



## HUMAN RESOURCE POLICY

Title	Human Resource Policy
Version Number	2
Effective Date	1 <sup>st</sup> May 2023
Authorised By	President & Director
Number of Revisions	1
Last Revised Date	17 <sup>th</sup> May 2017

JK Lakshmi Cement Ltd. recognized that people are the organisation's greatest strength and is committed to continue to pursue its Policy of "Caring for its People".

The Company is committed to:

- Respect all individuals.
- Developing human capital to its maximum potential by providing continuous opportunities and training.
- Uphold freedom of association and right to collective bargaining.
- Prevent any form of child labour employed in any of our offices or plant sites.
- Equal pay & timely payment without discrimination on the basis of gender or creed.
- Appraisal and promotion based on merit and performance.
- Promote integrity and accountability in all transactions within the organization and in third party dealings.
- Develop system for obtaining regular feedback and timely redressal of the grievances.
- Empowering our human capital for ownership, accountability and to reach their true potential through career opportunities, encouragement, and skill development.
- Promote acquiring of higher education/ skill development through self-development Schemes.
- Enabling congenial and harmonious work environment to uphold freedom of association & right to collective bargaining.



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- Prevent any form of child labour and forced labour at our Company or office location.
- Promoting individual innovative brilliances by providing opportunities to employees to generate creative ideas.
- To provide opportunities to employees to acquire additional skills to shoulder higher responsibilities.
- Seeking cooperation of employees by ensuring their maximum involvement and participation in achieving organizational goal.

This policy shall be reviewed periodically for its suitability and updated as necessary.

Date: 01/05/2023

Place: New Delhi

Arun Shukla  
(President & Director)

