

	Sheetal Metals	Document NO :	SM/EHS/RSP/PLCY/06
	EMPLOYEE RECRUITMENT, PROBATION, EMPLOYMENT & SEPARATION POLICY	Original Date	01.04.2026
		Revision No	0
		Revision Date :	Nil

1. PURPOSE

The purpose of this policy is to establish a structured, transparent, and merit-based framework for recruitment, selection, appointment, probation, performance evaluation, and employee confirmation.

The policy aims to ensure that Sheetal Metals recruits competent and suitable employees while maintaining fairness, equal opportunity, operational efficiency, and compliance with applicable labour and employment laws.

2. SCOPE

This policy applies to all recruitment, selection, appointment, probation, and confirmation processes at Sheetal Metals, including:

- Permanent employees
- Probationary employees
- Contractual employees, wherever applicable
- New recruits at all levels and departments

The policy shall be implemented in accordance with applicable statutory and regulatory requirements.

3. RECRUITMENT AND SELECTION PROCESS

3.1 Manpower Planning

- Department Heads shall identify manpower requirements based on operational and business needs.
- The requirement shall be reviewed and approved by the competent authority/management before recruitment is initiated.
- HR shall coordinate the recruitment process after receiving the approved manpower requirement.

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- A Job Description (JD) shall be prepared for each position, specifying roles, responsibilities, qualifications, experience, skills, and Key Performance Indicators (KPIs).

3.2 Job Posting and Applications

- Vacancies may be advertised through internal references, job portals, company websites, recruitment agencies, social media platforms, or other suitable recruitment channels.
- Candidates shall be considered based on the qualifications, experience, skills, and requirements specified for the position.
- HR shall maintain appropriate recruitment records for selected candidates.

3.3 Screening and Shortlisting

- HR shall screen applications and shortlist candidates based on the requirements of the respective position.
- Shortlisted candidates may be called for interviews, technical assessments, skill tests, or other assessments as required.
- The recruitment process shall be based on merit, competency, experience, and suitability for the position.
- Sheetal Metals shall maintain a fair and unbiased recruitment process and shall not discriminate on the basis of race, caste, religion, gender, age, disability, or any other legally protected characteristic.

3.4 Interview and Assessment

Depending on the position, the selection process may include:

- HR Interview
- Technical Interview
- Departmental Interview
- Skill/Practical Test
- Written Test
- Reference Verification

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- Background Verification, wherever applicable

The final selection shall be based on the candidate's overall suitability for the position.

3.5 Final Selection and Offer

- The final candidate shall be selected based on merit, qualifications, experience, skills, interview performance, and organizational requirements.
- HR shall issue the Offer Letter/Appointment Letter to the selected candidate.
- The employment terms, salary, designation, reporting structure, probation period, working conditions, and other applicable terms shall be communicated to the employee.

4. PROBATION AND PERFORMANCE EVALUATION

4.1 Probation Period

- Every newly appointed employee shall normally be placed on a **six (6) months probation period** from the date of joining.
- The probation period is intended to assess the employee's performance, technical/functional capability, discipline, conduct, attendance, adaptability, and suitability for the assigned role.
- During the probation period, the employee shall be monitored and evaluated by the concerned reporting manager/supervisor.
- HR may coordinate periodic reviews of probationary employees.

4.2 Performance Evaluation

The probationary employee shall be evaluated on the basis of factors including:

- Job knowledge and technical/functional skills
- Quality and accuracy of work
- Productivity and efficiency
- Attendance and punctuality

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- Discipline and workplace conduct
- Ability to follow company policies and procedures
- Teamwork and cooperation
- Adaptability and learning ability
- Safety awareness and compliance
- Achievement of assigned KPIs and targets

4.3 Confirmation After Probation

At the end of the six-month probation period:

- If the employee's performance and conduct are satisfactory, the employee may be confirmed in employment through a formal confirmation process.
- The Company may confirm the employee earlier or extend the probation period where considered necessary, subject to applicable law and the terms of employment.
- If performance remains unsatisfactory, the Company may take appropriate action, including extension of probation or termination of employment, following applicable law and company procedures.
- Confirmation shall not be considered automatic solely because the probation period has expired unless formally communicated by the Company.

5. TERMINATION DURING PROBATION

- During the probation period, if an employee's performance, conduct, attendance, discipline, or suitability is found to be unsatisfactory, the Company may take appropriate action in accordance with the terms of appointment and applicable law.
- Where termination is considered necessary, the applicable notice period or salary in lieu of notice shall be governed by the Appointment Letter and applicable statutory provisions.
- The decision shall be based on available performance records, conduct records, attendance, and other relevant factors, wherever applicable.
- HR and the concerned management authority shall review and approve the decision as per the Company's internal process.

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6. BONUS ELIGIBILITY

- Bonus shall be governed by the Company's applicable Bonus Policy and the relevant statutory requirements.
- As a Company policy, employees shall generally become eligible for the Company's applicable performance/annual bonus only after completing one (1) continuous year of service, subject to the applicable scheme and statutory requirements.
- Employees who leave the Company before completing one year of continuous service shall not be eligible for the Company's discretionary/performance bonus, unless otherwise required by applicable law.
- Employees leaving the Company after a short period, such as two or three months, shall not be eligible for the Company's annual/performance bonus merely on the basis of the period worked.
- Employees who have completed one year of service but subsequently leave the Company during the relevant financial year, before the applicable bonus payout/settlement date, shall not be eligible for the Company's annual/performance bonus, unless otherwise approved by the Company or required by applicable law.
- Employees whose Basic Salary is ₹21,000 or above shall not be eligible for the Company's performance/annual bonus under this policy, subject to applicable statutory requirements.
- Any statutory bonus, wherever legally applicable, shall be dealt with strictly in accordance with the applicable law and shall not be restricted by this clause.

7. GRATUITY

- Gratuity shall be governed by the applicable gratuity legislation and amendments thereto.
- **As per the Company's policy, gratuity shall be payable subject to completion of the minimum qualifying period prescribed under applicable law.**

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- Where the applicable statutory requirement is five years of continuous service, an employee shall generally become eligible for gratuity upon completion of **five (5) years of continuous service**, subject to applicable statutory provisions and exceptions.
- The calculation and payment of gratuity shall be made in accordance with the applicable statutory formula, eligibility conditions, and legal requirements.
- Nothing in this policy shall restrict or deny any gratuity benefit that becomes mandatorily payable under applicable law.

8. REJOINING / RE-HIRING RESTRICTION AFTER RESIGNATION

- An employee who voluntarily resigns from Sheetal Metals and leaves the Company shall **not be eligible for rejoining or fresh employment with the Company for a period of three (3) years from the date of separation.**
- During this three-year period, such an employee shall not be considered for any vacancy, whether permanent, contractual, temporary, or through any other employment arrangement, unless specifically approved as an exception by Senior Management.
- This restriction shall apply to employees who voluntarily resign and leave the Company after completing the applicable exit formalities.
- The Company reserves the right to make an exception in special circumstances based on business requirements and management approval.
- This clause shall be implemented subject to applicable employment laws and contractual obligations.

9. FAIR EMPLOYMENT PRACTICES

Sheetal Metals is committed to maintaining a professional, fair, and respectful workplace.

The Company shall:

- Provide equal employment opportunities based on merit and suitability.
- Maintain a fair and transparent recruitment process.
- Prohibit unlawful discrimination and harassment.
- Respect employee rights as provided under applicable laws.

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- Respect employees' lawful rights relating to freedom of association and collective bargaining, subject to applicable laws and regulations.
- Maintain confidentiality of candidate and employee information.

10. EMPLOYEE DOCUMENTATION

HR shall maintain appropriate records relating to recruitment and employment, including, wherever applicable:

- Manpower requisition
- Job Description
- Candidate application/resume
- Interview and assessment records
- Selection approval
- Offer Letter
- Appointment Letter
- Joining documents
- Probation review records
- Confirmation records
- Exit/separation records

All records shall be maintained as per the Company's document-control and record-retention requirements.

11. POLICY COMPLIANCE

All employees, Department Heads, Managers, and HR personnel involved in recruitment and employment decisions shall comply with this policy.

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Any deviation from this policy shall require approval from the competent authority and shall remain subject to applicable statutory requirements.

Where any provision of this policy conflicts with mandatory applicable law, the applicable law shall prevail.

12. REVIEW AND AMENDMENTS

- This policy shall be reviewed periodically by the HR Department and Management.
- The Company may amend, modify, or update this policy based on organizational requirements, changes in employment laws, statutory requirements, or business needs.
- Any amendment shall be approved by the competent authority before implementation.

13. NOTICE PERIOD AND SEPARATION

- All employees who intend to resign from the Company shall submit a formal written resignation to their Reporting Manager and HR Department.
- The standard notice period for employees shall be **30 (thirty) days**, unless otherwise specified in the Appointment Letter or applicable statutory provisions.
- The employee is required to serve the complete notice period and properly hand over all assigned duties, responsibilities, documents, company assets, and pending work before separation.
- If an employee leaves the Company without serving the applicable notice period or without obtaining formal approval for notice-period waiver/shortfall, the Company may recover the applicable notice-period amount from the employee's final settlement, **to the extent permitted under the Appointment Letter and applicable law.**
- In case of failure to complete the required notice period and exit formalities, the Company's **Full and Final Settlement (F&F) and relieving/experience documentation may be withheld until the required clearance, handover, and settlement formalities are completed**, subject to applicable law.
- Company assets, documents, ID cards, tools, equipment, laptops, access cards, or any other Company property must be returned before the employee's final clearance.
- The employee shall obtain clearance from the concerned departments before the final settlement and issuance of relieving/experience documents.

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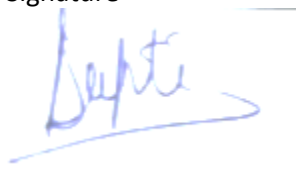
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- Any waiver or reduction of the notice period shall require prior written approval from the competent authority/Management.
- The Company reserves the right to take appropriate action in case of unauthorized absence, absconding, non-completion of handover, or failure to comply with the applicable separation process, subject to applicable law.

13.1 Notice Period Buyout

Where permitted by the Appointment Letter and applicable law, an employee may request early release by paying or having adjusted from the final settlement the salary equivalent of the unserved portion of the notice period.

Approval of early release or notice-period buyout shall be at the discretion of the Management and shall not be considered automatic.

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