

Mobile Phone/Social Media Use Policy

The mobile phone provided to you is company property and is a tool of trade. It is not meant to be used for other purposes.

The phone provided will be as per your category and will be replaced every two years. In the event of damage/loss, it will be replaced at the employee's cost.

Please note that it is strictly prohibited to access inappropriate sites (e.g., pornographic sites, etc.), downloading movies or commenting on social media sites that can disrepute the organisation.

In the event of resignation/termination, you will be required to hand over the phone back to the company. The SIM will not be transferrable to any personal account.

Overseas Travel Policy

Please note that the company will undertake all travel bookings. You will need to contact the DGM Administration with details.

The per diem payment will depend on the destination and duration of the visit. For further details, please contact the DGM Administration for applicable daily limits.

Any additional expenditure will not be reimbursed unless sanctioned by the CEO.

Please note that you are representing the company, and you will need to be dressed and conduct yourself with decorum and responsibility. Any behaviour that is considered inappropriate will face disciplinary action.

Welfare Society

EPP Welfare Society (Head Office)

(The EPP's welfare society is operated and managed by a committee that consists of all permanent staff members representing each department, and the company doesn't directly involve the community. Membership is voluntary. Policy and benefits are given in full. Procedures are explained)

Constitution

A formally approved constitution shall be maintained for the details of the operation of the society

Scheme

This society is in operation for all employees recruited to the company's permanent cadre. But the membership is voluntary, and employees are entitled to the benefits of joining the society.

Policy

A welfare society is operated to provide welfare facilities and financial assistance to its members. Two primary objectives of the society are,

- Development of the brotherhood and coexistence among welfare committee members.
- Providing welfare benefits for the welfare committee members and their family

Official Holders of Welfare Society

1. Patron Board – MD
2. Executive Officer – CEO
3. Executive Committee President
 - Vice President Secretary
 - Vice Secretary
 - Treasurer – Officer of the Finance Department
 - Committee members from each department

Membership

Membership is voluntary.

New employees are requested to complete the membership form available in the HR department and forward it for registration.

Membership Contribution

The minimum contribution for the membership is Rs.100/- and the employees can contribute any amount more than the minimum contribution as they wish. The amount is deducted from the monthly salary as a fixed monthly contribution.

Welfare Facilities

Granting Loans

A member must meet the following conditions to be eligible for applying for loans.

- Complete ONE year of service in the Company
- Two guarantors who are members of the society need to be signed off.

The following factors are considered when granting the loan.

- Years of service in the company
- Number of years of the welfare membership
- Member's previous settlements of loans

Loan Amount

Employees' well-being is ensured through the EPP welfare society through the grant of welfare loans at a concessionary interest rate of 10%.

1. Rs. 10,000 on completion of 1 year
2. Rs. 20,000 on completion of payment of the loan
3. Rs. 30,000 on completion of payment of the loan
4. Rs. 50,000 on completion of payment of the loan

Loan Procedure

The procedure to be followed is given below:

1. Member submits the 'loan application form' to the HR department.
2. HRD checks the eligibility of the member to grant the loan.
3. If the member is eligible for the loan, get approval from the society's committee and sign off the eligible members' list.
4. Permanent staff two guarantors sign off the 'guarantor form'.
5. HRD hands over the relevant documents to the Treasurer for the loan payment.
6. HRD informs the AS Group Payroll Divisions of the monthly salary deductions.

Death Donation Scheme

- EPP maintains a sensitive bond with its employees providing financial or other assistance to employees in times of distress caused by the death of an employee grant of Rs.
- Grant of Rs. for funerals of parents, spouses and children with a free Tea quota
- Grant Rs..... loan at an interest rate of 10% per annum for the funeral of a mother/father-in-law.

Critical Illnesses

Grant of Rs. for heart surgery /Kidney surgeries/ Cancer/ Deadly diseases for an employee's spouse and children

Distress Donation/Loan

Distress donation/Loan for employees who cannot report to work due to accidents or illnesses until three months Rs..... and Rs. respectively.

Benefits

Meals

Discuss with the team...red apple millennium or Diamond Room

Purchase Facility at Welfare Shop

The company has been generous in providing its product range to its employees, at special concessionary rates, with a specified quota, which complements their requirements.

Sports Activities

EPP believes in enhancing its employees' potential and hidden talents beyond the working environment. Thus EPP has taken the initiative to facilitate practice for matches in netball, volleyball, cricket, badminton, and carom. This has proven to enhance the morale of its employees.

EPP organises various sports activities from time to time to maintain healthy, cordial relationships with our employees as they have understood the importance of the employee relationship irrespective of their rank or level.

Sports activities such as Cricket tournaments, Volleyball tournaments, Netball tournaments, and Badminton tournaments held in the company provide employees to show & sharpen their talents.

Annual Staff Get-Together/Hamper

To manifest the necessary impetus to create a family-oriented corporate culture among the staff EPP organises, and 100% sponsors an annual staff get together to strengthen the team spirit, internal rapport, and motivation among employees' family members.

Annual Trip

All employees are given the opportunity of an all-expense-paid trip which the company considers a form of celebrating the unity of the EPP family. Believing in the importance of third party involvement in retaining employees, our employees are allowed to get their families involved in the annual trip.

Employee Appreciation

Strong appreciation of the efforts of its employees has been a feature deeply etched within the EPP culture. This characteristic was perceived to act in organising a felicitation ceremony to reward its employees, who were recognised as having given much of themselves to the company's growth and towards making EPP the #1 plantation company in the country.

Suggestions

The company has successfully created a work culture focused on learning, development, recognition and reward and a sense of enjoyment and pride in a job well done. Employees who had completed 25 years of service in the company were rewarded with Rs. and dedicated employees with 25 years of service were presented with a gold sovereign each. Furthermore, many employees with various periods of service of 25, 20 and 15 years were also felicitated with tokens of appreciation.

EPP Library

EPP firmly believes that education is the best way of creating an enlightened, disciplined and civilised society. It creates just the right atmosphere for all employees or such community members to gain knowledge. Such an education-related initiative takes an important place on its agenda. EPP “Nenamedura” provides a wide range of books, magazines on health, environment, community and livelihood development, arts and culture.

With a membership we run a library for the benefit of everyone. We make a considerable effort to understand the value it adds to society.

References

Annexure 5

<i>Form 17.1</i>	<i>Membership Application form</i>
<i>Form 17.2</i>	<i>Loan Application Form</i>
<i>Form 17.3</i>	<i>Distress Donation/Loan Application</i>