

ADON AGRO COMMODITIES LIMITED

EMPLOYEE HANDBOOK

AND

HR POLICY DOCUMENT

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1. Introduction

This HR Policy Manual sets out the rules, standards and procedures to be followed by all employees of AACL. The manual applies to all categories of employees, and the Head of HR is responsible for implementing, interpreting and updating these policies. AACL reserves the right to revise or modify any part of this document at any time based on organisational needs. This manual is confidential and intended for internal use only.

2. Definitions

- **AACL** – Refers to Adon Agro Commodities Limited.
 - **Director** – Refers to the Managing Director of the company.
 - **Head of HR** – Refers to the authorised person responsible for HR operations and employee-related decisions.
 - **Employee** – Refers to any individual engaged by the company through permanent, probationary, contract-based, temporary, part-time, or trainee appointments.
 - **Premises** – Refers to any physical location or worksite used by the company.
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3. Recruitment and Hiring

A department requiring additional manpower must send a Job Requisition Email to the Head of HR providing the job description, justification for the requirement, and any relevant details. The Head of HR reviews and approves the requisition.

The Head of HR manages sourcing and screening of candidates. Applications received are summarised and shared with the concerned department for shortlisting. HR then schedules interviews in consultation with department heads. Interviews may include personal discussions, skill assessments, or group-based evaluations.

All interviewer feedback is recorded in writing. Salary discussions are carried out by the Head of HR, and final selection requires approval from the Head of HR.

Upon selection, the employee must complete joining formalities, including submission of educational certificates, identity documents, relieving letter and latest salary slip of the last organization served, address proofs, and photographs. HR verifies these documents and issues the appointment letter, ID card and introduction to relevant departments.

4. Employment Terms

Employees may be appointed on permanent, probationary, contract-based, temporary, part-time or trainee terms. The type of employment and conditions will be stated in the appointment letter.

Probationers are assessed during the probation period, and confirmation is subject to satisfactory performance. AACL may extend probation if necessary.

The standard work schedule is from 10:00 a.m. to 7:00 p.m., Monday to Saturday, with a lunch break between 1:00 p.m. and 1:45 p.m. Employees must mark attendance using the biometric system. Habitual lateness may result in leave deductions or disciplinary action.

The retirement age for employees is 60 years. Employees may be transferred to other departments or locations depending on organisational requirements. Employees may not engage in outside employment or business activities without written approval from the Director.

5. Salary Administration

Salaries are payable on or before the 7th day of each month. The company may deduct amounts as required under statutory laws or for reasons such as late attendance, unauthorised absence, or penalties approved as per company policy. Salary structures, increments and any changes in compensation are determined by the company based on performance, conduct, and organisational needs.

AACL follows a performance-linked increment system. Annual increments, where applicable, are awarded strictly on merit. Based on the employee's overall performance rating, the company may grant an increment ranging from 5% to 20% of the employee's current salary. The exact percentage within this band shall be recommended by the Head of HR and approved by the Managing Director.

Completion of probation does not guarantee an automatic increment. Upon successful completion of the probation period, the employee's confirmation and conversion to regular employment will be based on performance and conduct during the probation. The salary scale, revised compensation or grade assigned at the time of confirmation shall be determined solely at the discretion of the Head of HR and the Managing Director, and may or may not include an increment depending on the company's assessment and business requirements.

6. Identity Cards

Every employee will receive an identity card, which must be worn or carried during duty hours. Lost ID cards must be reported immediately. Employees must surrender their ID card at the time of separation.

7. Appointment & Service Conditions

AACL follows a fair and unbiased appointment process and does not discriminate on the basis of race, sex, religion or any similar factors. While fresh talent is welcomed, preference may be given to existing employees who possess suitable qualifications and experience. All appointments are subject to a satisfactory medical report unless waived by the appointing authority.

Employees must obtain written approval from the Director or Management before engaging in any external trade, business, occupation or remunerative activity. Any change in residential or correspondence address must be communicated to AACL in writing; otherwise the last recorded address will be treated as official.

The retirement age for all staff is 60 years, and employees' age will be verified at the time of appointment based on acceptable documents such as a birth certificate, school leaving certificate or passport.

Employees may be transferred between departments, sections or equivalent positions—temporarily or permanently—at the discretion of AACL. Such transfers do not entitle the employee to additional remuneration unless specifically approved, and seniority will be preserved. Employees are strictly prohibited from sharing confidential information, providing unauthorised advice on company matters, removing company property without permission, disclosing trade secrets, or communicating internal information to the public or media without prior approval of the Director.

8. Code of Conduct

Employees must conduct themselves with integrity, discipline and professionalism at all times. They must follow all company rules, maintain confidentiality, behave respectfully, protect company assets, and comply with lawful instructions from authorised supervisors.

Employees must not engage in harassment, discrimination, violence, theft, fraud, misuse of company property, political activities inside the premises, or any behaviour that harms the

reputation or operations of the company. Possession or consumption of alcohol, drugs, or weapons on company premises is strictly prohibited.

Employees must not share internal information with the media, public, or on social platforms. All external communication must be routed through the Head of HR or Managing Director only.

8.1 Do's & Don'ts Table

DO's (Employees Must)	DON'Ts (Employees Must Not)
Maintain absolute integrity and devotion to duty at all times.	Indulge in acts detrimental to the interests of AACL.
Be impartial, courteous, and responsible in conduct, both at work and in personal life.	Engage in dilatory tactics or delay services to the public.
Report any civil or criminal case initiated against them.	Practice untouchability or associate with banned organisations.
Maintain political neutrality and avoid participation in political demonstrations.	Join demonstrations or organisations harmful to national interest or public order.
Avoid indebtedness and manage personal finances responsibly.	Accept lavish or frequent hospitality from parties having official dealings with AACL.
Follow all AACL policies and procedures.	Lend, borrow, or deposit money with persons having official dealings with AACL.
Maintain courtesy in all public interactions.	Appear in public intoxicated or engage in sexual harassment.
Maintain proper decorum on and off the workplace.	Correspond with foreign embassies without approval.
Provide prompt and courteous service to customers/public.	Exhibit insubordination or disobedience.
Keep away from activities that bring disrepute to AACL.	Commit theft, damage property, give/accept bribes.
—	Be habitually late, negligent or frequently violate laws.
—	Strike work or incite others to strike.
—	Display disorderly behaviour, gamble or smoke in prohibited areas.
—	Collect money inside AACL premises without approval.
—	Sleep during duty hours.
—	Engage in acts involving moral turpitude or criminal behaviour.
—	Be absent without permission or overstay leave without cause.
—	Interfere with the work of others.

—	Approach higher authorities directly for favours or promotions.
—	Write anonymous/pseudonymous letters against management.
—	Spread false rumours or defamatory information.
—	Engage in money-lending or private business without approval.
—	Assault, abuse or insult colleagues inside or outside company premises.
—	Fail to appear before the Medical Board when required.
—	Misuse advances given by AACL for specific purposes.
—	Commit any act unbecoming of an employee of AACL.

9. Protection and Proper Use of AACL Assets

All employees shall use AACL's assets responsibly, efficiently, and only for legitimate business purposes. Employees must take adequate care to prevent damage, loss, misuse or wastage of company property. Any theft, negligence or unauthorised use of AACL assets will be treated as a serious misconduct and handled under the company's disciplinary policy.

10. Drugs, Smoking, Alcohol and Weapons Policy

AACL strictly prohibits the consumption of alcohol, use of drugs, smoking within restricted areas, or possession of weapons on company premises. Any employee found violating this rule will be subject to immediate disciplinary action under the Disciplinary Procedure.

If there is reasonable suspicion of drug or alcohol use, the employee may be directed to undergo a test. Refusal to comply may result in termination of employment.

11. Disciplinary Action

Misconduct or policy violations may result in disciplinary actions, which may include warnings, salary deductions, suspension, withholding increments, or termination, depending on severity. The Head of HR is responsible for investigating misconduct and determining the appropriate action. Employees will be given an opportunity to explain their position before major penalties are imposed.

12. Sexual Harassment Policy (POSH)

AACL is committed to maintaining a workplace free from sexual harassment and follows the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. All matters relating to prevention, definition, reporting, complaint handling, inquiry processes, timelines, redressal mechanisms, and penalties for sexual harassment shall be governed by the company's **separate and comprehensive POSH Policy**. The Internal Committee (IC), constituted as per statutory requirements, is responsible for receiving and addressing complaints under the POSH Policy. In the event of any inconsistency between this HR Policy Manual and the POSH Policy, the provisions of the POSH Policy shall prevail.

13. Leave Policy

13.1 EMPLOYEES ARE ENTITLED TO VARIOUS TYPES OF LEAVE AS FOLLOWS:

Leave Type	Entitlement	Key Rules
Casual-cum-Sick Leave (CSL)	8 days per year	• Can be used for both casual purposes and medical needs.
		• Maximum 5 days may be taken at a stretch.
		• Can be taken as half-day leave.
		• Cannot be carried forward; unutilised CSL lapses at year-end.
		• CSL may be prefixed or suffixed with weekends/holidays.
Earned Leave (EL)	30 days per year	• Must be applied in advance with prior approval of the HoD and HR.
		• Normally to be applied at least 15 days before the start date.
		• EL can be taken for longer durations as approved.
		• EL cannot be claimed as a right; approval depends on work requirements.
Maternity Leave	180 days	• EL may be combined with other leave types except CSL.
		• Applicable for up to two surviving children.
		• 45 days available for miscarriage/abortion (medical proof required).
		• On full pay and not debited to other leave.
		• Can be combined with other leave.

Paternity Leave	15 days	• Applicable for employees with fewer than two surviving children.
		• Can be availed up to 15 days before or within 6 months after childbirth.
		• On full pay.
		• Cannot be combined with CSL.
Adoption Leave	180 days	• Applicable when adopting a child below 1 year of age.
		• Full pay leave.
		• May be combined with other leave.

13.2 PROCEDURE FOR APPLYING, GRANTING & CANCELLING LEAVE

All employees must apply for leave through email, clearly mentioning the type of leave, reason, and duration. Earned Leave must be applied in advance, normally with at least fifteen days' prior notice, and Casual-cum-Sick Leave should be applied as early as possible or immediately upon return in case of sudden illness. Leave is not a matter of right, and the company may grant, deny or modify any leave request based on work requirements, staffing needs and the employee's overall attendance record. Leave is considered approved only when formally sanctioned by the Reporting Manager and recorded by HR; verbal or informal permissions will not be treated as approval.

Employees who require an extension of leave must submit the request before the expiry of the originally sanctioned leave. Extensions will be sanctioned only on justified grounds and subject to business requirements, and the employee must not assume that an extension is automatically granted. Any absence beyond approved leave will be treated as unauthorised and may result in leave without pay, disciplinary action or both. Employees returning from leave exceeding ten days must report to their Head of Department and notify HR immediately upon resuming duty, and where applicable, must provide supporting documents such as medical certificates or hospital discharge papers.

If an employee wishes to cancel an approved leave, the cancellation request must be submitted to the Reporting Manager, who will review and communicate the decision to HR for correction of records. Leave shall stand cancelled only after HR updates the attendance and leave system. Employees are responsible for ensuring proper handover of duties before proceeding on leave and for reporting back on the approved date unless an extension has been formally sanctioned.

All leaves accrued under this policy are intended for utilization by the employee during the year of entitlement. **No encashment of unused leaves will be allowed** at any time, including at the end of the employment or financial year. Employees are encouraged to plan and utilize their leaves within the stipulated period as per this policy."

13.3 PUBLIC HOLIDAYS AND RESTRICTED HOLIDAYS

The company will observe public holidays and restricted holidays in a calendar year as approved by AACL based on the list of holidays declared by the Government of India every year.

14. Attendance

All employees are expected to adhere to AACL's official office hours from 10:00 AM to 7:00 PM, Monday to Saturday, with a 15-minute grace period allowed in the morning for unforeseen delays. Employees must punch in and out using the biometric system at the terminal nearest to their department. Staff are required to take lunch breaks between 1:00 PM and 1:45 PM.

Employees working on shift basis will follow timings as assigned by management, which must be communicated to the HR Office by the 1st day of each month. Late attendance of up to one hour, for not more than two occasions per month, may be condoned by the Supervisor. On the third occurrence, half a day of Casual Leave (CL) will be debited; if CL is insufficient, Earned Leave (EL) will be adjusted.

Continued lateness or habitual non-adherence to office timings may lead to disciplinary action in addition to leave deduction. Heads of HR is responsible for ensuring that subordinates adhere to attendance rules, report absences in advance, and inform the HR Office of any late arrivals, early departures, or unauthorized absences. Unauthorized absences, if not condoned, may be treated as a break in service.

15. Performance Management

AACL conducts annual performance appraisals for all employees who have completed at least six months of service. The appraisal cycle follows the employee's anniversary date. The process begins with the employee completing a self-appraisal, which is then evaluated by the immediate supervisor and approved by the Head of HR. The Managing Director provides the final approval. Outcomes of the appraisal may include decisions related to salary increments, training, role enhancements, or other developmental initiatives.

16. Safety and Workplace Behaviour

AACL is committed to maintaining a safe, secure, and respectful work environment. Employees are required to adhere to all safety instructions and follow established protocols. Any unsafe condition, accident, or near-miss must be reported immediately to the supervisor or the Head of HR. The following are strictly prohibited on company premises: smoking, consumption of alcohol or drugs, possession of hazardous materials, and any form of violent, abusive, or disruptive behaviour. Employees are expected to treat colleagues with respect, maintain professionalism at all times, and cooperate in promoting a safe and healthy workplace culture.

17. Grievance Handling

Employees who experience workplace issues, conflicts, or any form of unfair treatment may report their grievances to their immediate supervisor or directly to the Head of HR. The Head of HR is responsible for ensuring that grievances are addressed in a fair, unbiased, and timely manner, following due process. All grievances will be handled confidentially, and employees are encouraged to raise concerns without fear of retaliation. The company strives to resolve issues constructively and take corrective measures where necessary to maintain a positive and transparent workplace.

18. Confidentiality

Employees are expected to protect and maintain the confidentiality of all company-related information, including client data, financial records, business strategies, operational plans, and proprietary information. Disclosure of any sensitive or confidential information is strictly prohibited, both during and after employment, unless explicitly authorised by the Managing Director or appropriate authority. Employees must exercise care when handling documents, digital files, and communications, and ensure that confidential information is not shared with unauthorised individuals. Breaches of confidentiality may result in disciplinary action, including termination and legal action.

19. Exit and Separation

19.1 Resignation

Employees wishing to resign from the company must submit a written notice as specified in their appointment letter. The notice period must be served in full, unless waived or mutually agreed upon by the company. During the notice period, employees are expected to complete pending work, hand over responsibilities, and ensure a smooth transition. All company assets, documents, electronic devices, and property must be returned to the respective departments before the final settlement is processed. Failure to return company property may result in deductions from the final settlement.

19.2 Termination by the Company

The company reserves the right to terminate employment in accordance with the terms of the employment contract, with either:

- Notice in writing, or

- Payment in lieu of notice,

depending on the circumstances. Termination may occur due to performance issues, misconduct, redundancy, or any breach of company policies. In case of termination, the employee must return all company property and complete the handover formalities to enable processing of the final settlement.

19.3 Retirement

Employees reaching the retirement age as defined in their employment terms must formally notify the Head of HR prior to the retirement date. Retirement will be considered the normal cessation of employment, and all applicable retirement benefits, gratuity, and final settlement will be processed as per company policy and statutory requirements.

19.4 Final Settlement

The Head of HR will process the full and final settlement upon receiving clearances from all concerned departments, including accounts, IT, administration, and reporting managers. The settlement will include pending salary, leave encashment (if applicable), gratuity, and any other entitlements, subject to deductions for unreturned company property or pending obligations.

19.5 General Provisions

Employees are required to adhere to ethical and professional conduct during the notice period. The company reserves the right to withhold the final settlement until all clearances are obtained and obligations fulfilled.

20. Amendments

AACL reserves the right to amend, modify, or update this policy manual at any time, at its sole discretion. Employees are expected to review the policy manual periodically and are responsible for staying informed of any changes. Updated versions of the policy manual will be made available on the company intranet, HR portal, or other official communication channels. Continued employment after any such updates constitutes acknowledgment and acceptance of the revised policies.