



Human Resource Policy

Version 1.0

- 1. Equal Employment Opportunity:**
 - Promote a workplace free from discrimination or harassment based on race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic.
 - Provide equal opportunities for hiring promotion, training, and development.
- 2. Confidentiality and Data Protection:**
 - Maintain confidentiality of employee personal information and ensure compliance with data protection laws.
 - Safeguard employee records and sensitive HR information.
- 3. Anti-Harassment and Bullying:**
 - Prohibit harassment, bullying, or any form of disrespectful behavior.
 - Establish a mechanism for reporting incidents and provide support for victims.
- 4. Performance Management:**
 - Implement a performance management system to evaluate employee performance objectively.
 - Provide regular feedback, coaching, and development opportunities.
- 5. Leave and Absence:**
 - Clearly define leave policies, including annual leave, sick leave, maternity/paternity leave, and other types of leave entitlements.
 - Establish a process for requesting and approving leave.
- 6. Employee Benefits:**
 - Provide competitive and fair employee benefits, such as health insurance, retirement plans, and wellness programs.
 - Communicate benefit plans and eligibility criteria to employees.
- 7. Training and Development:**
 - Invest in employee training and development programs to enhance skills and career growth opportunities.
 - Offer opportunities for professional development and upskilling.

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8. Grievance and Dispute Resolution:

- Establish a grievance and dispute resolution process to address employee concerns and complaints.
- Ensure fairness, confidentiality, and timely resolution of issues.

9. Termination and Exit Process:

- Follow fair and legal termination procedures when necessary.
- Conduct exit interviews to gather feedback and insights from departing employees.

10. Code of Conduct and Ethics:

- Establish a code of conduct outlining expected behavior and ethical standards for employees.
- Communicate the code of conduct and enforce compliance.

11. Health and Safety:

- Maintain a safe and healthy work environment.
- Comply with occupational health and safety regulations.
- Provide training and resources to promote employee well-being.