

DFIL Employee HR Policy



Preamble

At Dugar Finance & Investments Ltd (hereon referred to as “DFIL”), our people are at the heart of everything we do. This Human Resource (HR) Policy is designed to reflect our commitment to building a transparent, inclusive, respectful, and high-performance work culture that aligns with our mission and core values.

The purpose of this policy is to provide clear guidance and consistency in managing key employee lifecycle processes such as recruitment, onboarding, compensation, leave, grievance redressal, and performance management. By setting forth these principles and procedures, DFIL seeks to foster fairness, accountability, and continuous growth across all levels of the organization.

This policy applies to all employees of DFIL, irrespective of their designation, department, or location. It is intended to ensure that all team members are informed of their rights, responsibilities, and the resources available to support their success at DFIL.

The policy shall be reviewed periodically and may be revised to remain in line with legal requirements, organizational goals, and evolving industry best practices.

1. Recruitment Policy

DFIL is committed to attracting and selecting the most suitable talent based on merit, values alignment, and organizational needs:

- We uphold the principles of equal opportunity employment and do not discriminate based on gender, caste, religion, disability, or socioeconomic background.
- **Recruitment Sources:** Talent acquisition will be through internal promotions, employee referrals, job portals, recruitment consultants, recommendations by KMP/Directors and campus hiring.
- **Selection Process:** Includes initial screening, functional/technical interviews, HR interviews, and final approvals from relevant department heads and HR.
- **Pre-Employment Checks:** Final offers are contingent upon satisfactory background verification including academic credentials, prior employment history, reference checks and criminal background checks.

2. Onboarding Policy

Onboarding is designed to help new employees integrate seamlessly into DFIL's culture and operations.

- **Joining Formalities:** Collection of documents (ID proof, education certificates, past employment, etc.), issuance of appointment letters, and completion of statutory forms.
- **Orientation:** All new employees will undergo an induction program covering company values, departments, code of conduct, and compliance protocols.
- **Probation Period:** All new employees will undergo a probation of 3–6 months, post which a confirmation review will be conducted.
- **Buddy System:** A peer buddy may be assigned to assist the new hire during the initial 30 days.

3. Compensation Policy

DFIL ensures that employee compensation is fair, transparent, competitive, and aligned with organizational goals.

- **Salary Structure:** Includes basic pay, allowances (Eg: conveyance), incentives (performance-linked), and statutory benefits (Eg: Gratuity).
- **Incentives & Bonus:** Bonus and incentives will be tied to individual Key Result Areas (KRAs) and company financial performance.
- **Annual Review:** Salary revisions are to be conducted annually, considering market benchmarks, individual performance, inflation and role criticality.
- **Compliance:** Compensation structure is fully compliant with Indian labor and tax laws.

4. Leave Policy

Employees are entitled to various forms of leave to support work-life balance and wellness.

- **Casual Leave (CL):** 8 days per year, to be used for personal or urgent matters. Cannot be carried forward.
- **Sick Leave (SL):** 8 days per year. SL may require medical documentation for absences over 2 days.
- **Earned Leave (EL):** 15 days per year. Can be carried forward up to 45 days. Encashment as per company policy on resignation or retirement.
- **Maternity Leave:** Female employees are entitled to 26 weeks of maternity leave as per statutory guidelines.
- **Paternity Leave:** Male employees are eligible for 7 days of paid paternity leave.
- **Special Leave:** May include bereavement leave, sabbatical (for long tenure employees), or study leave, subject to management approval.
- **Public Holidays:** Declared annually by HR. Includes national and regional holidays.

5. Grievance Redressal Policy

DFIL maintains a safe and respectful workplace by offering a transparent grievance redressal system.

- **Step 1 - Informal Resolution:** Employees are encouraged to resolve issues with their immediate supervisors through dialogue.
- **Step 2 - Formal Grievance:** If unresolved, a formal written complaint may be submitted to HR. An acknowledgment will be given within 2 working days.
- **Step 3 - Grievance Committee:** A cross-functional committee will investigate the grievance confidentially and fairly.
- **Timeframe:** Final resolution will be communicated within 10 working days unless an extension is warranted.
- **Whistleblower Protection:** Employees raising issues in good faith are protected from retaliation under the whistleblower policy.

6. Performance Appraisal Policy

Performance management at DFIL aims to foster accountability, growth, and alignment with business outcomes.

- **Appraisal Cycle:** Conducted annually with a mid-year review. Includes self-assessment, manager review, and final calibration.
- **Evaluation Criteria:** Based on KRAs, behavioral competencies, team contribution, leadership traits, learning initiatives, and innovation.
- **Rating Framework:** 5-point rating system ranging from 'Needs Improvement' to 'Outstanding'.
- **Development Plans:** Post-appraisal feedback includes career guidance, skill gaps, and training plans.
- **Promotion & Reward:** Decisions regarding promotions, increments, and role enhancements are tied to appraisal outcomes.