



VENTIVE HOSPITALITY LIMITED

(Formerly known as “Ventive Hospitality Private Limited”
and “ICC Realty (India) Private Limited”)

EMPLOYMENT POLICY

Statement of Confidentiality: The policies, procedures and standard practices described in this manual are for the said process only at Ventive Hospitality Limited (from here on termed as “Ventive”) and do not intend or imply to any other Ventive entity. Information in this document represents guidelines only. Ventive reserves the right to modify the document, amend or terminate any policies, procedures or employee benefit programmes whether or not described in this document, at any time, or to require and / or increase contributions toward these programs. All policies contained herein have been adopted by Ventive and supersede previous policies. We periodically review policies, in part or as a whole to ensure that they continue to reflect the current thinking of the organization and are consistent with the changing trends and legal requirements.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical including photocopying or recording, for any purpose, without the express written consent of Ventive.

Index

1. Introduction	4
Objective	4
Scope	4
2. Responsibility	4
3. Guidelines	4
Work Hours and Breaks	4
Remuneration	4
Retirement and Benefits	4
Bonus and Minimum Wages	5
Education and Training	5
Holidays and Leave	5
Workplace Environment	5
Child and Adolescent Labour	5
4. Monitoring and Review	5

1. Introduction

Objective

The objective of this policy is to ensure that Ventive provides a fair, safe, and respectful work environment that promotes employee well-being and adheres to applicable laws. This policy sets the terms and conditions of employment, aiming to foster a positive and legally compliant workplace.

Scope

This policy applies to all employees of Ventive, including permanent, temporary, and contract workers. It covers aspects related to work hours, remuneration, employee welfare, training, and compliance with statutory requirements. The policy also extends to contractors and third-party vendors engaged with the company to ensure adherence to labour rights and human resource standards.

2. Responsibility

- Human Resources: Responsible for implementing and managing this policy, including overseeing compliance with labour laws and employee welfare.
- Managers and Supervisors: Ensure that employees are informed about their rights, benefits, and any changes to the policy.
- Employees: Expected to familiarise themselves with the policy and comply with all terms and conditions outlined.

3. Guidelines

Work Hours and Breaks

- Work Timing: Standard work hours will be as per agreements with workers' unions and in compliance with government regulations.
- Break Timings: Employees will receive breaks as stipulated by applicable laws.
- Work Shifts: For certain departments, work shifts may be required, and employees will be informed in advance.
- Overtime: Overtime may be required based on business needs and will be compensated in accordance with legal and company policies. Employees must sign an agreement before working overtime.

Remuneration

- Salaries and wages will be paid on a predetermined date, typically the last working day of the month.
- Payments will be made through direct deposit, cheque, or electronic transfer, with wages calculated on a monthly basis.
- Employee wages and benefits will be competitive and in line with industry standards. The company ensures gender equality and fair treatment for all employees.

Retirement and Benefits

- The retirement age is set at 65 years, in line with applicable employment laws.
- Employees are eligible for retirement benefits as per the company's retirement plan and legal requirements.

Bonus and Minimum Wages

- Performance-based bonuses may be awarded based on individual contributions and company performance.
- The company adheres to minimum wage laws as set by the government.

Education and Training

The company offers training opportunities to enhance employee skills and career development, with a focus on improving knowledge and work efficiency.

Holidays and Leave

- Statutory Holidays: Employees are entitled to holidays as per local regulations.
- Additional leave is provided as per the requirements outlined in national and regional laws.

Workplace Environment

- Ventilation and Temperature: The company will ensure a comfortable and safe working environment with adequate ventilation and temperature control.
- Rest Areas: Break areas will be provided for employees to relax during the workday.

Child and Adolescent Labour

- Ventive strictly prohibits the employment of child or adolescent labour in compliance with applicable laws. Employees must provide valid documentation to confirm their eligibility to work.

4. Monitoring and Review

The policy will be reviewed regularly to ensure it remains up to date with changes in local laws and regulations. Any amendments will be communicated to employees. Regular audits

will be conducted to ensure that the policy is being followed and that any issues are addressed promptly.

This policy is subject to updates as per changes in laws and regulations. All employees are required to familiarise themselves with and adhere to the provisions outlined herein.