



**CODE OF CONDUCT
&
HR POLICY**

Company Manifest

**(with Annexure for Departments / Grades / Salary Bracket /
Required Skills)**

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1 : CODE OF CONDUCT

1 : 1.1 GMA Vision

The Organisation envisions to be the "Most Preferrable Company" across the Globe for its Customers in the segment it serves.

1 : 1.1 GMA Mission

Strive hard relentlessly to become a 100 crore entity by the year 2028.

1 : 1.1 GMA Philosophy

Ethics & Values of the Company are woven in line with the legendary "**JOINT FAMILY SYSTEM**" of our nation. Reinforcing it further, it shall be **EQ (Emotional Quotient)** that would prevail more over **IQ (Intelligence Quotient)** in the company. Each and every stakeholder of the organisation including the Employees, Contractors and Vendors, Lenders, Customers, Governing Authorities as well as the society shall form a family bond within the organization.

GMA believes in a holistic approach which also applies to growing together tall and wide like a Banyan Tree. This includes not just thriving but taking care of the interest of all stake holders while providing support to the most needy and neglected segment of the society.

The team at the helm of affairs at GMA shall be responsible for persistent growth of the organization, generating profitable ventures and meritorius distribution of profits to the stake holders and wellbeing of the employees.

Every member of the GMA family shall consider the well being of his/her family at par with their responsibilities in the organisation, its Vision, Mission & Goals.

Every senior member of GMA realise that no two individuals would possess the same capability of grasping skills and techniques. Thus, mistakes while learning will be forgiven and there will be no timeframe for a person to learn a job till the time he shows an interest to learn to perform further. Every senior person in the team shall be patient and compassionate to the junior member, but a single instance of indiscipline and unethical practice will not be tolerated.

Members of the GMA family take immense pride in being a part of the society, thus we shall continue to honour, respect and abide by all the governing rules of the society. All statutory requirements shall be followed and fulfilled with utmost sincerity. As a responsible element of the society, GMA and its members not just understand their responsibility towards to the society but would ensure that every action and decision shall be taken after due deliberation on the Positive/Negative impact on the society. The weaker and neglected segment of the society shall be treated with utmost care and with a deep sense of human touch. We will always look for an opportunity where members of the deprived society could be made a part of the organisation, groomed and made capable enough to earn their livelihood with dignity.

Our competitors are a driving force towards our continuous upgradation and development. Understanding their contribution towards our growth, we shall never cease to respect our competitors. No member of the GMA family will think negatively or make ill statements about our competitors. In turn, we shall look forward to fraternize and work together with our competitors in overall development of the market, segment and products. This collaborative development will take the Indian industry to global markets, thereby opening new opportunities for GMA.

HIRE RIGHT, TRAIN THOROUGHLY, RETAIN TALENT and SELF LEARNING is the motivating mantra of growth for every member of the GMA Family !

1 : 1.2 Integrity & Honesty

The success of GMA till date is a result of unflinching Honesty and Dedicated approach by members of the team. Every member working with Honesty and Integrity shall be identified and suitably rewarded. It will be the responsibility of the seniors to imbibe this basic quality in all the new members of the team.

1 : 1.3 Discipline

A disciplined team is a comforting sight to the customer. GMA expects each and every member to meticulously follow the disciplinary guidelines laid down by the company. Discipline in terms of Attire, respect to seniors/customers and other stake holders. Discipline is also expected to be followed in work principles as well as following both in-house and statutory norms. Indiscipline of any sort shall not be tolerated in any aspect. Every senior member should convey this message loud and clear across hierarchy, old and new.

1 : 1.4 Customer Satisfaction

It is important to understand a universal fact that Salaries and Perks are not provided by the organization, rather those are earned from valuable customers. Hence, in any and every scenario "CUSTOMER SATISFACTION" shall be the focal point of consideration for all actions and decisions taken by every member of the GMA family.

Our Contractors, Vendors and Lenders are an integral part of our family. We understand their valuable role in our successful operations and thus would ensure that their faith is never hurt and dues credited on time.

1 : 1.5 Dress Code

A uniform is a binding thread that generates a feeling of oneness, discipline and compassion within peers like students, service personnel like police or defence or competitive sportspersons.

A uniform imparts an unique identity to the subject work force and eventually gains respect as a team. We will also have a dress code to earn the respect of our Customers and Competitors. This has to be followed in totality without any glitch.

Shop Floor Person: Safety Shoes,

Boiler suit, Gloves and Eye Glasses are compulsory. Wind cheaters during rainy season and Jackets during winter shall be brought to use.

Two set of Boiler suits, one pair of Safety Shoes and Safety Glasses are to be provided by the company. Boiler suits shall be having Logo of GMA at the back and OPUS on the front.

Service, Installation & Delivery Team: Safety Shoes, Navy Blue Pant, Sky colour shirt, Beard shaven or trimmed, Hair trimmed, Windcheaters during Rainy season and Jacket during winter.

Every year the Company shall provide TWO sets of Trouser/Shirt, ONE pair of Shoes, ONE Windcheater and ONE Jacket. Shirts to have Logo of GMA on the back & OPUS on the front pocket.

Sales & Office Team: Smart Shoes, Dark colour Trouser/Denim Jeans, Shirts with OPUS and GMA logo, Windcheater during rainy season and Jacket during winter season.

Every year the Company shall provide TWO sets of Trouser/Shirt, ONE pair of Shoes, ONE Windcheater and ONE Jacket. Shirts to have Logo of GMA on the back & OPUS on the front pocket.

1 : 1.6 Safety Rules

Safety of Our Employee and extended members of the family is of topmost importance. The immediate supervisor shall carry responsibility for the safety of subordinates.

Use of Personal Protective Equipment (PPE) like Safety shoes, Boiler suit, Gloves and Safety Glasses are mandatory for working personnel operational on the shop floor.

It is also mandatory for Technicians working on under-construction sites to use PPE kits comprising of Safety Shoes, Gloves (while using grinders and welding machines), Safety Glasses and Safety Helmets. Safety belts and Helmets are a must while scaling on scaffoldings and working on higher floors.

1 : 1.7 Anti Discrimination Policy

Discrimination based on Caste, Creed, Language, Age, Sex, Gender status, Race, Disability or Social Status shall not be tolerated under any circumstances. Individuals from every segment of the society are welcomed with open arms to join the organization and be an esteemed family member of the set-up.

It will always be the Company's endeavor to lend a helping hand to the marginalized section of the society. Every member of the family shall take pride in this activity with a clear conscience.

For addressing any complaints regarding discrimination of any kind, a committee of three people shall be constituted with the seniormost personnel chairing the committee. The decision taken by the committee shall be considered to be the final ruling. In case the incident/situation warrants the matter to be referred to the court of law under the Indian Penal Code, the committee would advise the aggrieved party to proceed with due process of the judicial system.

The detailed policy would be drafted by a competent authority and published subsequently.

1 : 1.8 Anti Sexual Harassment Policy

We have a zero tolerance policy against any case of Sexual Harassment under any circumstances. The organization advocates an open door meeting policy and all places of co-working are covered under the ambit of CCTV. This transparent measure is a secure step to prevent any act of sexual harassment at the work place.

The management strongly condemns any sexually determined behavior such as physical contact or advances, requests or demand for sexual favours either explicitly or by implication, in return for employment, promotion, examination or evaluation of a person towards any company activity;

Under the purview of this policy we cover, any unwelcome sexual determined behavior or gesture involving verbal, non-verbal or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, SMS or email communication, gestures, showing of pornography, lewd stares, physical contact or molestation, stalking, sounds, display or pictures, signs, verbal or non-verbal communication which offend the individual's sensibilities and affects his or her performance at the workplace;

This Policy provides protection against the act of Eve-teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon the individual's privacy at work place;

Any act of showing pornography or any other unwelcome physical verbal or nonverbal conduct of sexual nature to any co-worker is also strongly denounced;

It is also to be taken into consideration that generating a false complaint of sexual harassment or providing false information regarding a complaint will also be treated as a violation of Policy.

For addressing any complaints of Sexual Harassment, a committee of three responsible members, comprising at least two female members shall be constituted with the seniormost personnel chairing the committee. The decision taken by the committee shall be considered as the final ruling. In case the incident/situation warrants the matter to be referred to the court of law under the Indian Penal Code, the committee would advise the aggrieved party to proceed with due process of the judicial system.

The detailed policy would be drafted by a competent authority and published subsequently.

1 : 1.9 Addressing Colleagues & Seniors

Addressing colleagues and seniors by their first names will be encouraged, adding regional suffix like "dada"/ "didi" is also acceptable.

1 : 1.10 Adherence to Government Statutory Norms

GMA pledges to adhere to all government statutory norms as laid down by the regulating authorities from time to time. Our strong foundation underlines that adherence to government regulations is a fundamental responsibility which contributes towards overall development of the society.

1 : 1.11 All-inclusive Social Approach

GMA and its Family Members are sensitive towards their responsibility for the society, and most specifically to the marginalised section of the society.

We always remain open to recruit persons with physical & social challenges but with an inert urge to stand by themselves, train them so as to ensure they can lead their life with dignity.

All our actions and decisions in this regard shall be taken after due deliberation on the positive or negative impact on the society.

2 : RECRUITMENT & HIRING POLICY

2 : 2.1 Protocol in hiring process

GMA believes the growth of an organisation is the result of combined team effort. Hence, the management believes in encouraging team building at each stage, guiding the team to tread in line with the philosophy from time to time and as a result lead the company towards a steady growth.

Vacancy to a position in concerned departments and the criteria to fill the same same will be decided by the senior management team after due deliberation.

Since the immediate senior will be mentoring and guiding new appointees, the concerned personnel shall play an authoritative role in employing the new member to the organizational family. The new appointee shall be interviewed by the personnel to whom he will be reporting and by other technical and administrative personnel as deemed fit by the management for the subject position. The role of the immediate superior in the selection process will be advisory.

Member who is recruiting will be responsible for the training, learning and performance of the appointee; hence he is expected to make a judicious review of the candidate before recruiting.

2 : 2.2 Clarity before joining Service

Under no circumstances, any incident of forced employment or hiring of candidates with false promises and assurances beyond the ambit of the organizational structure shall be tolerated.

Designated authority from the Accounts department is expected to discuss and explain very clearly the applicable commercials to the concerned post comprising of salary, reimbursements, perks and incentives for the new appointee. It is mandatory to take the concurrence of the new appointee while presenting him with the offer letter.

2 : 2.3 Child Labour

Under no circumstance, GMA shall employ a person below the age of 18 for any sort of work or allied services.

2 : 2.4 Appointment Letter

A clear appointment letter has to be provided to all new joiners. The document needs to contain a comprehensive draft of the job description for the concerned appointee. This will comprise a copy of the detailed salary breakup and the entitlement in the grade of the appointee. Also to be accompanied is the policy document with an explanation of the same to the last letter. This activity shall be the job and responsibility of the Accounts head.

2 : 2.5 Grades & Salary Bracket

Detailed structure in attached Annexure-1.

2 : 2.6 Growth Path

As of today, GMA being a proprietorship company, is bound by statutory norms and is lead by the proprietor/s. In times ahead, this structure is expected to receive an overhaul and opportunities shall be open for capable and deserving persons to handle the realms of the company.

There is no barrier for growth in the GMA scheme of things. Any member of the GMA family can grow from a Trainee Position to the topmost authority of the ecosystem by gaining requisite knowledge, skills and proficiencies. There will be annual appraisals where competencies to handle current and future responsibilities shall be evaluated and suitable elevation in job role will be awarded to deserving employees.

Members shall always be motivated to acquire knowledge about different departments. For eg. a member from the accounts department to be at the helm of affairs of GMA should acquire knowledge about functioning of the Sales, Service & Installation department & understand ways and means to overcome Production hurdles.

2 : 2.7 Employee Referral Scheme

In event of vacancies arising in the organisation, GMA has a policy to encourage its existing employees to refer reliable and suitable work personnel known to them for filling up the vacant spot/s.

Members shall be rewarded with an amount equivalent of 1 month salary of the referral member. This is subject to the new member continuing service with the organisation for a minimum period of 6 months.

2 : 2.8 Appointment of Members Offspring

GMA believes in the oft-proven principle that the best skills of a person can be passed over to his offspring. Also GMA considers it as a responsibility to provide a sound working platform to the offspring of existing members.

With belief firmly in place, GMA is eager and proud to appoint the OFFSPRING of their members, who has acquired requisite skills for the required job. We advocate members to educate & train their offspring in the areas we serve our customers.

3 : ENTITLEMENT

3 : 3.1 Travel Allowance – Local Conveyance

GRADE T-M4: Members within this grade and whose job warrant visiting sites or customer offices, will be entitled to be reimbursed the cost incurred while travelling to the site or customers place and back. The members are entitled to use Bus/ Auto/ Local Train/Metro for their local travelling. In case of travelling with weight/ late night/ early morning, they can use Meter Taxi/ Call Taxi services. The travel voucher needs to be authorised post facto by the immediate senior. These vouchers are expected to be filled up in detail with no ambiguity and the reimbursement could be claimed on a weekly/ monthly basis.

Members are even encouraged to own and ride their very own two wheelers. For such cases, a Kilometer log book is to be maintained mentioning details of the distance travelled by the member for official work. The member will be reimbursed with an amount of Rs.2.50/- per km.

GRADE M5 & ABOVE: Members within this grade may avail Bus/ Auto/ Local Train/ Metro/ Call Taxis for executing their job. They can also avail hired cab services if required. Travel vouchers need to be authorised post facto by the immediate senior.

Members are even encouraged to own and ride their very own two wheelers. For such cases, a Kilometer log book is to be maintained mentioning details of the distance travelled by the member for official work. The member will be reimbursed with an amount of Rs.6/- per km.

No reimbursement is considered for to-and-fro journey from Home to Office and vice-versa.

3 : 3.2 Tour Allowance

Members are entitled to the below mentioned Tour Allowances. Visiting any place or destination which is more than a distance of 100 kms. shall be considered as an outstation tour.

TOUR ALLOWANCE- ENTITLEMENT			
HEADS	T-M3	M4	M5 & ABOVE
BETWEEN CITY	STATE BUS/ TRAIN SLEEPER	STATE/VOLVO BUS/ 3RD A/C	2ND A/C, 1ST A/C OR FLIGHT
OUTSTATION CITY	BUS/AUTO	BUS/AUTO	BUS/AUTO/TAXI/ HIRED CAB
FOOD ALLOWANCE	AT ACTUAL NOT EXCEEDING 400/- PER DAY		AT ACTUAL
STAY ALLOWANCE	AT ACTUAL NOT EXCEEDING 1000/- PER NIGHT, EXCLUDING TRAIN/BUS JOURNEY		AT ACTUAL

3 : 3.3 Medical Insurance

Employees drawing a salary of Rs.20,000/- or less are mandatorily covered under the ESIC scheme. In line with the directives of this scheme, the employer contribution shall be deducted from the monthly salary and the same shall be deposited with ESIC. This is even applicable for contractors and their staff working in our premises or our customer site/s. In no case there should be a deviation from this policy and same is to be explained in clear terms to the contractor.

Employees drawing salary beyond the above mentioned limit shall not be considered for ESI. GMA is currently working on an exhaustive Medical coverage Policy and same is expected to bear fruit in the upcoming year. This policy would be applicable to all other members of the organisation.

3 : 3.4 Overtime & Incentives

Members are entitled to receive Overtime/Incentives as per the guidelines mentioned below.

DEPARTMENT	GRADES	OVERTIME
PRODUCTION	T, P1, P2,	AS PER CALCULATION
SERVICE	T,M1,M2	

DEPARTMENT	GRADES	ANNUAL INCENTIVE
SALES	T,M1,M2,M3,M4	10% OR AS DECIDED BY SENIOR MANAGEMENT, OF THE NET INCOME OF THE COMPANY TO BE DISBURSED BETWEEN ALL IN PROPORTION TO THEIR SALARY
ACCOUNTS, PURCHASE & STORES, OTHER SUPPORT STAFFS	T,M1,M2,M3,M4	
PRODUCTION	M3,M4	
SERVICE & INSTALLATION	M3,M4	

DEPARTMENT	GRADES	ANNUAL INCENTIVE
SENIOR MANAGEMENT	M5 & ABOVE	10% OR AS DECIDED BY SENIOR MGMT., OF NET INCOME OF COMPANY TO BE DISBURSED BETWEEN ALL IN PROPORTION TO THEIR SALARY

Since the impact of the Incentives is collective in nature, everyone in the team should be focused towards the growth of the organisation.

3 : 3.5 Sick Leave

We are deeply concerned about the health and wellbeing of our members and hence every Member of the team is entitled to avail 7 days of Sick Leave per year. We suggest our members to visit doctor for consultation as and when required (ESIC O.P.D for members falling under ESIC scheme & General Practitioner for others).

The prescription of the doctor is required to be attached with the leave application and submitted for POST FACTO authorisation, failing which the leave will be deducted from Earned Leave. Under no circumstance this entitlement should be misused. Strong disciplinary action will be taken if the same is found to be misused.

Employees are allowed to accumulate this leave for a total of 40 days and the same can be availed for 40 days in a year, in case of severe medical case.

3 : 3.6 Earned Leave

Every member of the team is entitled to a 15 day Earned Leave per year. This leave can be availed by employees only with prior authorisation. In case no authorisation is taken from the concerned authority, the leave shall be considered as a no-pay leave. This earned leave can be accumulated to a total of 75 days. The balance leave can be encashed if not availed to a maximum of 75 days while retirement or resigning from the services of the Organisation.

3 : 3.7 Maternity Leave

Female employees are entitled to avail a Paid Maternity Leave of 26 weeks. The member will have the luxury of adjusting a period of 8 weeks (from the total 26 weeks) between the Pre & Post delivery period.

3 : 3.8 Staff Accommodation

Production and Service/Installation staff falling in Grade T to M2, may get accommodation in the staff quarters. The facility is being constructed in the upcoming factory premise.

The company will ONLY provide accommodation and the food has to be managed within the members availing the facility, which also includes utilities like gas cylinders. Members availing this facility will stay at their own risk and no responsibility shall be taken by the organisation. Any illegal activity being conducted at the company provided accommodation will be dealt very strictly and the incident shall be immediately reported to law enforcing agency/ies.

3 : 3.9 Staff Transfers

While GMA realises that a member is transferred to a different office/location for the benefit of the organisation; the member also needs to appreciate the fact that the transfer is a part of personal growth process in terms of understanding different geographical markets and customers and increasing capability to assume new responsibilities.

The living cost of the transferred city over the present city shall be taken into consideration and suitable transfer allowance will be offered to the member. Member who resides in own accommodation in present city of work and has to rent a house in the new city for relocation will be considered by the organisation.

In case the member is currently staying in a rented accommodation, the difference of rent shall be compensated or else the company will rent the house for the member directly depending on the situation from time to time. The rent will be subject to authorisation from the competent authority.

3 : 3.10 Mobile SIM Cards & Bills

All members with direct Customer Interaction viz; members from the Sales Team, Installation and Service Team & Support Staff will have to use mobile SIM cards arranged by the company.

The company shall bear the bill of the SIM card as per limits set according to grades of the employee. If the billing is derived above the set limit, the difference amount shall be deducted to the members account and recovered from the monthly salary.

The SIM card has to be returned back to the company in case of retirement or resignation.

3 : 3.11 Laptops

Members required to use computer systems in the form of Laptop/Desktop shall be provided the systems as per their required use and configuration. These systems will remain the property of the organisation and the same should be handed back to the organisation in case of retirement, resignation or termination from service.

4 : EMPLOYEE BENEFITS

4 : 4.1 Humanitarian Leave

This is applicable in case of a medical condition where very severe and prolonged medical emergency arises for a member. In such a scenario, the organisation would support the member as deemed fit and after due deliberation between the senior management team.

Since no two cases would be of similar nature, individual case would be discussed on the basis of given circumstances of the time and accordingly decision shall be taken as need be.

4 : 4.2 Salary Advances

Emergency requirement of funds may arise for anybody. As a solution to this problem, GMA is in favour of remitting salary in advance to the employee/s. This advance amount shall be deducted from the member's monthly salary in equated instalment.

Since no two cases would be of similar nature for the requirement, individual case would be discussed for making the consideration.

5 : OFFICE ATTENDANCE

5 : 5.1 Work Hours

Attendance to office is to be recorded digitally or manually. Calculation of Salary, Leave entitlement shall be based on the data compiled through these records.

Two late attendances within 30 mins of the specified reporting time will be acceptable. For any more late attendance, leave equivalent to half a day OR half day's salary will be deducted. GMA expects its member to be disciplined and deduction of salary/leave is not appreciable but a controlling measure to enforce discipline.

Office timings as detailed below are applicable to every working personnel of the organisation:

PRODUCTION TEAM: 9.00 am. to 6.00 pm., including a lunch break of 1 hour. Employees are expected to work Overtime to meet production deadlines if required, but with prior sanction of the supervisor.

Working hours past 6 pm. shall be considered as Overtime and those will be accounted and paid for along with the salary disbursement.

SERVICE & INSTALLATION TEAM: 9.30 am. to 6.00 pm., including a lunch break of half an hour. Overtime to be done if required and with prior sanction of the supervisor.

Working hours past 6 pm. shall be considered as Overtime and those will be accounted and paid for along with the salary disbursement.

SUPPORT STAFF: 9.30 am. to 6.00 pm., including a lunch break of half an hour.

SALES STAFF: 9.30 am. In case of direct customer visit, the same is expected to be informed to office on the previous day. Sales team cannot be notified the time to end the day, the same will be governed by the customers availability and time.

WEEKLY OFF: SUNDAY

COMMON HOLIDAYS: Based on regional and national holidays. This shall be notified on an annual basis and the dates will be decided after deliberation between the senior management team.

6 : DEPARTMENT OBJECTIVES

6 : 6.1 Sales & Implementation

- Understand the need of the market and the customer.
- Provide the best feasible solution to the customer.
- Work out an optimum costing so as to avoid overpricing for the customer and simultaneously doesn't go below the specified margins for the organisation.
- Co-ordinate with the concerned internal departments and provide detailed Offer, equipment layouts and service drawings to customer.
- Provide flawless fabrication drawing to the production team.
- Responsible for GROSS PROFIT of GMA.

6 : 6.2 Accounts, Purchase & Stores

- Procurement of quality material at the best price.
- Vendor Development for raw material, fabrication, tailor made and bought out materials.
- Procurement of material within specified timeline in order to avoid delay in production/execution of projects.
- Detailed statement of Accounts for expenses related to every activity and department.
- Compliance of all statutory norms.
- Compliance with all employee benefits and entitlement.
- Raise red flag warning for Low margin deals at the right time.
- Apprise the operating team with Data related to P & L, Stock Statement, Debtors-Creditors. Also provide deep data required by the senior management for decision making and forecasting. This data is to be provided on Weekly/ Monthly/ Quarterly/ Half Yearly/ Annual intervals depending on the nature of it.
- Ensure Contractor/ Vendor & Lenders payments on time.
- Manage Stock and storage area.
- Timely delivery to Customer.
- Responsible for the NET PROFIT of GMA.

6 : 6.3 Production & Product Design Team

- Maintaining Safety on the shop Floor.
- Flawless production of equipment for customer.
- Maintaining timely production schedule.
- Develop new product and design.
- Minimum wastage of raw material.
- Conducting periodic checks and maintaining Production Machinery so as to ensure no production time is lost due to breakdown.

6 : 6.4 Installation & Service

- Ensure Safety measures for Contractor and his working personnel at Site.
- Flawless Execution of the project.
- Project handover within scheduled timeline.
- Provide world class After Sales Service.

- Generate regular business through Annual Maintenance Service contracts.

6 : 6.5 Senior Management

- Adopt a birds eye view to ensure GMA is optimally run on the laid down Philosophy and policy.
- Guide & lead the force of Team GMA.
- Ensure customer enjoys a 'beyond expectations' experience from GMA.
- Ensure all stakeholders get their rightful dues on time.
- Ensure a profitable growth for GMA.
- Ensure each decision taken is a step towards achieving the Vision & Mission Statement.
- Upgrading the Vision & Mission of the organisation from time to time.

7 : RETIREMENT POLICY

Any member of the GMA family is supposed to retire from active service at the age of 60 years of his life.

Considering the vast experience and accumulation of skills and talent during the long service period, it is prudent to explore this in-house pool of knowledge for betterment of the organisation. Such experienced personnel would be provided a choice to serve as consultant to the GMA family till the time the member desires so/organisation requires his services.

8 : RESIGNATION POLICY

GMA will always wish its members all the success if they find greener pastures outside the organisation.

It is understood that each member carries important job responsibility for his department and it is very important that the same is carried ahead efficiently for smooth operations within the organisation. Thus, GMA expects the incumbent to make a seamless handover of their responsibilities to the next member.

- Grades T to M3 shall proffer and serve a notice period of 30 days.
- Grades M4 to M5 shall proffer and serve a notice period of 45 days.
- Senior management members shall proffer and serve a notice period of 90 days.

9 : TERMINATION OF SERVICES

In case of disciplinary action, Termination from service will be decided by the review committee. In case of non-performance related issues, the same notice period shall be applicable as mentioned for the resignation policy.

10 : SUCCESSION POLICY

GMA will be handled by the best suitable person available on the deck.

Best efforts shall be applied to groom a leader from within the team. In case the talent pool is not available in-house, capable person will be identified and appointed after due diligence of the senior team.