

# GOVINDAH NUTRITION LIMITED

(Previously known as Govindah Nutrition Private Limited)

CIN: U15110MP2017PLC044463

Reg. Ofc: EB 258 Scheme No. 94, Nr. Bombay Hospital, Indore,

Madhya Pradesh, India, 452010

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## POLICY FOR EMPLOYEES PERFORMANCE REVIEW

OF

GOVINDAH NUTRITION LIMITED

(Formerly Govindah Nutrition Private Limited)

### 1. INTRODUCTION

The Board of Directors of Govindah Nutrition Limited (Formerly Govindah Nutrition Private Limited) ("the company") has adopted the following policy with regard to reviewing the performance of the employees employed by the company.

### 2. TITLE

This policy shall be called "Policy For Employees Performance Review".

### 3. DEFINITIONS

**"Board of Directors" or "Board"** means the Board of Directors of Govindah Nutrition Limited (Formerly Govindah Nutrition Private Limited), as constituted from time to time.

**"Company"** means Govindah Nutrition Limited (Formerly Govindah Nutrition Private Limited).

**"Employee"** means any person on the rolls of the Company including those on deputation, contract, temporary and part time provided that an employee engaged through a contractor and consultants shall be an employee within the meaning of the Policy.

**"Employees Performance Review Committee"** means a committee formed under this policy, for reviewing the performance of the employees of the company.

**"Policy"** means this Policy, as amended from time to time.

Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Listing Agreement, Securities Contracts (Regulation) Act, 1956 or any other applicable law or regulation.

### 4. SCOPE

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This policy applies to all employees employed by the company.

## **5. OBJECTIVE**

This policy is designed to provide an appropriate, clear, and consistent framework for the assessment of employees' performance within the context of work improvement, self-evaluation and development planning. It ensures that each employee is delivering high quality service to stakeholders, and is treating colleagues with dignity and respect. It also provides supervisors with an effective tool to evaluate their employees' work performance and also to help employees to improve their work performance. It also gives employees an opportunity to get feedback concerns and areas of potential

## **6.CONSTITUTION, ROLES AND FUNCTIONS OF EMPLOYEES PERFORMANCE REVIEW COMMITTEE**

The Company has formed an Employees Performance Review Committee to assess the work performed by the employees.

### **Constitution:**

- (a) The committee shall consist of a chairman and other members as elected by the board of directors.
- (b) Any member of the committee may be removed or appointed at any time as decided by the board.
- (c) Any member of the Committee, if found guilty of contravening the provisions of any Act or found guilty in any other disciplinary proceedings, shall be removed from the Committee.

### **Roles and Functions:**

The Employees Performance Review Committee shall be responsible for conducting the following matters:-

1. To form various policies related to -
  - (a) Tour & travels (TADA)

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- (b) Promotion of employees
  - (c) Increments to be provided to employees
  - (d) Staff policies (new staff recruitments)
  - (e) Incentives to be provided to the employees
  - (f) Working policies (Working hours and others);
2. To formulate Management policies for better working environment;
  3. Formulation of Bonus policies for the benefit of employees;
  4. To formulate Discipline policies for proper management;
  5. To develop a Confidentiality policy for maintaining the secrecy of work done;
  6. To monitor all the internal policies made;
  7. To formulate any other policies related to internal matters.

## **7. MEETINGS**

The Employees Performance Review Committee shall convene its meeting atleast once in every quarter which shall be attended by the Chairman and members of the committee.

The notice shall be served to every member of the committee atleast 24 hours before the time of meeting.

The chairman is free to invite any other person from the company to attend the said committee meeting, if required.

In case of equality of votes while passing a resolution in the meeting, the final decision shall be taken by the chairman of the meeting and the said decision shall be submitted to the Managing Director of the company.

## **8. DUTIES AND RESPONSIBILITIES**

The members of the committee have the following duties and responsibilities towards the company:-

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- The members of the committee shall collect the financial data related to purchases, sales, profits, expenses, cost etc. and prepare an annual budget for the proper appropriation of funds and plan policies to execute the same.
- The committee shall review the policies made for Product Packaging, Pricing and Designing and further decide on the matters related to marketing of the product. They can also suggest guidelines for the betterment of the same.
- The committee will conduct an overall market research taking into consideration the quality, prices, demand, competition and other market factors. And based on that research, new product, segment and crop will be launched.
- On receipt of any government supplies and tenders the committee shall examine, analyse and consider the given matter and then determine whether to initiate the offer or not. If initiated, the committee shall be responsible for handling the same.
- After considering the various offers/proposals/quotations and terms and conditions received, the committee shall discuss and classify the dealers/distributors which are best suited for the company and shall sort out the C & F issues (Cost & Freight), if any.
- The members shall look into the disputes arising between the company and outsiders like dealers, agents, service providers, government authorities etc. and try to resolve it as soon as possible without effecting the functioning of the company.
- In the event of any legal case arising out of a dispute, it shall be the duty of the committee members to immediately transfer the case to the legal cell established in the company.

## **9. LIMITATIONS AND APPROVALS**

The approval of the committee shall be required to be taken, if the total amount of supply made to a particular party exceeds the limit of Rs.10,000,000/- (Rupees One Crore Only).

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## **10. REPORTING RESPONSIBILITY**

In every meeting so conducted, if the chairman instructs the employees to engage in a particular work/action, or allot a particular assignment, the respective employee is bound to submit a report to the chairman within 15 days from the date of meeting regarding the steps taken for the execution/completion of the said work.

## **11. COMPLIANCE REVIEW AND PENALTY**

If any of the member fails to comply with the directions given by the chairman in any of the previous meetings, it will cause a serious consequence on the performance review of the employee and strict actions will be commanded for the same.

## **12. DELEGATION OF POWER**

The members appointed in the Employees Performance Review Committee, who are also the head of a particular department, are accountable to the chairman for reporting the performance of the employees in their respective department in every committee meeting duly held and conducted.

## **13. EFFICIENT UTILISATION OF MANPOWER/ HUMAN RESOURCE**

Every member of the committee has a duty to observe the working of the company and assess as to whether the company is efficiently utilising its human resources or not. Inefficiency can be seen in either ways:-

(a) if a job is allotted to more employees than actually required to complete the given work or;

(b) where the employees so allotted for a said work are not enough to complete the given task.

In both the situations, the members are liable to report to the chairman about the inefficiency so caused.

## **14. MISCELLANEOUS**

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Subject to the approval of Board of Directors, the “Employees Performance Review Committee” reserves its right to review and amend this Policy, if required, to ascertain its appropriateness as per the requirement of the Company. The Policy may be amended by passing a resolution at a meeting of the Employees Performance Review Committee of the Company.