

Fizz Clothing **C**ompany Pvt. Ltd.

# Employee Handbook

2011

## TABLE OF CONTENTS

<b>I. COMPANY PHILOSOPHY.....</b>	<b>1</b>
ETHICAL TRADING POLICY .....	1
EQUAL EMPLOYMENT OPPORTUNITY POLICY .....	1
EMPLOYMENT ON AN AT-WILL BASIS POLICY .....	1
PROHIBITING CHILD LABOUR POLICY .....	1
ANTI-HARASSMENT POLICY.....	2
CODE OF BUSINESS CONDUCT.....	2
<b>II. WORKING AND COMPENSATION .....</b>	<b>4</b>
HIRING POLICY .....	4
INDUCTION POLICY .....	4
TERMINATION AND RESIGNATION POLICY.....	5
PROMOTION POLICY .....	5
BONUS POLICY .....	5
ATTENDANCE AND REPORTING TO WORK.....	6
WORKING HOURS .....	6
RECORDING OF TIME.....	6
SALARY .....	6
OVERTIME .....	7
HOLIDAYS .....	7
RE-EMPLOYMENT .....	7
<b>III. HEALTH, SAFETY &amp; ENVIRONMENTAL POLICY.....</b>	<b>8</b>
HEALTH & SAFETY POLICY.....	8
ENVIRONMENTAL POLICY.....	8
POLICY ON AIDS.....	9
PREGNANT AND BREASTFEEDING WOMEN .....	9
ACCIDENT REPORTING.....	10
USING SAFETY EQUIPMENT .....	10
BROKEN NEEDLES.....	10
WORKPLACE SAFETY GUIDELINES .....	10
SAFETY CHECKLIST .....	11
EMERGENCY & FIRE DRILL EVACUATION PROCEDURES .....	11
FIRST AID .....	12
BASIC FIRST AID GUIDELINES .....	12
<b>IV. STANDARDS AND EXPECTATIONS FOR THE WORKPLACE .....</b>	<b>15</b>
OPEN-DOOR POLICY.....	15
FREEDOM OF ASSOCIATION POLICY .....	15
DISCIPLINARY POLICY .....	15
DISCIPLINARY OFFENCES.....	15
SMOKING AT THE WORKPLACE.....	16

VIOLENCE AND WEAPONS..... 16  
DRUG-FREE WORKPLACE..... 16

**V. LEAVE..... 17**

ANNUAL LEAVE..... 17  
MEDICAL LEAVE..... 17  
MATERNITY LEAVE ..... 17  
BEREAVEMENT LEAVE ..... 17  
LEAVE WITHOUT PAY ..... 17

**VI. EMPLOYEE COMMUNICATIONS ..... 18**

STAFF MEETINGS ..... 18  
BULLETIN BOARDS..... 18  
SUGGESTION BOX..... 18  
GRIEVANCE REDRESS MECHANISM ..... 18

## I. COMPANY PHILOSOPHY

This handbook provides you with an overview of our policies, benefits, and rules. It is intended to familiarize you with important information about the company, and provide guidelines for your employment in an effort to foster a safe and healthy work environment. FCCO's commitment to serving clients and to providing quality products at competitive prices is unwavering. These policies and procedures provide a work environment in which both client and employee interests are served.

These guidelines are not a contract of employment, and the policies and procedures will be applied at the discretion of the company. FCCO reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described here at any time, for any reason, and without prior notice. Please remember these guidelines are not intended to be a substitute for sound management, judgment, and discretion.

### ETHICAL TRADING POLICY

FCCO is fully committed to following ethical trading practices in all its transactions with clients, customers and suppliers. This is based on the following key principles: employment is freely chosen, freedom of association and the right to collective bargaining are respected, working conditions are safe and hygienic, child labour is prohibited, living wages are paid, working hours are not excessive, no discrimination is practiced, regular employment is provided and no harsh or inhumane treatment is allowed.

### EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of FCCO to provide equal employment opportunity to all employees and applicants, and not to discriminate on any basis prohibited by law, including religion, caste, gender, age, disability, or marital status. This policy relates to all employment decisions, including recruitment, hiring, training, promotion, compensation, benefits, termination, and all other terms and conditions of employment. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

### EMPLOYMENT ON AN AT-WILL BASIS POLICY

All employees of FCCO, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the company at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of the company has any authority to enter into any agreement with any employee or applicant for employment on other than on an at-will basis.

### PROHIBITING CHILD LABOUR POLICY

As per the Child Labour (Prohibition & Regulation) Act 1986 of India, children below the age of 14 years will **not** be given employment in any form in FCCO.

## ANTI-HARASSMENT POLICY

FCCO will not tolerate harassment or intimidation of employees on any basis prohibited by law, including religion, caste, gender, age, disability, or marital status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the company will not be tolerated. It is the policy of the company that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including termination of employment. FCCO will also not tolerate any such harassment of its employees by clients or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, advances or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome comments about an individual's body;
- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same.

Employees must bring any violation of this policy to the immediate attention of their supervisor or company management. The company will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including termination.

## CODE OF BUSINESS CONDUCT

A high degree of integrity and concern for the interests of FCCO is expected of all employees. In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your supervisor if you have any questions.

- Employees should not solicit anything of value from any person or organization with whom FCCO has a current or potential business relationship.
- Employees should not accept any item of value from any party in exchange for or in connection with a business transaction between FCCO and that other party.
- No employee shall make or promise to make, directly or indirectly, any payment of money or provide anything of value to any individual, company or government agency for the purpose of inducing or influencing to assist FCCO in obtaining, facilitating, or retaining business, or securing any improper business advantage.

- If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code, notify your supervisor. Violations of this code may lead to disciplinary action, up to and including termination.
- Employees must bring any violation of this policy to the immediate attention of their supervisor or company management. The company will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported possible violation of the business code shall be subject to immediate disciplinary action, up to and including termination.

## II. WORKING AND COMPENSATION

### HIRING POLICY

All applicants must complete an employment application. The company may also require a resume and letters of reference depending on the position being applied for. Following a review of all completed applications, the most qualified candidates will be interviewed. Those who do not meet our employment requirements for whatever reason will remain classified as applicants. Applicants may apply once each month for candidate status. A conditional offer of employment will be made to candidates selected during the interview process. Upon acceptance of company policies, and clearance of reference checks, employment will be confirmed. Following an acceptance of an offer of employment, all new employees will be given a start date and location to report for an induction session. Authorization forms and policies must be signed before actual work is performed.

### INDUCTION POLICY

FCCO believes that all new employees must be given timely induction training, which is regarded as a vital part of staff recruitment and integration into the working environment. It is the aim of the company to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post quickly, so that they can contribute effectively as soon as possible and operate in a safe working environment. Given below is the induction checklist to be used by all supervisors for new entrants.

- The Department
  - Department Function
  - Introduction to colleagues
  - New entrant's own job
  - Supervision arrangements
  - General layout - entrances and exits
- Conditions of Employment
  - Hours of work, breaks, and overtime
  - Time recording
  - Salary and other deductions / contributions by employer
  - Arrangements for requesting leave: annual, compassionate, medical etc
- Health and Safety
  - Health and safety information relevant to the department
  - Issuing of fire instructions and procedure
  - Location of fire-fighting equipment
  - Accident reporting
  - First aid facilities
  - Security of department/building
  - Waste disposal
- Conduct

- Violence and aggressive behavior
- Disciplinary procedures
- Code of Ethical Conduct
- Employee Involvement and Communication
  - Communication arrangements
  - Information sources, e.g. notice boards etc.
  - Grievance Redress Mechanism
  - Welfare Officer

### TERMINATION AND RESIGNATION POLICY

FCCO reserves the right to terminate any employee at any time, with or without cause. If you resign, please give your supervisor at least two weeks' notice. Vacation time is not considered part of the advance notice. Providing adequate notice allows your Supervisor to arrange for an exit interview if needed, your final paycheck and to include any unused vacation hours you may be eligible for. Resigning without notice means you will not be entitled to receive unused vacation or personal time. Please keep in mind that as an "employee at will" once you give notice, the company may decide it is not necessary for you to work out the entire duration of your notice. You must return all keys, records, case files, material, supplies, and equipment at the time of termination or resignation.

### PROMOTION POLICY

- FCCO strives to promote the most capable and experienced employees based on their demonstrated ability to assume greater responsibility and perform essential job tasks.
- Reasonable efforts will be made to fill vacant positions from within, where possible. At the same time, it may be deemed necessary to recruit and hire from outside the company to attract the most qualified individuals. Job openings may be posted on the company bulletin boards and simultaneously outside recruiting sources may be used.
- Posted vacancies shall remain open for a minimum of three workdays. To be eligible to apply, employees must meet the minimum criteria for the position, have completed his/her introductory period, and be an employee in good standing in terms of overall work record.
- Selections for promotions shall be made based on an individual's overall qualifications and ability to perform the essential duties required of the job, with or without reasonable accommodation.

### BONUS POLICY

- At the end of each fiscal year, the company will review its annual financial performance and set aside a pool of funds to be used for distributing staff bonuses. The amount of the bonus pool will vary from year to year depending upon the profitability of the company and, at the discretion of the company, there may be no bonus pool if circumstances do not warrant.
- All full-time employees who have been with the company for at least 12 continuous months will be eligible for consideration for a bonus.
- Three "performance" bonuses, in amounts established by the company, will be awarded to



the staff members demonstrating, in the company's view, the best overall performance for the year. The balance will be distributed equally to all remaining eligible staff members.

- For the purposes of determining the three staff members demonstrating the best overall performance for the year, the following factors will be considered: attitude, teamwork, productivity, self-motivation, and skills (speed, accuracy, organization).

### ATTENDANCE AND REPORTING TO WORK

- Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time at the scheduled start of the workday.
- Excessive absenteeism or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism or tardiness will be made at the discretion of the company.
- Absence from work for three consecutive days without properly notifying your supervisor will be considered a voluntary resignation. After two days' absence, you may be required to provide documentation from your doctor to support an injury- or illness-related absence, and to ensure that you may safely return to work.
- If you expect to be absent from the job for an approved reason (e.g., paid time off or a leave of absence), you should notify your supervisor of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must notify your supervisor prior to the start of your scheduled workday. If your supervisor is not available, please contact the company office.

### WORKING HOURS

The regular hours of work are Monday to Saturday, 9 am – 5.30 pm. This includes a total break time of 45 mins: 30 mins for lunch (1.00-1.30 pm) and 15 mins for tea (3.30-3.45 pm). All employees are required to take a lunch break and no employee is authorized, without prior supervisory approval, to perform work during the lunch period.

### RECORDING OF TIME

All employees are required to sign the time register upon entry and exit. Never work when you are signed out and leave the premises immediately. Never help a co-worker with any type of work after you have signed out.

### SALARY

Employees are paid on the first Monday of each month. Payment will be made by cash, cheque or bank transfer, depending on preference of the employee. Please note that if using direct deposit, the pay may not be available for withdrawal from the bank account until the following Thursday. For all regular employees, the following deductions are made from the salary along with a contribution from the company:

- Provident Fund: 12% deducted from salary and 13.61% contributed by company
- Employees State Insurance: 1.75% deducted from salary and 4.75% contributed by company.

### OVERTIME

Occasionally it may be necessary for an employee to work beyond his or her normal workday hours, up to a maximum of 10 additional hours per week. Overtime is paid only when work is scheduled, approved, and made known to you in advance by your supervisor. Under no circumstances shall an employee work overtime without the prior approval of his or her supervisor. Employees will receive overtime pay at a rate of one-and-one-half times their regular hourly rate for all hours worked in excess of 48 hours a workweek.

### HOLIDAYS

FCCO will be closed for eleven official holidays in a year. These are:

1. New Year's Day
2. Republic Day
3. Holi
4. Raksha Bandhan
5. Independence Day
6. Idu'l Fitr
7. Dusshera
8. Diwali
9. Idu'l Zuha
10. Gandhi Jayanti
11. Christmas

Employees will be paid for these holidays as long as they were present for work on the workdays immediately before and after that holiday, or had an acceptable excuse for being absent on any such days. If a paid holiday falls within an employee's vacation period, the holiday will not be counted as a vacation day.

### RE-EMPLOYMENT

Former employees who are rehired within three months of their termination will not be required to go through induction, unless the company deems it necessary. Former employees who are rehired more than three months after termination will be considered new employees for all benefits and will have to go through the induction program. As a general rule, the company will not rehire former employees who:

- Were dismissed by the company
- Resigned without giving two weeks' notice
- Were dismissed for inability to perform job duties
- Had a poor attendance record
- Violated work or safety rules.

### III. HEALTH, SAFETY & ENVIRONMENTAL POLICY

FCCO is committed to managing health, safety and environmental (HS&E) matters as an integral part of our business. In particular, we are committed to providing a quality service in a manner that assures the HS&E integrity of our processes and minimises our potential impact on the environment.

#### HEALTH & SAFETY POLICY

Our objective is to provide a safe and healthy place of work for all staff members and to meet all our duties and obligations to our clients. It is FCCO's intention to protect our employees from accident or ill health at work. The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and we will consult with employees on risk improvements. We take the HS&E of our workplace seriously and any willful or habitual violation of rules will be considered cause for termination. The cooperation of every employee is necessary to make FCCO a safe place in which to work.

Our approach to Health & Safety as far as is reasonably practicable will be:

- to provide a safe place of work
- to continue to identify and control hazards
- to prevent as far as is reasonably possible, any improper conduct or behavior likely to put the safety, health and welfare of employees at risk
- to consult with staff on all health & safety matters
- to provide protective clothing and equipment where necessary
- to provide a safe means of entering and leaving the building
- to provide a safe system of work practices
- to provide appropriate information and training to staff members on a continuous basis
- to make health & safety a key issue

#### ENVIRONMENTAL POLICY

We will operate in compliance with all relevant environmental legislation and will strive to use pollution prevention and environmental best practices in all we do. We will endeavour to:

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- train, educate and inform our employees about environmental issues that affect their work,
- reduce waste through re-use and recycling and by purchasing recycled products and materials where these alternatives are available, economical and suitable
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable
- avoid unnecessary use of hazardous materials and products, seek substitutions when

feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of

- purchase and use environmentally responsible products accordingly
- communicate our environmental commitment to our suppliers and encourage them to support it
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

### POLICY ON AIDS

- The purpose of this policy is to reassure employees that AIDS (Acquired Immune Deficiency Syndrome) is not spread through casual contact during normal work practices and to reduce unrealistic fears about contracting an AIDS virus-related condition.
- Employees who are diagnosed with an AIDS virus-related condition may continue to work if they are deemed medically able to work and can meet acceptable performance standards.
- FCCO provides AIDS education for all employees to help them understand how the AIDS virus is spread and to reduce unrealistic fears of contracting an AIDS virus-related condition.
- The physical and emotional health and well-being of all employees must be protected, and reasonable accommodation for the medically impaired employee with an AIDS virus-related condition must be provided, as long as the employee is able to meet acceptable performance standards.

### PREGNANT AND BREASTFEEDING WOMEN

- FCCO recognizes the important role of women in all its operations and supports their continuing employment.
- Under the Indian Maternity Benefit Act, 1961, pregnant or breastfeeding women will not be obliged to perform work which can be prejudicial to the health of the mother or the child. This includes work of an arduous nature or which involves long hours of standing, or which in any way is likely to interfere with pregnancy or the normal development of the foetus, or is likely to cause miscarriage.
- As per the Act, women will not be employed for six weeks after child birth or miscarriage.
- FCCO acknowledges the importance of breast-feeding for both mother and baby and supports those employees who continue to breast-feed on their return from maternity leave. Those employees who are breast-feeding may discuss flexible work arrangements with their supervisor who may approve the following on the basis of a balance between the operational objectives and requirements of the department and the needs of the mother.
  - Providing a half hour break every 4 hours to breast feed
  - Extending the work day or shortening the lunch break to enable the employee appropriate breaks to breast feed
  - Providing a private/sanitary location for breast feeding

## ACCIDENT REPORTING

Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

## USING SAFETY EQUIPMENT

Where needed, FCCO provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination. If you require safety equipment that has not been provided, contact your supervisor before performing the job duty for which you need the safety equipment.

## BROKEN NEEDLES

- No extra, broken, parts of needles are to be kept by any operators, be it in their sewing machine drawers or any part of the workplace.
- All operators have to inform the sewing supervisor when there is a needle that is broken. Before being issued a new needle, the broken needle must be handed over to the supervisor. All parts of the needle must be accounted for.
- All defective or broken needles must be taped into the broken needle record. When completing the form, the initial package with the date issued must be taped as well.
- To locate a broken needle, use a magnet to look in the immediate vicinity of the sewing machine.
- If needles cannot be accounted for or broken part of needle cannot be found, that bundle has to be rejected and removed immediately from the sewing line.

## WORKPLACE SAFETY GUIDELINES

To ensure your safety, and that of your co-workers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.

- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc.
- FIRE DOORS AND AISLES MUST BE KEPT CLEAR.
- Keep your work area clean.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.
- Do not tamper with electric controls or switches.

### SAFETY CHECKLIST

It is every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as wires, piping, etc.
- Poorly lighted stairs
- Loose handrails or guard rails
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Blocked aisles
- Blocked fire extinguishers
- Evidence of any equipment running hot or overheating
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly

### EMERGENCY & FIRE DRILL EVACUATION PROCEDURES

Follow these rules in an emergency:

- When the alarm sounds, remain calm and close room window(s). Turn off all electrical appliances, including room lights, computers, equipment, fans, etc., and close desk drawers.
- Stop work and leave the building IMMEDIATELY
- Grab only the clothing necessary for existing weather conditions. Do NOT delay your exit from the building by looking for personal belongings or other people.
- Proceed to the designated or nearest exit. Close but do not lock room/apartment door(s) behind you.

- Stay low under smoke and toxic fumes, crawl on hands and knees, if necessary.
- When leaving the building, go to a clear area well away from the building. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.
- Do not re-enter the building until instructed to do so by your supervisor or fire/rescue worker.
- If you ever discover a fire:
  - Remain calm. Do not shout “Fire!”
  - Pull the nearest fire alarm.
  - Dial the emergency number and give the operator the location of the fire.
  - Follow instructions, avoid panic, and cooperate with those responding to the emergency.

### FIRST AID

A first aid kit is available in the office room on each floor. It contains the following:

- first-aid manual
- list of emergency phone numbers
- sterile gauze, adhesive tape and bandages in several sizes
- soap
- antibiotic cream
- antiseptic solution
- tweezers, sharp scissors and safety pins
- disposable instant cold packs
- calamine lotion
- thermometer
- plastic gloves
- torch and extra batteries
- blanket (stored nearby)
- Non-prescription drugs: aspirin and paracetamol, anti-diarrhea medication, antihistamine, antacid, laxative, oral re-hydration salt packets, and decongestant or cough syrup

### BASIC FIRST AID GUIDELINES

- *ANIMAL BITE* : Flush the wound area with water and then wash with soap and water for at least five minutes. Cover with a clean dressing or cloth. Immediately seek care at a hospital.
- *BLACK EYE*: As soon as possible following the injury, dip a cloth in ice water and hold next to the area for at least 10 minutes. A “black eye” is essentially a bruise around the eye that will cause pain and swelling and gradually fade in time. If the bruise does not fade or if there is a change in vision, consult a doctor.
- *CUTS*

MINOR – Wash wound area with soap and water, not alcohol; cover with a sterile gauze bandage.

MAJOR – If blood appears to be gushing or spurting, follow these instructions and call for help. Take a clean cloth or towel and press hard on the cut for 10 minutes. Do not remove pressure to see if it's working. If possible, raise the cut above the level of the chest. After 10 minutes, if the bleeding has stopped, cover the cut with a bandage. If the bleeding hasn't stopped, try pressing harder for five more minutes and seek medical help.

- **BURNS**

MINOR – Immediately cool the burn area by putting it under cool running water or in a sink filled with cool water for at least five minutes or until the pain subsides. Never apply butter, grease or ointment. Don't open blisters or remove dead skin. Cover with gauze. If blisters break, apply a clean dressing. If the burn is on the face, covers an area bigger than your hand or if it blisters, call the doctor.

SEVERE – Have victim lie down and cover him or her. Never remove clothing or clean the burns. Call for help.

CHEMICAL – Quickly flush area with water for five minutes, cover with gauze and call for help.

- **CHOKING:** If the person is choking and unable to talk or breathe, get behind the person and wrap your arms around the waist. Make a fist, grasp fist with other hand. Place fist against the stomach just above the navel but well below the lower tip of the breastbone. Pull fist upward into the stomach with a quick upward thrust. Repeat up to four times. If choking continues, seek medical help. If the victim becomes unconscious, lay him or her down, roll to side, pull the tongue and jaw forward and with your index finger, dislodge any visible matter. Perform mouth-to-mouth resuscitation and/or CPR.

- **CONVULSION/SEIZURE:** Gently prevent person from hurting him or herself on nearby objects. Loosen clothing after jerking subsides. Have person lie down. Help keep the airway open. Turn head to the side in case of vomiting to prevent choking on inhaled vomit. If breathing stops, administer mouth-to-mouth resuscitation or CPR. After seizure, allow patient to rest. Seek medical attention.

- **ELECTRIC SHOCK:** Turn off electricity if possible. If not possible, pull victim from the electrical contact with a dry rope, wooden pole or cloth. Do not touch victim until contact with electric current is broken. Administer CPR. Call for help.

- **EYE INJURIES**

CHEMICALS – Have person turn head so injured side is down. Flood eye with water for at least 15 minutes. Cover eye with clean cloth and seek help.

FOREIGN PARTICLE – Do not rub the eye as it may cause deeper injury. Try to locate the object; if it is in the pupil, or seems embedded in the white of the eye, go immediately to the doctor. If the object is floating in the liquid surface, you can try to remove it. Hold the lower lid open, look up, and using the edge of a clean cloth, brush the matter quickly off the eye's surface. If you can't see an object, pull the upper lid down and over the lower lid and let it slide back up. This may dislodge the particle. If pain and tearing persist, seek help.



- **FAINTING:** Lay patient on his or her back and raise both legs above the heart. Check airway to be certain it is clear. Loosen tight clothing and apply cold cloths to the face. If fainting lasts more than a minute or two, keep patient covered and seek help.
- **FALLS:** Stop any bleeding and cover wounds with clean dressings. Keep victim comfortably warm to prevent shock. If you suspect broken bones, do not move person unless absolutely necessary (such as in case of fire). Call for help.
- **FRACTURES/BREAKS:** Stop any bleeding and cover wound with clean dressing. If it is a simple fracture, set it in a splint (wood, corrugated cardboard, rolled-up blanket, pillow, etc.) supported with cloth or rope ties. Do not move patient if back or neck injury is suspected. Keep person warm and treat for shock. Call for help.
- **HEAD INJURY/CONCUSSION:** Usual symptoms of simple concussion include headache, slight dizziness, queasy stomach or vomiting. These usually require an ice pack to the head and rest. Observe for any severe symptoms such as unusual drowsiness, unequal pupils, persistent vomiting, confusion and lack of coordination. If one or more of these conditions are present, immediately seek medical care.
- **BEE OR WASP STING** – Try to remove stinger by gently scraping with a clean knife blade. Cleanse with soap and water and apply an ice compress to reduce swelling. If person has an allergic reaction (will happen within 30 minutes), hives, itching all over, wheezing, or vomiting call for medical help.
- **NOSEBLEED:** Have person sit down and lean forward. Pinch nose and have person breathe through the mouth. Or pack bleeding nostril(s) with gauze and pinch. If bleeding persists, call a doctor.
- **POISONING:** Do not give the patient fluids or cause to vomit if unconscious or in convulsions. Call for emergency help.
- **SHOCK:** Have person lie down, loosen clothing and cover to prevent loss of body heat. Be cautious not to overheat. Check pulse rate and seek professional help.
- **SPLINTERS:** Tweezers remove most splinters easily, but a doctor should remove deeply embedded splinters. If the length of the splinter is visible under the skin, use a sterilized needle to slit the skin over the splinter and pull it out with the tweezers. Clean the wound.
- **SPRAINS & STRAINS:** Elevate the injured joint to a comfortable position. Apply an ice bag or a cold compress over the sprain to reduce pain and swelling. Ability to move does not rule out fracture. Person should not bear weight on a sprain. Sprains that continue to swell should be examined by a doctor.
- **UNCONSCIOUSNESS:** When person cannot be aroused, lay in a flat position and make sure the victim's airway is clear. Check pulse rate. If no pulse is felt, begin administering CPR. Keep the person comfortable and warm. Never give an unconscious person food or liquid. If vomiting occurs, turn head to the side to prevent choking on inhaled vomit. Call for help.

## IV. STANDARDS AND EXPECTATIONS FOR THE WORKPLACE

### OPEN-DOOR POLICY

All employees have the right and are encouraged to speak freely about their job-related ideas and other concerns. We urge you to go directly to your supervisor on issues which are important to you. If, after talking with your supervisor, you feel the need for additional discussion, you are encouraged to speak with company management.

### FREEDOM OF ASSOCIATION POLICY

FCCO's culture is characterized by cooperative relationships and high employee involvement that relies on building partnerships and interdependence. FCCO respects the employees' right to organize themselves into interest groups as initiatives of the workers, independent from supervision by the management. In keeping with the spirit of this Policy, employees are not discriminated against for exercising this right.

### DISCIPLINARY POLICY

It is within the company's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, FCCO reserves the right to terminate employment of an employee at its discretion, with or without notice.

FCCO will normally adhere to the following progressive disciplinary process:

- Verbal Caution: to alert the employee that a problem may exist or that one has been identified that must be addressed.
- Written Caution: is given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior the period of a verbal caution.
- Suspension: An employee will be suspended without pay when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written caution is in effect.
- Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

### DISCIPLINARY OFFENCES

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including termination, for a single offense:

- Excessive absenteeism or tardiness.
- Dishonesty, including falsification of company-related documents, or misrepresentation of any fact.

- Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
- Possession of, consumption of, or being under the influence of alcoholic beverages while on company or client premises.
- Illegal distribution, sale, possession, or use of illegal drugs.
- Possession of weapons, firearms, ammunition, explosives, or fireworks on company or client premises.
- Failure to promptly report a workplace injury or accident involving employees, clients, equipment, or property.
- Willful neglect of safety practices, rules, and policies.
- Stealing, misappropriating, or intentionally damaging the company.
- Violation of the company's Equal Employment Policy or Harassment Policy.
- Failure to comply with the personnel policies and rules of FCCO.

### SMOKING AT THE WORKPLACE

Company policy is to provide a smoke-free environment for employees and visitors. Smoking of any kind is prohibited inside the factory and office. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside the factory building.

### VIOLENCE AND WEAPONS

Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, etc., to the factory. Neither threats of violence nor fighting will be tolerated. Any employee found threatening another employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including termination.

### DRUG-FREE WORKPLACE

FCCO does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while on duty. Violation of this policy will result in disciplinary action, up to and including termination.

## V. LEAVE

### ANNUAL LEAVE

- All full-time employees are eligible for annual leave, which is absence from duty with pay. Annual leave may be taken, with prior approval, at the initiative of the employee.
- For exceptional and urgent reasons, up to five days of advanced annual leave may be authorized which will be charged against entitlements accruing in the future.
- 10 days of unused annual leave may be carried over from one leave year to the next.
- Employees accrue annual leave on the basis of length of service
  - Under 2 years of service: 15 days per year
  - 2-5 years of service: 20 days per year
  - 5 or more years of service: 25 days per year

### MEDICAL LEAVE

Medical leave is provided for illness of the employee, their spouse or children. Up to 10 days of medical leave may be taken annually. For medical leave of two or more consecutive days, a certificate from a doctor will be required.

### MATERNITY LEAVE

- Female employees with at least 160 days of service in the twelve months before the expected date of delivery are entitled to paid maternity leave of six weeks.
- An additional six weeks of unpaid leave may be taken with prior approval of the supervisor.
- Details of return to work date must be given one week in advance. The employee is entitled to return to the position held prior to taking maternity leave or to an alternative position of comparable status and pay.

### BEREAVEMENT LEAVE

In the event of the death of a spouse, child, parent, or sibling, regular rate of pay for three consecutive working days' absence is paid. Employees should direct all requests to their supervisors.

### LEAVE WITHOUT PAY

Employees are eligible to apply for an unpaid leave of absence if they have been employed by the company for at least 12 continuous months. The request for leave will be reviewed based on the reason for the request, previous attendance record, and previous leave requests. Eligibility for and accrual of all other benefits is suspended until the employee returns from leave without pay.

## VI. EMPLOYEE COMMUNICATIONS

### STAFF MEETINGS

- An all staff meetings will be held every six months, chaired by the Directors of the Company. These meetings will allow employees to be informed on recent company activities, changes in the workplace and employee recognition, and for them to provide direct feedback to management.
- On the first Friday of every month, a meeting will be held between management, production manager, and 5 representatives nominated by workers to review health, safety and environment issues including workplace safety, and hygiene, and to agree on remedial steps, if any.
- Monthly inspections will be held to review fire safety arrangements
- A mock fire drill will be organized once every quarter.

### BULLETIN BOARDS

Bulletin boards are placed on every floor to provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

### SUGGESTION BOX

FCCO encourages employees who have suggestions that they do not want to offer orally or in person to write them down and leave them in the suggestion box near the entrance on the ground floor. If this is done anonymously, every care will be taken to preserve the employee's privacy.

### GRIEVANCE REDRESS MECHANISM

Work related problems can arise in any place of employment. We hope individuals will try to reconcile differences on an individual basis. Should this not be possible, to resolve a problem quickly and fairly, the company has developed a grievance procedure using the following steps:

- If you have a problem, notify your supervisor immediately. At this level, employees usually reach the simplest, quickest, and most satisfactory solution.
- If the problem is not resolved to your satisfaction, contact the Grievance Officer within five working days after your supervisor has given his decision
- Following his investigation, the Grievance Officer will respond in writing to your grievance. The decision shall be final.