



HR Policy Manual (India)

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Greenwey Creation Pvt Ltd.



About Greenwey Creation

Greenwey (ISO 9001:2015 certified company) was founded by visionary leader Mr. Rajneesh Kumar Singh in 2017 in Bhubaneswar, Odisha. Achieving one milestone after another in curating landscape solutions, the company then expanded its reach across India within five years. Greenwey is now a pan India player with a very strong presence in the B2B segment.

Our Mission

To provide top-notch customer service while offering personalized designs & services that are catered to our client's individual preferences.

Our Vision

To create & nurture a green environment driven through superior customer service, technology-led design solutions & innovative product offerings.

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Preamble

The organization has always promoted a culture of candor, transparency, and employee friendliness. We understand that people deserve progressive, excellent and world- class HR practices.

This HR Policy manual has been designed with the following objectives:

- To provide direction and clarity on what an employee is entitled to in the organization.
- To attract, retain and motivate the right talent.
- To foster the culture of candor and trust.

We have attempted to give guidelines on different entitlements that the employees can avail of during their stay in the organization, keeping into consideration the factors of a good work place and healthy climate on one hand and commercial prudence/ cost considerations on the other hand. While designing the manual, we have kept in mind, the factors of uniformity and consistency across bands/ levels; at the same time, attempt has been made to differentiate the entitlements keeping in view the seniority of bands/ levels and best business practices in the industry.

The information contained in this manual is for the sole use of employees of the Company or any other person authorized by the Company to have access to the manual. Distribution/ copying or disclosure of the contents of this manual to any unauthorized person(s) is prohibited.

In case you have any questions relating to the policies contained in this manual, please contact your HR facilitator.

Human Resources

CODE OF CONDUCT & WORKPLACE ETHICS POLICY

The Company maintains high standards of integrity, ethics and professional conduct for employees as our work brings us into frequent contact with clients, prospective clients, vendors etc. Employees are the Company's representatives to the outside world and their professional conduct reflects the value system of the Company. The code of conduct aims at creating and building employees' core values, determining best-in-class practices and establishing centers of excellence in the Company. It emphasizes the Company's goal of striving to attain the highest ethical standards when resolving potential or actual conflicts of interest.

The following clauses are by no means inclusive of the circumstances an employee may encounter during the course of his/her employment with the Company. An employee who is unsure of how to proceed when faced with a particular situation must discuss the matter with Human Resources prior to taking any action. Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. All employees are expected to adhere to the code of conduct. Any contravention of the clauses mentioned herein could result to disciplinary action up to and including termination/ dismissal.

This policy should be provided to and followed by the Company's agents, Board of Directors and representatives, including consultants and contract employees. If a law conflicts with a clause in this policy, employees must comply with the law. The company retains the right to revise all or any portion of this policy at any time and from time to time in its sole discretion, subject to applicable laws, rules and regulations.

1. PURPOSE

This Code of Conduct & Workplace Ethics Policy establishes the standards of ethical conduct, professional behaviour, and legal compliance expected from all employees of **Greenwey Creation Private Ltd** a landscaping and horticulture services company operating in India.

The purpose of this Policy is to:

- Promote integrity, professionalism, and accountability
 - Ensure compliance with applicable laws and regulations
 - Maintain a safe, respectful, and productive workplace
 - Protect company assets, clients, and reputation
-

2. SCOPE

This Policy applies to:

- All full-time and part-time employees
 - Field workers, supervisors, and site staff
 - Contractors, vendors, and consultants
 - Interns and trainees etc
-

3. COMPLIANCE WITH LAWS

All personnel must comply with applicable Indian laws, including but not limited to:

- The Indian Penal Code
 - The Information Technology Act, 2000
 - The Sexual Harassment of Women at Workplace Act, 2013
 - Labour laws, minimum wage laws, and contract labour regulations
 - Environmental and municipal regulations applicable to landscaping work
 - Safety laws relating to handling tools, equipment, chemicals, and machinery
-

4. PROFESSIONAL CONDUCT

All employees are expected to:

- Perform duties with honesty, diligence, and professionalism
- Follow instructions from supervisors and management
- Maintain punctuality and discipline at work sites and office
- Treat clients, colleagues, and vendors with respect
- Represent the company positively at all times

Employees must avoid:

- Misconduct or negligence on job sites
 - Damage to client property or misuse of resources
 - Unauthorized absence or abandonment of work
-

5. WORKPLACE SAFETY & FIELD SAFETY

Given the nature of landscaping work, safety is of utmost importance.

Employees must:

- Use personal protective equipment (PPE) such as gloves, helmets, safety shoes, and eye protection where required
- Follow safe operating procedures for tools, machinery, and chemicals (fertilizers, pesticides, etc.)
- Immediately report accidents, injuries, or unsafe conditions
- Not operate machinery under the influence of alcohol or drugs

The company shall ensure compliance with applicable occupational safety standards.

6. ANTI-DISCRIMINATION & EQUAL OPPORTUNITY

The company prohibits discrimination based on:

- Gender, caste, religion, race, disability, age, or background

All employment decisions (hiring, wages, promotions) will be based on merit, performance, and business needs.

7. WORKPLACE HARASSMENT & POSH COMPLIANCE

The company maintains a zero-tolerance policy against harassment, including:

- Sexual harassment
- Verbal abuse, bullying, or intimidation
- Physical misconduct

In accordance with the Sexual Harassment of Women at Workplace Act, 2013:

- All complaints will be handled confidentially and fairly
 - Retaliation against complainants is strictly prohibited
-

8. CONFLICT OF INTEREST

Employees must:

- Disclose any personal interest in vendors, subcontractors, or clients
 - Avoid accepting gifts, commissions, or benefits that may influence decision-making
 - Not engage in competing landscaping work during employment without written approval
-

9. CONFIDENTIALITY & DATA PROTECTION

Employees must not disclose:

- Client details, project designs, or pricing
- Business strategies, contracts, or internal communications
- Any sensitive company information

Employees must follow data protection standards under the Information Technology Act, 2000 and company guidelines.

10. USE OF COMPANY ASSETS

Company assets include:

- Tools, machinery, vehicles, and equipment
- Mobile devices, software, and data
- Office supplies and materials

Employees must:

- Use assets responsibly and only for authorized purposes
 - Report damaged or malfunctioning equipment immediately
 - Avoid theft, misuse, or unauthorized lending of assets
-

11. ATTENDANCE & WORKING HOURS

- Employees must report to work on time and follow assigned schedules
 - Leave must be approved in advance except in emergencies
 - Unauthorized absence may result in disciplinary action
-

12. CLIENT PROPERTY & SITE CONDUCT

While working on client premises:

- Employees must respect client property and privacy
 - Do not remove, damage, or misuse plants, tools, or materials belonging to clients
 - Maintain cleanliness and professional conduct at all times
 - Avoid any behavior that may harm client trust
-

13. ANTI-CORRUPTION & BRIBERY

The company strictly prohibits:

- Offering or accepting bribes

- Unauthorized commissions or kickbacks
- Any form of corrupt practices

All dealings with clients, vendors, and authorities must be ethical and transparent.

14. ENVIRONMENTAL RESPONSIBILITY

As a landscaping company, environmental responsibility is essential.

Employees must:

- Follow sustainable practices in plant care and maintenance
 - Use water, fertilizers, and chemicals responsibly
 - Dispose of waste in accordance with local environmental regulations
 - Avoid damage to ecosystems and green spaces
-

15. SOCIAL MEDIA & COMMUNICATION

Employees must:

- Not disclose confidential information on social media
 - Avoid posting misleading or negative content about the company or clients
 - Maintain professionalism in all public communications
-

16. DISCIPLINARY ACTION

Violation of this Policy may result in:

- Verbal or written warnings
- Suspension or demotion
- Termination of employment
- Legal action where applicable

The severity of action will depend on the nature and frequency of the violation.

17. REPORTING VIOLATIONS

Employees must report violations to:

- Immediate supervisor or manager
- Human Resources
- Internal Complaints Committee (for harassment cases)

All reports will be handled confidentially and without retaliation.

18. POLICY REVIEW

The company reserves the right to **modify or update this policy** at any time depending on organizational or legal requirements.

EMPLOYEE ONBOARDING POLICY & PROCEDURE

1. PURPOSE

This Employee Onboarding Policy defines the standardized process for integrating new employees into **Greenway Creation Pvt Ltd** ensuring compliance, safety, clarity of roles, and smooth transition into the organization.

The objectives of this Policy are to:

- Ensure legal and regulatory compliance
 - Provide employees with necessary tools, training, and information
 - Promote workplace safety and professionalism
 - Align employees with company values, policies, and expectations
-

2. SCOPE

This Policy applies to:

- All newly hired employees (full-time, part-time, contractual)
 - Field staff, supervisors, administrative staff, and management
 - Interns and trainees
-

3. COMPLIANCE WITH LAW

The onboarding process complies with applicable Indian laws including:

- The Indian Penal Code
 - The Information Technology Act, 2000
 - The Sexual Harassment of Women at Workplace Act, 2013
 - Labour laws, contract labour regulations, and wage laws
 - Occupational safety and environmental regulations
-

4. PRE-ONBOARDING PROCESS

Before the employee's joining date, the following must be completed:

4.1 Offer & Documentation

- Issue of formal Offer Letter
- Acceptance of offer by candidate

- Submission of required documents:
 - Identity proof (Aadhaar, PAN)
 - Address proof
 - Educational certificates
 - Previous employment records (if applicable)
 - Bank account details
 - Passport-size photographs

4.2 Background Verification

- Verification of identity and credentials (if applicable)
 - Reference checks for supervisory or sensitive roles
-

5. DAY-1 ONBOARDING

On the employee's first day, the company shall:

5.1 Administrative Formalities

- Collect signed copies of:
 - Appointment letter
 - Code of Conduct & Workplace Ethics Policy
 - Confidentiality agreement
- Issue:
 - Employee ID card
 - Access credentials (if applicable)

5.2 Orientation Program

- Introduction to:
 - Company history and structure
 - Mission, vision, and values
 - Organizational hierarchy
 - Explanation of:
 - Working hours and leave policy
 - Salary structure and payroll process
 - Attendance and reporting procedures
-

6. SAFETY INDUCTION (MANDATORY FOR FIELD STAFF)

Given the nature of landscaping operations, all employees must undergo safety training, including:

- Use of Personal Protective Equipment (PPE)
- Safe handling of tools and machinery (cutters, trimmers, etc.)
- Handling fertilizers, pesticides, and chemicals
- First aid and emergency procedures
- Accident reporting procedures

The company shall ensure compliance with occupational safety requirements.

7. TRAINING & ORIENTATION PERIOD

- New employees will undergo a probation or training period as specified in their appointment letter
 - During this period, performance, conduct, and adaptability will be assessed
 - Training may include:
 - Plant care and maintenance
 - Site-specific instructions
 - Equipment usage and maintenance
 - Customer interaction and service standards
-

8. ROLE CLARITY & ASSIGNMENT

- Employees will receive a clear job description outlining duties and responsibilities
 - Supervisors will assign work and provide guidance
 - Employees must follow instructions and report issues promptly
-

9. WORKPLACE RULES & EXPECTATIONS

Employees are expected to:

- Maintain punctuality and discipline
 - Wear appropriate attire and safety gear (especially field staff)
 - Maintain respectful communication with clients and team members
 - Follow all company policies, including safety and ethics
-

10. CLIENT SITE CONDUCT

While working at client locations, employees must:

- Respect client property and privacy
 - Avoid damage to plants, infrastructure, or surroundings
 - Maintain professional behaviour at all times
 - Follow site-specific instructions carefully
-

11. PAYROLL & STATUTORY COMPLIANCE

- Salary payments will be made as per agreed terms
 - Deductions (if any) will comply with applicable laws
 - Employees will be registered under applicable statutory schemes such as:
 - Provident Fund (if applicable)
 - Employee State Insurance (if applicable)
 - Professional Tax
-

12. DATA PROTECTION & CONFIDENTIALITY

Employees must:

- Protect confidential company and client information
 - Not share sensitive data without authorization
 - Follow data security practices under the Information Technology Act, 2000
-

13. HEALTH, SAFETY & ENVIRONMENT

Employees must:

- Follow all safety protocols at work sites
- Use tools and equipment responsibly
- Adhere to environmental guidelines for sustainable landscaping
- Report hazards immediately

The company shall ensure a safe and compliant working environment.

14. PROBATION & CONFIRMATION

- Employees will be on probation for a defined period (as per appointment letter)

- Confirmation will depend on:
 - Performance
 - Conduct
 - Attendance
 - Compliance with company policies
-

15. NON-COMPLIANCE & DISCIPLINARY ACTION

Failure to comply with onboarding requirements or company policies may result in:

- Delayed onboarding
 - Extension of probation
 - Disciplinary action
 - Termination of employment
-

16. INTERNAL COMPLAINTS & POSH COMPLIANCE

The company adheres to the Sexual Harassment of Women at Workplace Act, 2013:

- An Internal Complaints Committee (ICC) shall be established
 - Employees will be informed of complaint procedures during onboarding
 - Strict confidentiality and non-retaliation principles will be followed
-

17. EMPLOYEE INDUCTION CHECKLIST

The HR/Admin department shall ensure completion of:

- ☐ Offer Letter signed
 - ☐ Employee documents collected
 - ☐ Policies acknowledged
 - ☐ ID card issued
 - ☐ Safety training completed
 - ☐ Role assigned
 - ☐ System access granted (if applicable)
-
-

Attendance & Leave Policy

An **Attendance and Leave Policy** are a set of rules that defines how employees should **record attendance, working hours, and request time off**. It helps maintain discipline, fairness, and smooth operations in an organization.

Company Name: Greenwey Creation Pvt Ltd

Department: Human Resources

Effective Date: 01 June 2026

1. Purpose

The purpose of this policy is to establish clear guidelines regarding **employee attendance, punctuality, and leave entitlements**. This policy ensures proper workforce management, operational efficiency, and fair treatment of employees.

2. Scope

This policy applies to **all full-time, part-time, and contractual employees** of the company unless otherwise specified in the employment contract.

3. Working Days and Hours

- **Working Days:** Monday to Saturday
- **Office Timing:** 10 AM – 7 PM
- **Lunch Break:** 1 hour
- **Weekly Off:** Sunday for Backoffice employee and for rest based on Project site requirement.

Employees are expected to **arrive on time and complete their scheduled working hours**.

4. Attendance Recording

Employees must mark their attendance through the approved system:

- Online attendance system
- Official attendance register

Failure to mark attendance may be treated as **absence unless approved by the reporting manager or HR department.**

5. Late Coming and Early Leaving

- A **grace period of 10–15 minutes** may be allowed.
 - More than **three late arrivals in a month** may result in a **half-day leave deduction.**
 - Coming late or Leaving the workplace early without approval may be considered **half-day leave.**
-

5. Overtime or Holiday:

- Any overtime working must be preapproved by reporting manager either in mail or written format.
 - Employee needs to compensate extra working day by taking leave in coming 45 days, if not taken it will get lapsed.
 - No overtime payment in monetary terms.
 - Sunday or Holiday working to be calculated in attendance - if exceptionally required to work on Sunday or Holiday than in this case it can be availed, but which is also subject to preapproved by manager/project head over email or written format along with punching in our online attendance system. More than 2 Sunday working will not be considered so avoid doing it. If worked on Holiday with prior approval than employee can take comp off within **45 days** of working. This is also being informed that your regular KRA would not be considered as part of Sunday/holiday working. To considering full day working employee have to work 6 hrs punch in and out.
-

6. Types of Leave

6.1 Casual Leave or Earned Leave (CL)

- Provided for personal matters or urgent situations
 - Employees are entitled to **12 days per year**
 - Cannot be carried forward to the next year
-

6.2 Sick Leave (SL)

- Granted for illness or medical conditions
- Employees may receive **3 days per year**
- Medical certificate may be required for leave exceeding **2 consecutive days**

6.3 Leave on pro rate basis

- Per month one leave is applicable, if employee take more than earned leave, it will not be considered as paid leave, unless it is approved by his/her reporting manager.

6.4 Maternity Leave

Female employees are eligible for maternity leave according to the **Maternity Benefit Act, 1961**, which generally provides **up to 26 weeks of paid leave**.

6.5 Paternity Leave

Male employees may receive **3 days of paternity leave** following the birth of a child, subject to company policy.

6.6 Public Holidays

Employees are entitled to holidays declared by the company at the start of financial year in accordance with government notifications.

Examples include:

- National holidays
- Festival holidays
- Company-declared holidays

7. Leave Application Procedure

Employees must follow the procedure below:

1. Apply for leave through the online portal or official leave form.
2. Inform the reporting manager in advance.
3. Obtain approval before taking leave.
4. In case of emergency, inform the manager **as soon as possible**.

Unapproved leave may be treated as **unauthorized absence**.

8. Absence Without Notice

If an employee is absent without notification:

- It will be recorded as **unauthorized absence**

- Salary may be deducted for the absent days
 - Continuous absence for more than **3 days** without notice may lead to **disciplinary action**
-

9. Leave Balance and Carry Forward

- Casual leave and sick leave **cannot be carried forward**.
-

10. Leave Encashment

Unused **earned leave** cannot be encashed.

11. Policy Violation

Violation of this policy may result in:

- Warning notice
 - Salary deduction
 - Disciplinary action as per company rules
-

12. Policy Review

The company reserves the right to **modify or update this policy** at any time depending on organizational or legal requirements.

Leave application form format is below:



M/S Greenwey Creation Pvt Ltd

(Plot No-5A, Maruti Villa Phase-II, Patia Station Road, Bhubaneswar-751024)

Email-greenwey.gcpl@gmail.com, Phone: - 06743146037

Leave Application Form

Date:

Name of employee.....S/O

Designation Department

Type of leave required for days.....

From date To date

Reason for Leave

Address

..... Contact No.

Approved By

Signature of the Employee

Remark:-

FOOD & TRAVEL EXPENSE REIMBURSEMENT POLICY

1. Purpose

This policy defines the rules for reimbursement of food, travel, and related expenses incurred by employees during official work duties.

2. Applicability

This policy applies to all employees engaged in fieldwork, site visits, client meetings, and official travel.

3. Local Travel Reimbursement

Eligible Modes:

- Auto-rickshaw
- Taxi / Cab (Use only when necessary (urgent work, no public transport, carrying tools/plants) Economy category only)
- Bus / Metro / Local Train
- Personal Vehicle

Reimbursement Structure:

- Public transport: Actual fare
- Taxi: Economy fare only, when necessary
- Personal vehicle:
 - Bike: ₹4 per km
 - Car: ₹10 per km

Daily Limit: ₹500 (can be modified)

4. Outstation Travel

Train: Sleeper / 3AC (based on role)

Bus: Standard / AC

Air Travel: Only with prior approval

5. Food Allowance

Local Travel:

- Half-day: ₹150
- Full day: ₹300

Outstation Travel:

- Daily limit: ₹500
 - Breakfast: ₹100
 - Lunch: ₹150–₹250
 - Dinner: ₹150–₹250
 - Prefer reasonable/local eateries
-

6. Accommodation

- Budget hotels only
 - Limit: ₹1500 per night
 - Bills mandatory
-

7. Other Reimbursements

- Parking charges
 - Toll charges
 - Material handling (loading/unloading)
-

8. Non-Reimbursable Expenses

- Personal expenses
 - Alcohol
 - Traffic fines
 - Entertainment
 - Expenses without valid reason
-

9. Approval Process

- Local expenses: Supervisor approval
 - Outstation: Prior approval required from project manager
-

10. Claim Submission

Employees must submit claims within **30 days** with:

- Bills/receipts
 - Travel details
 - Purpose of expense
-

11. Payment

Reimbursements will be processed within **7 working days** after approval.

12. Compliance

False claims may lead to disciplinary action.

Reimbursement format				
Name of Employee / Person:-				
Date of Submission/Receipt date				
Month of Expenses:-				
Project Name:-				
Period of expenses:-				
Advance Received(in Rs)				
S.No.	Expenditure detail / Particular	Date	Amount	Remark
1				
2				
3				
4				
5				
6				
7				
Total			0	
Balance			0	
Note: Bills soft copy submitted in mail				
Submitted by		checked by	Approved by	

Approval & Authorization

Version Control

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Version 1.1 is being introduced with effect from 1 June 2026.

This HR Policy Manual has been:

Prepared By

Name: Nisha More

Designation: HR Manager

Signature:



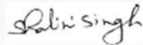
Date: 01.06.2026

Reviewed by:

Name: Shalini Singh

Designation: Director

Signature:



Date: 01.06.2026

Approved By

Name: Rajneesh Singh

Designation: Director

Signature:



Date: 01.06.2026

Employee Acknowledgement

I hereby acknowledge that I have received, read, and understood the HR Policy Manual of the organization. I agree to abide by the policies, rules, and regulations stated herein.

Employee Name: _____

Employee ID: _____

Department: _____

Signature: _____

Date: _____

Contact Information

For any questions or clarifications regarding this manual, please contact:

HR Department

Email: hrgreenwey@gmail.com

Phone: 9937163555

Disclaimer

The organization reserves the right to amend, modify, or withdraw any of the policies stated in this manual at its discretion, without prior notice.

THANK YOU