

Discipline and Grievance Policy

Policy:	Discipline and Grievance Policy
Effective Date:	1 st April 2014
Date Last Reviewed:	24 th January, 2022
Scheduled Review Date:	31 st December 2022
Supersedes:	All previous policies and/or statements
Approved by:	Board of Directors

CERA SANITARYWARE LTD. practices the following:

Discipline:

- A code of behavior for managers, supervisors, and workers that forbids verbal and physical abuse and other inhumane disciplinary practices.
- Discipline is a performance improvement process and not punitive.
- Prohibition of punitive fines and deductions from wages.
- Commitment to a process of progressive discipline.

Grievance:

- Commitment to make sure that workers can report grievances and can do so without fear of penalty, dismissal, or reprisal of any kind.

For, Cera Sanitaryware Ltd.

Date: 24.01.2022

Mr. Anupam Gupta
Executive Director (Technical)