

TIEA CONNECTORS PVT. LTD.
HUMAN RESOURCE POLICY - ADDENDUM (PROPOSED UPDATES)
Revision Date: Aug 2025

1. Grievance Redressal Policy (Escalation Matrix & Turnaround Time)

Objective:

To ensure that all employee grievances are resolved fairly, promptly, and transparently, while maintaining confidentiality and preventing retaliation.

Scope:

Applicable to all permanent, probationary, and contractual employees of TIEA Connectors.

Process & Escalation Matrix:

Level	Escalation To	TAT for Resolution	Description
Level 1	Immediate Supervisor	3 working days	First point of contact for issues related to work, behavior, or attendance.
Level 2	HR Department	5 working days	If unresolved, grievance may be escalated to HR for review and mediation.
Level 3	Grievance Redressal Committee (GRC)	10 working days	Committee will review complaint, hold discussion, and recommend action.
Level 4	CEO / Director	15 working days	Final level of appeal in case the employee is not satisfied with the GRC outcome.

Guidelines: - Complaints may be submitted in writing or via email to HR. - The identity of complainants will be kept confidential. - No employee shall face retaliation for raising a grievance in good faith.



2. Equal Opportunity Policy

TIEA Connectors is an equal opportunity employer committed to promoting diversity and inclusion in the workplace. Employment, training, compensation, and promotion decisions will be based solely on merit, performance, and business requirements.

Key Principles: - No discrimination on the basis of gender, religion, caste, age, disability, marital status, or sexual orientation. - Recruitment and promotion decisions will be transparent and merit-based. - All employees are encouraged to foster a culture of respect and inclusion.

3. Anti-Discrimination Policy

Objective:

To ensure a fair, inclusive, and respectful work environment where discrimination of any kind is not tolerated.

Policy Guidelines: - Discrimination based on race, color, gender, religion, caste, national origin, sexual orientation, disability, or age is strictly prohibited. - All employment-related decisions, including hiring, compensation, transfer, and termination, must be free of bias. - Any employee found engaging in discriminatory behavior will face disciplinary action, up to and including termination.

4. Retrenchment Policy

Objective:

To establish fair and legally compliant procedures for employee retrenchment due to redundancy, restructuring, or business exigencies.

Guidelines: 1. Retrenchment will comply with the Industrial Disputes Act, 1947, and applicable state laws. 2. Employees will be provided one month's notice or salary in lieu of notice. 3. Retrenchment compensation shall be paid at the rate of 15 days' average pay for every completed year of service. 4. HR will ensure internal redeployment or transfer options are explored before initiating retrenchment. 5. Full & Final settlement will include gratuity, PF, leave encashment, and retrenchment compensation. 6. All retrenchment actions will require CEO approval and documentation.

5. Employee Induction Deck (Outline)

Purpose:

To facilitate smooth onboarding of new employees and ensure early understanding of TIEA's culture, policies, and expectations.



Contents of the Induction Deck: 1. Welcome note and company overview 2. Vision, Mission, and Core Values 3. Organization structure and key contacts 4. Overview of HR policies and employee benefits 5. Attendance, leave, and payroll guidelines 6. Workplace safety and code of conduct 7. Grievance redressal mechanism 8. Employee welfare and health programs 9. Training roadmap and probation expectations 10. Contact details of HR support

Approval Workflow (Proposed):

Prepared by: HR Department

Reviewed by: Director

Approved by: CEO

Effective Date: Post-Approval

Version: 2.0 Addendum

