



**MATS GROUP OF COMPANIES  
COMPLIANCE MANUAL**

**5. 0 COMPLIANCE PROGRAM PRINCIPLES AND PROCEDURES**

**5.1. INTEGRITY**

**1.0 PURPOSE AND SCOPE:**

1.1 This is to describe a policy and procedure to maintain integrity during testing and inspection activities of MATS Staff.

1.2 This also describes about the policies and procedures to avoid involvement in any activities that would diminish confidence in its competence, impartiality judgement and operational integrity

**2.0 RESPONSIBILITY:**


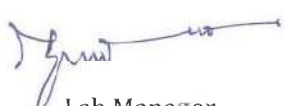
2.1 Compliance officer and Compliance committee is responsible for implementing the system to ensure the integrity in the Mats activities.

**3.0 PROCEDURE:**

MATS Group of companies involved in Inspection of containers, Sampling and Analysis of Food and Agricultural commodities and their staffs are Committed to integrity, impartiality and independence in all inspection, Sampling and testing activities. MATS established, maintained and implemented the Independence and Impartiality as per the procedure MATS/LQSP-001. To ensure that inspection and testing activities are undertaken impartially, disallow commercial, financial, or other pressures from compromising impartiality, and ensure that the MATS Inspection person (surveyors) and lab staffs are free from any commercial, financial and or any other constrains which may affect their judgment. Impartiality procedure aims for faith, integrity and excellence of MATS employees when carrying out their activities. MATS employees are always conscious of the fact that each activity carried out by them is taken as indicative of MATS.

MATS cooperates with all other parties whom it is in cooperation processes, such as; purchasing, subcontracting etc. ethically, morally, fairly, impartially, honestly and loyally in order to protect legitimate business rights and interests.

Procedure for Protection of Customer Confidentiality, Control of Impartiality Judgement & Operational IntegrityMATS/LQSP-001provides a guidance to the employees for dealing with


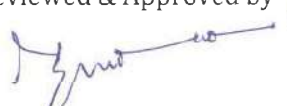
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clients who expect that MATS to abuse tolerances to obtain acceptable results. Every staffs are signing the Non-disclosure and confidentiality agreement at the time of joining to follow the code of ethics on integrity. MATS Employees maintain adherence to the Ethical Principles in the event that a customer abuses the employee's tolerance to achieve acceptable results.

**To achieve this;**

- MATs staffs perform the job accurately, on time and in accordance with the relevant rules and requirements.
- MATs staffs do not issue / approve / stamp any certificate / Test Report without completing the relevant service.
- MATs staffs Carries out their duties with the awareness that they represent the company, that they should always contribute positively to the Company's reputation, and that they should avoid acts that may harm the Company's image.
- Regarding the interpretation or execution of the integrity principle, employees and other parties can get the necessary support by using the support line. Employees or other parties who detect or suspect a behaviour contrary to the principle of honesty safeguard related records and evidences and immediately report the issue to the Compliance Officer by using the support line.
- MATS staffs either in inspection and testing are aware of the standards and requirements and test methods related to the products that they are inspecting.
- MATs staffs are having a comprehensive understanding of these criteria, inspectors can ensure that they are assessing the products against the correct benchmarks, ultimately leading to more precise inspections
- MATs staffs are using appropriate equipment for sampling and testing and the measuring equipment are calibrated
- MATs organization having dedicated infrastructure and records to ensure all the aspects of inspections and testing are carried out.
- Advanced technologies are used both in testing and inspection division to be updated in this areas.

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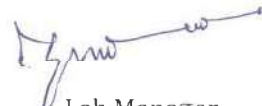


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- Effective communication established between staffs in their divisions to ensure that any issues or defects in testing and inspection are effectively communicated.

**RELATED DOCUMENTS**

- 1.MATS/LQSP-001- Procedure for Protection of Customer Confidentiality, Control of Impartiality Judgement & Operational Integrity
2. MATS/QS/F-042 – Non disclosure and Confidentiality agreement
- 3.MATS/LQM -Annexure -I Organization Structure & Roles and Responsibilities of Personnel

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**5.2. CONFLICT OF INTEREST**

**1.0 PURPOSE AND SCOPE:**

1.1 This is to describe a policy and procedure to maintain conflict of interest during testing and inspection activities of MATS .

1.2 This is also describes about the policies and procedures to avoid involvement in any activities that would diminish confidence in its competence, impartiality judgement and operational integrity

**2.0 RESPONSIBILITY:**

2.1 Compliance officer and Compliance committee is responsible for implementing the system to ensure the integrity in the Mats activities.

**3.0 PROCEDURE:**

In order to avoid conflicts of interest, or the appearance of conflicts of interest, in MATS business transactions and Inspection and Testing services, MATS established, maintained and implemented the conflict of interest through procedure MATS/LQSP-001.The Procedure for Protection of Customer Confidentiality, Control of Impartiality Judgement & Operational Integrity MATS/LQSP-001provides guidelines to lab staffs in order to avoid conflicts of interests between MATS departments engaged in different activities.The personnel working are independent, without being interfered by interior, exterior, commercial, financial and other pressures.MATS employees will not engage in any financial or other conflict of interest that might cause conflict with their professional activities.

The Procedure for Protection of Customer Confidentiality, Control of Impartiality Judgement & Operational Integrity MATS/LQSP-001provides, that the MATS Employees

- Are not a partner or shareholder of a supplier, service provider, subcontractor, customer or competitor, directly by themselves or through their relatives, friends or other intermediaries. Employees can invest in publicly available shares of these interested parties.
- Are not holding any positions or be an employee of customers and competitors.
- Are not carrying out any company activities with institutions that their relatives or friends have or hold executive positions.

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- Are not taking part in the recruitment processes of their relatives within MATS without the written consent of the top management.

The employee, who detects a case that is incompatible with this principle immediately report the issue to the Compliance Officer by using the support line. Employees who suspect that they are in conflict of interest or need information or guidance can get the necessary assistance via support line.

**Related Documents**

- 1.MATS/LQSP-001- Procedure for Protection of Customer Confidentiality, Control of Impartiality Judgement & Operational Integrity
- 2.MATS/QS/F-042 – Non disclosure and Confidentiality agreement
- 3.MATS/LQM Annexure–I Organization Structure & Roles and Responsibilities of Personnel

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**5.3. CONFIDENTIALITY AND DATA PROTECTION**

**1.0 PURPOSE AND SCOPE:**

1.1 This is to describe a policy and procedure to maintain confidentiality and data protection during testing and inspection activities of MATS .

1.2 This also describes about the policies and procedures to avoid involvement in any activities that would diminish confidence in its competence, impartiality judgement and operational integrity

**2.0 RESPONSIBILITY:**

2.1 Compliance officer and Compliance committee is responsible for implementing the system to ensure the integrity in the Mats activities.

**3.0 PROCEDURE :**

It establishes guidelines for handling sensitive information, including employee records, client data, technical datas and proprietary information. MATS employees are aware of the importance of intellectual property and therefore respect and protect all intellectual property content belonging to them and others, including internal SOPs, business strategies, trade secrets and other assets. MATs employees do not transfer, disclose or use the confidential information, including the intellectual property and commercial specific information of their customers they obtain while performing their duties, for their benefit. Additionally, they do not expose relevant information to third parties except as required by the relevant legislation, court order, legal proceedings or the requirement of the Flag State and in these cases, the customer is informed and its permission is taken. And inform the client, in advance, of the information it intends to place in the public domain.

Except for information that the client makes publicly available, or when agreed between the organization and the client (e.g. for the purpose of responding to complaints), all other information is considered proprietary information and shall be regarded as confidential.

All of MATS employees sign a Non-Disclosure Agreement which prohibits the disclosure of any confidential business information, obtained during the course of his/her employment, to other parties.

Doc. Name:Confidentiality And Data Protection

Doc. No.: MATS/TIC/MN-003

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MATS ensures that all subcontractors, contractors and suppliers are made aware of the confidential nature of business information that they may handle through their dealings with MATS, and that they should not disclose confidential information to other parties through signing a confidentiality agreement.

All documents protected and controlled within MATS as per Procedure for control of documents MATS/LQSP-003.

### RELATED DOCUMENTS:

- 1.MATS/LQSP-001 - Procedure for Protection of Customer Confidentiality, Control of Impartiality Judgement & Operational Integrity
2. MATS/QS/F-042 - Non disclosure and Confidentiality agreement
3. MATS/QS/F-042 \_1 - Non disclosure and Confidentiality agreement -Supplier
- 4 .MATS/LQM - Annexure -I Organization Structure & Roles and Responsibilities of Personnel
5. MATS/LQSP-003 - Control of Management system documents.

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5.4. ANTI-BRIBERY

1.0 PURPOSE AND SCOPE:

1.1 This document describe a policy and procedure to outline company’s commitment to prevent bribery and corruption during Testing and Inspection activities of MATs.

2.0 RESPONSIBILITY:

2.1 Compliance officer and Compliance committee are responsible for implementing the system to ensure the integrity in the Mats activities.

3.0 PROCEDURE:

3.1. COMPLIANCE WITH LAWS

MATS defines Bribe is as follows

- 1. Providing benefits, directly or through intermediaries to the employee or other persons or institutions to be shown by the employee to perform or not to perform a work related with his/her duty,
- 2. Providing benefits, by the parties associated with MATS, directly or through intermediaries to, the employees or representatives of the contractors, service providers, subcontractors, suppliers, consultants, public employees, etc., which MATs cooperates with for carrying out its business activities, to perform or not to perform a work related with their duty,

The statement of benefit includes, but is not limited with, examples of which are listed below.

- Any amount of cash, securities, payment coupons, communication equipment, electronic devices, vehicles, high-value goods, etc.
- Tourism travels, entertainment organizations, meetings that are not related to business activities in terms of their organization and performance,
- Incentive, discount, job guarantee,
- Kindness, help, Favor, advantage, privilege,
- Political interest/benefit,
- Gifts

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MATS employees do not take, give, or offer bribes and report the issue when they encounter an offer or have doubts about it. The company acts transparently and in accordance with laws, regulations and company procedures while conducting its activities. General methods that provide internal control system and risk management against bribery and corruption are as follows:

- i) MATS structured and manages its organization in a way that preserves the principles of independence and impartiality,
- ii) MATS conducts risk analysis for its employees, including the Ethical Principles, in the recruitment and during employment process,

Employees initially sign Non-disclosure and confidentiality agreement form at the time of joining . In this way, MATS communicates its expectations regarding compliance with Ethical Principles to its employees.

#### 5.4.2. ANALYSIS OF RISKS:

Operation heads, in each branch offices organize annual review meetings to assess bribery risks and determine appropriate control measures and Such reviews should be systematically conducted:

- Prior to the commencement of a new service or the start-up of operations in a new country
- When there is a violation incident regarding the Compliance Program

These risk analyses are documented in the Risk assessment record & Hazard Identification Risk Assessment and the same reviewed and approved by the Compliance Committee.

#### RELATED DOCUMENTS:

1. Risk assessment record (MATS/QS/F-094\_1)
2. Hazard Identification Risk Assessment (MATS/EHSQ/F-002)

#### 5.4.3. BUSINESS PRINCIPLES FOR COUNTERING BRIBERY

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MATS employed good business practices and risk management strategies and in accordance with the Business Principles for Countering Bribery as and this practice address the following areas:

5.4.3.1. POLITICAL CONTRIBUTIONS

MATS employees will not make direct or indirect contributions to political parties, organizations or individuals engaged in politics, as a way of obtaining advantage in business transactions.

5.4.3.2. CHARITABLE CONTRIBUTIONS AND SPONSORSHIPS

MATS does not make donations or contributions to charities, non-governmental organizations, universities and university employees through its legal entity or employees or representatives in order to directly or indirectly benefit in business activities.

5.4.3.3. INCENTIVES

Incentive refers to any kind of benefit, premium, contribution or gift provided to a person related to the performance of the task for which they are responsible. MATs prohibits the application of receiving / granting incentives without discrimination between public institutions, private institutions or individuals. When an incentive application is detected, it is investigated and action is taken to eliminate it.

5.4.3.4. GIFTS, HOSPITALITY AND EXPENSES

In business circles, modest gifts and social events are widely used to create a positive business environment or to improve business relationships. However, the occurrence of this situation frequently or the receipt / giving of gifts with high financial value may be interpreted as the appearance of incentive or bribery. For this reason, MATS employees approach the issue carefully. MATS employees or their representatives will not accept, offer, or participate in organizations other than the allowed gifts and hospitality / entertainment organizations. However, if it is thought that rejecting a gift will not comply with the rules of cultural courtesy and will offend the other party, the gift can be received provided that the

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situation is reported to the Compliance Officer. Additionally, the received gift was received on behalf of the legal entity of MATS, and it is ensured that the relevant records are immediately recorded in the Gift and Hospitality / Entertainment Organization Registration List.

MATS DEFINE GIFT AS FOLLOWS:

Everything that has real value (including service) and is provided by MATs employees, their relatives, representatives or people in close relation with to third parties or from third parties, their relatives, representatives or other parties that have close relations with to MATS employees,

MATS DEFINES HOSPITALITY / ENTERTAINMENT ORGANIZATIONS AS FOLLOWS;

Social events, business dinners, business trips, sports events and organizations in such nature that provided to MATS employees, their relatives, representatives or people in close relation with by third parties or from MATs employees to third parties, their relatives, representatives or other parties in close relations with them. Gifts given / received, attended / organized entertainment and hospitality organizations can be interpreted within the scope of bribery, incentives or influence therefore, employees increase their awareness on the subject and is obliged to act responsibly.

5.4.3.5 RULES FOR RECEIVING / GIVING GIFTS

MATS employees give and receive gifts to related parties in order to maintain advertising and promotional activities and to establish business relationships based on good faith. The general point of view for giving / receiving gifts is not to pose a risk to the professional, objective decision-making capabilities of the MATS employee or other party employees with whom MATS cooperates. Employees do not receive or give gifts for their personal benefits under any circumstances. MATS employees are careful and responsible when conducting gift giving / receiving activities. Unless otherwise except diaries, gifts received / given are subjected to the approval process using Gift and Organization Approval Form, if approved, the relevant form is sent to the Compliance Officer and the relevant record is recorded in the MATS Gift and Hospitality / Entertainment Organization Registration List. Office materials

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which usually with a company logo is the only gift ie Diaries for writing, given / received for advertising and promotional purposes are interpreted as gifts

The gifts listed below are not accepted by MATS employees and are not offered to other parties.

1. Gifts that are prohibited to be given to public authorities and public employees by national or international legislation.
2. Gifts that aim to influence decision makers or obtain an benefit related to their field of activity or that may create an impression in this regard.
3. Gifts given to companies and their employees that are in the process of bidding or tendering on a business related to the MAT's field of activity.
4. Gifts that are incompatible with MAT's reputation, inappropriate, hurtful, discriminatory, offensive.
5. Cost is not covered by MATS, costs are at the employee's own expense.
6. Cash or cash substitute financial assets or interest-free loans.
7. Holiday packages and similar tourism organizations and their associated flight tickets, accommodation coupons, etc.
8. A commitment to provide free or discounted service.
9. Gifts that excess of Rs.500 in value.
10. Confidential information, trade secrets. For additional information, guidance or support on receiving / giving gifts, the Compliance Officer should be contacted using the support line.

#### Related Documents

1. Gift And Hospitality / Entertainment Organization Register List.

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**5.5. FAIR BUSINESS CONDUCT**

**1.0 PURPOSE AND SCOPE:**

This procedure emphasizes that the importance of maintaining a professional, independent and impartial manner in all its activities. The purpose of Fair business conduct is to ensure that all business conducted with or within the Council is:

1. Fair
2. Transparent
3. Ethical
4. Free from corruption, undue influence, favouritism, or malpractice

**2.0 RESPONSIBILITY:**

2.1 Compliance officer and Compliance committee are responsible for implementing the system to ensure the fair business conduct in the Mats activities.

**3.0 PROCEDURE:**


MATs committed to take a fair and transparent attitude in business relations with loyalty, sense of responsibility and good faith. It works in accordance with the highest standards of ethical and professional integrity by avoiding any activity that may be in violation of the contractual obligations and the Compliance Program. All business dealings carried out transparently in compliance.

The success of MATs depends on the protection of the corporate reputation and the highest ethical values of its employees. MATs staffs are not deviating approved methods and procedures to ensure tolerance in test methods are not abused. They are reporting the data and test results accurately and not altering them. MATs employees carrying out their business activities based on the principle of fair business conduct.

**3.1 COMMITMENT TO FAIR BUSINESS CONDUCT:**

MATs agrees to conduct all dealings with

1. Honesty

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2. Integrity
3. Transparency
4. Professionalism
5. Accountability

**3.2 PROHIBITED CONDUCT:**

The following actions are strictly prohibited:

1. Seeking or accepting favours, benefits, gifts, hospitality, or payments from vendors
2. Influencing tender awards or procurement decisions
3. Misusing position for personal or political gain
4. Allowing relatives or associates to benefit from contracts

**3.3 TRANSPARENCY & ACCOUNTABILITY**

The Signatories agree to:

1. Maintain complete, accurate, and truthful records
2. Follow all procurement and financial rules of the Council
3. Cooperate with audits, inspections, or inquiries.
4. Ensure communication is clear and honest.

**3.4 REPORTING OBLIGATIONS**

MATs staffs must immediately report:

1. Attempts to offer bribes
2. Requests for kickbacks
3. Suspicious or unethical conduct
4. Pressure, influence, or irregularities in procurement

Reports to be submitted to:

1. Compliance officer or Council committee

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3.5 CONSEQUENCES OF BREACH

If a MAT's staffs violates this Agreement, the Council will take one or more of the following actions:

1. Issue written warnings
2. Initiate disciplinary action under the relevant Council Act
3. Recommend suspension or removal from office
4. Report the matter to the law enforcement
5. Pursue legal action
6. Criminal proceedings where relevant

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**5.6. HEALTH AND SAFETY**

**1.0 PURPOSE AND SCOPE:**

1.1 This is to describe a policy and procedure for Occupational, Health and safety in testing and inspection activities of MATS.

**2.0 RESPONSIBILITY:**

2.1 Compliance officer and Compliance committee are responsible for implementing the system to ensure the integrity in the Mats activities.

**3.0 PROCEDURE**

MATS established, maintained and implemented Occupational, Health and safety procedures in IMS manual based on ISO 45001. MATS provides a continuous Health & Safety training to their employees appropriate for the activities they are engaged. MATS encourage employees to report Health & Safety related incidents, record these incidents, investigate these incidents and if required, take corrective measures as per Incident-Investigation-Procedure

**3.1 INCIDENT REPORTING AND INVESTIGATION PROCEDURES:**

Every workplace, regardless of size or industry, carries some level of risk. While safety programs aim to prevent incidents, accidents and near misses can still occur. The key to preventing their recurrence lies in effective incident reporting and thorough investigation.

These procedures are more than compliance requirements—they are essential tools for building a culture of safety, accountability, and continuous improvement. Without timely reporting, vital details are lost, opportunities for prevention are missed, and the organization may face legal and financial repercussions.

**3.1.1 DEFINITION:** Incident reporting is the formal process of recording details of workplace events that could harm people, property, or the environment. This includes **accidents, injuries, illnesses, near misses, equipment damage, and hazardous conditions.**

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**3.1.2 TYPES OF INCIDENTS TO REPORT:** To maintain consistent reporting, organizations define the following that needs to be reported. Examples include:

1. **Injury and illness incidents:** Cuts, fractures, burns, occupational diseases.
2. **Near misses:** Events that could have caused harm but didn't.
3. **Property damage:** Equipment breakdowns, vehicle collisions.
4. **Environmental incidents:** Chemical leaks, pollution, fire outbreaks.
5. **Security-related events:** Theft, violence, or sabotage.

**3.1.3 BARRIERS TO EFFECTIVE REPORTING:** Even with policies in place, employees may fail to report incidents due to:

1. Fear of blame or punishment.
2. Belief that the incident is too minor.
3. Lack of knowledge about how to report.
4. Inconvenient reporting processes.

**Solution:** No-blame, safety-first culture have been created and report making made simple and accessible.

### 3.1.4. BEST PRACTICES FOR INCIDENT REPORTING

**A. Timeliness:** Reports made immediately or within the first few hours. Delayed reporting can result in lost evidence and inaccurate accounts.

**B. Standardization:** Consistent reporting format being used to ensure all necessary details are captured. This prevents miscommunication and missing data.

**C. Accessibility:** Providing multiple channels—online forms, mobile apps, paper forms, and verbal reports to supervisors.

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**D. Confidentiality:** Respecting the privacy of those involved, especially in sensitive cases like harassment or violence.

**E. Training:** Proper training provided to educate all staff on what incidents to report, how to report them, and why it's important.

### 3.1.5 THE INCIDENT INVESTIGATION PROCESS

Investigation is about **fact-finding, not fault-finding**. The goal is to identify causes and prevent recurrence.

#### Step 1: Securing the Scene

- Ensure the area is safe for investigators.
- Stop equipment if necessary.
- Provide medical aid if anyone is injured.

#### Step 2: Collecting Information

Gathering evidence quickly before it's disturbed:

- Photographs and videos.
- Witness statements.
- Maintenance and inspection records.
- Environmental conditions at the time.

#### Step 3: Determining the Root Cause

Use tools such as:

- **5 Whys:** Ask "why" repeatedly until you reach the underlying cause.
- **Fishbone Diagram:** Categorize possible causes under headings like equipment, process, environment, and people.

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**Step 4: Developing Corrective Actions**

Actions addresses both **immediate causes** (unsafe acts or conditions) and **underlying causes** (management system failures).

Examples:

- Repairing or replacing faulty equipment.
- Updating safety training programs.
- Revising work procedures.
- Installing engineering controls.

**Step 5: Document and Communicate Findings**

A formal investigation report should be prepared and shared with management, affected departments, and—if required—regulatory bodies.

**3.1.6. ROOT CAUSE VS. IMMEDIATE CAUSE**

**Immediate causes** are directly responsible for the incident (e.g., a machine guard missing).

**Root causes** are systemic weaknesses (e.g., no preventive maintenance program).

Investigations must address **both** to be effective.

**3.1.7 .BENEFITS OF EFFECTIVE INCIDENT REPORTING & INVESTIGATION**

- **Improved workplace safety** through hazard elimination.
- **Stronger legal compliance** and reduced liability.
- **Enhanced employee morale** due to a safety-focused culture.
- **Cost savings** by preventing repeat incidents.

**3.1.8. COMMON MISTAKES TO AVOID**

- **Underreporting near misses**—these are valuable early warnings.
- **Focusing on blame** instead of solutions.
- **Incomplete documentation** that leaves out root causes.

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- Failure to follow up on corrective actions.

### 3.1.9. BUILDING A STRONG SAFETY REPORTING CULTURE

- Lead by example—management should actively report hazards.
- Recognize and reward proactive reporting.
- Share investigation results in safety meetings.
- Include incident trends in monthly safety performance reviews.

### 3.1.10. CONTINUOUS IMPROVEMENT THROUGH DATA ANALYSIS

Incident reports aren't just paperwork—they are a goldmine of safety data.

By analyzing patterns (e.g., recurring hazards, common causes), organizations can:

- Target high-risk areas for safety interventions.
- Update training based on real-world incidents.
- Allocate resources effectively.

### 3.1.11 CONCLUSION

Incident reporting and investigation procedures are the backbone of an effective safety management system. They transform incidents into opportunities for learning, improvement, and prevention. By following best practices prompt reporting, thorough investigation, root cause analysis, and corrective actions you create a safer, more resilient workplace.

### RELATED DOCUMENTS

1. MATS/EHSQ/SP – IMS Safety Procedures
2. MATS/EHSQ/F-003 -Accident /Incident Report

Doc. Name:Health & Safety

Doc. No.: MATS/TIC/MN-006

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# MATS GROUP OF COMPANIES COMPLIANCE MANUAL

## 5.7. FAIR LABOUR

### 1.0 PURPOSE AND SCOPE:

1.1 This is to describe a policy and procedure for fair labour in testing and inspection activities of MATS.

### 2.0 RESPONSIBILITY:

1.2 Compliance officer and Compliance committee are responsible for implementing the system to ensure fair labour in the Mats group of companies operation.

### 3.0 PROCEDURE

MATs has defined the appropriate role profiles for all structures and the relevant human resources that will take part in its organization. The competencies to be pursued through recruitment are specified in the relevant role profile. MATs monitors and evaluates the performance of its employees through the performance management system established based on objective criteria. MATS has determined the following principles for its employees. MATS established, maintained and implemented the procedure for Personnel (MATS/LQSP-015) which explains about the recruitment process and training to personnel in their on job training which confirms our commitment to fair labour in addition to the followings:

- Compliance with at least with minimum wage legislation and other applicable wage and working time laws.
- Prohibition of child labour — strictly prohibited the use of child labour.
- Prohibition of forced and compulsory labour — prohibited all forms of forced labour, whether in the form of prison labour, indentured labour, bonded labour, slave labour or any kind of non-voluntary labour.
- Equal opportunities are provided in the workplace
- Zero tolerance of abuse, bullying or harassment maintained in the workplace.
- Salary reviews done once in a year based on effective performance of each employee

Doc. Name: Fair Labour

Doc. No.: MATS/TIC/MN-007

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- Employee provided PF,Leave,Bonus,Gratuity and other benefits in accordance with the rules in force and as modified from time to time.
- Every employee is eligible for leaves as per the Prevailing leave policy. The leaves are Privilege ,Sick and Casual leave

**RELATED DOCUMENTS**

- 1.Appointment order of Employees
- 2.Procedure for Personnel - MATS/LQSP-015

Doc. Name:Fair Labour

Doc. No.: MATS/TIC/MN-007

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