

Title: APAR Working Conditions Policy
Released by : Head HR
Date of Issue: December 1, 2022
Policy No. : APAR/SOCIAL/POL/11
Version: 01/2022



Working Conditions Policy

1. Objective :

This policy lays down the guidelines to be followed for working conditions encompassing working hours, remuneration and social benefits to employees across all locations in APAR.

2. Scope :

This policy applies to all employees across all Divisions and locations in India.

3. Guidelines :

- APAR, since its inception in 1958, has been an upholder of the law of the land. APAR believes in compliance of all legal requirements applicable to its employees related to working conditions encompassing working hours, remuneration and social benefits across location.

Working Hours:

- APAR abides by the provisions related to working hours under Factories Act, 1948 and the Rules made thereon and The Shops and Establishment Act of different States and Union Territories in which APAR operates.
- APAR continuously monitors the practice of legal requirements of working hours at its location and constantly implements all statutory amendments.

Remuneration:

- APAR abides by the provisions related to remuneration under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Equal Remuneration Act, 1976, The Payment of Bonus Act, 1965 and Rules made thereof in different States and Union Territories in which APAR operates.
- APAR continuously monitors the practice of legal requirements of remuneration at its location and constantly implements all statutory amendments.

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Social Benefits:

- APAR provides all the social benefits applicable to its employees across locations under various social security legislation such as Employees Provident Fund and Miscellaneous Provisions Act, 1952, Employees' Compensation Act, 1923, Employee State Insurance Act, 1948, Payment of Gratuity Act, 1972, The Maternity Benefit Act, 1965 and Rules made thereof in different States and Union Territories in which APAR operates.
- APAR continuously monitor the practice of legal requirements of social benefits at its location and constantly implements all statutory amendments.

Process Owner: HR



Kushal N Desai
Chairman & Managing Director

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