

Human Resource Policy		
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Supersedes: All previous policies and circulars related to 'HR Policy'		

1. Introduction

This HR Policy applies to all employees, contractors, partners, and stakeholders of **Glosmos Technomerates LLP**, a service sector company engaged in the supply, installation, and maintenance of security and safety systems in industrial and government sectors. The policy aims to create a positive, ethical, and inclusive working environment that complies with national and international labor laws, and fosters respect for diversity and inclusivity, including individuals from all genders and the LGBTQ+ community.

2. Compliance with Labor Laws

The company is committed to ensuring compliance with both national and international labor laws, including but not limited to the following:

2.1 National Labor Laws (India)

- **The Code on Wages, 2019:** Ensures fair wages, equal remuneration, timely payment, and provisions related to overtime work.
- **The Industrial Relations Code, 2020:** Governs the rights and duties of employers and employees, ensuring smooth industrial relations.
- **The Code on Social Security, 2020:** Provides for benefits like provident fund, insurance, gratuity, maternity benefits, and pension schemes.
- **The Occupational Safety, Health, and Working Conditions Code, 2020:** Guarantees a safe working environment, adherence to safety protocols, and necessary training for employees working in hazardous conditions.

2.2 International Standards

- **ILO (International Labour Organization) Conventions:**

- **Convention No. 111:** Prohibits discrimination in employment and occupation.
- **Convention No. 87:** Guarantees the right to form unions and collective bargaining.
- **Convention No. 155:** Ensures occupational health and safety standards are maintained.

3. Code of Conduct and Ethics

All employees, contractors, and stakeholders are expected to adhere to the highest standards of professional ethics and behavior.

3.1 Ethical Conduct

- Maintain transparency and integrity in all business dealings.
- Avoid conflicts of interest, and report any that may arise.
- Respect the confidentiality of sensitive information.
- Follow anti-bribery and corruption policies (in alignment with **The Prevention of Corruption Act, 1988**).

3.2 Workplace Behavior

- Treat all colleagues with respect, dignity, and fairness.
- Ensure professional communication in all forms (email, verbal, etc.).
- Avoid any form of harassment or intimidation in the workplace.
- Follow company protocols for safety, especially when working on-site for government or industrial projects.

3.3 Anti-Harassment and Anti-Discrimination

- **Prevention of Sexual Harassment (POSH) Act, 2013:** Glosmos Technomerates LLP has a zero-tolerance policy towards sexual harassment and discrimination based on race, religion, gender, disability, or sexual orientation. An Internal Complaints Committee (ICC) will handle all complaints with confidentiality and fairness.

4. Diversity, Equity, and Inclusion (DEI)

Glosmos Technomerates LLP is committed to fostering an inclusive workplace that celebrates diversity and promotes equity for all employees, including members of the LGBTQ+ community.

4.1 Gender Equality

- Equal opportunities will be provided in hiring, promotion, and compensation regardless of gender.



- The company abides by **The Equal Remuneration Act, 1976**, ensuring there is no wage discrimination between men and women for the same work or work of a similar nature.

4.2 LGBTQ+ Inclusivity

- The company respects the rights of all individuals, including those from the LGBTQ+ community. No discrimination will be tolerated on the basis of sexual orientation or gender identity, in compliance with the landmark judgment **Navtej Singh Johar v. Union of India** (2018), which decriminalized homosexuality in India.
- Employees are encouraged to self-identify with their preferred gender pronouns and will be addressed accordingly in all formal and informal communications.
- The company will provide training and awareness programs to educate staff on LGBTQ+ issues to foster an inclusive work environment.

4.3 Anti-Discrimination Policy

- Any form of discrimination based on caste, creed, religion, gender, sexual orientation, disability, or ethnicity is strictly prohibited.
- Employees have the right to report discriminatory practices without fear of retaliation.

5. Employee Rights and Responsibilities

5.1 Right to Fair Treatment

- All employees are entitled to fair treatment, equal opportunity, and protection under national and international labor standards.
- Employees have the right to a safe and healthy work environment, with all necessary safety equipment and training provided.

5.2 Work-Life Balance

- Glosmos Technomerates LLP promotes work-life balance by providing flexible working hours, remote work options, and paid leave in accordance with the **Factories Act, 1948**, and **Maternity Benefit Act, 1961**.

5.3 Whistleblower Policy

- Employees are encouraged to report unethical behavior or violations of company policy. The company adheres to **The Whistleblowers Protection Act, 2014**, and ensures confidentiality and protection for whistleblowers.

6. Health, Safety, and Environment (HSE)

6.1 Safe Workplace



- Compliance with the **Occupational Safety, Health, and Working Conditions Code, 2020** is mandatory.
- Safety protocols, including proper use of personal protective equipment (PPE), will be strictly enforced on all work sites.
- Regular safety audits and training sessions will be conducted to ensure adherence to safety regulations.

6.2 Mental Health

- Employees will have access to counseling and mental health support services.
- The company promotes mental well-being and encourages open discussions about mental health issues without stigma.

7. Training and Development

The company is dedicated to continuous learning and development for all employees.

7.1 Training Programs

- Regular technical and safety training for on-site workers.
- Soft skills training (e.g., communication, leadership) for administrative and managerial staff.
- DEI and anti-harassment training for all employees.

7.2 Career Growth

- Performance evaluations will be conducted bi-annually to identify growth opportunities and potential promotions.
- The company encourages employees to pursue professional certifications and education, offering support in alignment with its upskilling policy.

8. Grievance Redressal

8.1 Grievance Procedure

- Employees may raise grievances regarding unfair treatment, workplace conflicts, or violation of this policy to the Human Resources Department or the Grievance Committee.
- All grievances will be addressed within a reasonable time frame, ensuring confidentiality and impartiality.



9. Monitoring and Enforcement

This policy will be reviewed annually by the HR Department to ensure it remains relevant and up-to-date with changes in labor laws and industry best practices. Any breach of this policy will result in disciplinary action, which may include termination of employment, depending on the severity of the violation.

This comprehensive HR policy establishes the framework for ethical, safe, and inclusive workplace practices for all employees at Glosmos Technomerates LLP.

10. Conclusion

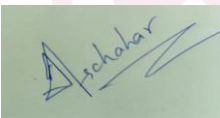
At **Glosmos Technomerates LLP**, we are committed to fostering an ethical, inclusive, and legally compliant workplace where all employees and stakeholders feel valued and respected. This HR policy reflects our dedication to upholding the highest standards of professionalism, diversity, and integrity in all our operations. We believe that by embracing diversity and ensuring compliance with both national and international labor laws, we can create a positive work environment that drives innovation and success.

As the company grows, this policy will evolve to meet emerging challenges and incorporate best practices, ensuring that our workforce remains empowered and engaged. We encourage all employees to familiarize themselves with the guidelines outlined in this policy and work collaboratively to build a better workplace for all.

Together, we can achieve our mission of excellence and make a meaningful impact in the security and safety systems industry.

For Glosmos Technomerates LLP

Head HR



Annexures

1. Indian Labor Laws Referenced:

- The Code on Wages, 2019
- The Industrial Relations Code, 2020
- The Code on Social Security, 2020
- The Occupational Safety, Health, and Working Conditions Code, 2020



- Prevention of Sexual Harassment (POSH) Act, 2013
- The Equal Remuneration Act, 1976
- The Factories Act, 1948
- Maternity Benefit Act, 1961
- The Whistleblowers Protection Act, 2014

2. International Labor Standards Referenced:

- ILO Conventions No. 87, 111, and 155



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