

**INDEX**

Sr. No.	Details	Policy No
1.0	Introduction of Globela Pharma Pvt Ltd.	GLO/HRM/001/01
2.0	Introduction of HR Policy	GLO/HRM/001/02
3.0	Organization Structure	GLO/HRM/001/03
4.0	Working Hours Policy	GLO/HRM/001/04
5.0	Recruitment Policy	GLO/HRM/001/05
6.0	Induction Policy	GLO/HRM/001/06
7.0	ID Card Policy	GLO/HRM/001/07
8.0	Employment Policy	GLO/HRM/001/08
9.0	Separation of Employment	GLO/HRM/001/09
10.0	Transfer Policy	GLO/HRM/001/10
11.0	Code of Conduct	GLO/HRM/001/11
12.0	Leave Policy	GLO/HRM/001/12
13.0	Maternity Leave Policy	GLO/HRM/001/13
14.0	Travel & Conveyance Policy	GLO/HRM/001/14
15.0	Domestic Travel Policy	GLO/HRM/001/15
16.0	Loan Policy	GLO/HRM/001/16
17.0	Payroll Guidelines Policy	GLO/HRM/001/17
18.0	Personal Attire Conduct & Communication	GLO/HRM/001/18
19.0	Laptop Policy	GLO/HRM/001/19
20.0	Data Card & Pen Drive Policy	GLO/HRM/001/20
21.0	Environment & Social Policy	GLO/HRM/001/21
22.0	Health & Safety Policy	GLO/HRM/001/22
23.0	Policy & Prevention of Sexual Harassment at Workplace	GLO/HRM/001/23
24.0	Information Technology Uses Policy	GLO/HRM/001/24
25.0	Training & Development	GLO/HRM/001/25
26.0	Performance Management System	GLO/HRM/001/26
27.0	Quality Policy	GLO/HRM/001/27
28.0	Good Manufacturing Practices (GMP)	GLO/HRM/001/28



List of Human Resource Management Policies

29.0	Factory Visit of Visitors	GLO/HRM/001/29
30.0	Grievance Procedures	GLO/HRM/001/30
31.0	Leave Cards	GLO/HRM/001/31
32.0	Shift Operation	GLO/HRM/001/32
33.0	Canteen Policy	GLO/HRM/001/33
34.0	Marriage Gift	GLO/HRM/001/34
35.0	Reward Policy	GLO/HRM/001/35
36.0	Child Labour Policy	GLO/HRM/001/36
37.0	Whistle blower policy	GLO/HRM/001/37
38.0	Employee Welfare Policy	GLO/HRM/001/38
39.0	Employee Conduct and Disciplinary Action	GLO/HRM/001/39