- SANSU AQUATEK commits to not discriminate nor allow harassment or discrimination based on race, nationality, color, religion, disability, gender, sexual orientation, age, marital status, disease, or any other legally protected status of people. Our commitment to diversity and inclusion germinates from our Code of Conduct and interwoven in our culture of merit-based business practices.

- The company affirms equal opportunity of employment to all, irrespective of which section of the society they hail from. The company does not discriminate job applicants or business associates belonging to disadvantaged communities, and what is considered is possession of requisite skill set and qualifications, as mentioned in the job/business requirements published.

- SANSU AQUATEK shall ensure to offer salaries/wages, sets working hours and provides social benefits in line with the local laws and regulations, while also taking market standards and practices into consideration. We seek to treat all employees justly, irrespective of their job roles. Every employee and worker is entitled to access basic amenities and facilities and time off in accordance with the law of the land.

- SANSU AQUATEK apply all the statutory deductions like PT, PF, ESIC & Bonus etc., will be deducted as per prevailing Government Acts.

- Employees are required to perform the duties and responsibilities related to their position in the company.

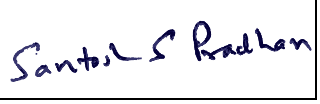
- Employees will at all times, devote all attention and skill to the affairs of the company and will endeavor to your utmost ability to promote and advance the interests of the company.

- Employee offer has been made based on information furnished by them. However, if there is a discrepancy in the copies of documents or certificates given by them as a proof of above we retain the right to review our offer of employment.

- Appointment is terminable either by the management or by yourself without assignment of any reason on either side, after giving one-month notice or of respective salary in lieu.

- Employee appointment will be on Contract Basis for a period of two years effective from their joining date and which may be extended from time to time at the discretion of the management/company.

- Employees will be a whole-time employee of this Company and will not undertake any other business, work or public office on payment or otherwise except with the written permission of the Management.

Prepared By : Chetan Patel	Checked By : Sachin Amode	Approved By : Santosh Pradhan
Designation : Executive	Designation : Manager	Designation : Director
Signature 	Signature 	Signature 

- While employees are in the employment of this Company, Employee can be deputed depending upon the exigencies of work to any of the establishment/Company/Firm/Factory where the company has undertaken the contract works whether it is in town or out of town, whether in city or outside of city and or anywhere in India. Thus the services will be at the assigned place for stipulated period as per the discretion of the Management.

- Employee duties shall be regulated to suit the duties entrusted to them from time to time. Employee shall work under the Supervision of such Supervisors/Team Leaders/HOD as may be decided by the Management/Company from time to time. Employee shall carry out the instructions with due care, diligence, skill and dexterity given to them by Supervisors/Team Leaders/HOD. Employee shall be governed by the Standing Orders or such other rules and regulations of the Company in force and any such modifications or additions that may come into force from time to time that may be applicable to them.

- Employees shall attend to their duties efficiently, faithfully, sincerely, diligently and promptly with due care and to the best of their abilities and knowledge and skill in the areas of their duties and assignments.

- In case of urgency or emergency or whenever required by the Management or due to exigencies of work, if employees are directed so by their Supervisors/Team Leader/HOD, Employee shall attend to the work assigned to them beyond their normal working hours also.

- Employees shall be responsible for safeguarding and return in good condition and order of all our instruments, tools & equipment's, drawings, books, CDs, uniform, shoes, helmet etc. which may be in their custody, use, care and charge. Company shall have the right to deduct the money value or such other things from employee dues and take such other actions as may deem proper in the event of employee failure to account for such property to our satisfaction.

- Employee appointment and continuance in service is subject to your remaining physically, medically and mentally fit. As and when required by the management, Employee will submit report of medical examination by a physician of the choice of the management.

- Employees shall not resort to go-slow, illegal strike or any other illegal act of demonstrations, agitations, etc., during employment and association of this Company. In such an event the Company will deduct proportionately employee earned wages and may expose them to an appropriate legal action. The Management has a right to deduct employee wages at its discretion.

- Employees shall at all times, devote your full attention and skill to the affair of the Company and will endeavor to your utmost ability to promote and advance the interest of the Company. You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company.

- Employees will not at any time during the continuance or after the termination of your services with the company irrespective of any reason of such termination, make use or disclose to any party either for employee benefit or for the benefit of any party (individual, firm, company, any trade or business) the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the company.

- The Appointment on contract will terminate automatically on the expiry of the period specified herein and can be renewed, if needed by the management, considering employee work performance.

- Unauthorized absence or absence without permission from duty for a continuous period of 7 days or more would make you lose your lieu of employment. In such a case employee employment shall automatically come to an end without any notice of termination or notice payment.

- Employees are eligible for 6 days of Casual and 6 days of Sick Leave after completion of six months, calculated on pro-rated basis from the date of joining the company, for the Calendar Year.

- Employees shall be eligible for 15 days Earned Leave wages after completion of one year. The Earned Leave will be calculated on pro-rated bases from the date of joining but will be entitled for leave wage after completion of one year only.

- Employees are entitled for Public Holidays as declared by the organization during the calendar year. Mainly the Public Holiday is declared at the beginning of the Calendar Year. And for any reason employee have to do the duty on the Public Holidays, employees will be entitled for wages as per the rules framed by the company. P.H. wages are calculated only when they fall on any working day.

- Employees shall be entitled for any kind of Leaves as per the Leave Policy framed by the company and declared at the beginning of the Calendar Year. Grant of Leave will depend upon the exigencies of work and shall be at the discretion of the management. For availing leave, Employee shall have to apply in the prescribed form, to the appropriate authority and seek prior approval for such leave.