

WELFARE POLICY

1. Purpose:

Welfare has been described as a total concept. It is desirable state of existence involving the physical, mental, moral and emotional well being. Anything done towards the well being of labor force comes under the purview of Labor Welfare. Welfare measures need not be in monetary terms only but in any kind/forms.

Labor welfare facilities provides healthy working environment & develop sense of belongingness towards organization among workers. It makes workers more responsible & efficient.

The liberalization, privatization and globalization of Indian economy in the past few years have presented unprecedented challenges to the decision makers in the MNCs to compete in the global market with competitive edge of products. This objective could not be achieved until and unless the workers are highly satisfied with the working environment and welfare facilities; it has an important impact on Industrial Relations.

2. Scope:

It is applicable for all employees of all categories.

3. Responsibilities:

International Labor Organization includes under the term Labor welfare “such services, facilities and amenities which may be established in the vicinity of undertakings to enable the persons employed therein to perform their work in healthy and congenial surroundings and to provide them with amenities conducive to good health and good morals”

Human resource department is responsible to maintain the Employee welfare which includes monitoring of working conditions, creation of industrial harmony through infrastructure for health, industrial relations and conducting of various employee engagement activities in regular intervals.

4. Description:

The Oxford Dictionary defines labor welfare as “efforts to make life worth living for worker” Chamber’s Dictionary defines welfare as “a state of faring or doing well; freedom from calamity, enjoyment of health, prosperity.

Labor welfare schemes have been classified into two specific categories, namely,

- Statutory
- Voluntary

It is statutory when such activities have to be undertaken in furtherance of the legislation adopted by the government. It is voluntary when the activities are undertaken at their own accord by the employers or some philanthropic bodies or when a labor organization undertakes such activities for the welfare of their members.

(A) STATUTORY WELFARE SERVICES: -

The Employer is legally bound to adopt welfare measures as per The Factories Act, 1948. Following are the provisions to be looked into as per the Chapter V (WELFARE) of The Factories Act.

Section 42 to 50 deal with welfare provisions, the welfare amenities are:

- Washing facilities (Section 42)
- Storing and drying facilities (Section 43)
- Sitting facilities (Section 44)
- First-aid appliances (Section 45)
- Canteens (Section 46)
- Shelters, rest-rooms and lunch rooms (Section 47)
- Crèches (Section 48)
- Welfare Officers (Section 49)
- **Washing facilities:**
Adequate and suitable facilities for washing shall be provided and maintained for the use of the workers therein; Separate and adequately screened facilities shall be provided for the use of male and female workers; such facilities shall be conveniently accessible and shall be kept clean
- **Storing and drying clothes:**
To provide provisions therein of suitable places for keeping clothing not worn during working hours and the drying of wet clothing.
- **Sitting facilities:**
Suitable arrangements for sitting shall be provided and maintained for all the workers obliged to work in a standing position, in order that they may take rest in the course of their work, whenever necessary.
- **First aid appliances:**
Readily accessible first-aid boxes or cupboards, equipped with the prescribed contents shall be provided and maintained in every factory and such box shall not be less than one for every one hundred and fifty workers ordinarily employed.
- **Canteens:**
Every factory employing 250 workers or more shall be provided with a canteen or canteens and maintained by the occupier for the use of the workers.
- **Shelters, rest rooms and lunch rooms:**
Every factory employing 150 or more workers shall have a lunch room & rest room at approved standard.
- **Crèches:**
Every factory wherein more than 30 women workers are ordinarily employed there shall be provided and maintained a suitable room or rooms for the use of children, under the age of 6 years of such women.
- **Welfare Officers:**
In every factory wherein 500 or more workers are ordinarily employed, the occupier shall employ in the factory one Labour Welfare Officer.

In relation to our company, almost all the statutory compliances have been met. Added, the following are the non-statutory/ voluntary followed by our company.

(B) NON-STATUTORY (VOLUNTARY) WELFARE SERVICES: -

Under this category, the activities could be broadly be categorised as mentioned below: -

- **Accommodation:**

The employees who hail from distant locations and for whom the travelling has been an issue, such employees are provided with dormitory facility inside the factory premises, free of cost. Also, food is provided during the mornings and nights.

- **Transportation:**

All the employees' who are not availing the dormitory facility and are from nearby villages are provided transportation to their villages.

- **Recreation:**

The employees who reside in the dormitories are also provided with recreation room wherein the various gym apparatus as well as indoor games are arranged for.

The above mentioned are the various voluntary welfare schemes already provided by the Management for the welfare of Employees. The proposed welfare services in addition to the above said are as follows: -


- **Birthday Bash:** The employees, whose birthday fall under the particular month could be greeted on the same day by HR department in the form of sending E-Greeting Card, Put the greeting card in the Notice Board or go to the department and say greetings in-front of all employees. Arrange get together in the same department for 10 minutes and greet the employee.
- **“Know your Peer” -New joinee Intro:** All the new joinees in any given week could be introduced to the rest during training programmes, or any other gatherings. It is proposed to have a brief mail of their hobbies, previous experience and qualification which could be sent on a weekly basis.
- **Entertainment facilities:** Conducting dance programs, dramatics, music, role plays and fun filled games not taking more than an hour's time can energize the workers. A well designed proposal could be possibly to organize such events during Independence Day, Republic day, National Safety day etc. To start with, if an informal event could be organized in the New Year, it would really be a kick-start to the entertainment programs under the welfare scheme.
- **Family get-together:** Invite all employees and their families to the Company on any weekly off day, Festival Holiday times. The programme schedule will be
 - Invitation to all employees and their families consisting of wife / Husband and children to the company on prescribed date
 - Opening Speech

- Formal introduction of family members
 - Company tour
 - Lunch to all members
 - Closing meeting
- **Movie Show:** Arrange mini movie related to Science/ Friction/ Entertainment films weekly once in the Auditorium (hall no 1) in Knowledge centre. All the employees who are residing inside the dormitories will be allowed for this. Based on the response we can extend to the outside employees and families in future.
 - **Outdoor and Indoor Activities:** For those with a desire for something more active, there are outdoor games, athletics; physical exercises and indoor games. The talented and the interested are to be identified and conducting the game with defined rules during the week offs / after working hours, would serve to be exciting and rejuvenating factor for the employees. The games proposed would be Basket ball, Volley ball, Table tennis, Shuttle Etc

Initially to start with, such games could be conducted on the last week off of any given month. It is also proposed that certain titles/awards could be allotted to the winners.
 - **Employee of the month:** Based on the monthly performance ratings and recommendations from the HOS and HODs, the staff could be recognised for their performance and could be given titles such as “Performer of the month”, “employee of the month” etc and such employees with consistent performance could be given small gifts during the family gathering.

5. Advantages:

- i) Higher employee satisfaction
- ii) Higher productivity
- iii) Low attrition
- iv) Higher scope for innovation
- v) Less stress and burnout
- vi) Higher loyalty
- vii) Higher quality
- viii) Strong bonding

Sign Date 12/07/2023.....

Next review date will be 12/07/2024

