

KKV AGRO POWERS LIMITED

Vivaaga Building,
#637, Oppanakara Street,
Coimbatore -641 001.

HR POLICY BOOK

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1. INTRODUCTION :

Welcome to the Company. This handbook was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should contact your manager or Human Resources.

The policies stated in this handbook are subject to change at any time at the sole discretion of the Company. From time to time, you may receive updated information regarding any changes in policy.

The contents of this handbook are not intended to create a contract or agreement between the Company and you. For those employees in a position covered by a collective bargaining agreement, you should refer to the agreement which governs your terms and conditions of employment.

There are specific procedures for many of the general policies stated in the handbook. Please direct any questions to your manager, department head, or to Human Resources.

2. ABOUT THE COMPANY:

Our Company was incorporated during June 2012 and the original name Nachas Wind Energy Private Limited was subsequently changed as KKV Agro Energy Limited in the year 2015. The registered Office of the Company is Vivaaga Building, #637, Oppanakara Street, Coimbatore - 641001. Having operational plant locations at Kankeyam, Tirupur Dist, Anupatti & Puliya Patti, Coimbatore Dist and Udayathur, Tirunelveli Dist.

Brief Company History Of Our Company:

Origin our business house starts with Veteran and Martyr (Late) Shri.A.Kulanthai Velu Mudhaliar, in the year 1962, with the small trading shop- Kasthuribai Khadhi Vasthralayam (KKV). Every decade marked with great success given birth to Sree Kumaran Thangamaligai (SKTM) and The Chennai Silks Private Limited, (TCS) Which is one of Tamil Nadu, the largest Textiles Kingdom and First BIS Certified Jeweller in Tamil Nadu and Second in South India, spread all over the State and spreading its wings to other states too.

Our promoter group is one of India's most diversified business firm and having significant interest, experience and expertise in the areas of Wind & Solar Energy Generation, Garments exports, Spinning mills, constructions, Jewellery manufacturing & retailing, Textiles manufacturing and retailing, Agriculture, Education, Health Care, Media Advertising and FMCG marketing.

- Mr T K Chandiran is from The Chennai Silks family and he is the senior most member of the family. He has over 40 years of experience in running retail jewellery and textiles showrooms and generation of power. He has a textiles and jewellery showroom at “Vivagaa” Oppanakara Street,

Coimbatore and Tirunelveli and jewellery showroom at NH Road, Coimbatore. The directors take active part in the day to day management of the company ably assisted by team of experienced and qualified personnel.

Our Vision :

Professionally Managed Transparent Company.

Our Mission :

To produce Renewable Energy to assist sustainable life style by people of our country.

Our Values :

"Respect, Responsibility and Integrity" are our foundation.

3. HOURS OF OPERATION/WORK SCHEDULES:

The office is normally open from 9.00 am until 6.30 pm Indian time. Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours. If an employee must be outside of the office for non-business related reasons during their normal work schedule, they should inform their manager.

4. TELECOMMUTING :

The Company is committed to creating a work environment where the needs of our customers, employees, and the Company are balanced. Therefore, the Company tries to be flexible in its approach to work styles and location. Telecommuting arrangements may be made on an “as needed basis” or set up on a regular schedule. In either case, employees are encouraged to spend time working in the office whenever possible. This allows employees to be accessible to customers and creates a sense of consistency and collaboration among work teams. When employees desire to work at home, the Company asks that they do so in a manner which is in keeping with a workstyle of accessibility, communication, and productivity. All telecommuting arrangements are subject to approval by the employee’s manager. In general, the following principles should be used in telecommuting:

Employees should check in with the office regularly.

Employees should inform their manager of their whereabouts so they may be reached easily.

Employees should not routinely work at home on days prior to or following vacations or holidays if at all avoidable.

5. ATTENDANCE POLICY :

Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. When employees are absent, schedules and customer commitments fall behind, and other employees must assume added workloads.

Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their manager before their starting time. If your manager is unavailable, a voice message should be left. If the absence is to continue beyond the first day, the employee must notify their manager on a daily basis unless otherwise arranged. Calling in is the responsibility of every employee who is absent. Absence for three consecutive work days without notifying the manager is considered a voluntary termination.

6. LEAVE OF ABSENCE :

Employees are eligible to apply for an unpaid leave of absence if they have been a regular employee of the Company for at least one year and scheduled to work 48 hours or more a week. The employee's manager will make a decision on the leave request. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on the Company.

Authorized leaves for illness or disability begin after employees have exhausted accrued sick leave, vacation and personal holiday time. A personal leave of absence, if granted, begins after vacation and personal holiday time have been used.

Human Resources can provide employees with which benefits, in addition to retained seniority, can be continued during the leave. If an employee wishes to continue benefits, it must arranged for directly with Human Resources.

If the request for leave of absence for personal reasons, the employee's manager, with the advice of Human Resources, will decide whether the current position will be held open, or if a position will be made available upon the employees return from leave.

7. FAMILY MEDICAL LEAVE :

All employees who have been employed at least twelve months, and who worked at least 1,250 hours during the twelve months prior to the leave request are eligible for an unpaid family and/or medical leave of absence under the Family and Medical Leave Act of 1993 for a period up to twelve weeks during a calendar year under the following circumstances:

- For the birth of a son or daughter of the employee and to care for such newborn son or daughter, if completed within twelve months of the child's birth;
- The placement of a son or daughter with the employee for adoption or foster care if completed within twelve months of the placement;

- To care for the spouse, or a son, daughter, or parent of the employee, if spouse, son, daughter, or parent has a serious health condition; or
- Where a serious health condition makes the employee unable to perform the functions of his or her job.

Employees ordinarily must provide 30 days' advance notice when the leave is "foreseeable." The Company may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. Taking of leave may be delayed if requirements are not met.

For the duration of FMLA leave, the Company will maintain the employee's health coverage under the group health plan. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

For complete details employees should contact their manager or Human Resources.

8. PAY AND COMPENSATION :

Pay fixed at Par with Market Condition and in mutual consent of employer and employee.

Employees are paid on the 5th of each month.

9. OVERTIME :

Employees are eligible to receive overtime pay if they work more than 48 hours in a given week. Holiday, vacation, and sick time are not included in hours used to determine overtime eligibility. Overtime pay equals 1.5 times and employee's regular hourly rate. All overtime must be approved the manager in advance.

10. VACATION :

All full-time employees after completing one year of full service are eligible for vacation pay for 5 days in a year. Employee can accumulate the vacation leave for 2 years and avail. After 2 years of non-utilisation, this would lapse. Vacation Leave will not be entitled for the encashment.

Employees should notify their manager at least one month in advance of taking vacation time. All vacation requests are subject to manager approval. In addition, employees should directly communicate vacation dates to co-workers to ensure customer needs are met.

11. HOLIDAYS :

The Company will observe the following holidays:

New Year's Day
Pongal Day
Thiru Valluvar Day
Tamil New Year,
Republic Day
Labour Day
Independence Day
Aadi Perukku,
Deepavali,
Karthikai Deepam,

In the event that one of these holidays falls on a weekend, the Company will observe the holiday on the Friday preceding or Monday following the actual holiday, depending on the circumstances.

12. PERSONAL DAYS :

Employees those completed one year of full service are eligible for 4 paid personal days per calendar year.

13. SICK DAYS :

Employees will be eligible for paid sick days 5 days in a year after 12 months of employment.

Sick days leave cannot be accumulated and carry forward to the next year.

14. HEALTH BENEFITS:

Full-time employees are covered with Employees State Insurance Benefits and exempted employees are covered with Medical Insurance Coverage.

15. EQUAL EMPLOYMENT POLICY :

It is the policy of the Company to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

16. TERMINATION :

Employees who voluntarily resign from the Company are asked to provide at least two month advance notice of their resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work.

If a termination by Company, then employee is eligible for 2 months compensation benefit and terminated immediately.

17. DRUG AND ALCOHOL POLICY :

The Company realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and customers. The Company is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use. Violation will lead to disciplinary action.

18. SAFETY POLICY:

The Company is sincerely interested in the safety and well-being of our employees. The Company will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly.

If, in spite of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to the manager immediately. They will see that prompt medical attention is provided.

19. WORKPLACE SECURITY POLICY :

The Company is committed to maintain a safe and secure workplace. In order to maintain a secure work environment, the company strictly prohibits employees and visitors from bringing any firearm on Company property. In addition, all visitors are asked to check in with the receptionist. Failure to comply with this policy will result in disciplinary action up to and including termination.

20. DRESS CODE POLICY :

The Company maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

21.SMOKING POLICY :

The Company maintain a non-smoking policy within the office

22. TELEPHONE AND COMPUTER USE POLICY :

The Company understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone and computer during office hours. Talk to your manager if you have any questions as to how much is too much time. Because telephone and e-mail systems are provided by the Company at its expense for business use, all messages sent by or received on those systems are company documents. The Company reserves the right to access and to disclose the messages that you send or receive on the voice mail or e-mail systems. Employees should also be aware that “deleted” messages from the computer screen may not actually be deleted from the e-mail system. Employees who abuse this policy are subject to disciplinary procedures up to and including discharge.

23. BUSINESS EXPENSE REIMBURSEMENT :

The company will reimburse employees for expense which are directly business related to include: travel expenses, office supplies, and mileage incurred while traveling on business. Employees must submit receipts for all expenses. Employees should consult with their manager prior to business trips to confirm eligible expenses.

24. TUITION REIMBURSEMENT :

Full-time employees are eligible to apply for the tuition assistance program after one year of employment. The decision to reimbursement is the total discretion of the management.