APPENDICES

i. Details of Achievements and Awards

ii. MoU between Principal and the Bidder/Contractor as per IP

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iv. Conduct, Discipline and Appeal Rules of RINL - VSP

v. Code of Business Conduct and Ethics

vi. Vigilance Policy of RINL

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### Details of Achievements and Awards

<table>
<thead>
<tr>
<th>Award</th>
<th>Purpose</th>
<th>Year</th>
</tr>
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<tbody>
<tr>
<td>CII-ITC Sustainability Award – 2012 - ‘Strong commitment’</td>
<td>For performance on Sustainability</td>
<td>2013</td>
</tr>
<tr>
<td>Awards at ICQCC’12, Malaysia -3 star (Top Most Category) for 3 QC Teams</td>
<td>For implementation of QC projects</td>
<td>2012</td>
</tr>
<tr>
<td>Vishwakarma Awards - Vishwakarma Rashtriya Puraskar (VRP) for 17 employees</td>
<td>Innovative suggestions for higher efficiency, productivity &amp; process improvements</td>
<td>2012</td>
</tr>
<tr>
<td>Awards at INSSAN -2012 - 1st place in the ‘Excellence in Suggestion Scheme’ &amp; 3 Merit prizes</td>
<td>For implementation of Suggestions</td>
<td>2012</td>
</tr>
<tr>
<td>QCFI Award-2012 - Best Public Sector Organization</td>
<td>For promoting Quality Concepts</td>
<td>2012</td>
</tr>
<tr>
<td>National Vigilance Excellence Award by Vigilance Study Circle (VSC)</td>
<td>For eminent professionals in the field of Vigilance</td>
<td>2012</td>
</tr>
<tr>
<td>CIO-100 Award</td>
<td>For excellence in IT &amp; Special Award under the category ‘Networking Pioneer’</td>
<td>2012</td>
</tr>
<tr>
<td>“Indira Gandhi Rajbhasha Shield” - First prize</td>
<td>For effective implementation of Official Language Hindi</td>
<td>2012</td>
</tr>
<tr>
<td>Water Efficient Unit Award from CII</td>
<td>For excellence in Water Management</td>
<td>2012</td>
</tr>
<tr>
<td>IPE CSR Corporate Governance Award-2012’</td>
<td>For best practices in CSR</td>
<td>2012</td>
</tr>
<tr>
<td>Green Rating Award by Centre for Science and Environment under Green Rating Project – 3 Leaves Rating (Best in Indian Steel Industry)</td>
<td>For Environmental Performance</td>
<td>2012</td>
</tr>
<tr>
<td>Gold Award - Greentech National HR Award by Greentech Foundation</td>
<td>Outstanding achievement in Training arena</td>
<td>2012</td>
</tr>
<tr>
<td>HR Leadership award to Director (Personnel), Sri. Y R Reddy by HRD Congress</td>
<td>Outstanding contribution to the HR Profession</td>
<td>2012</td>
</tr>
<tr>
<td>Green Manufacturing Excellence Award by Frost &amp; Sullivan’s – Overall Leaders</td>
<td>Recognition for best Green Manufacturing practices</td>
<td>2012</td>
</tr>
<tr>
<td>Steel Minister’s Trophy for 2009-10</td>
<td>2nd prize for Best Integrated Steel Plant for 2009-10</td>
<td>2012</td>
</tr>
<tr>
<td>Award Name</td>
<td>Description</td>
<td>Year</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Great Places to Work Award By Great Places to work Institute and Economic Times 2011</td>
<td>For inspiring Trust among its Employees, for instilling Pride in them and creating an environment in the work place that promotes camaraderie</td>
<td>2011</td>
</tr>
<tr>
<td>First Prize - IIM Sustainability Award-2011 by Indian Institute of Metals</td>
<td>Overall performance</td>
<td>2011</td>
</tr>
<tr>
<td>Shram Awards by Ministry of Labour &amp; Employment, Govt. Of India</td>
<td>Five Shram Awards for distinguished record of performance</td>
<td>2011</td>
</tr>
<tr>
<td>“Excellent” and “Distinguished” awards at the International Convention on Quality Control Circles (ICQCC’11) held at Yokohama, Japan.</td>
<td>Recognition for Quality Circle teams by Union of Japanese Scientists and Engineers (JUSE).</td>
<td>2011</td>
</tr>
<tr>
<td>“Indira Gandhi Rajbhasha Shield” (First Prize) by Department of Official Language, Ministry of Home Affairs, GOI</td>
<td>Effective implementation of Official language Hindi</td>
<td>2011</td>
</tr>
<tr>
<td>‘Excellent Energy Efficient Unit’ Award of Confederation of Indian Industry by CII</td>
<td>Recognition for Excellence in Energy Management</td>
<td>2011</td>
</tr>
<tr>
<td>First in MoU Rating for 2009-10 among the PSEs under MoS</td>
<td>Excellent MoU rating among all PSUs under Ministry of Steel (MOS) for the year 2009-10</td>
<td>2011</td>
</tr>
<tr>
<td>Ispat Rajbhasha Shield (First time) by Department of Official Language, Ministry of Home Affairs, GOI</td>
<td>For remarkable work in progressive use and implementation of Official Language for the year 2008-09</td>
<td>2011</td>
</tr>
<tr>
<td>International Convention on Quality Concept Circles (ICQCC) by ICQCC</td>
<td>Seven ‘Quality Circle’ (QC) teams and Four ‘5S’ teams bagged ‘Gold Medals.</td>
<td>2010</td>
</tr>
<tr>
<td>Awards at CCQC-2010 by CCQC</td>
<td>Teams from VSP bagged 20 Gold, 7 Silver and 2 Bronze Medals at the 10th Chapter Convention of Quality Circle (CCQC) Forum of India</td>
<td>2010</td>
</tr>
<tr>
<td>Ispat SurakshaPuraskar Award -2009 by JCSSI</td>
<td>Two Ispat Suraksha Puraskars in 2009 for achieving no fatal accident consecutively during 2007 &amp; 2008 by Rolling Mills Zone and SMS&amp; CCD Zone</td>
<td>2010</td>
</tr>
<tr>
<td>NIPM: Certificate of Merit by NIPM</td>
<td>Best HR Practices</td>
<td>2010</td>
</tr>
<tr>
<td>Udyog Ratan Award by Delhi Telugu Academy</td>
<td>For significant contribution in preservation and promotion of Indian Culture and for taking key initiatives towards CSR.</td>
<td>2010</td>
</tr>
<tr>
<td>Event</td>
<td>Description</td>
<td>Year</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Won ‘Certificate of Merit’ of best HR Practices by NIPM</td>
<td>Best HR Practices being followed at VSP</td>
<td>2009</td>
</tr>
<tr>
<td>Won the “Grand Finale” of AIMA’S 10th National Management Quiz-2009 in December 2009</td>
<td>VSP won this quiz successively for 3 years in a row (2007, 2008&amp;2009) achieving HAT-TRICK which is a National Record.</td>
<td>2009</td>
</tr>
<tr>
<td>Bagged third prize in ‘Public Relations National Awards-2009’</td>
<td>In the ‘Even Management’ Category at the 31st All India Public Relations conference held in Chandigarh</td>
<td>2009</td>
</tr>
<tr>
<td>Bagged the First Steel Minister’s Trophy for the year 2006-07</td>
<td>For being the best integrated steel plant in the country (Runner UP)</td>
<td>2009</td>
</tr>
<tr>
<td>Adjudged ‘Energy Efficient Unit’ award by Confederation of Indian Industry Godrej Green Business Centre at the 10th National award</td>
<td>For excellence in Energy Management</td>
<td>2009</td>
</tr>
<tr>
<td>Won the TATA-Crucible Corporate Quiz</td>
<td>For the best performance in the inter corporate business quiz, TATA-Crucible Corporate Quiz</td>
<td>2009</td>
</tr>
<tr>
<td>QC teams won Gold &amp; Bronze medals at the International Convention on Quality Control Circles (ICQCC) CONVENCTION AT Cebu, Philippines in October 2009</td>
<td>For Quality Circles</td>
<td>2009</td>
</tr>
<tr>
<td>Vishwakarma Rashtriya Puraskar Awards for the performance year 2007-5th time in a row</td>
<td>For the Best Suggestions</td>
<td>2009</td>
</tr>
<tr>
<td>The Indira Gandhi Rajabhasha’ Award</td>
<td>For the best performance in Hindi implementation during the year 2007-08 in September</td>
<td>2009</td>
</tr>
<tr>
<td>Ispat Raja Bhasha Trophy</td>
<td>For popularize in the usage of Hindi</td>
<td>2009</td>
</tr>
<tr>
<td>RINL ranked No.2 globally for the popularity of website among the global steel makers</td>
<td>Global survey by Steel guru for the most popular website among steel makers all over the world</td>
<td>2009</td>
</tr>
<tr>
<td>The ‘Best Place to Work’ for the year 2009</td>
<td>Award given by “The Economic Time –Great Place to Work Institute” was won by VSP in June.</td>
<td>2009</td>
</tr>
<tr>
<td>VSP bags ‘top assesses’ award</td>
<td>For 2007-08 for paying highest central excise</td>
<td>2009</td>
</tr>
<tr>
<td>Ukkuvani, the bi-monthly In house journal was adjudged the ‘Best House Journal Devoted to Welfare of Employees’</td>
<td>For Employees Welfare in ‘National Awards for House Journals’</td>
<td>2009</td>
</tr>
<tr>
<td><strong>QCFI-NMDC Trophy</strong></td>
<td>For the ‘‘Best Quality Circle Implementing Organization ‘ given by QCFI</td>
<td>2008</td>
</tr>
<tr>
<td>------------------------</td>
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</tr>
<tr>
<td><strong>CII Award for ‘5-S’ to WRM Dept. of VSP in November</strong></td>
<td>For Work Place Management VSP is the 1st organization in Steel Industry implementing ‘5-S’ at workplace management</td>
<td>2008</td>
</tr>
<tr>
<td><strong>Two QC teams, “Harmony” from WRM and “Vikas” from RMHP Won EXCELLENT awards at International convention Quality Control Circles (ICQCC) at Dhaka, Bangladesh</strong></td>
<td>Quality Circles</td>
<td>2008</td>
</tr>
<tr>
<td><strong>“Ispat Suraksha Puraskar Award”</strong></td>
<td>For ‘No fatal accident’ in 2006&amp;2007 given by JCSSI (Joint Committee on Safety, Health &amp; environment in Steel industry)</td>
<td>2007</td>
</tr>
<tr>
<td><strong>“Enterprise Excellence Award 2007” conferred by Indian Institute of Industrial Engineering (IIIE) in May 2008</strong></td>
<td>Excellence in overall Performance</td>
<td>2008</td>
</tr>
<tr>
<td><strong>Sri PK Bishnoi, CMD was awarded a Gold medal by the Hon’ble Prime Minister, Dr. Manmohan Singh at the 95th Indian Science Congress at Andhra University, Visakhapatnam</strong></td>
<td>For his significant achievement for ‘Sustainable Development’, Improving the Quality of life in Society’ and ‘Supporting the cause of Science &amp; Technology’</td>
<td>2008</td>
</tr>
<tr>
<td><strong>Second Prize for Organizational Excellence</strong></td>
<td>Efficient suggestion scheme operation given by INSSAAN</td>
<td>2008</td>
</tr>
<tr>
<td><strong>Best Organization Award conferred by QCFI, Visakhapatnam Chapter</strong></td>
<td>For promoting QCs in the organization</td>
<td>2008</td>
</tr>
<tr>
<td><strong>Sri PK Bishnoi, CMD was presented UDYOG RATAN award by the Institute of Economic Studies, New Delhi</strong></td>
<td>For achieving excellence in Productivity, Quality, Innovation and Management</td>
<td>2007</td>
</tr>
<tr>
<td><strong>Sri PK Bishnoi, CMD was presented “Excellence Award” by the Delhi Telugu Academy</strong></td>
<td>For significant contribution to the Industry</td>
<td>2007</td>
</tr>
<tr>
<td><strong>Two QC teams, “Samruddhi” from SMS and “Trishakti” from LMMM won GOLD Medals at International Convention on Quality Control Circles (ICQCC) 2007 at Beijing, China</strong></td>
<td>Best Quality Circles</td>
<td>2007</td>
</tr>
<tr>
<td><strong>Sri PK Bishnoi, CMD was awarded the Best chief Executive Gold Award of :Indira Gandhi Memorial National Awards-2007” by Institution of Engineers (India) Hyderabad</strong></td>
<td>Indira Gandhi Memorial National Awards</td>
<td>2007</td>
</tr>
<tr>
<td><strong>National Award for e-Governance</strong></td>
<td>Exemplary usage of ICT by Public Sector Undertakings</td>
<td>2007-08</td>
</tr>
<tr>
<td>Award</td>
<td>Description</td>
<td>Year(s)</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Prime Minister’s Trophy</td>
<td>Best integrated steel plant</td>
<td>2005-06</td>
</tr>
<tr>
<td>Commendation prize for strong commitment to Excellence –CII Exim Bank Award for Business Excellence 2006</td>
<td>Overall Excellence in HR processes and practices</td>
<td></td>
</tr>
<tr>
<td>National Energy Conservation Award</td>
<td>Energy efficiency (First prize for 3 consecutive years and also a special award for achieving this. This is the 7th award in a row)</td>
<td>2006, 2005, 2004, 2003, 2002, 2001, 2000</td>
</tr>
<tr>
<td>Best Company Work award by ‘The Economic Times &amp; Great Place to Work Institute’</td>
<td>Best Company to work in 2009-for inspiring trust among people, instilling pride in them, Creating an environment within the work place etc.</td>
<td>2009</td>
</tr>
<tr>
<td>Organizational Excellence Award</td>
<td>Efficient suggestion scheme operation given by INSSAN</td>
<td>2006, 2004</td>
</tr>
<tr>
<td>Best Industrial Productivity Award (Pandit Jawaharlal Nehru Silver Rolling Trophy)</td>
<td>Outstanding productivity effort in manufacture of steel products by FAPCCI</td>
<td>2006</td>
</tr>
<tr>
<td>Golden Peacock Environment Management Award(GPEMA)</td>
<td>Encourage and recognize effective implementation of environment management systems and their continuous improvement. The emphasis is on maintaining the ecological balance by effectively controlling all the adverse environmental impact of industrial activity, and striving to achieve sustainable growth.</td>
<td>2006</td>
</tr>
<tr>
<td>Safety Innovation Award</td>
<td>For contribution in innovating, promoting and implementing the best Safety practices presented by Institution of Engineers(India)</td>
<td>2006</td>
</tr>
<tr>
<td>Safety Innovation Award</td>
<td>For contribution in innovating, promoting and implementing the best Safety practices presented by Institution of Engineers</td>
<td>2006</td>
</tr>
<tr>
<td>CII Leadership and Excellence Award in Safety, Health and Environment - 2005(for best presentation)</td>
<td></td>
<td>2006</td>
</tr>
<tr>
<td>Award Name</td>
<td>Description</td>
<td>Year</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Business Achievement Award for Excellence</td>
<td>Environmental Conservation &amp; Pollution Control presented by confederation of Asia Pacific Chamber of Commerce &amp; Industry</td>
<td>2005</td>
</tr>
<tr>
<td>CII-GBC National Award</td>
<td>Excellence in Energy management</td>
<td>2005</td>
</tr>
<tr>
<td>Energy Conservation Award by AP Productivity Council</td>
<td>Best organization in Energy conservation initiatives</td>
<td>2005</td>
</tr>
<tr>
<td>Certificate of Appreciation by Institution of Engineers, AP chapter</td>
<td>Excellence in energy Conservation</td>
<td>2005</td>
</tr>
<tr>
<td>National Award for Excellence in Water Management by CII</td>
<td>Excellence in water management</td>
<td>2005, 2004</td>
</tr>
<tr>
<td>Leadership &amp; Excellence Award in SHE (Safety, Health &amp; Environment)</td>
<td>Excellence in SHE by CII South Zone</td>
<td>2004</td>
</tr>
<tr>
<td>CACCI Business Achievement Award</td>
<td>For environmental conservation &amp; pollution control by FICCI</td>
<td>2004</td>
</tr>
<tr>
<td>World Quality Commitment International Star Award</td>
<td>Performance excellence, quality management &amp; quality achievement, given by Business Initiative Directions, Paris in the Gold category</td>
<td>2004</td>
</tr>
<tr>
<td>ICWA National Award</td>
<td>Good performance for excellence in Cost management</td>
<td>2004</td>
</tr>
<tr>
<td>Best enterprise Award</td>
<td>For Surpassing MOU Targets, awarded by SCOPE</td>
<td>2003-04</td>
</tr>
<tr>
<td>Rolling shield for “Environmental Protection”</td>
<td>To recognize efforts in environmental protection, by Directorate of field publicity, Ministry of Information &amp; Broadcasting</td>
<td>2002, 2003</td>
</tr>
<tr>
<td>Prime Minister’s Trophy</td>
<td>Best integrated steel plant</td>
<td>2002-03</td>
</tr>
<tr>
<td>Indira Priyadarshini Vrikshmitra Award</td>
<td>For massive forestation efforts. Given by Ministry of Environment &amp; Forests</td>
<td>2002-03</td>
</tr>
<tr>
<td>Best HR Practices</td>
<td>Given by Indian Society for Training &amp; Development (ISTD)</td>
<td>2002</td>
</tr>
<tr>
<td>Environment Excellence Award</td>
<td>for energy conservation by Greentech Foundation, Delhi</td>
<td>2002</td>
</tr>
<tr>
<td>Best Enterprise Award, WIPS</td>
<td>Given by SCOPE</td>
<td>2001-02</td>
</tr>
<tr>
<td>Award for Best Turnaround</td>
<td>Given by SCOPE</td>
<td>2000-01</td>
</tr>
<tr>
<td>Best Management Award</td>
<td>For outstanding contribution in management of industrial relations, lab our welfare and productivity given by Govt.</td>
<td>2000-01</td>
</tr>
<tr>
<td>Award Description</td>
<td>Recipient</td>
<td>Year</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Shield for “Best efforts in Rain water Harvesting”</td>
<td>AP Pollution Control Board</td>
<td>2001</td>
</tr>
<tr>
<td>SAIL Chairman’s Silver plaque</td>
<td>For no fatal accidents(for regular employees category)</td>
<td>2000</td>
</tr>
<tr>
<td>Paryavaran Parirakshak Award</td>
<td>In recognition of its success in prevention of industrial pollution and preservation of ecological balance by reducing pollution to the minimum by installing sophisticated equipment and machinery in the factory. Given by Rotary District 3020 International</td>
<td>2000</td>
</tr>
</tbody>
</table>
AGREEMENT BETWEEN THE PRINCIPAL AND THE BIDDER IN INTEGRITY PACT

MEMORANDUM OF UNDERSTANDING (MoU) BETWEEN THE PRINCIPAL (PUBLIC SECTOR UNDERTAKING) AND THE BIDDER / CONTRACTOR;

INTEGRITY PACT

Rashtriya Ispat Nigam Limited (RINL) hereinafter referred to as “The Principal”,
And
…………………………………………………………………………………………………. hereinafter referred to as “The Bidder/Contractor”

Preamble
The Principal intends to award, under laid down organizational procedures, a contract for

< Nature of contract, in brief >.

The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources, and of fairness/transparency in its relations with its Bidder(s) and /or Contractor(s).

The Principal will nominate Independent External Monitor (IEM) by name, from the panel of IEMs, at the tender stage, for monitoring the tender process and the execution of the contract in order to ensure compliance with the Integrity Pact by all the parties concerned.

Section 1 – Commitments of the Principal:
(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

(a) No employee of the Principal, personally or through family members, will in connection with the tender or the execution of a contract, demand/take a promise/accept for self or for third person, any material or non material benefit which the person is not legally entitled to.

(b) The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

(c) The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the PC Act/ applicable law, or if there be a substantive suspicion
in this regard, the Principal will inform the Chief Vigilance Officer of RINL and in addition can initiate disciplinary action.

Section 2 – Commitments of the Bidder(s)/contractor(s):

(1) The Bidder/Contractor commits to take all measures necessary to prevent corruption and commits to observe the following principles during his participation in the tender process/during the contract execution (in case of Bidder to whom the contract has been awarded).

(a) The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain, in exchange, any advantage of any kind whatsoever during the tender process or during the execution of the contract or to vitiate the Principal’s tender process or contract execution.

(b) The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process or to vitiate the Principal’s tender process or execution of the contract.

(c) The Bidder/Contractor will not commit any offence under the PC Act/Applicable law, like paying any bribes or giving illegal benefit to anyone including employees of RINL, to gain undue advantage in dealing with RINL or for any other reason etc. Further, the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship regarding plans, technical proposals and business details including information contained or transmitted electronically.

(d) The Bidder/Contractor of foreign origin shall disclose the name and address of their Agent(s)/representative(s) in India, if any. Similarly the Bidder/Contractor of Indian Nationality shall furnish the name and address of the foreign supplier/contract Agency, if any. Further details, as mentioned in the Guidelines on Indian Agents of Foreign “Suppliers/contract agencies”, shall be disclosed by the Bidder/Contractor, wherever applicable. Further, as mentioned in the Guidelines, all the payments made to the Indian agent(s)/representative(s) have to be in Indian Rupees only. Copy of the Guidelines on Indian Agents of Foreign “Suppliers/contract agencies” is enclosed.

(e) The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made or committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts:

(1) A transgression is considered to have occurred, if the Principal after due consideration of the available evidence, concludes that a reasonable doubt is possible.
(2) If the Bidder/Contractor, before award of contract or after award of contract has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already awarded, for that reason, without prejudice to other remedies available to the Principal under the relevant GCC of the tender/contract.

(3) If the Bidder/Contractor has committed a transgression through a violation of any of the terms under Section 2 above or in any other form such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder / Contractor from future tenders/Contract award processes. The imposition and duration of the exclusion will be determined by the Principal keeping in view the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder /Contractor and the amount of the damage.

(4) If it is observed after payment of final bill but before the expiry of validity of Integrity pact that the Contractor has committed a transgression through a violation of any of the terms under Section 2 above during the execution of contract, the Principal is entitled to exclude the Contractor from future tenders/Contract award processes.

(5) The exclusion will be imposed for a Period not less than six (6) months and, up to a maximum period of three (3) years.

(6) If the Bidder / Contractor can prove that he has restored/ recouped the damage to the Principal caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion before the expiry of the period of such exclusion.

Section 4 – Compensation for Damages:

(1) If the Principal has disqualified the bidder from the tender process prior to the award in accordance with Section 3 above, the Earnest Money Deposit (EMD)/Bid security furnished, if any, along with the offer as per the terms of the Invitation to Tender (ITT) shall be forfeited. This is apart from the exclusion of the Bidder from future tenders as may be imposed by the Principal, as brought out at Section 3 above.

(2) If the Principal has terminated the Contract in accordance with Section 3 above, or if the Principal is entitled to terminate the Contract in accordance with Section 3 above, the Security Deposit/performance bank guarantee furnished by the Contractor, if any, as per the terms of the ITT/Contract shall be forfeited without prejudicing the rights and remedies available to the Principal under the relevant General conditions of contract. This is apart from the exclusion of the Bidder from future tenders as may be imposed by the Principal, as brought out at Section 3 above.

Section 5 – Previous transgressions:

(1) The Bidder declares that, to the best of his knowledge, no previous transgression occurred in the last five (05) years with any Company or Organization or Institution in any country or with any Government in any country conforming to the anticorruption approach that could justify his exclusion from the tender process. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process. The contract, if already awarded, can be terminated for such reason.

Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors:
(1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors, he desires to appoint, a commitment in conformity with this Integrity Pact, and to submit it to the Principal at the time of seeking permission for such subcontracting.
(2) The Principal will enter into agreements with identical conditions as this one with all Bidders/Contractors.
(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidder(s) / Contractor(s)/subcontractor(s): 

If the Principal obtains knowledge of conduct of a Bidder, Contractor, Sub-contractor or of any employee or a representative or an associate of a Bidder/Contractor/ Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the CVO of RINL.

Section 8 – Independent External Monitor(s)(IEM(s)):

(1) The Principal appoints competent and credible Independent External Monitor with the approval of Central Vigilance Commission. The IEM reviews independently, the cases referred to him or written complaints with all details received directly by him to assess whether and to what extent the parties concerned complied with the obligations under this Integrity Pact,
(2) In case of complaint/representations on compliance of the provisions of the Integrity Pact by any person/agency, the complaint/representation can be lodged by the aggrieved party with the Nodal Officer for IP of RINL or directly with the IEM. The Nodal Officer shall refer the complaint /representation so received by him to the IEM for his examination. Similarly, RINL in case of any doubt regarding compliance by any or all the bidders can lodge its complaint / make a reference to IEM through Nodal Officer. For ensuring the desired transparency and objectivity in dealing with the complaints arising out of the tendering process, the matter should be examined by the full panel of IEMs who would look into the records, conduct an investigation and submit their joint recommendations to the Management.
(3) The IEM is not subject to instructions by both the parties and performs his functions neutrally/independently. The IEM will submit report to the CMD, RINL.
(4) The Bidder(s)/Contractors(s) accepts that the IEM has the right to access without restriction, to all tender/contract documentation of the Principal including that provided by the Bidder/Contractor. The Bidder/Contractor will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his tender/contract documentation. The same is applicable to unrestricted and unconditional access to tenders / contract documentation of Subcontractors also. The IEM is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/Subcontractor(s) with confidentiality.
(5) IEM will have the right to attend any meeting between RINL and Counterparties in respect of the cases falling under the purview of IP.
(6) As soon as the IEM notices, or believes to notice, a violation of this Pact, he will inform the Principal and request the Principal to discontinue or take corrective action or to take other relevant action. The IEM can, in this regard, submit non binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
(7) The IEM will submit a written report to the CMD-RINL within four (04) to six (06) weeks from the date of reference or intimation to him by the Principal/ receipt of the complaint and, should the occasion arise, submit proposals for corrective actions for the violations or the breaches of the provisions of the agreement noticed by the IEM.

(8) IEM may also submit a report directly to the CVO of RINL and the Central Vigilance Commission, in case of suspicion of serious irregularities attracting provisions of the PC Act/ applicable Law.

(9) Expenses of IEM shall be borne by RINL/VSP as per terms of appointment of IEMs.

(10) The word ‘Monitor’ means Independent External Monitor and would include both singular and plural.

Section 9 – Duration of the Integrity Pact:

(1) This Pact comes into force upon signing by both the Principal and the Bidder/Contractor. It expires for the Contractor twelve (12) months after the last payment under the contract, and for all unsuccessful Bidders, six (06) months after the contract has been awarded and accordingly for the Principal after the expiry of respective periods stated above.

(2) If any claim is made/ lodged during the valid period of the IP, the same shall be binding and continue to be valid even after the lapse of this Pact as specified above, unless it is discharged/determined by CMD of RINL.

Section 10 – Other provisions:

(1) This Pact is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Visakhapatnam, State of Andhra Pradesh, India.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements to this pact have not been made.

(3) If the Contractor is a partnership firm/ Consortium, this Pact must be signed by all partners/ Consortium members, or their Authorized Representative(s) by duly furnishing Authorization to sign Integrity Pact.

(4) Should one or several provisions of this Pact turnout to be invalid, the remaining part of the Pact remain valid. In this case, the parties will strive to come to an agreement with regard to their original intentions.

(5) Wherever he or his is indicated in the above sections, the same may be read as he/she or his/her, as the case may be. Similarly, wherever Counterparty or Bidder or Contractor is mentioned, the same would include both singular and plural.

(For & On behalf of the Principal) (For & On behalf of Bidder/ Contractor)

(Office Seal) (Office Seal)

Place ---------------

Date ---------------

Witness 1:
(Name & Address)

Witness 2:
(Name & Address)
CERTIFIED STANDING ORDERS OF R.I.N.L – VSP*

1.0 SCOPE OF APPLICATION
2.0 DEFINITION
3.0 CLASSIFICATION OF WORKMEN
4.0 PROBATIONARY PERIOD
5.0 MEDICAL FITNESS AND EXAMINATION AND TERMINATION OF SERVICE ON MEDICAL GROUNDS
6.0 DATE OF BIRTH
7.0 APPOINTMENT CONDITIONS
8.0 TRANSFER OF WORKMAN
9.0 ACTING
10.0 IDENTITY BADGE
11.0 ENTRY AND SEARCH
12.0 ATTENDANCE AND DEDUCTION OF WAGES FOR LATE ATTENDANCE, ABSENCE FROM DUTY ETC.
13.0 PERIODS AND HOURS OF WORK
14.0 SHIFT SYSTEM
15.0 SHIFT WORKING : SUBJECT TO THE PROVISIONS OF I.DACT
16.0 STOPPAGE OF WORK AND CLOSURE
17.0 PAYMENT OF WAGES DURING EMPLOYMENT
18.0 PUBLICATION OF WAGE RATES
19.0 SAFETY RULES
20.0 SAFETY APPLIANCES AND DRESS REGULATIONS
21.0 LEAVE
22.0 GENERAL CONDITIONS FOR GRANT OF LEAVE
23.0 WEEKLY HOLIDAY
24.0 PAID HOLIDAYS
25.0 TERMINATION OF EMPLOYMENT
26.0 SPECIAL PROCEDURE FOR TERMINATION OF EMPLOYMENT IN CERTAIN CASES
27.0 ACTS OF MISCONDUCT
28.0 PUNISHMENT FOR MISCONDUCT
29.0 DISCIPLINARY AUTHORITY
30.0 PROCEDURE FOR IMPOSING PUNISHMENT
31.0 SUSPENSION PENDING ENQUIRY AND SUBSISTENCE ALLOWANCE
32.0 APPEAL AND APPELLATE AUTHORITY
33.0 REVIEW OF CASES AFTER APPEAL
34.0 GRIEVANCE PROCEDURE
35.0 TEMPORARY ASSIGNMENT
36.0 TRAINING
37.0 TEST
38.0 RESIGNATION
39.0 SERVICE CERTIFICATE
40.0 MEDICAL AID IN CASE OF ACCIDENTS
41.0 COMMUNICATION OF ADDRESS
42.0 COMMUNICATION TO WORKMEN
43.0 SUPERANNUATION
44.0 LIABILITY OF EMPLOYER
45.0 SAVING

Note: * Out of the above, important Standing Orders which are more relevant in the study are furnished

1.0 SCOPE OF APPLICATION:

These Standing Orders will come into force from a date determined in accordance with the provisions of Section 7 of Industrial Employment (Standing Orders) Act, 1946 and shall apply to all the workman of the Establishments of Visakhapatnam Steel Project/Plant of Rashtriya Ispat Nigam Limited and its Mines and Quarries.

4.0 PROBATIONARY PERIOD:

4.1 (a) The period of probation of a workman shall be for 12 months from the date of joining the Company which may be extended for a further period or periods at the discretion of the management for reasons recorded in writing. The period of extension of probation shall not exceed six months which means the total period of probation shall not exceed 18 months. The probationary appointment will cease and determined on the last day of the period of probation when the workman has been informed in writing of the satisfactory completion of the probation. In the absence of such intimation within one month from the date of completion of the probation period, the workman shall be deemed to have satisfactorily completed the period of probation on such last day.

(b) The probationary period shall include breaks due to sickness, accident, leave, lockout, strike not being an illegal strike or involuntary closure of the establishment.

(c) If during the period of probation or during the extended period of probation, a workman is charge sheeted for any misconduct or any disciplinary action is under contemplation, the period of probation or extension of probation shall be deemed to have been extended till the conclusion of the disciplinary proceedings. If, as a result of proceedings, the workman is not found guilty of the charges, his probation shall be declared with effect from the due date of completion of probation period or extension of probation period and increment due to him shall be released with effect from the due date. If as a result of disciplinary proceedings, the workman is found guilty of the charges, he shall be awarded punishment as per Standing Orders.

4.2 PROBATION ON PROMOTION TO A HIGHER POST:

(a) The workman on promotion to a higher post shall be on probation for a period of six months. The workman shall be deemed to have been confirmed in the post unless he is informed in writing by the management that he is not found suitable and thus reverted to his lower post either before the completion of probationary period or/and within one month from the date of completion of probationary period. The workman may at any time during the probation period be reverted to his lower post by a written order by assigning reasons.

(b) Probationary period shall include breaks due to sickness, accident, leave,
lockout, strike not being an illegal strike or voluntary closure of the establishment.

7.0 APPOINTMENT CONDITIONS:

7.1 A workman shall devote his whole time and attention of his duties and shall not carry on or be concerned in carrying on any other business or occupation whatsoever with or without remuneration during the period of service.

No workman while in the service of the Company shall accept any other employment or undertake any other service or profession with or without remuneration either direct or indirect without permission. No private practice or part-time engagement shall be allowed. This, however, shall not apply to participation of a workman in voluntary organizations related to social, cultural and sports activities.

7.2 All Workmen shall abide by such rules, regulations, orders, directions and instructions as are in force or as the Management may frame from time to time governing the terms of employment, conditions of service, pay and allowances etc., relating to matters included in the Schedule to the Industrial Employment (Standing Orders) Act, and shall eschew all wasteful work practices and obey all such Orders and directions as they may receive from their superiors.

7.3 All workmen shall accept the necessity of measures of rationalization and the company shall be entitled to introduce such measures so as to improve the Company's overall standard of efficiency, by reducing costs and increasing its productivity subject to provisions of Industrial Disputes Act.

7.3 All workmen shall observe constitutional means and shall eschew agitational steps and/or concerted actions or any other means which may have the effect of interrupting or disrupting the work of the Company and/or the normal functioning of the various departments/divisions/sections/offices and/or the operation of different services in the Company or which may have the effect of causing damage, delays, inconvenience etc., to the Company's services.

7.4 Workmen shall perform all such duties as are related to his job and all duties incidental and ancillary thereto which the management shall lay down and/or assign from time to time. Such duties, however, shall not include jobs which are substantially lower or different in nature and content than the level/category to which workmen belong.

7.5 No workman shall during working hours engage himself in any work other than that entrusted to him by the Company.

7.6 No workman shall interfere in or hinder performance of Company's duty to enforce Discipline.

7.7 No employee owning a house in his name or in his spouse's name shall let out the same to a foreigner/foreign mission, foreign organization (including international organization) without Prior approval of Competent Authority.

7.8 Every employee shall at all times

(i) Maintain absolute integrity;
(ii) Maintain devotion to duty; and
(iii) Conduct himself at all times in a manner which will enhance the reputation of the Company.

8.0 TRANSFER OF WORKMAN:
A workman may be transferred according to exigencies of work from one shop or department to another or from one station to another or from one establishment to another under the same employer.

Provided that the wages, grade, continuity of service and other conditions of service of the workman are not adversely affected by such transfers.

Provided further that a workman is transferred from one job to another, which he is capable of doing, and provided also that where the transfer involves moving from one State to another such transfer shall take place, either with the consent of the workman or where there is a specific provision to that effect in the letter of appointment, and provided also that (i) reasonable notice is given to such workman, and (ii) reasonable joining time is allowed in case of transfers from one station to another.

Provided further no transfer of a workman from one place to another shall be made 'malafide' under the guise of management policy.

11.0 ENTRY AND SEARCH:

11.1 No workman shall enter or leave the premises except by the gate and/or entry/exit place provided for the purpose.

11.2 Any workman while entering or leaving the premises or at any time may be searched by the Security Personnel or any other person authorized for the purpose, provided that women shall be searched only by women.

NOTE: Such search may include the person of the workman and his vehicle of conveyance and its attachments/contents in his bag/box/tiffin carrier etc.

11.3 Every workman shall show his identity badge on demand to the Security Personnel and/or Time Office Personnel on duty or to any Executive/Officer of the Project/Plant or any other Person authorised by the management while passing through the entry/exit gate and/or places provided and/or on demand by the above at any other place within the premises.

11.4 A workman shall not leave the place and/or places of work during working hours without permission of the Competent Authority.

11.5 No workman who is found to be under the influence of alcoholic drink or drug or suffering from contagious or infectious disease or in possession of any article prejudicial to the security of the Project/Plant or other workmen or deemed by the Competent Authority to be likely to create disturbance shall enter or be allowed entry into the premises although otherwise entitled to do so.

If such a workman is already in the premises, he may be asked to leave the premises by the Competent Authority, who shall have the right to remove such workmen from the premises.

11.6 No workman shall bring with him into the place of work article of any kind which is capable of being used in connection with the work of the Project/Plant without permission of the Competent Authority. The Management reserves the right to regard any such article found in the possession of any workman whilst in the premises as the property of the Company and in the wrongful possession of the workman. Security Personnel and/or any other person authorised by the management shall have the right at any time to open and search any packets, bundle, cover etc., carried by a workman within the Project/Plant/Premises and/or entrances and exits thereof.
11.7 No workman shall enter his place of work more than half-an-hour before commencement of his prescribed duty hours nor shall any workman remain in his place of work more than half-an-hour after the end of his prescribed duty hours, unless required by the Competent Authority.

12.0 ATTENDANCE AND DEDUCTION OF WAGES FOR LATE ATTENDANCE, ANSENCE FROM DUTY ETC.:

12.0 Attendance shall be marked daily according to the rules prescribed from time to time for each department/division/section/office, etc., which shall be displayed on the Notice Board.

12.1 Workmen who are required to sign in the attendance register shall mark the time of reporting for duty and the time of leaving duty.

12.2 Workmen who are required to punch time card shall get cards punched in the time clock at the time of reporting for duty and at the time of leaving duty.

12.3 Management may also require a workman to mark attendance by punching his card or otherwise at the beginning and at the end of shifts and at the beginning and at the end of intervals.

12.4 All workmen shall report to their place of work punctually at the specified time in the manner directed by the management from time to time.

12.5 No workmen shall be accepted on duty if he is late by more than 15 minutes on any day or comes late for more than 3 times in a calendar month and he may be shut out for that day and treated as absent with consequent deductions of wages as per the provisions of the Payment of Wages Act, 1936 except in those cases where in the interest of the work he has been allowed to work under written permission of an authority not below the rank of Foreman/Shift In-charge.

12.6 Workmen shall not leave their place of work during the hours of work prescribed for them. If, however, a workman wants to leave the place of work under special circumstances during the hours of work prescribed for him, he may be permitted by Controlling Authority to leave the place of work but in such an event no wages shall be paid for the duration of such absence if it is not for official reasons. Deductions of wages in such cases shall be as per provisions of Payment of Wages Act, 1936.

12.7 A Workman who is absent from duty without prior or post facto sanctioned leave shall be liable for deduction of wages for the period of his absence in accordance with the provisions of the Payment of Wages Act, 1936.

12.8 A workman who, after reporting for work, abandons his work without valid reasons shall be shut out for the day.

12.9 If a workman, although present in his place of work, fails to do his assigned work or part thereof and/or refuses to carry out his work or part thereof or slows down the pace of work, he shall be deemed to be treated as absent for the whole day in case the disruption, cessation or slowing down of work commences before the interval for rest, and/or before completion of four hours work and for half a day in case it takes place after the interval and/or on completion of four hours work and wages shall be deducted accordingly.

PERIODS AND HOURS OF WORK:

13.0 The working hours for a workman shall be forty eight hours in any week excluding hours of intervals subject to provisions of Factories Act, 1948 and
Rules. Notice showing the hours of periods of work for every class or group of workmen in the Company for each shift shall be displayed on the Notice Board. Workman shall be required to work the whole or part of subsequent shift beyond his schedule hours of work in case of necessity, subject to payment of over time as per rule and subject to modifications in future settlement between the Union(s) and Management.

13.1 Time as per the clock kept at the entrance to the place or places of work will ordinarily be taken as the correct time for purposes of attendance.

16.0 STOPPAGE OF WORK AND CLOSURE:

16.1 The management may close down either wholly or partially any department/division/section/office which is affected either directly or indirectly by workmen stopping work.

16.2 The workmen concerned shall be given such notice as may be possible both of closing down and resumption of work. The notice of closure and resumption of work under this Standing Orders shall be displayed on the Notice Board at the main entrance or in the department/division/section/office concerned. The copy of notice shall be sent to the Recognised Union.

16.3 In the event of a strike or slowing down of work or any, concerted action leading to interruption of normal work the Company may close down either wholly or partially any department/division/section/office. When closure occurs notice shall be displayed on the Notice Board at the main entrance to the place or places of work as soon as practicable. When work is to be resumed, notice of resumption will be displayed at the main entrance to the place or places of work.

16.3.1 The management may, at any time or periods of time, stop or shutdown any work, department/division/section/office wholly or partially or lay-off any number of workmen for any period or periods without notice, in the event of the fire, epidemic, civil commotion, catastrophe, shortage of power or due to any natural calamity.

16.3.2 The Management may at any time in the event of breakdown of machinery, reduction of shifts, adverse trade conditions, periodical repairs, reconstruction or extensions or any other causes beyond the control shall shut down any works, department or section, wholly or partially for a period or periods of lay-off any number of workmen subject to the provisions of the Industrial Disputes Act, 1947. The fact of such stoppage or shut down shall be notified by notice posted on the Notice Board.

16.4 In the event of stoppage or shut down for any of the causes mentioned above, other than a lock-out or strike:

16.4.1 If occurring during working hours the workman affected shall be notified by notice on the Notice Board as soon as practicable when work will be resumed and whether they are to remain or leave the place of work. The workman shall not ordinarily be required to remain for more than two hours after the commencement of the stoppage. If the period of detention does not exceed one hour, the workmen so detained shall not be paid for the period of detention. If the period of detention exceeds one hour, the workmen so detained shall be entitled to receive wages for the whole of the time during which they are detained as a result of stoppage. No other compensation shall be admissible in case of such stoppages. Whenever practicable, notice shall be given for the resumption of normal work subject to the provision of I.D.Act, 1947.
16.4.2 If the management is unable to provide work for all or any of the workman affected, the management shall be entitled without notice, to lay-off from work or duty all or any such workman as the management may select for the period or periods of time.

16.5 In the matter of retrenchment, the provisions of the Industrial Disputes Act, 1947 and Rules framed thereunder by the appropriate Government, as amended from time to time, shall be followed.

17.0 PAYMENT OF WAGES DURING EMPLOYMENT:

Workmen will be paid monthly, either in cash or by cheque at the option of workmen on a working day during working hours, on or before the tenth day of the month, for the work performed during the preceding month. Subject to provision of Payment of Wages Act, every workman shall be given a wage slip showing the employee number and the gross and the net amounts payable to him for the wage period and also authorised deductions made from his wages.

17.1 Any wages due to workman but not paid on usual pay day on account of their being unclaimed shall be paid on unclaimed wages pay day which shall be notified on the Notice Board.

17.2 A notice specifying the days on which wages are to be distributed shall be posted on the Notice Board every month.

TERMINATION OF EMPLOYMENT:

25.0 The services of any workman may be terminated on any reasonable cause as listed below by giving one month's notice in writing or wages in lieu thereof after giving reasonable opportunity.

25.1.1 Insanity, physical infirmity, contagious or infectious disease of permanent nature, continued ill-health, medical unfitness for employment with the Company, as declared by the Authorised Medical Officer.

25.1.2 Conviction for a criminal offence in a court of law for culpable homicide.

25.1.3 If any declaration given or information of serious nature furnished by a workman in connection with his appointment or during the course of his service proves to be false, or if it is found that he/she has willfully suppressed any material information or on receipt of adverse report on verification of character and antecedents.

25.2 The services of Temporary workman, Probationer, Apprentice and Trainee may be terminated at any time by the Management giving 14 days notice or wages in lieu thereof wherever such termination is effected before the expiry of the period of service specified in their appointment orders, subject to the provisions of I.D.Act.

25.3 The services of Casual Workman may be terminated at any time by the management without any notice or compensation, subject to the provision of I.D.Act.

26.0 SPECIAL PROCEDURE FOR TERMINATION OF EMPLOYMENT IN CERTAIN CASES:
26.1 Notwithstanding anything contained in the Standing Orders No. 30, where a penalty is to be imposed on an employee on the grounds of misconduct, which had led to his conviction of criminal charge or where the Managing Director/Director/Chief Executive is satisfied for reasons to be recorded in writing that it is not expedient or in the interest of security to follow the procedure laid down in the Standing Orders, he may consider the circumstances of the case and pass orders thereon as he deems fit.

27.0 ACTS OF MISCONDUCT:

Without prejudice to the general meaning of the term 'misconduct' any action or omission violative of the contract between the Company and Workman shall constitute a misconduct. To illustrate, the following actions/omissions on the part of the workman shall amount to misconduct.

27.1 Using his position or using his influence directly or indirectly to secure employment for himself and/or for any members of his family in any firm or company having business with the Company or with any other firm having business relations with the Company.

27.2 Making public or publishing by a workman any vital document, paper or information which might have come into his possession in official capacity, without prior permission of Competent Authority.

27.3 Giving evidence, except with permission, in connection with any enquiry conducted by any person committee or authority and while giving evidence, criticising the policy or any action of the Company, the Central Government or of a State Government.

NOTICE:
However, subject to the above general provisions giving evidence in the following circumstances without prior permission may not be a violation of this Standing Orders.

(a) Evidence given in any enquiry before an authority appointed by the Company, Government, Parliament or State Legislature.

(b) Evidence given in any judicial enquiry.

27.4 Disclosing during service any secret, cost of production of any or all of the company's products, cost of equipment, plans, etc., information of settlement of claims by the Company in or out of court, or any other information of matters on trade or business secrets.

27.5 Carrying outside the Project/Plant any notes, books, drawings, sketches, photographs, apparatus, documents or any other property belonging to the Company or relating to the Company's business, affairs or operation, unless permitted by the Competent Authority.

27.6 Asking for or accepting contribution to or otherwise associating with the receiving of any fund without the permission of the Controlling Authority in the Plant, Mines and Offices.

27.7 Soliciting or accepting directly or indirectly or permitting any member of his family to accept without previous permission, any gift or reward or any such offer exceeding the value that may be fixed by the management as per
Government Directions from any person or firm having dealings with the Company or any subordinate workman.

27.8 Acceptance or lavish or frequent hospitality from any individual or firm having official dealing with him.

27.9 Carrying out or being concerned in any other business or holding of an office with or without remuneration while in the employment of the Company.

27.10 Taking part in the registration, promotion or management of a bank or other company registered under the Companies Act, 1956 or any other law for the time being in force, without prior permission.

NOTE:
A workman may take part in registration, promotion or management of any co-operative society registered under the Cooperative Societies Act, 1912 or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 or any corresponding law in force.

27.11 Carrying on money lending as a business.

27.12 Contracting of marriage by a workman who has a spouse living, without prior permission, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him/her.

27.13 Conviction in any court of law for the criminal offence involving moral turpitude.

27.14 To stage, encourage or instigate forms of coercive action or ‘Gherao’ on any members of the managerial or other staff.

27.15 Failure to observe safety instructions and/or dress regulations or interference with any safety device or equipment installed in the premises.

27.16 Interfering with machines or processes not connected with the work allocated and/or required to be done as ordered by his superior.

27.17 Conduct within the premises which is likely to endanger the life or safety of the employee or any other person.

27.18 Failure to report at once to the superior, any vital defect which a workman may notice in any equipment connected with his work.

27.19 Manufacturing or attempting to manufacture unauthorized articles or doing private or personal work within the premises.

27.20 Interference with the work of any other workman or any other person in a manner inimical to the interests of the Company.

27.21 Failure to observe Company’s regulations for the prevention of fire, security, fire drill practices or refraining from doing or conducting fire drill practices when required to do so.

27.22 Demanding offering or accepting bribes or any illegal gratification.

27.23 Acceptance or solicitation by workman or his family or relatives with the knowledge of the workman of any money, favour or any other means of reward for employment or consideration for employment in the Company.

27.24 Acceptance or solicitation by workman or his family or relatives with the
knowledge of the workman of any money, favour or any other reward connected
with purchase of material or service for Company's use or sale of Company's
product.

27.25 Theft, fraud or dishonesty in connection with the Company's business, affairs or
operation or property or of the property entrusted by the Company.

27.26 Interference with attendance records or means of logging such records.

27.27 Willful disfigurement, forgery, falsification, destruction or alteration, theft or
removal of any records of the company.

27.28 Committing nuisance in the Company premises.

27.29 Gross or habitual negligence or neglect of work.

27.30 Willful damage to work in process or any other property of the Company.

27.31 Not keeping plant, machinery and equipment clean and tidy.

27.32 Insubordination or disobedience whether alone or in combination with another or
others to any lawful and reasonable orders of a superior.

27.33 Inciting others to take part or participating in an illegal strike.

27.34 Sudden stoppage of work or leaving work undone resulting in damage to
Company's plant or properties.

27.35 Willful slowing down of work, stopping of work or abetment or instigation thereof.

27.36 Stoppage of work alone or in combination with other workman or workmen in
contravention of the provisions of the law for the time being in force or the
provisions of these Standing Orders.

27.37 Registering of attendance of another workman or abetting in the Act of registering
attendance of another workman.

27.38 Canvassing for political party membership or the collection of political party
dues, funds or contribution within the premises of the Company. Riotous or
disorderly behaviour or any act subversive of good behaviour or discipline within
the premises of the Company.

27.39 Organising or holding any meetings within the Project/Plant or in the Company's
premises without written permission of the management except in the following
two places:
1) Near Technical Training Institute Bus Terminal.
2) Township at a suitable open space.

27.41 Gambling of any kind within the premises of the company.

27.42 Drunkenness, intoxication or carrying or consuming alcoholic liquor or narcotics
within the premises of the Company.

27.43 Indecent behaviour, threatening, intimidating, coercing superiors or other
workmen, quarrelling or interfering with the work of other workmen, assault or
threat of assault, making false accusation, use of impolite or insulting language
against a superior or any other workman or any Executive/Officer of the
27.44 Leaving place of work without sufficient cause during working hours and/or entering another department/division/section/office or shop or premises otherwise than in the course of duty without permission of his superior.

27.45 Loitering, idling or wasting time during working hours or malingering or being in the workplace or premises after authorised hours of work without permission of the superior.

27.46 Habitual late attendance and willful or habitual absence from duty.

27.47 Smoking in the premises where smoking is prohibited.

27.48 Transfer of identity badge and/or other means of identification to another person.

27.49 Habitual failure to show identity badge as required.

27.50 Refusal to accept a charge sheet, order or other communication served by the management.

27.51 Distributing or exhibiting in the premises, hand bills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representation, any matter.

27.52 Possession and/or use in the premises, of weapons, explosives, inflammable materials, cameras, radios, transistors, tape-recorders, loudspeakers, etc.

27.53 Making false or malicious statement, Public or otherwise against the company or any of its Executive/Officer.

27.54 Sleeping while on duty.

27.55 Obtaining or attempting to obtain leave of absence by false statement and/or pretences and/or abuse of any leave.

27.56 Surrounding or forcibly detaining or otherwise interfering with free movement of the Company's Executive/Officer of other workman or visitors inside the premises.

27.57 Refusal to accept order of transfer from one shift to another or one place to another.

27.58 Entering or leaving except by an authorised gate, door or exit intended for the purpose or scaling or breaking or damaging or otherwise tampering with any door, window, wall or structure forming part of the Company's property.

27.59 Violation of speed restrictions on vehicles imposed in the Company's premises.

27.60 Writing anonymous or pseudonymous letters regarding the Company's employees, business, affairs or operation.

27.61 Failure to attend to work after duty hours or on a weekly or other holidays, when required to do so in writing.

27.62 Carrying unauthorised persons in Company's vehicle, transport and/or equipment or allowing unauthorised persons to operate Company's vehicle, transport and/or
equipment.

27.63 Leaving one's place or places of work during or at the end of shift without being properly relieved as set out in rules regarding shifts.

27.64 Any act which constitutes violation of any of these Standing Orders.

27.65 Misuse/subletting of Company's quarters or land.

27.66 Canvassing by a workman in support of the business of any insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family.

27.67 Mis-management of the affairs and/or Misappropriation of funds of Co-operative Societies /Associations for which the Company is financing or extending any facility and in which the employee holds a responsible position.

27.68 Dealing by a workman in the discharge of his duties with any matter or any contract with any firm or company or any other person, if any member of his family is employed in that firm or under that person, or if he or any member of his family is interested in such matter or contract in any other manner unless the workman had referred every such matter or contract to his superiors and the matter or contract was disposed of according to the instructions of the authority to whom the reference was made.

27.69 Owning wholly or in part or conducting or participating in the editing or management of any newspaper or other periodical publications.

27.70 Contesting election to any elected office of the local bodies, legislative bodies, etc., while in employment of the Company without permission.

27.71 Making any statement which has the effect of adverse criticism of any policy or action of the Central or State Government or of the Company or which is capable of embarrassing the relations between the Company and Public.

27.72 Acceptance of any fee or any pecuniary advantage for any work done by the workman for any public body or any private person without permission.

27.73 Acquiring or disposing of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family without prior permission.

27.74 Possession of pecuniary resources or property disproportionate to the known sources of income by a workman or in his behalf by another person which the workman cannot satisfactorily account for.

27.75 Failure to submit when called upon, within the stipulated period, a full and complete statement of such movable or immovable property held or acquired by him or any member of his family, as may be required by the Management.

27.76 Taking recourse to any Court or to the press without prior permission for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

27.77 Bringing or attempting to bring by a workman any political or other outside influence to bear upon the management to further his interest in respect of matter pertaining to his service under the Company.

27.78 Failure to report an occurrence of any accident involving personal injury in the
course of employment or the contracting of contagious or infectious disease.

27.80 Failure to take proper care of the plant, machinery, equipment, tools, gauges, jigs, fixtures, drawings, office records, office equipment, etc., entrusted to the workman.

27.81 Failure to notify the management of any change in residential address.

27.82 Refusal to vacate Company's housing and/or accommodation of any kind when called upon to do so.

27.83 Making alterations, additions, modifications, removal of accessories, etc., in the Company's houses and/or accommodation of any kind allotted to the workman, without the approval of Competent Authority.

27.84 Keeping cattle and animals of any kind in the Company's accommodation, which may violate the Company's sanitation, health, security and/or safety regulations.

27.85 Acts or omission which lower the quality of goods manufactured/service rendered and/or reduce the production.

27.86 Abetment or attempt to commit any of the misconducts within these Standing Orders.

NOTE:

For the purpose of these Standing Orders family means and includes: 'Family' means and includes:-

i. Wife or husband, as the case may be, of the workman whether residing with him or her or not but does not include wife or husband separated from the workman by decree or order of a competent Court.

ii. Son, daughter, step son, step daughter of the workman and wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the workman or whose custody the workman has been deprived of by or under any law.

iii. Any other person related, whether by blood or marriage to the workman or to such workman's wife or husband and wholly dependent on such workman.

28.0 PUNISHMENT FOR MISCONDUCT:

28.1 The following punishments may be imposed on any workman who is found guilty of misconduct by the Disciplinary Authority.

MINOR PUNISHMENTS:

28.1.1 Censure.

28.1.2 Fine.

28.1.3 Suspension without pay for a period not exceeding four days.

MAJOR PUNISHMENTS:

28.1.4 Stoppage of increment.

28.1.5 Reduction to a lower grade or post or lower stage in the time scale; and

28.1.6 Removal from service;

28.1.7 Dismissal from the service of the Company.

EXPLANATION:

The following shall not constitute a punishment:

(i) Stoppage of increment of a workman on account of his failure to cross the efficiency bar, if any or failure to pass the prescribed test or examination.

(ii) Non-promotion whether in officiating capacity or otherwise of a workman to higher post for which he may be eligible but for which he is found unsuitable.
(iii) Reversion to a lower grade or post of a workman officiating in higher grade or post on the ground that he is considered during or at the end of probation period to be unsuitable for the higher grade or post.

(iv) Termination of service:
   (1) of a workman appointed on probation during or at the end of the period of probation in accordance with the terms of appointment.
   (2) of a workman appointed in a temporary capacity on the expiry of the period for which he was appointed or earlier in accordance with the terms of his appointment.
   (3) of a workman appointed under a contract or an agreement in accordance with the terms of such contract/agreement.
   (4) of a workman on reduction of establishment or on retrenchment.
   (5) in terms of the provisions of Standing Order No.25.
   (6) in terms of the provisions of Standing Order No.26.
   (7) on attaining the age of superannuation.

28.2 When an act of misconduct is alleged against a workman for which a punishment as provided under Standing Orders 28.1.1, 28.1.2 and 28.1.3 is proposed to be imposed, the workman shall be given an opportunity to show cause before punishment is imposed.

28.3 No order imposing any of the punishments referred to in Standing Orders 28.1.4, 28.1.5, 28.1.6 and 28.1.7 shall be made except after holding an inquiry against the workman concerned in respect of the alleged misconduct in the manner set forth in Standing Order No.30. Where the management feels it advisable, a joint enquiry involving more than one workman may be held. The inquiry, wherever held, shall be conducted and recorded in English, Hindi or Telugu whichever is preferred by the workman.

29.0 DISCIPLINARY AUTHORITY:
Any Executive/Officer to whom powers are delegated to take disciplinary action against a workman shall be the disciplinary authority competent to initiate disciplinary action and to impose punishment on a workman.

30.0 PROCEDURE FOR IMPOSING PUNISHMENT:
30.1 When a workman is charged with misconduct which may lead to the imposition of any of the penalties mentioned in Standing Order 28.1, the Disciplinary Authority shall frame definite charges on the basis of the allegations against him. The charges together with a statement of allegations on which they are based, shall be communicated in writing to the workman who shall be required to submit a written statement of his defence within such time as may be specified but not exceeding three days by the Disciplinary Authority.

30.2 It shall not be necessary to hold an enquiry if punishment is to be imposed in terms of Standing Orders 28.1.1, 28.1.2, 28.1.3. In other cases, covered by Standing Orders 28.1.4, 28.1.5, 28.1.6 and 28.1.7 above on receipt of the written statement of the workman or if no such statement is received within the time specified, an inquiry may be held by the Disciplinary Authority itself or by an Executive/Officer of the Company or a committee appointed by the Disciplinary Authority for the purpose. It may not be necessary to hold an inquiry in respect of the charges admitted by the workman in his written statement provided that the workman affirms that the statement made by him is voluntary and not prompted by anyone else.

30.3 The workmen may be allowed to take the assistance of any other workman of the Project/Plant or an office bearer of the Trade Union who is an employee of the
Company of which he is a member to present the case on his behalf.

30.4 The Disciplinary Authority shall consider the record of the inquiry, record its conclusions on each charge and pass appropriate orders.

30.5 Copies of all relevant documents in connection with the enquiry, such as enquiry proceedings, findings of the Enquiry Officer, etc., shall be supplied by the management to the employee concerned on request.

31.0 SUSPENSION PENDING ENQUIRY AND SUSTAINANCE ALLOWANCE:

31.1 Where a disciplinary proceeding against a workman is contemplated or is pending or where criminal proceedings against him in respect of any offence are under investigation or trial and the Disciplinary Authority is satisfied that it is necessary or desirable to place the workman under suspension, the workman may be suspended by order in writing with effect from such date as may be specified in the order. A copy of the order of suspension shall be supplied to the workman.

31.2 A workman who is placed under suspension under Standing Order 31.1 shall during the period of such suspension, be paid sustenance allowance at the following rates, namely:

31.2.1 Where the inquiry contemplated or pending is departmental, the sustenance allowance shall, for the first ninety days from the date of suspension be equal to one-half only of the basic wages and clearness allowance put together. If the departmental inquiry gets prolonged and the workman continues to be under suspension for a period exceeding ninety days, the sustenance allowance shall for such period be equal to three-fourths of such basic wages and dearness allowance put together.

31.2.2 Where the inquiry is by an outside agency or where criminal proceedings against the workman are under investigation or trial, the sustenance allowance shall, for the first one hundred and eighty days from the date of suspension be equal to only one-half of his basic wages and dearness allowance put together. If such inquiry or criminal proceedings get prolonged and the workman continues to be under suspension for a period exceeding one hundred and eighty days, the sustenance allowance shall, for such period, be equal to three-fourths of such wages. Provided that where inquiry or criminal proceedings is prolonged beyond a period of one hundred and eighty days for reasons attributable to the workman, the sustenance allowance shall, for the period exceeding one hundred and eighty days be reduced to one-fourth of such wages.

31.3 If, on the conclusion of the inquiry or criminal proceedings, the workman has been found guilty of the charges framed against him, the Disciplinary Authority shall pass appropriate orders. Provided that when an order of dismissal is passed, the workman shall be deemed to have been absent from duty during the period of suspension and he shall not be entitled to any remuneration but the sustenance allowance already paid to him shall not be recovered. Provided also that where an order imposing censure, fine, suspension, stoppage of increment or reduction to a lower grade or post or lower stage in time scale is passed under Standing Order 28.1, the workman shall be deemed to have been on duty during the period of suspension and shall be entitled to the difference in wages, he would have received had he not been placed under suspension, and the sustenance allowance paid to him during the suspension period.

31.4 If, on the conclusion of the inquiry or criminal proceedings, the workman has been found to be not guilty of any of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the difference in wages, he would have received had he not been placed under suspension, and the sustenance allowance paid to him during the suspension period.
31.5 The payment of subsistence allowance under this Standing Order shall be subject to the workman concerned not taking up any employment during the period of suspension. A workman under suspension may be required to report at least once every day for attendance at a specified office.

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CONDUCT, DISCIPLINE AND APPEAL RULES*

Note: *Out of the total CDA Rules, important Rules which are more relevant in the study are furnished

4.0 GENERAL:
   a. Every employee shall at all times:
      i. Maintain absolute integrity;
      ii. Maintain devotion to duty; and
      iii. Conduct himself at all times in a manner which will enhance the reputation of the Company.
   b. Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

5.0 MISCONDUCT:
   Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct:
   7. Theft, fraud or dishonesty in connection with the business or property of the Company or of a subsidiary or of property of another person within the premises of the Company.
   8. Taking or giving bribes or any illegal gratification.
   9. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.
   10. Furnishing false information regarding name, age, father's name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
   11. Acting in a manner prejudicial to the interests of the Company.
   12. Willful insubordination or disobedience, whether or not in combination with others of any lawful and reasonable order of his superior.
   16. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds on proper or satisfactory explanation.
   17. Habitual late or irregular attendance or willful absence from duty.
   18. Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
   19. Damage to any property of the Company.
   20. Interference or tampering with any safety devices installed in or about the premises of the Company.
   21. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Company or outside such premises where such behaviour is related to or connected with the employment.
   22. Gambling within the premises of the establishment.
   23. Smoking within the premises of the establishment where it is prohibited.
   24. Collection without the permission of the competent authority of any money within the premises of the Company except as sanctioned by any law of the land for the time being in force or rules of the Company.
   16. Sleeping while on duty.
   23. Commission of any act which amounts to a criminal offence involving moral turpitude.
   24. Absence from the employee's appointed place of work without permission or sufficient cause.
25. Purchasing properties, machinery, stores etc. from or selling properties, machinery, stores etc., to the Company without express permission in writing from the competent authority.
21. Abetment of or attempt at abetment of any act which amounts to misconduct.
22. Sexual harassment of women at workplace.

6.0 EMPLOYMENT OF NEAR RELATIVE OF THE EMPLOYEE IN PRIVATE UNDERTAKINGS ENJOYING PATRONAGE OF THE COMPANY:
   a. No employee shall use his position or influence directly or indirectly to secure employment for any person related, whether by blood or marriage to the employee or to the employees' wife or husband, whether such a person is dependent on the employee or not.
   b. No employee shall, except with the prior sanction of the competent authority, permit any member of his family to accept employment with any private firm with which he or she has official dealings, or with any other firm having official dealings with the Company or a subsidiary Company. Provided that where the acceptance of the employment cannot await the prior permission of the competent authority, the employment may be accepted provisionally subject to the permission of the competent authority, to whom the matter shall be reported forthwith.
   c. No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any firm or any other person if any of his relatives is employed in that firm or under that person or if he or any of his relatives is interested in such matter or contract in any other matter and the employee shall refer every such matter or contract to his official superior and the matter of the contract shall thereafter be disposed of according to the instructions of the authority to whom reference is made.(N.B.: For purposes of this clause, relative will be as defined in Indian Companies Act).

7.0 a. TAKING PART IN POLITICS AND ELECTIONS:
   Except in so far as may otherwise be specifically authorized by any law, no employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics, or assist any political movement or activity, or stand for election, as a member, of a local authority or a legislative body.

b. TAKING PART IN DEMONSTRATIONS:
   No employee shall engage himself or participate in any demonstration which involves incitement to an offence.

8.0 CONNECTION WITH PRESS OR RADIO:
   1. No employee shall, except with the prior sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.
   2. No employee shall, except with the prior sanction of the competent authority, or in bonafide discharge of his duties, participate in a radio broadcast or write or publish a book or contribute an article or write a letter either in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or periodical. Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

9.0 CRITICISM OF GOVERNMENT AND THE COMPANY:
   No employee shall, in any radio broadcast or in any document published under his name or under any pen-name or pseudonym or in any communication to the press, or in any public utterances, make any statement:-
   a. Which has the effect of adverse criticism of any policy or action of the Government or of the Company; or
   b. Which is capable of embarrassing the relations between the Company and the public or between the Company and the Government.
   Provided that nothing in this rule shall apply to any statement made or views expressed by an employee of a purely factual nature which are not considered to be of a confidential nature, in
his official capacity or in due performance of the duties assigned to him. Provided further that nothing contained in this rule shall apply to bonafide expression of views by him as an office-bearer of a recognized trade union for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof.

10.0 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:
2. Save as provided in sub-rule (3), no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
3. Where any sanction has been accorded under sub-rule (1), no employee giving such evidence shall criticize the policy or any action of the Government or of the Company.

3. Nothing in this rule shall apply to:
a. evidence given at any enquiry before an authority appointed by the Government, Parliament or a State Legislature or the Company or a Subsidiary Company;
b. evidence given in any judicial enquiry; or
c. evidence given at any departmental enquiry ordered by authorities subordinate to the Government;
d. evidence given at any departmental enquiry ordered by any Public Sector Undertaking.

11.0 UNAUTHORISED COMMUNICATION OF INFORMATION:
No employee shall, except in accordance with any general or special order of the Company or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or any part thereof or information to any person to whom he is not authorized to communicate such document or information.

12.0 GIFTS:
1. Save as otherwise provided in these rules, no employee of the Company shall accept or permit any member of his family or any person acting on his behalf, to accept any gift.

EXPLANATION:
The expression "Gift" shall include free transport, board, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.

NOTE:
i. A casual meal, lift or other social hospitality shall not be deemed to be a gift.
ii. An employee shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him.

2. On occasions such as weddings, anniversaries, funerals or religious functions, when the taking of a gift is in conformity with the prevailing religious or social practice, an employee of the Company may accept gifts from his near relatives but he shall make report to the competent authority if the value of the gift exceeds:
   i. Rs.500/- in the case of Executives, and
   ii. Rs.250/- in the case of Non-Executives.

3. On such occasions as are specified in sub-rule (2) an employee of the Company may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the competent authority if the value of any such gift exceeds Rs.250/-.

4. In any other case, an employee of the Company shall not accept any gifts without the sanction of the competent authority if the value thereof exceeds Rs.250/-. Provided that when more than one gift has been received from the same person/firm within a period of 12 months, the matter shall be reported to the Competent Authority if the aggregate value of the gifts exceeds Rs.250/-. 

13.0 GIVING OR TAKING DOWRY:
No employee shall —
i. give or take or abet giving or taking of dowry; or
ii. demand, directly or indirectly from the parents or guardian of a
   bride or bridegroom, as the case may be, any dowry.
EXPLANATION:
For the purpose of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

13A PROHIBITION OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES
   i. No employee shall indulge in any act of sexual harassment of any woman at workplace.
   ii. Every employee who is in charge of a workplace shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

Explanation:
For the purpose of this rule, sexual harassment includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:
   a) physical contact and advances;
   b) demand or request for sexual favours;
   c) sexually coloured remarks;
   d) showing any pornography; or
   e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Provided that where there is a complaint of sexual harassment within the meaning of Clause 13 A, the Complaints Committee established in the company for inquiring into such complaints, shall be deemed to be the inquiring authority appointed by the disciplinary authority for the purpose of these rules and the Complaints Committee shall hold, if separate procedure has not been prescribed for the Complaints Committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in these rules.

14.0 PRIVATE TRADE OR EMPLOYMENT:
1. No employee shall except with the prior sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any other employment or negotiate for taking an employment.
   Provided that an employee may, without such sanction undertake honorary work of a social or a charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer.
2. Every employee shall, report to the competent authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency.
3. No employee shall, without the prior sanction of the competent authority, except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any cooperative society for commercial purposes.
   Provided that an employee may take part in the registration, promotion or management of a consumer/House Building Cooperative Society substantially for the benefit of employees of the Company or a subsidiary Company, registered under the Cooperative Societies Act, 1912 (2 of 1912) or any other law for the time being in force, or of a literary, scientific or charitable society registered under the societies Registration Act, 1860 (21 of 1860) or any corresponding law in force.
4. No employee may accept any fee or any remuneration or any pecuniary advantage for any work done by him for any public body or any private person without the sanction of the competent authority.
5.* No Functional Director of the Company including the Chief Executive, who has retired/resigned from the service of the Company, after such retirement/resignation, shall accept any appointment or post, whether advisory or administrative, in any firm or company, whether Indian or foreign, with which the company has or had business relations, within one year from the date of retirement without prior approval of the Government. The term retirement includes resignation; but not the cases whose term of appointment was not extended by Government for reasons other than proven misconduct.
The term 'business relations' includes 'official dealings' as well. A bond of Rs. 5 lakhs, payable as damage for any violation of the restrictions, shall be executed and delivered by the concerned person at the time of his/her employment/retirement/resignation as Director / Managing Director/ Chairman -cum- Managing Director in RINL/VSP. The prescribed format is enclosed (Appendix V of the RINL CDA Rules and Annexure-II of service Rules). The modalities of grant of permission to top level executives for post retirement employment within one year from the date of retirement employment within one year from the date of retirement along with the prescribed form of application, is enclosed (Appendix 5 of the RINL CDA Rules and Annexure-III of service Rules).

15.0 INVESTMENT, LENDING AND BORROWING:
No employee shall, save in the ordinary course of business with a bank, the Life Insurance Corporation or a firm of standing, borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family.

16.0 INSOLVENCY AND HABITUAL INDEBTEDNESS:
3. An employee shall avoid habitual indebtedness unless he proves that such indebtedness or insolvency is the result of circumstances beyond his control and does not proceed from extravagance or dissipation.
4. An employee who applies to be, or is adjudged or declared insolvent shall forthwith report the fact to the competent authority.

17.0 MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:
1. No employee shall, except with the prior knowledge of the competent authority, acquire or dispose off any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family.
2. No employee shall, except with the previous sanction of the competent authority, enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with the employee or his subordinate.

EXPLANATION:
For the purpose of these sub-rules, the expression "movable property" includes inter-alia the following:

a. Jewellery, insurance policies, the annual premium of which exceeds Rs. 10,000/ or one sixth of the total emoluments received from the Company whichever is less, shares, securities and debentures;
b. Loans advanced by such employee whether secured or not;
c. Motor cars, motor cycles, horses or any other means of conveyance; and
d. Refrigerators, radios, radiograms and television sets.
3. Every employee of the Company shall within one month report to the competent authority every transaction concerning movable property owned or held by him in his own name or in the name of a member of his family, if the value of such property exceeds
   i. Rs.20,000/- in the case of Executives, and
   ii. Rs.15,000/- in the case of Non-executives.
4. Every employee shall on first appointment in the Company, submit the following:-
   i. Statement showing the details of Immovable Property as on the date of joining (e.g. Lands, House, Shops, other Buildings, etc.) in FORM No.1, and
   ii*. DELETED
5. Every employee shall submit the following:
   i. Statement showing the details of Immovable Property on 1st January of each calendar year (e.g. Lands, House, Shops, other Buildings, etc.) in FORM No.1,
   ii. Statement of any transaction in movable property either in his/her own name or in the name of any member of his/her family within one month of such transaction, if the value of such transaction exceeds Rs.20,000/.
   iii. Statement of Assets & Liabilities - Detailed statement in respect of Shares/Debentures purchased under Promoters'/Employees quota as on 1st January

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of each calendar year in his/her name and also those held in the names of spouse and dependent children in FORM NO. 3 as prescribed in DPE OM No.15(6)/98-DPE(GM), dated 23rd August, 2004.

6. The competent authority may, at any time, by general or special order require an employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family, as may be specified in the order. Such statement shall, if so required by the competent authority, include details of the means by which, or the source from which such property was acquired.

18.0 CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE:
No employee shall bring or attempt to bring any outside influence to further his interests in respect of matters pertaining to his service in the Company.

19.0 BIGAMOUS MARRIAGES:
3. No employee shall enter into, or contract a marriage with a person having a spouse living; and
4. No employee, having a spouse living, shall enter into or contract a marriage with any person;
   Provided that the Board may permit an employee to enter into or contract, any such marriage as is referred to in clause (1) or clause (2) if it is satisfied that —
   a. such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
   b. there are other grounds for so doing.
3. An employee, who has married or marries a person other than an Indian National, shall forthwith intimate the fact to the competent authority.

20.0 CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:
An employee of the Company shall take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug.

20A RENTING OF HOUSES TO FOREIGN PERSONNEL/MISSIONS ETC.
No employee owning a house in his name or in his spouse's name shall let out the same to a foreigner/foreign mission/foreign organization (including International Organization) without prior approval of competent authority.
The Procedure** to be followed before granting permission to an employee to let out accommodation to foreign nationals/foreign missions etc. will be as follows:
   a. An employee who intends to let-out a house in his name or in his spouse's name shall seek the approval of competent authority.
   b. Request received from an employee for permission to let-out accommodation to a foreigner/foreign mission etc. shall be forwarded to the Department of Steel with a self contained note by VSP to enable them to take-up the matter with the Ministry of Home Affairs (IB) for necessary clearance.
   c. On receipt of clearance from the Department of Steel, permission shall be given to the employee for letting out the house to the particular foreign national/foreign mission etc.

21.0 SUSPENSION:
1. The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Board by general or special order may place an employee under suspension
   a. where a case against him in respect of any criminal offence is under investigation or trial; or
   b. where a disciplinary proceeding against him is contemplated or is pending.
2. An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the appointing authority and shall remain under suspension until further orders.
3. Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside on appeal or on review under these Rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders.

4. Where a penalty of dismissal or removal from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of court of law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal or removal was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal or removal and shall continue to remain under suspension until further orders.

5. An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority which made or deemed to have made the order by any authority to which that authority is subordinate.

22.0 SUBSISTENCE ALLOWANCE:

1. An employee under suspension shall be entitled to draw subsistence allowance equal to 50 per cent of his basic pay provided the disciplinary authority is satisfied that the employee is not engaged in any other employment or business or profession or vocation. In addition he shall be entitled to clearness allowance and any other compensatory allowance admissible on such subsistence allowance of which he was in receipt on the date of suspension provided the suspending authority is satisfied that the employee continues to meet the expenditure for which the allowance was granted.

2. Where the period of suspension exceeds six months the authority which made or deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the first six months as follows:-
   i. The amount of subsistence allowance may be increased to 75 per cent of basic pay and allowances thereof if in the opinion of the said authority; the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee under suspension.
   ii. the amount of subsistence allowance may be reduced to 25% of basic pay and allowances thereon if in the opinion of the said authority; the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the employee under suspension.

3. If an employee is arrested by the police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the competent authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he is granted bail.

23.0 TREATMENT OF THE PERIOD OF SUSPENSION:

1. When the employee under suspension is reinstated, the competent authority may grant to him the following pay and allowances for the period of suspension:-
   a. if the employee is exonerated and not awarded any of the penalties mentioned in Rule 24.0, the pay and allowances which he would have been entitled to if he had not been suspended, less the subsistence allowance already paid to him; and
   b. if otherwise, such proportion of pay and allowances as the competent authority may prescribe.
2. In a case falling under sub-clause (a) the period of absence from duty will be treated as a period spent on duty. In case falling under sub-clause (b) it will not be treated as period spent on duty unless the competent authority so directs.

24.0 PENALTIES:
The following penalties may be imposed on an employee, as hereinafter provided, for misconduct committed by him or for any other good and sufficient reasons:

Minor penalties:-
- a. Censure;
- b. withholding of increments of pay with or without cumulative effect;
- c. withholding of promotion;
- d. recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the Company or a subsidiary company by negligence or breach of orders.

Major penalties:-
- e. reduction to a lower grade or post, or to a lower stage in a time scale;
- f. removal from service which shall not be a disqualification for future employment;
- g. dismissal;
- h* Compulsory retirement.

EXPLANATION:
The following shall not amount to a penalty within the meaning of these rules:-
- i. withholding of increment of an employee for his failure to pass a prescribed test or examination;
- ii. stoppage of an employee at the efficiency bar in the time scale, on the ground of his unfitness to cross the bar;
- iii. non-promotion, whether in an officiating capacity or otherwise of an employee to a higher post for which he may be eligible for consideration but for which he is found unsuitable after consideration of his case;
- iv. reversion to a lower grade or post, of an employee officiating in a higher grade or post, on the ground that he is considered, after trial, to be unsuitable for such higher grade or post, or on administrative grounds unconnected with his conduct;
- v. reversion to his previous grade or post, of an employee appointed on probation to another grade or post, during or at the end of the period of probation in accordance with the terms of his appointment.
- vi. TERMINATION OF SERVICE:
- a. of an employee appointed on probation, during or at the end of the period of probation in accordance with the terms of his appointment;
- b. of an employee appointed in a temporary capacity otherwise than under a contract or agreement, on the expiration of the period for which he was appointed, or earlier in accordance with terms of his appointment;
- c. of an employee appointed under a contract or agreement, in accordance with the terms of such contract or agreement; and
- d. of any employee on reduction of establishment.

25.0 DISCIPLINARY AUTHORITY:
The Board or the disciplinary authority, as specified in the schedule, may impose any of the penalties specified in Rule 24 on any employee.

26.0 PROCEDURE FOR IMPOSING MAJOR PENALTIES:
1. No order imposing any of the major penalties specified in clause (e), (f), (g) and (h) of Rule 24 shall be made except after an enquiry is held in accordance with this rule.

2.* Whenever the disciplinary authority is of the opinion that there are grounds for enquiring into the truth of any imputation of misconduct or misbehavior against an employee, it may itself enquire into, or appoint any executive of Rashtriya Ispat Nigam Limited or any of its subsidiary or any public servant or any person(s) from out of the Panel of Enquiry Officers maintained by the Company as Inquiring Authority to inquire into the truth thereof.
3. Where it is proposed to hold an enquiry, the disciplinary authority shall frame definite charges on the basis of the imputations of misconduct or misbehavior against the employee. The charges together with a statement of the imputations of misconduct or misbehavior on which they are based, a list of documents by which and a list of witnesses by whom, the articles of charge are proposed to be sustained, shall be communicated in writing to the employee, who shall be required to submit within such time as may be specified by the disciplinary authority (not exceeding 15 days), a written statement whether he admits or denies any of or all the articles of charge.

EXPLANATION:
It will not be necessary to show the documents listed with the charge-sheet or any other document to the employee at this stage.

4. On receipt of the written statement of the employee, or if no such statement is received within the time specified, an enquiry may be held by the disciplinary authority itself, or by any other public servant appointed as an enquiring authority under sub-clause (2) after taking such evidence as it may deem fit. Provided that it may not be necessary to hold an enquiry in respect of the charges admitted by the employee in his written statement. The disciplinary authority shall, however, record its findings on each such charge after taking such evidence as it may think fit.

5. Where the disciplinary authority itself enquires or appoints an enquiring authority for holding an enquiry, it may by an order, appoint a public servant to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.

6. The employee may take the assistance of any other Public Servant to present the case on his behalf but may not engage a legal practitioner for the purpose.

NOTE:
The employee shall not take the assistance of any other public servant who has two pending disciplinary cases on hand in which he has to give assistance.

7. On the date fixed by the enquiring authority, the employee shall appear before the enquiring authority at the time, date and place specified in the notice. The enquiring authority shall ask the employee whether he pleads guilty or has any defence to make or if he pleads guilty of the articles of charge, the enquiring authority shall record the plea, sign the record and obtain the signature of the employee concerned thereon. The enquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee concerned pleads guilty.

8. If the employee does not plead guilty, the inquiring authority shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his defence:-
   i. inspect the documents listed with the charge-sheet;
   ii. submit a list of additional documents and witnesses that he wants to examine; and
   iii. be supplied with the copies of the statement of witnesses, if any, listed in the charge-sheet.

NOTE:
Relevancy of the additional documents and the witnesses referred to in sub-clause 8 (ii) above will have to be given by the employee concerned and the documents and the witnesses may be summoned if the inquiring authority is satisfied about their relevance to the charges under enquiry.

9. The enquiring authority shall ask the authority in whose custody or possession the documents are kept, for the production of the documents on such date as may be specified.

10. The authority in whose custody or possession the requisitioned documents are, shall arrange to produce the same before the enquiring authority on the date, place and time specified in the requisition notice. Provided that the authority having the custody or possession of the requisitioned documents may claim privilege if the production of such documents will be against the public interest or the interest of the Company. In that event, it shall inform the enquiring authority accordingly. The enquiring authority shall, on being so informed, communicate the information to the employee concerned.

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11. On the date fixed for the enquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to cross-examine the witnesses on any points on which they have been cross-examined but not on a new matter, without the leave of the inquiring authority. Inquiring authority may also put such questions to the witnesses as it thinks fit.

12. Before the close of the prosecution case, the enquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the articles of charge or may itself call for new evidence or recall or re-examine any witness. In such case the employee shall be given an opportunity to inspect the documentary evidence before it is taken on record; or to cross-examine a witness, who has been so summoned.

13. When the case for the disciplinary authority is closed, the employee may be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

14. The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the enquiring authority according to the provision applicable to the witnesses for the disciplinary authority.

15. The enquiring authority, may, after the employee closes the case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

16. The enquiring authority may after completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective cases, if they so desire.

17. If the employee does not submit the written statement of defence referred to in sub rule (3) on or before the date specified for the purpose or does not appear in person, or through the assisting officer or otherwise fails or refuses to comply with any of the provisions of these rules, the enquiring authority may hold the enquiry ex-parte.

18. Whenever any enquiring authority, after having heard and recorded the whole or any part of the evidence in an enquiry ceases to exercise jurisdiction therein, and is succeeded by another enquiring authority which has, and which exercised, such jurisdiction, the enquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor, and partly recorded by itself. Provided that if the succeeding enquiring authority is of the opinion that further examination of any of the witness whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witness as herein after provided.

19. (i) After the conclusion of the enquiry, report shall be prepared and it shall contain:
   a. a gist of the articles of charge and the statement of the imputations of misconduct or misbehavior
   b. a gist of the defence of the employee in respect of each article of charge;
   c. an assessment of the evidence in respect of each article of charge;
   d. the findings on each article of charge and the reasons therefor.

EXPLANATION:
If in the opinion of the enquiring authority the proceedings of the enquiry establish any articles of charge different from the original articles of the charge, it may record its findings on such article of charge; provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such
article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The enquiring authority, where it is not itself the disciplinary authority, shall forward to the disciplinary authority, the records of enquiry which shall include:

a. the report of the enquiry prepared by it under sub-clause (i) above;
b. the written statement of defence, if any, submitted by the employee referred to in sub-rule (13);
c. the oral and documentary evidence produced in the course of the enquiry;
d. written briefs referred to in sub-rule (16), if any; and
e. the orders, if any, made by the disciplinary authority and the enquiring authority in regard to the enquiry.

27.0 ACTION ON THE ENQUIRY REPORT:
1. The disciplinary authority, if it is not itself the enquiring authority may, for reasons to be recorded by it in writing remit the case to the same or another enquiring authority for fresh or further inquiry and report and the enquiring authority shall thereupon proceed to hold the further enquiry according to the provisions of rule 26 as far as may be.

2. The disciplinary authority shall, if it disagrees with the findings of the enquiring authority on any articles of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

3. If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in rule 24 should be imposed on the employee, it shall notwithstanding anything contained in rule 28, make an order imposing such penalty.

4. If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that no penalty is called for, it may pass an order exonerating the employee concerned.

28.0 PROCEDURE FOR IMPOSING MINOR PENALTIES:
1. Where it is proposed to impose any of the minor penalties specified in clauses (a) to (d) of Rule 24 the employee concerned shall be informed in writing of the imputations of misconduct or misbehavior against him and give an opportunity to submit his written statement of defence within a specified period not exceeding 15 days. The defence statement, if any, submitted by the employee shall be taken into consideration by the disciplinary authority before passing orders.

2. The record of the proceedings shall include:
   i. a copy of the statement of imputations of misconduct or misbehavior delivered to the employee;
   ii. his defence statement, if any; and
   iii. the orders of the disciplinary authority together with the reasons therefor.

29.0 COMMUNICATION OF ORDERS:
Orders made by the disciplinary authority under Rule 27 or Rule 28 shall be communicated to the employee concerned, who shall also be supplied with a copy of the report of enquiry, if any, as also reasons for disagreement, if any, with the enquiring authority.

30.0 COMMON PROCEEDINGS:
Where two or more employees are concerned in a case, the authority competent to impose a major penalty on all such employees may make an order directing that disciplinary proceedings against all of them may be taken in a common proceeding and the specified authority may function as the disciplinary authority for the purpose of such common proceedings.

30(A) Procedure in disciplinary cases arising out of vigilance investigation:
Notwithstanding anything contained in this rules, in disciplinary cases, the procedure, penalties etc. laid down in the Special Chapter of Vigilance Manual, Volume-I of Central Vigilance Commission and interpretations/clarifications given by CVC on these provisions from time to time shall apply.

31.0 SPECIAL PROCEDURE IN CERTAIN CASES:
Notwithstanding anything contained in Rule 26 or 27 or 28, the disciplinary authority may impose any of the penalties specified in Rule 24 in any of the following circumstances:

i. The employee has been convicted on a criminal charge, or on the strength of facts or conclusions arrived at by a judicial trial; or

ii. Where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an enquiry in the manner provided in these Rules; or

iii. Where the Board/Chairman/Managing Director is satisfied that in the interest of the security of the Company, it is not expedient to hold any enquiry in these rules.

31(A) i. Disciplinary proceedings, if instituted while the employee was in service, whether before his retirement or during his re-employment, shall, after the final retirement of the employee, be deemed to be proceeding and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service.

ii. During the pendency of the disciplinary proceedings, the Disciplinary Authority may withhold payment of gratuity, for ordering the recovery from Gratuity of the whole/or part of any pecuniary loss caused to the Company, if the employee is found in a disciplinary proceeding or judicial proceeding to have been guilty of offences/misconduct as mentioned in sub-section (6) of Section 4 of the Payment of Gratuity Act, 1972 or to have caused pecuniary loss to the Company by misconduct or negligence during his/her service including service rendered on deputation or on re-employment after retirement. However, the provisions of Section 7 (3) and 7(3A) of Payment of Gratuity Act, 1972 should be kept in view in the event of delayed payment in case the employee is fully exonerated. Incorporated vide Circular No.PL/RR/1(2)/2000, dt.31.5.2000.
Code of Business Conduct and Ethics

The Board of Directors of RINL/VSP at their 230th Meeting held on 13th November, 2007 approved the Code of Business Conduct and Ethics for Board Members and Senior Management in RINL/VSP for implementation in RINL/VSP in terms of the Guidelines issued by DPE on the same.

As per the Guidelines, all the Board members and Senior Management personnel (i.e. Deputy General Managers in E-7 grade (HODs) and above) have to affirm compliance with the Code of Business Conduct on an annual basis.

GUIDELINES ON THE CODE OF BUSINESS CONDUCT AND ETHICS FOR BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL OF RASHTRIYA ISPAT NIGAM LIMITED, VISAKHAPATNAM STEEL PLANT.

This Code shall be called "The Code of Business Conduct & Ethics for Board Members and Senior Management Personnel of Rashtriya Ispat Nigam Limited".

4. The purpose of this Code is to enhance ethical and Transparent process in managing the affairs of the Company.
5. This Code for Board Members and Senior Management Personnel has been framed specially in compliance of the provisions of the Guidelines issued by DPE.
6. It shall come into force with effect from 13th November 2007 (the date of approval accorded by the Board).

Applicability

This code shall be applicable to the following personnel:

d) All Whole-time Directors including the Chairman & Managing Director of the Company.
e) All Part-time Directors including Independent Directors under the provisions of law.
f) Senior Management Personnel

The Whole-time Directors and Senior Management Personnel should continue to comply with other applicable/to be applicable policies, rules and procedures of the Company.

Contents of Code

Part I General Moral Imperatives

Part II Specific Professional Responsibilities

Part III Specific Additional Provisions for Board Members and Senior Management Personnel
This code is intended to serve as a basis for ethical decision making in the conduct of professional work. It may also serve as a basis for judging the merit of a formal complaint pertaining to violation of professional ethical standards.

It is understood that some words and phrases in the code of ethics and conduct document are subject to varying interpretations, in case of any conflict, the decision of the Board shall be final.

PART-I
General Moral Imperatives

Contribute to society and human well being

This principle concerning the quality of life of all people, affirms an obligation to protect fundamental human rights and to respect the diversity of all cultures. We must attempt to ensure that the products of our efforts will be used in socially responsible ways, will meet social needs and will avoid harmful effects to health and welfare of others. In addition to a safe social environment, human well being includes a safe natural environment.

Therefore, all Board Members and Senior Management Personnel who are accountable for the design, development, manufacture and promotions of company's products, must be alert to, and make others aware of, both a legal and a moral responsibility for the safety and the protection of human life and environment.

Be honest and trustworthy & practice integrity

Integrity and honesty are essential components of trust. Without trust an organization cannot function effectively.

All Board Members and Senior Management Personnel are expected to act in accordance with highest standards of personal and professional integrity, honesty and ethical conduct, while conducting business of the Company.

Be fair and take action not to discriminate

The value of equality, tolerance, respect for others, and the principles of equal justice govern this imperative. Discrimination, on the basis of race, sex, religion, caste, age, disability, national origins or other such factors, is an explicit violation of this Code.

Honour confidentiality

The principle of honesty extends to issues of confidentiality of information. The ethical concern is to respect all obligations of confidentiality to all stakeholders unless discharged from such obligations by requirements of the law or other principles of this Code.

All Board Members and Senior Management Personnel, therefore, shall maintain the confidentiality of all confidential unpublished information about business and affairs of the Company.
Pledge & Practice

- To strive continuously to bring about integrity and Transparency in all spheres of the activities.
- Work unstintingly for eradication of corruption in all spheres of life.
- Remain vigilant and work towards growth and reputation of the Company.
- Bring pride to the organization and provide value-based services to Company's stakeholders.
- Do duty conscientiously and without fear or favour.
PART-II
Specific Professional Responsibilities

Live the Vision, Mission and Values of Rashtriya Ispat Nigam Limited each day. For quick reference they are as under:

Vision
To be a continuously growing world-class company
We shall;
- Harness our growth potential and sustain profitable growth.
- Deliver high quality and cost competitive products and be the first choice of customers.
- Create an inspiring work environment to unleash the creative energy of people.
- Achieve excellence in enterprise management.
- Be a respected corporate citizen, ensure clean and green environment and develop vibrant communities around us.

Mission
To attain 16 million ton liquid steel capacity through technological up-gradation, operational efficiency and expansion; to produce steel at international standards of cost and quality; and to meet the aspirations of the stakeholders.

Core Values
Commitment;
Customer Satisfaction
Continuous Improvement
Concern for Environment
Creativity & Innovation

Strive to achieve the highest quality, effectiveness and dignity in both the processes and products of professional work:

Excellence is perhaps the most important obligation of a professional. Everyone, therefore, should strive to achieve the highest quality, effectiveness and dignity in their professional work.

Acquire and maintain professional competence:

Excellence depends on individuals who take responsibility for acquiring and maintaining professional competence.

All are, therefore, expected to participate in setting standards for appropriate levels of competence, and strive to achieve those standards.
Compliance with Laws:

The Board Members and Senior Management Personnel of the Company shall comply with all the applicable provisions of existing local, state, national, and international laws. They should also follow and obey the policies, procedures, rules and regulations relating to business of the Company.

Accept and provide appropriate professional review:

Quality professional work depends on professional review and comments. Whenever appropriate, individual members should seek and utilise peer review as well as provide critical review of the work of theirs.

Manage personnel and resources to enhance the quality of working life:

Organizational leaders are responsible for ensuring that a conducive working and business environment is created for fellow employees to enable them delivering their best. The Board Members and Senior Management would be responsible for ensuring human dignity of all employees, would encourage and support the professional development of the employees of the Company by providing them all necessary assistance and cooperation, thus enhancing the quality of working.

Be upright and avoid any inducements:

The Board Members and Senior Management Personnel shall not, directly or indirectly through their family and other connections, solicit any personal fee, commission or other form of remuneration arising out of transactions involving Company. This includes gifts or other benefits of significant value, which might be extended at times, to influence business for the organization or awarding a contract to an agency, etc.

Observe Corporate Discipline:

The flow of communication within the Company is not rigid and people are free to express themselves at all levels. Though there is a free exchange of opinions in the process of arriving at a decision, but after the debate is over and a policy consensus has been established, all are expected to adhere and abide by it, even when in certain instances one may not agree with it individually. In some cases policies act as a guide to action, in others they are designed to put a constraint on action. All must learn to recognize the difference and appreciate why they need to observe them.

Conduct in a manner that reflects credit to the Company:

All are expected to conduct themselves, both on and off duty, in a manner that reflects credit to the Company. The sum total of their personal attitude and behaviour has a bearing on the standing of Company and the way in which it is perceived within the organisation and by the public at large.

Be accountable to Company's stakeholders:

All of those whom we serve, be it our Customers, without whom the Company will not be in business, the Shareholders, who have an important stake in its business, the Employees, who have a vested interest in making it all happen, the Vendors, who support the Company to deliver in time and Society to which Company is responsible for its actions - are stakeholders of the Company. All, therefore, must keep in mind at all times that they are accountable to Company's stakeholders.
Prevention of Insider Trading:

The Board Members and Senior Management Personnel shall comply with the code of Internal Procedures and conduct for prevention of Insider Trading in dealing with Securities of the Company.

Identify, mitigate and manage business risks:

It is everybody's responsibility to follow the Risk Management Framework of the Company to identify the business risks that surround function or area of operation of the Company and to assist in the company-wide process of managing such risks, so that Company may achieve its wider business objectives.

Protect properties of the Company:

The Board Members and Senior Management Personnel shall protect the assets including physical assets, information and intellectual rights of the Company and shall not use the same for personal gains.

PART-III
Specific Additional Provisions for Board Members and Senior Management Personnel

As Board Members and Senior Management Personnel: They shall undertake to actively participate in the meetings of the Board and Committees on which they serve.

As Board Members

Undertake to inform the Chairman and Managing Director/ Company Secretary of the Company of any changes in their other Board positions, relationship with other business and other events/ circumstances / conditions that may interfere with their ability to perform Board/ Board Committee duties or may impact the judgement of the Board as to whether they meet the independence requirements of Listing Agreement with Stock Exchanges and the Guidelines of DPE.

Undertake that without prior approval of the disinterested members of the Board, they will avoid apparent conflict of interest. Conflict of interest may exist when they have personal interest that may have a potential conflict with the interest of the Company. Illustrative cases can be:

Related Party Transactions:
Entering into any transactions or relationship with Company or its subsidiaries in which they have a financial or other personal interest (either directly or indirectly such as through a family member or relation or other person or other organization with which they are associated).

Outside Directorship: Accepting Directorship on the Board of any other Company that competes with the business of the Company.

Consultancy/Business/Employment: Engaging in any activity (be it in the nature of providing consultancy service, carrying on business, accepting employment) which is likely to interfere or conflict with their duties/ responsibilities towards Company. They should not invest or associate themselves in any other manner with any supplier, service provider or customer of the company.
Use of Official position for personal gains: Should not use their official position for personal gains.

Compliance with the Code of Business Conduct and Ethics

All Members of the Board and Senior Management Personnel of Company shall affirm compliance with the Code on annual basis and acknowledge the receipt of this code or modification(s) thereto as per the format applicable.

The future of the organization depends on both technical and ethical excellence. Not only it is important for Board Members and Senior Management Personnel to adhere to the principles expressed in this Code, each of them should also encourage and support adherence by others.

Treat violations of this code as inconsistent association with the organization. Adherence of professionals to a code of ethics is largely and generally a voluntary matter. However, if any of Board Members and Senior Management Personnel does not follow this Code, the matter would be reviewed by the Board and its decision shall be final. The Company reserves the right to take appropriate action against the defaulter.

Miscellaneous Points

Continual updation of Code

This Code is subject to continuous review and updation in line with any changes in law, changes in Company's philosophy, vision, business plans or otherwise as may be deemed necessary by the Board and all such amendments/modifications shall take effect prospectively from the date stated therein.

Where to seek clarifications

Any member of Board or Senior Management Personnel requiring any clarification regarding this code of conduct may contact Director (Personnel) / Company Secretary/ any officer specifically designated by the Board of Directors.

RASHTRIYAISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM

ACKNOWLEDGEMENT OF RECEIPT OF CODE OF BUSINESS CONDUCT AND ETHICS FOR BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL

I have received and read the code of Business Conduct and Ethics for Board Members and Senior Management Personnel of Rashtriya Ispat Nigam Limited. I understand the standards and policies contained in the said Code of Business Conduct and Ethics and understand that there may be additional policies or laws specific to my job. I further agree to comply with the said Code of Business Conduct and Ethics.

If I have questions concerning the meaning or application of the said Code of Business Conduct and Ethics, any policies of the Company or the legal and regulatory requirements applicable to my job, I know I can consult Director (Personnel) or Company Secretary of the Company i.e. RINL/VSP knowing that my questions or reports will be maintained in confidence.
Further, I undertake to provide following Affirmation on an Annual basis to the Company within 30 days from the end of 31st March every year.

**AFFIRMATION**

(By Board Members/ Senior Management Personnel of the Company on Annual basis by 30th April of every year)

I, .................................................. (name), .................................. (designation), having read and understood the Code of Business Conduct and Ethics for Board Members and Senior Management, hereby solemnly affirm that I have complied with and has not violated any of the provisions of the Code during the year ended 31st March

- Signature ______________________
- Name ______________________
- Designation ______________________
- Employee Number.
- Telephone No.

Date:
Place:
GUIDELINES ON THE CODE OF BUSINESS CONDUCT AND ETHICS FOR BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL OF RINL

Introduction

This Code shall be called "The Code of Business Conduct & Ethics for Board Members and Senior Management Personnel of Rashtriya Ispat Nigam Limited". The purpose of this Code is to enhance ethical and transparent process in managing the affairs of the Company. This Code for Board Members and Senior Management Personnel has been framed specially in compliance of the provisions of the Guidelines issued by DPE.

It shall come into force with effect from (the date of approval accorded by the Board).

Definitions and Interpretations

The term "Board Members" shall mean Directors on the Board of Directors of the Company. The term "Whole-time Directors" or "Functional Directors" shall be the Directors on the Board of Directors of the Company who are in whole-time employment of the company. The term "Part-time Directors" shall mean Directors on the Board of Directors of the Company who are not in whole time employment of the Company. The term "Relative" shall have the same meaning as defined in Section 6 of the Companies Act, 1956.
VIGILANCE POLICY

RINL VIGILANCE POLICY

Eternal vigilance is the nucleus of RINL Vigilance Policy, 1997 to achieve excellence by developing an international image of RINL as a clean, transparent, continuously learning and growing organization and to convert vigilance functions as profit generating centres and thus contribute for the improvement of efficiency, productivity and profitability of RINL.

Strategy:

To lay major thrust on preventive vigilance and surveillance, and analyse in detail, issues with vigilance angle in order to ensure transparency in the system.

Objectives:

- To maintain purity and integrity in the organization and to raise the morale of the honest. To be vigilant on all fronts.
- To have effective vigilance drive to curb corruption and malpractices.
- To conduct Vigilance Audit covering technical scrutiny and procedural lapses and to initiate remedial measures.
- To identify vigilance angles in cases taken up for investigation and to initiate corrective and punitive actions.
- To conduct investigations in a judicious manner on individuals having malafide intentions and lack of integrity in a detected case.
- To gather effective intelligence with interface coordination for proper vigilance functioning.
- To provide protection to honest and innocent employees.
- To coordinate effectively with CVC/CBI/Police.
- To strive effectively to develop the culture of frontline in-house vigilance in addition to the exercising eternal vigilance.
- To identify the persons of doubtful integrity, holding sensitive posts and to advise management for proper placement.
- To spread vigilance activities and strengthen Management in developing an effective management control and to help in improving transparency, efficiency, productivity and profitability and thereby converting vigilance activities into prospective profit generating centres.
- To reduce Vigilance cases by increasing preventive work.
- To refer the cases to CBI pertaining to cheating/criminal angles as per the prescribed procedure.

Commitment:

RINL resolves to emerge as a transparent and reputed organization of international standards of efficiency and impeccable integrity.
Modalities:

Policy guidelines and procedures shall be recommended in respect of each department clearly and simplified for effective timely service. Departments will help vigilance identify areas lacking in Systems and Procedures. Regular and surprise checks shall be conducted by vigilance frequently in all sensitive areas. Identification of persons of doubtful integrity is to be done as per the procedure. Sensitive areas are to be identified in consultation with concerned Functional Directors and a list of such sensitive areas is to be drawn with the approval of CMD and rotation of executives/staff in these areas may be recommended. Database of each case shall be processed and updated in computerized vigilance audit card as annexed. Investigations would be conducted only on authentic/known/genuine sources of information or on internal intelligence collected by Vigilance Department or on all verifiable facts referred in complaints. Anonymous letters, telephone calls may not be entertained, but can be considered as source information for verification. The procedure for dealing with such complaints will be as per communication from Government of India vide DOPT OM No. 321/4/91-AVD.III date 29.9.1992 and OM No. 371/38/97-AVD-HI dated 3.11.1997 of Department of Personnel & Training, Govt. of India, as amended from time to time. Cases shall be registered on establishment of prima-facie substance, meriting detailed investigation.

Departmental enquiry shall be conducted as per flow chart annexed and in consonance with the CDA Rules/ Certified Standing Orders and laid down procedures of Law. Principles of Natural Justice shall be followed in all cases apart from those evolved from time to time by court judgements.

General administrative circulars may be issued from time to time as preventive vigilance measures and implemented to plug the loopholes in the systems observed during the investigation, if any, even during pendency of the enquiry. Inquiring authority may be appointed for enquiry as per RINL CDA Rules and Certified Standing Orders of the Company and Service Rules of RINL/VSP. Enquiry reports of the inquiring authority shall be placed before the Disciplinary Authority, who shall issue final orders as expeditiously as possible. The jurisdiction of court and legal action shall be at Visakhapatnam, the place of disciplinary action. For redressal against punitive action, follow up in the Hon'ble High Court and further in the Hon'ble Supreme Court can be done by the aggrieved employee only after exhausting the appellate remedies available under Rules of the Company. Collection of classified documents/records/searches by Vigilance department in criminal proceedings shall be taken up with the approval of Competent Authority. The inherited assets of the individual, assets as per property return statement and ornaments and gifts received by the spouse from the parents (streedhan) declaration made in income tax returns may be duly considered at the time of seizure.

Punitive actions based on approval of disciplinary authority shall be taken up expeditiously. Punitive actions shall be proportionate to the gravity of irregularities committed and disciplinary authority shall ensure consistency in their decisions.
Vigilance Department will create awareness among frontline personnel the importance and use of exercising in-house vigilance and will provide necessary guidance for its effective implementation.

Organization:

Vigilance Department of RINL/Visakhapatnam Steel Plant shall be headed by a Chief Vigilance Officer (CVO). Executives of Vigilance Department may be drawn from other departments on tenure/transfer basis for a period of three years which can be extended up to a maximum period of five years including the said three year period, on recommendation of CVO. Chief Vigilance Officer shall have both administrative and functional control of the Corporate Vigilance Department. He will be assisted by a Senior Executive with the approved strength of supporting staff. The staff strength of Vigilance Organisation will be reviewed from time to time as per need. All executives of Vigilance Department shall be rotated and there will not be any separate vigilance cadre. Staff and officers of integrity will be considered and posted for a maximum period of five years and shall be reverted back to parent department on completion of tenure.

Training programmes shall be organised for executives of Vigilance Department on the role and functions of presenting officer and investigating officer in line with similar training being imparted to executives of other departments. CVO may draw the executives from other departments to form committees for investigation and to give opinions on some specialized subjects/matters and all the concerned shall cooperate in this matter.

Executive Instructions:

In all Disciplinary matters, Service Rules/CDA Rules/Certified Standing Orders of the Company shall be followed. In respect of matters not covered by these rules, the specific procedure laid down in the Vigilance Manual concerning that may be generally referred to. Systems shall be developed and updated from time to time.

Approved Manual and Procedures shall be strictly followed.

The instructions of CVO with regard to the supply of documents, personal attendance, furnishing of information etc., shall be followed. Disposal of vigilance cases normally should be done within the time frame given by CVO on case to case basis and all necessary follow up will be done by Vigilance department to adhere to the time limit. In order to ensure expeditious completion of investigation, the guiding principle- 'No one should remain under cloud for a longer period than necessary' should invariably be followed and the investigation into cases of employees under suspension or about to retire should be given the highest priority so that the period of suspension is kept to the barest minimum and there is sufficient time for processing the investigation report. All HODs to submit a compliance report on implementation of suggestions given by Vigilance Department to CMD with a copy to CVO as soon as possible. Any amendment to the Policy, as necessary, will be incorporated with the approval of the Board.

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MANAGERIAL ETHICS IN PUBLIC SECTOR UNDERTAKINGS
(A Case Study of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, Visakhapatnam)

Questionnaire for employees

Thank you for taking the time to complete this questionnaire, which should only take a few minutes to fill in. The information you give here will be treated strictly for research purpose. The objective of this questionnaire is to establish a relationship between Company Ethics, Employee Job Satisfaction and Employee Performance. Kindly fill in the blank spaces given next to the questions. Encircle the most suitable option where required.

PART-I
SOCIO-ECONOMIC BACKGROUND

Name:
Department:
Designation:
SOCIAL BACK GROUND

1.1 Age
1) 20-30  2) 30-40  3) 40-50  4) 50-60 (    )

1.2 Gender
1) Male  2) Female (    )

1.3 Marital status
1) Married  2) Un-married  3) Separated  4) Widower/Widow (    )

1.4 Religion
1) Hindu  2) Muslim  3) Christian  4) Others (    )

1.5 Caste
1) SC  2) ST  3) BC  4) OC (    )

1.6 Are you a native/ an immigrant?
1) Native  2) Immigrant (    )

1.7 What is the structure of your family
1) Joint Family  2) Nuclear family (    )

1.8 Number of dependents in on you________________

1.9 Educational background
1) Inter  2) Degree  3) Technical Degree  4) PG  5) Professional degree (    )

2.0 ECONOMIC BACKGROUND
2.1 Annual income from different sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Income (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Income from salary</td>
<td></td>
</tr>
<tr>
<td>b. Income from agriculture land</td>
<td></td>
</tr>
<tr>
<td>c. Income from house property</td>
<td></td>
</tr>
<tr>
<td>d. Income from any other source</td>
<td></td>
</tr>
</tbody>
</table>

____________________________

____________________________
2.2 Do you have any debts?
   a) Yes   b) No

2.3 Do you own a house?
   a) Yes   b) No

2.4 If no, where are you staying?
   a) Staff quarters b) Rented house

2.5 What means of transport you use to attend office work?
   a) Own two wheeler b) Own four wheeler c) Office vehicle d) Public transport

PART-II
STUDY RELATED QUESTIONS

3.1 Does your organization have an ethics policy?
   (a) Yes   (b) No

3.2 Ethical policy in an organization plays a vital role?
   (a) Strongly Agree (b) Agree (c) Neutral (d) Disagree (e) Strongly Disagree

3.3 How are the ethical policies/rules communicated to staff members?
   (a) Management meetings  (b) Email messages  (c) Training sessions
   (d) Circulars  (e) Unknown

3.4 Is there a perceived gap between what the organization's ethics and standards say
   and the way those policies and standards are administered?
   (a) Yes  (b) No

3.5 Does your organization have an in-house ethics advisor?
   (a) Yes   (b) No

3.6 How often do your executive leaders speak about ethics and governance in
   management meetings or other settings?
   (a) Regularly (b) Often (c) Occasionally (d) Never (e) Don't Know

3.7 Does your organization treat employees with respect and human rights?
   (a) Yes  (b) No

3.8 Do you get your ethical guideline book at the Induction of job?
   (a) Yes  (b) No

3.9 Whether the company clearly communicates its goals and strategies to you?
   (a) Yes  (b) No

3.10 Do you agree that “Right is right, even if everyone is against it; and wrong is wrong,
     even if everyone is for it (William Pan).”
   a) Yes  b) No

3.11 Have you, at any time in your career, been confronted with an ethical conflict?
   a) Yes  b) No

3.12 Does the organization produce an annual report/internal control statement on ethical standards?
   (a) Yes   (b) No

3.13 Who is responsible for its production?
   (a) Vigilance Officer b) Ethical Standards officer (ESO) c) Supervisor (d) Managers (e) Not know

3.14 Does the organization have an Ethical Standards Officer (ESO)?
   (a) Yes   (b) No

3.15 Does the ESO have to submit annual reports on possible/potential/actual violations?
   (a) Yes    (b) No
3.16 Are standards of ethical conduct established for employees?
   a) YES  b) NO

3.17 Are third parties e.g. contractors made aware of these standards and the requirement to abide by them?
   a) YES  b) NO

3.18 Who is responsible for production and review of these standards?
   a) Vigilance Officer b) Ethical Standards officer (ESO) c) Supervisor (d) Managers (e) Not Known

3.19 Are ethical standards based on values or compliance with legal standards?
   a) YES  b) NO

3.20 What is the general approach to resolving ethical conflict?
   a) Consultation b) Negotiation c) Discussions d) Interaction (e) cannot say

3.21 Are problems discussed with the immediate supervisor?
   a) YES  b) NO

3.22 How is anonymity preserved?
   a) By good practice b) awareness c) By discipline d) Congenial climate (e) not known

3.23 How is performance against ethical standards measured and monitored?
   a) Confidential Report b) Performance of employees c) good practices of employees

3.24 Who is responsible for this?
   a) Vigilance Officer b) Ethical Standards officer (ESO) c) Head of the department (d) Managers (e) Not Known

3.25 Is ethics training provided?
   a) YES  b) NO

3.26 Are new employees provided training on ethical standards as part of their induction and is attention drawn to the organization’s standards of ethical conduct?
   a) YES  b) NO

3.27 Who provides this training?
   a) Training Department b) ESO c) Vigilance Department d) Manager (e) not known

3.28 Is this training made available to third parties such as contractors?
   a) YES  b) NO

3.29 Is there an Ethical Standards Committee?
   a) YES  b) NO

3.30 If yes, What is the procedure if the committee believes a violation has occurred?
   a) Recommendation for action b) Suggestion for corrections c) Removal from service d) Suspension (e) not known

3.31 Is the existing ethical system is considered to be fair?
   a) YES  b) NO

3.32 Are ethical relationship exists between the employees in the organization?
   a) Yes (b) No

3.33 If yes how you perceive the relationship between the employees?
   a) Very strong (b) strong (c) Neutral (d) Weak (e) Cannot say

3.34 Are ethical relationship exists between the employer and employees?
   a) Yes (b) No

3.35 If yes how you perceive the relationship between the employer and employees?
   a) Very strong (b) strong (c) Neutral (d) Weak (e) Cannot say

3.36 Are ethical standards followed in the organization?
   a) Yes (b) No

3.37 If yes’ How ethical standards measured in the organization?
   a) Quality of work (b) Employee Performance (c) Employee Attitude (d) Relationship between the employees (e) cannot say
3.38 Are your employer fulfils all the commitments of the employees?
   (a) Yes (b) No

3.39 If Yes’ How you rate your employer towards the fulfillment of commitments of employees?
   (a) Excellent (b) Very good (c) good (d)bad (e) cannot say

3.40 Are any un-ethical practices exist in your organization?
   (a) Yes (b) No

3.41 If yes’ How are un-ethical practices followed in the organization
   (a) Quality Reduction (b) Enhances of work load (c) Reduction of Man power (d) fixing high targets (e) cannot say

3.42 Are Financial Ethics are properly followed in the organization?
   (a) Yes (b) No

3.43 If yes’ How you rate implementation of financial ethics in the organization?
   (a) Excellent (b) Very good (c) good (d)bad (e) cannot say

3.44 If any employees adopt unethical practices in the organization, how they are treated?
   (a) Suspension (b) Removal from Service (c) Increment Stoppage (d) demotion (e) cannot Say

3.45 Do you think this integrity Pact and Vigilance team has made the organizations working environment better?
   a) YES  b) NO

3.46 Your suggestions for effective functioning of ethical standards at the organization

____________________________________________________________________

Thank you for sparing your valuable time