
HUMAN RESOURCE (HR) POLICY

“Royal Safe Company KB” is committed to fair, transparent, and consistent people practices across every part of our workforce, our office staff, our permanent factory employees, and the daily-wage workers engaged based on production requirements. This policy sets out how we recruit, communicate with, support, and where necessary discipline our people, and works together with our Inclusiveness Policy (RSKB-IP-001) and our Prevention of Sexual Harassment Policy (RSKB-PSH-001).

1. Scope

This policy applies to all persons working at Royal Safe Company KB's and any other operating unit, regardless of employment category, permanent office staff, permanent factory employees, and daily-wage / contract workers engaged during periods of higher production requirement.

2. Recruitment & Employment

- Hiring, promotion, compensation, and training decisions are made on merit and job requirement, consistent with our Inclusiveness Policy.
- Every new joiner, including daily-wage workers, receives a basic induction covering safety rules, code of conduct, and how to raise a concern, before starting work.
- Wages and working hours for all categories of workers, including daily-wage workers, follow applicable central and state labour law.

3. Code of Conduct

- Employees are expected to follow safety rules and use PPE as instructed under our OHS Policy (RSKB-OHS-001).
- Employees are expected to treat colleagues, supervisors, and visitors with courtesy and respect at all times.
- Discrimination, abusive conduct, harassment (including sexual harassment, which is separately, and retaliation against anyone who raises a concern are strictly prohibited.

4. Grievance Redressal Mechanism

Any employee including a daily-wage worker — who has a work-related concern may raise it through any of the following routes:

- Verbally to their immediate supervisor or the HR Department.
- In writing (a simple written note is enough) to HR, dropped in the suggestion box or handed over directly.

HR acknowledges every grievance, looks into it, and responds to the employee, recording the grievance, the review, and the outcome in the Grievance & Corrective Action Register.

5. Corrective Action / Disciplinary Process

Where a policy or code-of-conduct breach is confirmed, Royal Safe follows a documented, proportionate corrective action process:

- Step 1 – Verbal counselling / warning, recorded in the register.
- Step 2 – Written warning, for a repeat or more serious matter.
- Step 3 – Suspension or other action, for serious or repeated breaches, as permitted by the employee's terms of engagement and applicable law.
- Step 4 – Termination, reserved for serious misconduct (e.g. violence, theft, sexual harassment upheld by the Internal Committee), following due process.

Every corrective action taken, at any step, is logged in the Grievance & Corrective Action Register with date, nature of the matter, and action taken.

6. Employee Education Program

- All employees, including daily-wage workers, are given an induction briefing covering this HR Policy, the Inclusiveness Policy, and the Prevention of sexual harassment Policy, and how to report a concern under each.
- A refresher briefing / toolbox talk on these policies is held at least once a year for the existing workforce.
- Given that many of our shop-floor and daily-wage workers are more comfortable in Hindi, key policies and induction material are made available in Hindi as well as English.
- Attendance at induction and refresher sessions is recorded in the Training Attendance Log.

7. Review

This policy is reviewed at least once every three (3) years, or sooner if required.



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