

# COMPLIANCE POLICY

## Compliance Policy for Civil Interior and Exterior Projects

- **Adherence to Legal and Regulatory Standards:**

- Ensure compliance with all applicable local, state, and national building codes and regulations.
- Obtain required permits, approvals, and inspections before starting any project.

- **Health and Safety Compliance:**

- Follow OSHA safety guidelines and maintain a safe work environment.
- Provide workers with PPE (Personal Protective Equipment) and conduct safety training.
- Report all workplace injuries or accidents immediately.

- **Environmental Compliance:**

- Follow environmental laws regarding waste disposal, noise, and pollution.
- Adopt sustainable practices where feasible, such as using eco-friendly materials.

- **Employee Welfare and Benefits:**

- **ESI (Employees' State Insurance):** Ensure all eligible employees are enrolled under the ESI scheme and benefits such as medical care, maternity, and disability benefits are provided.
- **PF (Provident Fund):** Ensure timely contributions to the employee's Provident Fund account as per the statutory requirements, providing financial security for employees after retirement.

- **Payroll and Statutory Deductions:**

- Ensure correct salary disbursement and deduction of ESI, PF, and other statutory contributions.
- Ensure timely payment of the employer's share of ESI and PF.

- **Employee Rights and Labor Compliance:**

- Follow labor laws regarding wages, working hours, overtime, and leave.
- Uphold non-discriminatory practices and ensure fair treatment of all workers.
- Ensure compliance with Minimum Wage Act, Contract Labor Act, etc.

- **Documentation and Record Keeping:**

- Maintain accurate and up-to-date records of employees, ESI, PF contributions, and safety audits.
- Prepare regular compliance reports for internal reviews and legal purposes.

- **Ethical Practices:**

- Ensure transparency in all dealings, including recruitment, payments, and project execution.
- Avoid exploitation and ensure workers' rights are protected in every project.

- **Employee Awareness and Training:**

- Conduct regular training programs to raise awareness about legal compliance, safety protocols, and employee benefits.
- Inform employees about their rights under the ESI and PF schemes.