

STAFF EMPLOYMENT AGREEMENT & CODE OF CONDUCT

Ishman Components LLP

English, staff version · fillable template v1

How to use: type into the shaded boxes on screen and "**Save As**" a new copy per employee (so this master stays blank), then print for signature — or print blank and complete by hand. Only the **Schedule of Particulars** and the Schedules below need filling; the contract body is fixed.

A note on the spirit of this document. This agreement exists to make our relationship clear, fair, and predictable for both sides — not to police you. Most of it is the promise Ishman Components makes to you; the rest is the promise we ask from you. Where the language turns firm, it is only to protect the people, the work, and the company we are building together.

Schedule of Particulars

All employee-specific details are entered here. The contract body refers to these terms.

Date of this Agreement	
Employee name	
Son / daughter of	
Residential address	
ID (Aadhaar / PAN)	
Designation	
Department	
Reporting manager	
Place of work (WH1 Delhi / WH2 Manesar / SMD Manesar)	
Commencement Date (date of joining)	
Salary credit day each month	
Non-solicitation period (months after exit)	
Final settlement window (days after clean exit)	
Jurisdiction (courts at)	

1. Parties & Engagement

This Agreement is made on the date in the Particulars between **Ishman Components LLP**, a limited liability partnership established 1974 ("**the Company**"), and the person named in the Particulars ("**the Employee**"). The Company offers and the Employee accepts employment in the **Designation** on the terms below. This document is the **appointment letter and contract of employment** required under the Code on Wages, 2019.

2. Role, Place of Work & Mobility

2.1 The Employee will serve in the **Designation** within the **Department**, reporting to the **Reporting Manager**, each as set out in the Particulars.

2.2 The primary **Place of Work** is in the Particulars. As the Company operates across two units — Unit 1 (Delhi) and Unit 2 (Manesar) — the Employee may be assigned to either unit or another Company location as work requires, with reasonable notice. The Company will not use this clause unreasonably.

2.3 The Employee will perform the duties of the role and other reasonable duties consistent with their skills and position.

3. Commencement, Probation & Confirmation

3.1 Employment begins on the **Commencement Date** in the Particulars.

3.2 The first **three (3) months** are a **probation period**, during which the Company assesses suitability and the Employee assesses fit. Probation may be extended once by up to three months by written notice.

3.3 Confirmation is **not automatic**. The Employee becomes a confirmed permanent employee only on the Company's written confirmation after satisfactory probation.

3.4 During probation, either side may end this Agreement with **fifteen (15) days'** notice or pay in lieu.

4. Remuneration & Benefits

4.1 Compensation is set out in **Schedule A**. In line with the Code on Wages, 2019, **basic wages are fixed at 50% of gross**; the balance is paid as allowances.

4.2 The Company contributes, where applicable, to **PF** and **ESI**, and provides for **gratuity** and **statutory bonus** as per law. These are in addition to gross salary.

4.3 Salary is paid monthly by the **salary credit day** in the Particulars, by bank transfer, after lawful deductions (PF, ESI, TDS, and any authorised recoveries).

4.4 Compensation is confidential between the Employee and the Company.

5. Working Hours, Attendance & Leave

5.1 Working hours, shift timings, and weekly off are as per the Company's published schedule and the Factories Act / applicable rules. Authorised overtime is paid as per law.

5.2 The Employee will maintain regular and punctual attendance and record it as required.

5.3 Leave, attendance, official duty, gate-pass, and compensatory-off rules are governed by the **Staff Leave & Attendance Policy, as amended from time to time, which forms part of this Agreement by reference**. Leave must be applied for and approved in advance, except genuine emergencies, which must be reported as early as possible.

6. Code of Conduct

This Code is part of the contract. Following it is a condition of employment; breaching it is a breach of this Agreement.

6.1 Safety first

The Employee will use prescribed PPE, follow all machine and electrical-safety rules, report hazards and near-misses, and never bypass a safety guard or procedure.

6.2 Quality & integrity of records

The Company is IATF 16949 certified. The Employee will follow approved quality processes and will **never falsify, hide, or manipulate any record** — quality data, defect logs, attendance, inventory, or financial entries. Tampering with a record is serious misconduct.

6.3 Respect & a harassment-free workplace

Harassment, bullying, discrimination, or intimidation of any kind is prohibited. **Sexual harassment** is treated under the POSH Act, 2013; the Company's **Internal Committee (IC)** receives and resolves complaints confidentially (Schedule B), with no retaliation against genuine complainants.

Personal relationships at work. Consensual relationships are not prohibited, but where one party reports to or supervises the other, or there is a conflict of interest, both must **disclose it to HR** so reporting lines can be adjusted (Schedule C). Consent can be withdrawn at any time; the POSH Act applies to unwelcome conduct regardless of any relationship. The Company acts against **proven malicious or knowingly false** complaints, but a complaint that cannot be substantiated is not treated as false.

6.4 Confidentiality & data

The Employee will protect Company and customer information and all data in Company systems, using it only for Company work and never sharing it outside without authorisation. This duty continues after employment (Clause 7).

6.5 Conflict of interest, gifts & anti-bribery

The Employee will not accept kickbacks or undue gifts from suppliers, customers, or contractors; hold an undisclosed interest in a supplier, customer, or competitor; or do outside work that competes with or harms the Company. Anything that could influence a business decision must be declined or disclosed.

6.6 General conduct

The Employee will behave professionally; not work under the influence of alcohol or drugs; use Company property, IT, and internet responsibly; not misuse the Company's name on social media; and follow lawful instructions and policies.

7. Confidentiality, IP & Non-Solicitation

7.1 Confidentiality (during and after employment): keep all Company and customer confidential information secret; return or delete it on exit.

7.2 Intellectual property: anything created in the course of employment — designs, processes, software, scripts, tools, documentation, improvements — belongs to the Company.

7.3 Non-solicitation (for the period stated in the Particulars after exit): the Employee will not solicit the Company's customers, suppliers, or employees away from the Company.

7.4 The Company relies on confidentiality and non-solicitation rather than any post-employment non-compete, consistent with Indian law.

8. Notice, Resignation & Conduct During Notice

8.1 After confirmation, either side may end this Agreement by **one (1) month's** written notice, or payment of salary in lieu (at the Company's discretion).

8.2 The standard does not drop during notice. Until the last working day, the Employee will maintain the same attendance, punctuality, and output, and complete a proper handover.

8.3 Unauthorised absence or wilful neglect during notice is misconduct. Such days do not count toward the notice period (they extend it), and serious cases may convert the resignation into termination for cause, with loss of the benefits in Clause 8.5.

8.4 For sensitive roles, the Company may place the Employee on **garden leave** — paid, but not required to attend — for all or part of the notice period.

8.5 The Employee's **relieving letter, experience certificate, and full-and-final settlement are conditional** on serving notice properly, satisfactory conduct, completion of the handover checklist, and return of all Company property.

9. Discipline & Termination

9.1 The Company may take disciplinary action — counselling, warning, suspension, or termination — for misconduct or poor performance, following a fair process.

9.2 For serious or repeated misconduct: **written show-cause → opportunity to respond → enquiry where required → decision in writing.**

9.3 The Company may terminate **without notice** for gross misconduct, including theft, fraud, falsification of records, violence, serious safety breach, proven harassment, or bribery.

9.4 Termination for other reasons follows the notice in Clause 8.1.

10. Exit & Full-and-Final Settlement

On exit, the Employee will return all Company property, complete handover, and clear dues. The Company will release the full-and-final settlement and exit documents per Clause 8.5, within the window stated in the Particulars after a clean exit.

11. General

11.1 Governing law & jurisdiction: the laws of India; the courts stated in the Particulars.

11.2 Severability: if any clause is found unenforceable, the rest stays fully in force, read down only as needed to make it valid.

11.3 Amendment: changes are valid only in writing. The Company may update policies and the Code and will communicate changes.

11.4 Entire agreement: this document and its Schedules are the whole agreement and replace any prior understanding.

12. Acknowledgement & Signatures

I have read and understood this Agreement and the Code of Conduct, including the compensation in Schedule A, and I accept them.

_____	_____	_____
Employee signature	Name (block letters)	Date
_____	_____	_____
For Ishman Components LLP	Name & designation	Date

Schedule A — Compensation

Head	Monthly (₹)	Notes
Basic — 50% of gross		drives PF, gratuity, bonus
HRA		tax-efficient
Conveyance		
Medical		
Special allowance		balancing figure
Gross		
<i>Employer PF / ESI / gratuity (over & above gross)</i>		per statute

Schedule B — Internal Committee (POSH)

Role	Name	Contact
Presiding Officer — senior woman employee		
Member		
Member		
External Member — NGO / legal		

Complaints may be made in writing or email to the Presiding Officer and are handled confidentially under the POSH Act, 2013.

Schedule C — Consensual Relationship Acknowledgement

We, the two employees named below, confirm that our relationship is voluntary and consensual; that we have read the Code of Conduct and POSH policy; that we will keep our conduct professional; that either of us may withdraw consent at any time and unwelcome conduct will be treated under the POSH Act regardless of our relationship; and that we have disclosed any reporting or supervisory connection to HR. *(Used only if applicable.)*

Employee 1 — name & signature

Employee 2 — name & signature

HR · Date