

CODE OF CONDUCT**Work, Health & Safety**

KHUSBOO INDIA ensures to provide a safe and healthy work environment for all their employees, contractors and visitors within their workplace to prevent accidents of any sort.

Roles & Responsibilities

KHUSBOO INDIA ensures that all their employees abide by the Roles & Responsibilities defined to them.

Human Resource & Hiring

KHUSBOO INDIA ensures that during any recruitment, the candidates are screened fairly as per the hiring procedure and if selected they are provided with an Offer Letter and updated with all the Policies and Procedures of the organization. The organization also ensures that all the relevant documents are collected from the candidate in accordance with the policy.

Wages & Salaries

KHUSBOO INDIA ensures that the employees are paid in accordance with their job classification, skills and experience in line with the Government Regulations.

Compensation & Benefits

KHUSBOO INDIA ensures that provided with compensations and benefits like group insurance, sick leave, Provident Fund etc as per the Company's Policy.

Freedom of Association

KHUSBOO INDIA allows their employees to form or join trade unions, worker associations and worker councils of their own choice and ensures that they are not discriminated, harassed or abused because of their affiliation to any such association.

Non-Discrimination

KHUSBOO INDIA does not discriminate on basis of race, age, colour, physical or mental disability, gender, health status, marital status, sexual orientation, ethnicity, national origin, migrant status, political opinion or affiliation, religion etc and abides to their Non-Discrimination Policy.

Equal Employment Opportunity

KHUSBOO INDIA believes in providing equal employment opportunity and does not discriminate between the candidates.

Child Labour and Young Labour

KHUSBOO INDIA strictly prohibits Child Labour and does not recruit or hire below the age of 18 or in compliance with local minimum age (whichever higher).

KHUSBOO INDIA does not hire young workers.

Forced Labour

KHUSBOO INDIA does not force its employees to work for the organization or to work overtime by means of any sort of bonds and allows them to freely choose their employment.

Harassment & Abuse

KHUSBOO INDIA does not tolerate any sort of harassment and abuse towards their employees and takes strict action against any such misdoing.

Anti-Bribery & Anti-Corruption

KHUSBOO INDIA does not pay/accept bribes to/from anyone and does not take part in any act of corruption. The organization strictly prohibits its employees from engaging in acts of corruption and from paying/accepting bribes to/from both public officials and private individuals.

Fair Business & Anti-Competitive Behaviour

KHUSBOO INDIA strictly abides by their Fair Business and Anti-Competitive Behaviour Policy and does not use any unfair means to edge out their competitors. The organization also does not falsify their financial reports and statements.

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Whistle Blower

KHUSBOO INDIA has a Whistle Blower Policy and it ensures that the identity of the whistleblower is kept hidden and that they are not harassed, abused or discriminated for reporting any unethical act.

Dormitory

KHUSBOO INDIA provides a clean and safe living dormitory for all permanent employees and have stated certain rules for the employees in their Dormitory Policy to ensure that the stay of the employees is safe and pleasant.

The dormitory is equipped with an evacuation plan, fire extinguishers, fire alarms, first aid box and emergency light for the safety of the employees.

Disciplinary

KHUSBOO INDIA has provided a set of rules pertaining to working practices, working conditions, protective clothing & equipment, fire precaution, incidents and health in their Disciplinary Policy which is applicable to all the employees, sub-contractors and third parties working on company premises.

Any breach to the rules mentioned in the Disciplinary Policy will be counted as a Gross Misconduct and proper disciplinary action will be taken against the individual or group.

Work Hours & Overtime

KHUSBOO INDIA does not advise their employees to work more than 8 hours a day and 6 days a week as per the Factory Act 1948.

Overtime is not forced on any employees and the wages for overtime are paid as per legal requirement.

A meal period of 1 hour and two tea period of 30 mins each are provided to the employees.