the long term (after training and coaching) may be placed on probation, offered a more appropriate role for their competencies, or terminated (refer to Discipline and Termination). Any change of position must be fairly negotiated with the employee to avoid any claim of constructive dismissal.

Performance appraisal - A formal performance appraisal should be conducted at the end of the performance management cycle. The performance appraisal should be conducted in a one-on-one meeting with opportunity for discussion regarding performance achievement. The performance appraisal should be documented and kept in the employee file.

Performance appraisal ratings and forms

- Institutes usually established appraisal ratings to indicate the level of performance achieved by employees. The current trend is to simplify rating scales and move away from numeric scales to words descriptive of performance.
- The value of a rating system is that it provides a clear indicator to the employee of the level of his or her performance achievement. However, over-focus on the performance rating minimizes the value of the on-going performance development of the employee.
- The conversation on all aspects of the performances should be emphasized over and above communicating a rating, and should focus primarily on future performance versus employee mistakes and past performance.
- An appraisal form contributes to consistency in performance feedback and management in the institute, and ensures performance management activities are properly documented. Forms should be kept as simple and clear as possible - the more complex the form the more opportunity for misunderstanding and miscommunication.

- Performance results are often the key criteria for making compensation decisions, best practice organizations separate the two conversations to maintain a focus on performance excellence.

(Please refer Annexure – Performance Appraisal Review – Teaching /Non-teaching)

Increments and Promotions

Subject to the contract of service, if any, the promotion, increment etc. of an employee will entirely depend upon the performance of work and ability and satisfaction he gives to the Management in discharge of his duties and the extent of his usefulness to OES.

The recommendation of the head of the departments to this effect will be considered by President/Managing Director/Chairman who will be the final authority to judge the ability of an employee or the satisfaction given by him to the Management in discharge of his duties or his being otherwise useful to the Management.

It is made clear that the increment/promotion is not a matter of right of an employee and it will be a complete discretion of the management to consider an employee for promotion and/or increment in wages.

Time and attendance management policy

Time and Attendance Management

Lay down general guidelines to record the attendance by everyone in the institute as per the applicable timings.

Applicability

All employees on regular rolls & on a contract are covered under this policy.

Policy & Procedure

- The timings of the institute are from 09.00 AM to 17.00 PM on all days of the week, except Sunday. Teaching 9.30 AM to 4.30 PM.
- Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register & in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.
- Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the HR after approval of HOD/Principal.
- If an employee is late by 30 minutes for 03 days in a month then 1 day's Casual Leave will be deducted.

(Please refer Annexure – Order on Attendance)

Code of conduct

- Obey the laws and regulations of the institute
- Maintain honesty, integrity, fairness and Total Quality Management (TQM) in all activities.
- Respect the statutory rights of staff and students.
- Must not engage in or be a member of any secret cult.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts or aid/abet others in doing same.
- Must not intercept or misappropriate institute money or approve expenditure for goods/services not delivered or over-coming of same.
- Must not aid/assist examination malpractice engage in dubious transactions, including demanding or receiving gratification for official duties.
- Must respect and maintain the hierarchy in the Administration.
- Adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Must not use official time for private business or engage in practices such as trading and enrolment in full-time studies.
- Must not use unauthorized persons to perform official duties.
- Must exercise self-discipline and restrain at all times and deal politely with staff, students, and the general public.
- Must not be absent from duty without official approval or approved sick leave
- Should not do anything that will tarnish the image of the institute.
- Being supportive of other staff members.
- Maintaining professional boundaries

- meeting the required standards for every task
- Being committed to the wellbeing of individuals, the wider community and the common good of all people.
- acting within the law
- Collaborating and cooperating with colleagues and administrators.
- Use of college resources for a personal use is strictly restricted. This included usages of computer resources information, internet service & working time of the college for any personal use.

(Please refer Annexure – Code of Conduct – Mumbai University)

Policy against sexual harassment

It recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually colored remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on

refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

Implied or overt promise of preferential treatment in that employee's employment

An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.

The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Such conduct that is humiliating and may constitute a health and safety problem

Sexual Harassment" amounts to serious misconduct in employment under the service rules / regulations governing employment.

This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; doctors and patients; and peer relationships, OES employees, customers, vendors, consultants, and anyone else doing business on our premises, as well as to those involved in activities in which our name is associated. All must comply with this policy.

Grievance management policy

Grievance Management Policy

Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity.

Objectives:

The objectives of the grievances process will be to settle:

- Grievances of the employees in the shortest possible time
- At the lowest possible management level
- With appellate stages so that it is fair, transparent and reasonable.

Scope and Coverage

Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.

Grievances for the purpose of this policy will cover individual grievances such as:

- Payment of salary
- Recoveries of dues etc.
- Increment
- Working conditions/health & safety
- Leave
- Medical Insurance / facilities
- Non-extension of benefits under rules

- Promotion*
- Administration or academic issues
- HR policy administration
- Compensation & benefits*
- Related to appraisals
- Reimbursements
- Separation / retention

General Safety Rules & Policy

Creating a safe and healthful work environment is not only a requirement for employers; it is also a “best practice” among top performing businesses. “Safety excellence is all about proactively designing, aligning, and improving operational processes.”

At OES, we care about the safety, health and well being of our employees. We value the contributions of our employees make toward our success. We support local community interests, and value honesty, integrity, and teamwork.

We value our employees

Our business operates with a goal of zero damage to people, property and product. It is our policy to provide safe working conditions. At OES, everyone shares equally in the responsibility of identifying hazards, following safety rules and operating practices. All jobs and tasks must be performed in a safe manner, as safety is crucial to the quality of our products/service.

Safety Policy

At OES, no phase of the operation is considered more important than accident prevention. It is our policy to provide and maintain safe working conditions and to follow operating practices that will safeguard all employees. No job will be considered properly completed unless it is performed in a safe manner.

OES is concerned about the health and good work habits of its employees. In the event you are injured or unable to perform your job, we want to help you obtain the best treatment, so you can return to your regular job as soon as possible.

Zero Tolerance or Substance-Free workplace

The institute has a vital interest in maintaining a safe, healthy and efficient workplace for the benefit of its employees, clients and the public. The use of performance impairing drugs can cause avoidable injuries to employees, damage to property and productivity losses. In our efforts to provide a safe workplace, we have a substance abuse policy.

Reporting for work or working under the influence of alcohol or illegal substances is prohibited. The use, possession, transfer or sale of illegal substances, alcohol, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees is strictly prohibited and may result in immediate disciplinary action as outlined in our institute's policies and procedures.

Return to Work

If an employee is injured on the job, our goal is to assist in obtaining medical treatment and return the employee to work as soon as possible. Our employees also have responsibilities for notifying us of their condition and providing appropriate information to assist in the Return

to Work process. Through this joint effort, recoveries are faster and employees return to productive work environments sooner.

I have read OES culture statement and understand the commitment to the safety and health of employees and customers/clients.

(Applicant's/Employee's Name)

(Applicant's/Employee's Signature) Date

Safety Rules

- Report to work alert, rested and in good physical condition.
- Personal protective equipment (such as safety glasses, hearing protection, protective clothing, and footwear) must be worn when required for specific job tasks or work areas.
- All accidents, incidents and injuries, regardless of how minor, shall be reported immediately to the supervisor in charge.
- All work is to be performed in a safe manner according to our written policies and procedures. If you have a concern about the safety of a task, bring this to the attention of your immediate supervisor.
- Understand your work assignments and perform only the job functions in which you are fully trained. Discuss any unfamiliar work assignments with your supervisor prior to beginning the task.

- Possession of firearms or other weapons is prohibited on Company property, or while you are on institutes business.
- Horseplay or practical jokes are prohibited.
- Use or being under the influence of, intoxicants or drugs while on the job is prohibited and shall be considered cause for dismissal.
- A worker shall not operate a machine unless the guarding mechanisms are in place and functioning properly.
- Always use the proper tool, equipment, or process for the job.
- Ignoring safe work practices, policies, procedures, rules or other safety instruction could be cause for disciplinary action up to and including termination of employment.
- All employees shall correct an unsafe condition or practice to the extent of their authority and/or report the hazard to their supervisor.
- Ignoring safe work practices, policies, procedures, rules, or other safety instruction is cause for disciplinary action up to and including termination of employment.

Prohibited Activities

OES/MES wishes to create a work environment that promotes job satisfaction, respect, responsibility and value for all of our employees, client's customers and other stakeholders. Every employee at OES has shared responsibilities toward improving the quality of the work environment.

Following are the examples of conduct considered improper which may result in discipline, including Termination. (This is not a complete list and understands that other behaviors may also result in discipline)

- Possessing, using, selling, negotiating the sale of, or being under the influence of alcohol, drugs or other controlled substances during working hours.
- Theft or destruction of company property or that of visitors, clients of fellow employees.
- Possession of potentially hazardous or dangerous property, such as firearms, weapons, chemicals etc. without prior authorization.
- Fighting with or harassment of, any fellow employee or customer.
- Unauthorized or excessive use of company property of any visitors, customers, fellow employees, including but not limited to vehicles, supplies, telephones, mail & computers.
- Disclosures of company trade secrets or any other confidential or proprietary information of the institute, its customers or fellow employees.
- Failure to follow or general neglect of safety rules and procedures.

- Excessive tardiness or absence.
- Smoking in non-designated areas.
- Failure to keep your work place in a neat and sanitary condition.
- Use of obscene or otherwise inappropriate language or conduct in the work- place.
- Criminal activity at, or outside of, the workplace.
- Gambling on institute premises.
- Sleeping or neglect of job duty
- Being away from the work area without prior authorization.
- Harassment of or discriminating against an employee, customer or visitor because of that person's race, religion, color, sex, age, disability or national origin.
- Spreading rumors.

Workplace violence prevention policy

The objective of the program is to establish a regional institute with the ability to effectively and efficiently identify and resolve workplace violence incidents across the institute.

- Creating a work environment that promotes safety from violence, threats and harassment.
- Providing regular training in preventive measures for all new/current employees, supervisors and managers.
- Supporting, not punishing, victims of workplace or domestic/partner violence
- Adopting and practicing fair and consistent disciplinary procedures
- Fostering a climate of trust and respect among workers and between employees and management

- A comprehensive incident response architecture that includes the availability of outside resources such as threat assessment psychologists/psychiatrists, social service agencies, security specialists and other professionals.

OES does not tolerate workplace violence and is committed to maintaining a safe workplace for all Teaching, Non-teaching, supervisors, vendors, contractors, and visitors. Institute sponsored event, or if the conduct has an impact on the workplace, regardless of where the conduct occurs. OES defines workplace violence as words, actions or behaviors that are disruptive, intimidating, aggressive, hostile or emotionally abusive, generate anxiety, or create a climate of distrust and fear. This includes any communicated threats (verbal or physical) or threatening behavior, bullying, stalking, domestic/partner violence, all forms of harassment, overt acts of violence causing physical injury and words or actions indicating that an employee might harm him or herself. Additionally, workplace violence includes the destruction of, attempted destruction of, or threats to destroy OES and/or personal property.

OES policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented by the Workplace Violence Prevention Team. It is the responsibility of all employees to report all threatening behavior, or any disturbing circumstance that may raise a concern for safety, as soon as possible. Employees are responsible for reporting this information regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) threatened. Incidents or concerns can be reported to:

Workplace Violence Prevention Team.

All teaching and non-teaching staff is responsible for the prompt communication of any received workplace violence information. Reports will be kept confidential to the maximum extent possible and any retaliation for reporting is strictly prohibited.

Violations of this policy can lead to disciplinary action up to and including termination of employment and the involvement of law enforcement. OES response may include referral to the Employee Assistance Program and/or external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution.

Annexure

Sr. No	Particulars
1	Leave Application Form
2	On Duty Application Form
3	Performance Management Appraisal Form (Teaching / Non-teaching)
4	Code of Conduct (Mumbai University)
5	Performance Appraisal (Flow Chart)
6	Loan Application Form
7	Order On Attendance (Mumbai University)
8	Committee Details (Oriental College of Pharmacy – Sanpada)
9	Recruitment Process Flow Chart

Employee Declaration

Employee Name : _____
 Designation : _____
 Department : _____
 Location : _____
 Name of the college : _____

Sr. No	Particulars	Check Box	
		Yes	No
1	Issuance of employee identity card		
2	Bio-metric attendance done		
3	Issuance of Laptop / Desktop		
4	Employee workplace arrangements (Workplace Station No _____)		
5	Employee Induction/ Orientation Done		

PLEASE READ CAREFULLY AND ACKNOWLEDGE THAT YOU UNDERSTAND AND ACCEPT THIS ABOVE

INFORMATION :

I _____ hereby acknowledge that I have gone through the service rules & policies, understood & accepted the same.

Signature of employee :	Date :	Place :