Policy Development Committee

Document Name	Doc. No	Policy Framing Members	Authorized by	Effective date
Policy Development Committee 1. HSE policy 2.Supplier/Procurement policy 3. Human rights policy 4. HR related policy 5. Environment policy 6. Recruitment policy 7. Customer H & S policy 8. Diversity policy 9. Other employee related policy	0011	Dr. Rajpratap Kshatriya (Co-Ordinator) Akmal Kalia (Ecovadis Member) All Department Representative	Dr. Mohit Rajani Director, Sarna Chemical Pvt Ltd.	03/07/2018
Policy No.			*SCPL/Employee policy Charter/07-2018*	

Introduction: Corporate policy is the guide post to decision making. It helps in the managerial thinking process and thus leads to the efficient and effective attainment of the objectives of any organization. Corporate policy has been defined as "Management's expressed or implied intent to govern action in the pursuit of the company's objectives." Corporate policy clarifies the intention of management in dealing with the various problems faced. It gives the managers a transparent guideline to take their decisions by being on the safe side. Corporate policy helps the manager in identification of the solutions to the problem. It provides the framework in which he has to take the decisions. Policies are meant to be guidelines that lay out certain rules to help manage groups of employees. They often also include procedures that determine specific instructions. Some of the most common factors that often dictate a company-wide policy include: Recruitment, Holidays, Compensation and benefits, Disciplinary action, Training and development & Health and safety

Format of the policy guidelines:

The next step is essentially a plan. In the previous step, you will have gathered the relevant information and key players involved in policy development. Together you can decide what

the objective is for each policy. The content can only be produced once there is a clear blueprint of what you want to achieve by devising this policy.

A comprehensive policy should include the following elements:

- Policy name
- Objective: A general outline of the purpose of this policy.
- Specifications: The main policy details.
- Procedures: Instructions of actions to be carried out to comply with the policy.
- Eligibility: Indicating groups to whom the policy applies
- Exceptions: In some instances, it may be necessary to indicate where exceptions can be made.
- Policy owner: The person responsible for administering the policy.
- Reviewer: The person responsible for updating the policy.
- Effective and review dates: The date at which the policy comes into effect and is modified
- Glossary: An explanation of any specific terms
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Purpose of Policy Framing Committee

- General company rules on the most appropriate way to behave (dress codes, email, internet policies, or smartphone use)
- Guidance for handling common circumstances (standards of conduct, travel expenditures, or purchase of company merchandise)
- Legal Issues for the company (head off charges of harassment or discriminatory hiring and promotion)
- Compliance with governmental laws and agencies (Family and Medical Leave Act, Disabilities Act, the Equal Employment Opportunity Commission, or minimum wage)
- Establish consistent work standards, rules, and regulations (progressive discipline, safety rules, breaks, or smoking rules)
- Provide fair treatment for employees (benefits eligibility, paid time off, tuition assistance, bereavement, or jury duty)
- There may be other reasons to develop a company policy for employees, but don't let one employee's poor behaviour force implementation of a policy that will affect others.

Types of Company Policy

Corporate policies have been classified on the basis of various criteria. Over the years, the number of bases has changed and developed. Basically, there are three main types of policies:

1) Basic Policies

2) General Policies in

3) Departmental Policies

Different authors have given different kinds of classifications. Some have classified

policies on the basis of functional areas, while some have classified them on the basis

of levels. Alfred and Beatty have classified policies as:

- Top Management Policies
- Upper Middle Management Policies
- Middle Management Policies
- Foremen Policies
- Operating Force Policies
- Sales Policies
- Production Policies
- Research Policies
- Financial Policies
- Costing Policies
- Accounting Policies
- Marketing Policies
- Promotion Policies
- Product Policies
- Employee Conduct Policies
- Equal Opportunity Policies
- Attendance and Time Off Policies
- Substance Abuse Policies
- Workplace Security Policies
- Diversity policy
- Supplier code of conduct policy
- Purchase and procurement policy
- Vendor development policy
- H & S policy
- Social dialogue policy
- Woman and socially deprived promotion policy
- Many other policies related to employee and employer

Policy importance for the company

- For effective management, the solving of day-to-day problems is not enough. What is required is the proper assessment of all kinds of activities and operations taking place in the organization. After the assessment, they are to be defined in clear cut way, so that objectives could be met. For definition of the business activities and their efficient implementation, the selection and application of policies is required. Without a guiding light, it would become very difficult for the business to go on and policies act as guide and facilitate the manager to direct all the activities towards the same goal.
- Policies are needed to carry out the business activities in a smooth manner.
- They provide clear cut courses for attainment of business objectives.
- If a proper explicit policy has been formulated, many of the details could be conveniently handled by the subordinates and management would not unnecessarily waste its time and energy in doing them.
- Policies provide a guide and framework for decision making.
- Policies encourage delegation of the power of decision making.
- Good policies provide a direction in which all management activities are
- focused.
- Policies provide stability to the action of the members of the firm.

- Policies deter the subordinates to rethink on the day-to-day issues and thus avoid repetitive analysis of issues.
- Policies facilitate evaluation of performance by acting as a standard.
- They enhance employees Corporate Policy' enthusiasm and loyalty for the organization.
- They help in solving the problems for optimum utilization of scarce resources.
- The sound policies help in building good public image of the business.
- Polices provide the firm with clear objectives with which the managers can decide about the future course of action.
- They act as tool for coordination and control

In **conclusion**, corporate policy is very important for an organization and helps in the overall development and growth. A sound policy provides satisfaction to the employees in terms of working conditions, culture, authority, responsibility and relationships.

Director - Dr. Mohit .M. Rajani
Sarna Chemicals Pvt Ltd

SARNA CHEMICALS PVT. LTD.

Director/Authorised Signatory