

EMPLOYEE WELL BEING

1. Objective

Stress is one of the main hazards to health in today's works environment. With the increased level of stressed lifestyle of employees at work, it is imperative for organizations to take care of employee's health and wellbeing.



2. Scope & Applicability

All permanent employees across the company.



3. Policy

Conduct annual/ Pre-employment medical check-up.

4. Process

- i. Annual health check-up should be conducted in the first quarter of the financial year at all locations.
- ii. Annual Health check-up will be done every year for those who have completed 40 years and alternate years for others.
- iii. Pre-employment medical check-up must be undergone before joining the company. The company shall reimburse a reasonable amount to the incumbent on production off bills joining.
- iv. The policy can be modified in future by the company

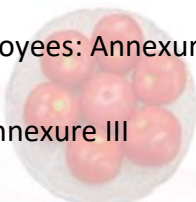
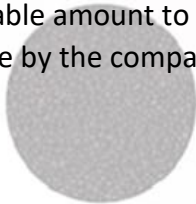


5. Medical Tests

Annual Health check-up for Male Employees: Annexure I

Annual Health check-up for Male Employees: Annexure II

Pre-Employment Medical Check-up: Annexure III



This policy shall be effective from 16th September 2018



Proposed by

SLT Team

Recommended by

VP (HR) & CFO



Approved by

CEO

Annual Health Check-up for Male

Annexure I

S. No.	Investigation
1	Hemogram
2	ESR
3	Fasting Blood Sugar
4	Post Prandial Blood Sugar
5	Complete Urine Examination
6	Lipid Profile
7	Liver Function Test
8	Blood Grouping
9	Serum Creatinine
10	Serum Calcium
11	Serum Gamma gt
12	HIV I & HIV II Antibodies - Rapid
13	Hbs Ag (SPOT)
14	ECG
15	TMT/ 2D Echo
16	X-Ray Chest PA View
17	Pulmonary Function Test
18	Ultrasound Abdomen
19	Eye Check Up
20	PSA
21	Thyroid Profile
22	HbA1c

Annual Health Check-up for Female

Annexure II

S. No.	Investigation
1	Hemogram
2	ESR
3	Fasting Blood Sugar
4	Post Prandial Blood Sugar
5	Complete Urine Examination
6	Lipid Profile
7	Liver Function Test
8	Blood Grouping
9	Serum Creatinine
10	Serum Calcium
11	Serum Gamma gt
12	HIV I & HIV II Antibodies - Rapid
13	Hbs Ag (SPOT)
14	ECG
15	TMT/ 2D Echo
16	X-Ray Chest PA View
17	Pulmonary Function Test
18	Ultrasound Abdomen
19	Eye Check Up
20	Mammography
21	Pap Smear
22	Thyroid Profile
23	HbA1c

Pre-Employment Health Check up

Annexure - III

S. No.	Investigations
1	Hemogram
2	Fasting Blood Sugar
3	Post Prandial Blood Sugar
4	Total Cholesterol
5	VDRL
6	Complete Urine Examination
7	X- Ray Chest PA View
8	ECG
9	HIV I & II Antibodies - Rapid
10	Eye Check
11	Physician Consultation