

1.5 Rules, regulations, instructions manual and records for discharging functions

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

A. Matters pertaining to Company affairs

- a) Memorandum & Articles of Association;
- b) Department of Public Enterprises & Government Guidelines, including Navratna guidelines;
- c) DIPAM Guidelines on Capital Restructuring of Central Public Sector Enterprises (CPSEs)
- d) Presidential Directives issued from time to time;
- e) Decisions of shareholders in the General Meetings as contained in the minutes book;
- f) Decisions of the Board of Directors and Sub-Committees of the Board from time to time as contained in the minutes book;
- g) Insider Trading Policy
- h) Codes of Business Conduct & Ethics for Board Members and Senior Management;
- i) General Power of Attorney issued in favour of Officers of the Company.
- j) Corporate Social Responsibility Policy
- k) Dividend Distribution Policy
- l) Policy for Preservation and Archival of documents
- m) Policy for Determining Material Subsidiaries
- n) Policy on Determination of Materiality of Disclosures
- o) Policy on Related Party Transactions
- p) Whistle Blower Policy
- q) Training Policy of Directors
- r) Principles and Policies on Business Responsibilities
- s) Risk Management Policy

B. Matters pertaining to Finance & Accounts

- a) Accounting Policies;
- b) Accounting Standards;
- c) Accounting Manual.

C. Matters pertaining to Works, Contract, Commercial, Procurement, etc .

- a) Purchase Manual;
- b) Works Policy.

D. Establishment matters pertaining to HAL employees

- a) Conduct, Discipline & Appeal Rules
- b) Standing Orders
- c) Service Conditions
- d) HR Manuals
- e) Employee Handbook
- f) Leave Rules
- g) Medical Attendance and Treatment Rules;
- h) Post-Retirement Medical Schemes;
- i) Pension Schemes
- j) Recruitment/Promotion Rules
- k) Pay & Allowances
- l) Employee Benefits & Facilities
- m) Rules pertaining to Advances & Subsidies
- n) Directives regarding recruitment & promotion of SC/STs
- o) Directives regarding recruitment of OBCs, PWD, Ex-Servicemen, etc
- p) TA/DA Rules
- q) Performance Appraisal
- r) Incentive Schemes
- s) Transfer Policy, etc

E. Plant Operations

- a) Operations/ Technical / Maintenance Documents/Manuals
- b) Safety and Environment documents
- c) Correspondence related to production/operation

F. Human Resources Development & Community Development

- a) Training Policies;

Technical Training Institutes (TTIs) cater to the training needs of Workmen in addition to conducting 1 year Apprenticeship Training Programme, as per Apprenticeship Act 1961. Officers are being nominated for Management Development Programmes.

Skill Development Initiatives are implemented across the Company to enable and empower the employees to improve quality, productivity and customer satisfaction, through improved skills, knowledge and understanding, to support HAL's competitiveness in the national and global market.

- b) Scholarship Schemes for SC/ST students besides UR students.

G. Public Relations, Publicity

- a) Advertisement Policy/Guidelines.

Certain general guidelines and Manuals are available on HAL website, where as some of the manuals/policies are available in the organization for internal use only.