

Sample – employment policy

What is an employment policy?

An employment policy describes the commitments that employers make towards their employees. These commitments should be available for all employees.



The site must follow the commitments made in the employment policy.

Employment policy

Name of the Company

Address of the Company

We recognise that employee development and welfare is vital to the success of our company, and all the employees are considered part of COMPANY NAME family.

Our employment policy ensures that:

- Selection is strictly on merit without any consideration for cast, creed, gender, religion, race, color, provincial or national origin, disability, sexual orientation, political opinion or other similar factors.
- Child labour is not allowed and appropriate safeguards are in place for young workers.
- Working hours and other service conditions are designed for better health, environment and social conditions of employees and are in accordance with the prevailing applicable laws of the country.
- Human resources development through further education and training is encouraged.
- Workers are free to leave at any time.
- Any kind of deposit will not be taken for employment.

Size of workforce:

- Workforce recruited shall be within the permissible limit as specified in the factory licence.

Age and eligibility:

- In no circumstances will any person below 18 years of age be employed in hazardous activity.
- In no circumstances will any person below the age of 15 be employed.
- Young workers (15-17) shall only be employed in non-hazardous activities, and appropriate safeguards for their health, safety, development and education shall be in place.

Sample – employment policy

- An employee's age shall be verified from one of the following:
 - (a) Birth certificate of municipality or government body.
 - (b) Educational certificate of a government-recognised board showing the age of the person.
 - (c) Election identity card showing a clear photograph of the person.
 - (d) Medical certificate, which must be issued on doctor's headed paper and should include the doctor's registration number, seal and signature. The photo of the person certified should be attached.

- No person who has been convicted of a criminal offence or is mentally or physically unfit to perform the required job will be employed.
- Forced, prison or bonded labour will not be employed.
- An examination to ensure physical fitness will be arranged at the time of employment by the company.

Signature of person responsible within the company:

(Head of COMPANY NAME)

Date DD/MM/YYYY

Sample – worker’s contract

What is a worker’s contract?

The worker’s contract explains the terms under which the worker is employed, and the obligations that exist between the worker and the company. The worker must understand the content of the contract before they are employed.



The contract should be in a language that is understood by the worker and explained if the worker is illiterate.

Worker’s contract

Name of the Company

Address of the Company

Date: DD / MM / YYYY

Dear Mr./Mrs. XXXXX

On behalf of Company Name, I want to welcome you to our team as I am pleased to advise you that you are appointed to the position of XXX (mention the position such as Cutter Dresser etc).

- Your hours of work are XXXXX
- You will be reporting to Mr. XXXXX (mention the name of the reporting person from the company)
- Your gross salary shall be Rs. XXXXX per (Day / Week / Piece/ Month whatever is applicable). Your other benefits are as follows:

Whatever is applicable as per the policy of the company

1. XXXXX

2. XXXXX

Deductions will be made against contribution for ESIC / PF, as applicable.

Your employment will at all times be subject to the Employment Policy of the company as amended from time to time by the company. A copy of this code and a further copy, together with such amendments as may from time to time be made to it, will be available for inspection in the office. Termination of employment will be subject to notice by either party. Please indicate your acceptance of the terms of this letter by signing the attached copy and returning it to us before DD / MM / YYYY.

Yours faithfully

Signature of person responsible within the company:

(Head of the Organisation)

Date DD/MM/YYYY

Sample – workers' records

What is a workers' record?


The workers or employee records are important for keeping track of who is employed at sites. It is also important for keeping track of key information, such as date of birth or employment role. This information needs to be verified according to official identification or documentation whenever possible.

NAME	M / F	NATIONALITY	DATE OF BIRTH	ID NUMBER	EMPLOYMENT DATE	ROLE

Sample – payslip

What is a payslip?

Payslips are issued to workers when they are paid. They clearly state the details of the worker who is being paid, the amount of earnings, and any deductions.

 **Any deductions made should be agreed with the employee in advance.**

Pay slip

Name of Company:

Employee Name:

Employee Designation:

Employee No.:

Grade / category: Staff / Worker

P.F. A/c No.:

PE.S.I.C. A/c No.:

For the Month:

Date of salary / Wages:

Status: Permanent / Probation / Apprentice / Trainee / Casual / on Contract

Skill level: Skilled / Semi skilled / Unskilled / Not Applicable

Days in a Month:

Leave taken in a Month:

Total days worked in the Month:

Days Paid:

Total Overtime Worked in a Month:

Rate of Overtime:

EARNINGS		DEDUCTIONS		NET SALARY
Basic		P.P.F. Contribution		
House Rent Allowance		E.S.I.C. Contribution		
Medical Allowance		Profession Tax (if any)		
Travel Allowance		Income Tax (if any)		
Any other Allowance		Loan Instalment (if any)		
Over Time Earnings		Advance (if any)		
Performance Bonus (if any)		Any other Deductions		
Any other Earnings				
Total		Total		Net:

General Manager/Signing Authority:

Office Seal of the Company

Address of the Company:

Sample – consent letter for safekeeping schemes

Sample letter of consent to allow the employer to retain foreign worker's passport for safekeeping



The employee and employer should both keep a copy of the consent letter.

Name:

Employee No:

Passport No:

Date:

HR Department Manager/ Company name and address:

Consent to keep passport for safekeeping

I (name) voluntarily give consent to the employer to keep my passport No..... for safekeeping and to prevent theft and loss.

I understand that I can have access to my passport whenever needed without any delay and barriers and upon my completion of the contract of employment.

Yours faithfully

..... (signed/thumbprint)

..... (signed/thumbprint)

Name:

Name (person receiving):