



TENCO HIRE PURCHASE & LEASING CO.PVT.LTD

Regd.Office: Gold Complex, Yesudas Road, Kunnankulam, Thrissur District, Kerala - 680 503.

Admn Office: 2/388, 1st Floor, Vattipillaivar kovil Street, Ullur, Kumbakonam, Thanjavur District, Tamilnadu - 612 001.

Human Resource Policy

1. Purpose

This Human Resource Policy aims to establish a framework for managing human resources in a manner that aligns with the strategic goals of Tenco Hire Purchase and Leasing Co Pvt Ltd. It outlines guidelines for recruitment, employment, training, performance management, compensation, and other HR functions.

2. Scope

This policy applies to all employees of Tenco Hire Purchase and Leasing Co Pvt Ltd, including full-time, part-time, contractual, and temporary staff.

3. Compliance with Laws

Tenco Hire Purchase and Leasing Co Pvt Ltd. is committed to complying with all applicable labour laws, regulations, and guidelines as set forth by the Government of India, including but not limited to:

- The Companies Act, 2013
- The Payment of Wages Act, 1936
- The Industrial Disputes Act, 1947
- The Employees' Provident Funds and Miscellaneous Provisions Act, 1952

4. Recruitment and Selection

- **Objective:** To attract and select the best talent in a fair and transparent manner.
- **Procedure:** Recruitment will be based on job-related criteria, and all positions will be advertised internally and externally.
- **Equal Opportunity Employment:** Tenco Hire Purchase and Leasing Co Pvt Ltd is an equal opportunity employer. Discrimination based on race, gender, religion, caste, disability, or any other characteristic is strictly prohibited.

5. Employee Orientation and Training

- **Induction Program:** New employees will undergo an orientation program to familiarize themselves with company policies, culture, and job responsibilities.
- **Continuous Training:** Tenco Hire Purchase and Leasing Co Pvt Ltd encourages continuous professional development and will provide necessary training and resources to employees.

6. Performance Management

- **Objective:** To foster a culture of accountability and continuous improvement.
- **Appraisal System:** Performance appraisals will be conducted annually, based on predefined metrics and objectives. Feedback will be given to support employee growth.

7. Compensation and Benefits

- **Salary Structure:** Tenco Hire Purchase and Leasing Co Pvt Ltd will ensure competitive salaries in line with industry standards.
- **Benefits:** Employees will be entitled to benefits such as health insurance, provident fund contributions, leave entitlements, and any other benefits as applicable.



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8. Leave Policy

- **Annual Leave:** Employees are entitled to number of days of annual leave per year, which can be accrued and carried forward .as mentioned in Leave and Attendance Policy
- **Sick Leave:** Employees may avail of sick leave as per the statutory guidelines.
- **Casual Leave:** Employees are entitled to number of days of casual leave each year.as mentioned in Leave and Attendance Policy

9. Employee Grievance Redressal

- **Grievance Procedure:** Employees are encouraged to raise any concerns or grievances through the designated channels. A formal process will be in place to address and resolve issues promptly.

10. Code of Conduct

- **Professionalism:** Employees are expected to maintain professionalism and adhere to the company's values and ethics.
- **Conflict of Interest:** Employees must avoid situations that may create a conflict of interest.

11. Termination of Employment

- **Notice Period:** Employees are required to provide 3 months' notice before resigning. The company also reserves the right to terminate employment as per the terms of the employment contract.
- **Exit Interview:** An exit interview will be conducted to gather feedback and insights for organizational improvement.

12. Policy Review

This policy will be reviewed annually or as required, to ensure its relevance and compliance with legal requirements.

13. Acknowledgment

Employees are required to acknowledge that they have read and understood this policy and agree to abide by its provisions.