Pukhraj Additives LLP

Work Committee Policy

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1. PURPOSE

Pukhraj Additives LLP is committed to promoting harmonious and cooperative relations between the Management and employees.

The purpose of the Works Committee is to provide a structured platform for consultation, communication, cooperation, and discussion between representatives of the Management and representatives of employees on matters relating to workplace conditions, employee welfare, safety, operational concerns, and other matters of common interest.

The Works Committee shall aim to:

- Promote mutual understanding and cooperation between Management and employees.
- Encourage constructive dialogue on workplace-related matters.
- Identify and address matters affecting employees collectively.
- Promote employee participation and representation.
- Support a safe, healthy, respectful, and productive workplace.
- Identify opportunities for improvement in employee welfare and working conditions.
- Help prevent misunderstandings and industrial disputes through timely consultation and communication.

2. SCOPE

This Policy applies to the constitution, operation, and functioning of the Works Committee at Pukhraj Additives LLP.

The Works Committee may discuss matters of common interest affecting employees and Management, including but not limited to:

- Working conditions.
- Employee welfare.
- Workplace health and safety.
- Housekeeping and sanitation.
- Canteen and welfare facilities, where applicable.
- Employee suggestions and improvement opportunities.
- Workplace communication.
- General workplace concerns affecting groups of employees.
- Measures for improving cooperation, discipline, and workplace harmony.

The Works Committee shall not replace or interfere with statutory committees or mechanisms established for specific purposes, including grievance handling, occupational health and safety, prevention of sexual harassment, disciplinary proceedings, or other legally mandated committees.

3. CONSTITUTION OF THE WORKS COMMITTEE

The Works Committee shall be constituted as a joint consultative body consisting of representatives of:

1. **Management / Employer**, and
2. **Employees / Workers**.

The Committee shall be constituted to ensure fair and meaningful representation of employees and Management.
The number of representatives from the Management and employees shall, as far as practicable, be balanced to ensure equal participation and effective consultation.
The Management shall ensure that representatives are selected from appropriate functions and levels within the organization.

4. COMMITTEE STRUCTURE

The Works Committee shall normally consist of the following members:

4.1 Management Representatives

The Works Committee shall normally consist of ten (10) members, comprising five (5) Management/Staff Representatives and five (5) Employee/Worker Representatives. The composition may be revised based on organizational requirements, while maintaining balanced representation
Management representatives may include personnel from relevant functions such as:

- Management / Leadership.
- Human Resources.
- Administration.
- Operations / Production.
- EHS (Environment, Health and Safety).
- Quality or other relevant functions, where required.

Management representatives shall be nominated by the Management of Pukhraj Additives LLP.

4.2 Employee / Worker Representatives

Employee/Worker Representatives shall be selected through a fair and transparent process.
The Head of Employee Representatives may be selected from among the Employee/Worker Representatives through an appropriate and documented process.
Representatives should, as far as reasonably practicable, provide appropriate representation from relevant areas of the organization, such as:

- Production / Operations.
- Warehouse / Dispatch.
- Maintenance.
- Laboratory / Quality.
- Other employee groups, as applicable.

The selection process may include:

- Election by employees; or
- Nomination by employees through a transparent and documented process; or
- Selection through an appropriate employee representation process.

Management shall not improperly influence the selection of employee representatives.

5. MEMBER SELECTION PROCESS

5.1 Management Representatives

Management representatives shall be nominated by the Management based on their:

- Role and responsibility within the organization.
- Ability to represent Management.
- Knowledge of workplace operations.
- Ability to contribute to decision-making and implementation of agreed actions.

The appointment of Management representatives shall be documented.

5.2 Employee Representatives

Employee representatives shall be selected through a fair, transparent, and documented process.

The following process may be followed:

Step 1 – Announcement

The organization shall communicate the requirement for employee representatives to all eligible employees.

The communication shall include:

- Number of available representative positions.
- Eligibility requirements.
- Nomination process.
- Selection or election method.
- Term of membership.

Step 2 – Nomination

Eligible employees may nominate themselves or may be nominated in accordance with the established selection process.

Nominations shall be recorded and maintained.

Step 3 – Selection / Election

Where more candidates are available than the number of representative positions, employee representatives may be selected through a fair election or another transparent employee-approved selection method.

The selection process and results shall be documented.

Step 4 – Appointment

Selected employee representatives shall be formally appointed to the Works Committee.

The list of Works Committee members shall be communicated to all relevant employees.

6. TERM OF MEMBERSHIP

Members of the Works Committee shall normally serve for a period of **two (2) years**, unless:

- They resign from the Committee.
- They leave the organization.
- They are transferred to a position where they are no longer appropriate representatives.
- Their membership is withdrawn or replaced through the applicable documented process.
- A new Committee is constituted in accordance with applicable legal or organizational requirements.

Vacancies arising during the term shall be filled through the same or an appropriate documented selection process.

7. ROLES AND RESPONSIBILITIES

7.1 Works Committee

The Works Committee shall:

- Promote cooperation and harmonious relations between Management and employees.
- Provide a forum for consultation on matters of common workplace interest.
- Identify collective workplace concerns and improvement opportunities.
- Encourage constructive communication between employees and Management.
- Review employee welfare-related matters.
- Discuss general workplace health, safety, and working-condition concerns.
- Encourage employee participation and suggestions.
- Recommend practical improvement actions to Management.
- Monitor the progress of agreed action items.
- Help promote a positive and respectful workplace culture.

The Works Committee shall function primarily as a **consultative and cooperative forum**.

7.2 Chairperson

The Chairperson shall:

- Chair and facilitate Committee meetings.
- Ensure meetings are conducted in an orderly and constructive manner.
- Encourage participation from both Management and employee representatives.
- Ensure agenda items are appropriately discussed.
- Support timely closure of agreed actions.
- Promote effective communication and cooperation.

The position of Chairperson may be held in accordance with the Committee's established constitution and applicable requirements.

7.3 Management Representatives

Management representatives shall:

- Participate actively in Committee meetings.
- Provide appropriate information and clarification on matters under discussion.
- Consider recommendations made by employee representatives.
- Support the implementation of agreed actions, where applicable.
- Communicate relevant outcomes to Management.
- Promote cooperation and constructive dialogue.

7.4 Employee Representatives

Employee representatives shall:

- Represent collective employee concerns fairly and responsibly.
- Communicate relevant workplace concerns and suggestions to the Committee.
- Participate actively and constructively in discussions.
- Communicate appropriate Committee outcomes to employees.
- Encourage employees to raise improvement suggestions.
- Support implementation of agreed workplace improvement actions.
- Maintain respectful and cooperative communication.

Employee representatives shall not use their Committee position for personal benefit or to raise purely individual matters that should be addressed through the established grievance or HR process.

7.5 HR / Committee Coordinator

The HR Department or designated Committee Coordinator shall:

- Coordinate Works Committee meetings.
- Prepare and circulate meeting agendas.
- Maintain the current list of Committee members.
- Maintain nomination, election, and appointment records.
- Record and maintain Minutes of Meeting.
- Maintain the Works Committee Action Tracker.
- Follow up on pending action items.
- Maintain relevant records as per the organization's document retention requirements.

8. MEETING FREQUENCY

The Works Committee shall meet at least **Twice in a Year (Half Yearly)**.

Additional meetings may be conducted when required due to:

- Significant workplace concerns.
- Major changes affecting employees.
- Health, safety, or welfare-related matters.
- Collective employee concerns requiring consultation.
- Any other matter considered appropriate by Management or the Committee.

The meeting schedule should, as far as practicable, be communicated in advance.

9. MEETING AGENDA

The agenda may include:

- Review of previous meeting actions.
- Employee concerns and suggestions.
- Workplace conditions.
- Employee welfare matters.
- Health and safety concerns.
- Housekeeping and sanitation.
- Communication or operational matters affecting employees collectively.
- Improvement opportunities.
- Status of agreed actions.
- Any other relevant matter of common interest.

10. MINUTES AND ACTION FOLLOW-UP

Minutes of each Works Committee meeting shall be prepared and maintained.

The Minutes should include:

- Date and time of the meeting.
- Names of attendees.
- Agenda items.
- Key discussion points.
- Decisions and recommendations.
- Action items.
- Responsible person.
- Target completion date.
- Status of previous actions.

Actions agreed during the meeting shall be followed up until completion or formal closure.

11. CONFIDENTIALITY AND PROFESSIONAL CONDUCT

All Committee members shall:

- Participate respectfully and professionally.
- Avoid discrimination, harassment, intimidation, or retaliation.
- Respect confidential information discussed during meetings.
- Promote constructive and solution-oriented discussion.
- Act in the collective interest of workplace harmony and improvement.

No employee shall be subjected to retaliation for raising genuine workplace concerns through the Works Committee.

Approved By:



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