

Uniform & PPE Policy

Objective:

Himcast is committed to presenting a Secular image of the organization at all times. The policy gives guidelines to provide uniform and PPE to all the employees.

Scope: The policy is applicable to all employees who are working inside the factory

Category	Uniform (stitched uniform)	Colour	Frequency
Staff	Half/Full sleeve Shirt with Logo Trouser T-Shirt with Logo Safety shoes Helmet	Sky blue with small Chex Navy Blue Light Green & Maroon Black White	Yearly -2 sets Yearly -2 sets Yearly -2 sets Yearly -1 pair. Yearly -1 no.
Ladies staff	Long sleeves Shirt with logo T-Shirt with Logo Trouser Safety Shoes	Sky blue with small Chex Light Green & Maroon Navy Blue Black	Yearly -2 set Yearly -2 sets Yearly -2 set Yearly -1 pair
Union Workers	Half Sleeve Shirt with logo Trousers Safety shoes Helmet	Dark Grey Dark Grey Black Blue	Yearly -2 set Yearly -2 set Yearly -1 pair Yearly -1 no.
Contract workers	Half Sleeve Shirt without logo Trousers Safety shoes Helmet	Dark Grey Dark Grey Black Yellow	Yearly -2 set Yearly -2 set Yearly -1 pair Yearly -1 no.

Guidelines for wearing uniform: To ensure the appropriate corporate image is portrayed.

- 1 All employees would be issued uniform & Safety shoes at time of joining or in the month of January every year and thereafter as per conditions defined in annexure-1
- 2 All employees must adhere to uniform and PPE while on duty.
- 3 Staff- Monday to Friday Shirt & Trousers, Saturday – T-shirt & Jeans
- 4 Uniform must be worn in entirely rather individual pieces.
- 5 All male employees must tuck shirt inside trouser.
- 6 All employees must wear all PPE on shop floor.
- 7 Workers – Monday to Saturday should wear Half Sleeve Shirt and Trouser.

- 8 Managers and above categories for official work, such as attending seminar, workshop, meetings, exhibition etc. can wear formal dress.
- 9 All HOD or concern supervisors are responsible to ensure wearing of uniform and PPE of his/ her subordinates.
- 10 Employee working without uniform or safety shoes will be penalized by marking absent to the concern workers and his immediate supervisor for that day in addition to the fine of Rs.200/-per occasion if he/she repeats the same.
- 11 Replacement of uniform and safety shoes:

Replacement	Recommendation	Approval by	Cost	Condition
Uniform damaged within a year	HOD	HR Head	Chargeable at actual cost	Case to case on fair and tear basis

Employee is required to return the damage item to HR – Dept. and collect new one by submitting the uniform replacement form. (Annexure -1) duly signed by above mentioned authorities.

12 For Contract workers-Recovery & Security Deposit(Amount)

Sr.No	Uniform	Shoes	Helmet	Total	Remark
1	Rs.200/- for 2 sets	Rs.100/- per pair	Rs.50/- per no	Rs.350/-	Will deduct while issuing, refundable after completing successful six months

13 Replacement of safety shoes will be at actual cost

This will be applicable w.e.f. 1st January 2022.

Prepared By

Verified By

Approved By

HR-Head

Gen.Manager

Managing Director

HIMGIRI CASTINGS PVT LTD
 Plot 291, Kundaim-IDC, Kundaim-Goa

Annexure-1: Uniform Replacement Form

<u>Uniform / Shoes -Replacement Requisition</u>			
Div / Dept:		Issue Date:	
Size	Last issue Date	Description	Quantity in words
		<i>Shoes</i>	
		<i>Trouser</i>	
		<i>Half sleeves shirt / full sleeve shirt</i>	
Section Head		HR -Dept.	Received By
Emp.Code. Name:		Emp.Code. Name:	Emp.Code. Name:
Reason for replacement:			

Prepared By

Verified By

Approved By

HR-Head

Gen.Manager

Managing Director