

IICCI ACCOUNTS & HR Policies and Procedures Manual

(UPDATED UP TO JULY, 2021)

The Indo-Italian Chamber of Commerce and Industry (IICCI)

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This manual has been prepared to document the internal accounting procedures for **The Indo-Italian Chamber of Commerce and Industry (IICCI)**. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of The Indo-Italian Chamber of Commerce and Industry's fiscal operations are expected to uphold the policies in this manual. It is the intention of IICCI that this manual serves as our commitment to proper, accurate financial management and reporting.

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GENERAL INFO

MISSION

The *Indo-Italian Chamber of Commerce and Industry (IICCI)* is an Association of Indian and Italian enterprises, professional and intermediate bodies. Our mission is to support the establishment and development of industrial and commercial collaborations between India and Italy, thus furthering the economic interests of the two countries.

VISION

The IICCI will be the preferred platform in India and in the Indian subcontinent for institutions, companies, academies and individuals (Italian, Locals and members of Italian Chambers of Commerce abroad) to facilitate, establish and develop business in their target markets supported, whenever possible, by cultural, social and scientific initiatives.

OUR STRUCTURE AND FOCUS

Founded in 1966 and recognized by the Italian Government, **IICCI** accounts today for more than 1200 members, from diverse sectors and industries, and has a pan-India presence, with its head office in Mumbai, regional offices in New Delhi, Kolkata, Bengaluru, and Chennai.

IICCI has a team of qualified professionals taking care of three main areas of activity:

1. Design and implement sector-based and multi-years projects, aggregating a wide range of stakeholders, from governmental institutions to academies, from sector associations to groups of companies, NGOs and professionals
2. Provide business consultancy services like entry strategy reports, matchmaking activity, sourcing and procurement, as well as all the administrative and legal services required to run a business in India.
3. Activate the Indo-Italian business community in India by organizing branding, networking and promotional initiatives for our members

OUR OFFICES

IICCI - Head Office, Mumbai

c/o VIVITALIA - 11th Floor, Urmi Estate,
95, Ganpatrao Kadam Marg, Opposite Peninsula Business Park,
Lower Parel West, Mumbai 400013, Maharashtra

IICCI - Northern Region, Delhi

C/o Embassy of Italy, 50-E Chandragupta Marg,
(Entrance through Nyaya Marg), Chanakyapuri,
New Delhi – 110 021

IICCI - Eastern Region, Kolkata

C/o Consulate General of Italy in Kolkata 5G-REV.
Lalbehari Shah Sarani Alipore,
Kolkata – 700 027

IICCI - Southern Region, Chennai

2B Jamals, No. 17, Jagannathan Road
Nungambakkam,
Chennai - 600 034

IICCI - Southern Region, Bengaluru

No.55 - S.V Complex (basement floor),
K. R. Road, Opp. Basavanagudi Police
Station, Bengaluru – 560 004

OUR ORGANISATIONAL CHART

TO BE UPDATED

STATUTORY REGISTRATION AND APPLICABLE LAWS

Statutory Registrations

Sr. No.	Registered Under	Registration Number	Effective from
1	Company Identification Number (CIN)	U74999MH1966NPL013602	27 th October, 1966
2	Permanent Account Number (PAN)	AABCT1939R	27 th October, 1966
3	Tax Account Number (TAN - Mumbai)	MUMT09511F	
4	Shops and Establishment	760257368	
5	Profession Tax Number (PT)	27035017984P	
6	Employee Provident Fund (EPF)	MHBAN0042187000	
7	Goods and Service Tax (GST - Mumbai)	27AABCT1939R1ZP	01 st July, 2017
8	Goods and Service Tax (GST - New Delhi)	07AABCT1939R1ZR	01 st July, 2017
9	Goods and Service Tax (GST - Kolkata)	19AABCT1939R1ZM	01 st July, 2017
10	Goods and Service Tax (GST - Chennai)	33AABCT1939R1ZW	01 st July, 2017
11	Goods and Service Tax (GST - Bengaluru)	29AABCT1939R1ZL	01 st July, 2017

Applicable Laws

- Companies Act, 2013
- Income Tax Act, 1961
- Goods and Service Tax Act
- The Employees Provident Funds and Miscellaneous Provisions Act, 1952
- Profession Tax Act

ADMINISTRATIVE FILES AND RECORD MANAGEMENT

AUTHORIZATION MATRIX

Scheme of Delegation - Authorised Limits

Approval to Authorise Expenditure for Goods and Services	Staff must have formal prior approval from General Manager to approve expenditure for goods and services up to Rs. 20,000/- and expenditure over and above Rs. 20,000/- needs approval of Secretary General.
Authorisation of Expenditure & Payments	Authorisation of such requests must be sent to General Manager and after that approval of Secretary General is required. The authorisation of expenditure and payment must not be made by the same individual.
Absence of Secretary General.	During occasions when the Secretary General takes annual leave or is off site for a period of more than 5 days, delegated authority is given to the General Manager. Notification must be given in advance.
Absence of Authorized Signatories	Delegated authority must be given to another individual <u>of the same grade or above</u> when an authorized signatory takes annual leave or will be off site for a period of more than 5 days. This relates to expenditure for goods and services.
Authorisation of Staff Expenses and Overtime Payments	General Manager is responsible for authorising staff expenses and overtime.

FILES AND FOLDERS

1. Master Files - Copies of Registration Certificates of ROC, Statutory Registrations and other laws / activities / agreements relevant to the business)
2. ROC File - (Copies of Registration certificates, share certificates, annual returns and other periodic applications / filings)
3. Statutory Dues File (Original Payment challans, copies of papers filed with relevant departments, acknowledgement and working of periodic returns files under various laws, workings of periodic payments made to government accounts)
4. Sales Invoice File
5. Debit Note File
6. Expenses Payable File (General, Service & Utility)
7. Credit Note File
8. Cash Payment File
9. Bank Statement and Reconciliation File
10. Fixed Asset File
11. Travel & Other Reimbursements
12. Staff documents (HR Related documents)
13. Annual Accounts File
14. Reporting File
15. Project Expenses File

Record Retention

Records to be retained for a minimum period of 10 years after closing of Financial Year. Records for the last 6 years will be kept at 3rd party warehouse. Before shifting to warehouse proper identification and listing of the records to be shifted to maintained. An agreement is entered with the 3rd party for proper safe keeping of the documents and other records.

Record Destruction

Records older than 10 years can be destroyed. Before destruction proper identification and listing of the records to be destroyed to be maintained. Representative from chamber to be present at the time of destruction. Suitable vendor to be hired and a certificate to be obtained from vendor for proper destruction of records.

ASSET MANAGEMENT

Asset Capitalization

Fixed Asset Purchase Requisition

The HO / Branch requires fixed asset should place request to General Manager / Branch Head. Accordingly at least 3 quotation will be obtained if the value of fixed asset exceeds Rs.50,000/-

Approval of Quotation

The GM / Branch Head will approve the suitable quotation at his discretion.

Purchase order

After the approval of fixed assets purchase requisition by the GM / Branch Head, suitable purchase order will be raised.

Receipt of the asset

After receiving the fixed assets, the department who raised the requisition for purchase of fixed asset should check the condition of fixed asset, if satisfied then acknowledge on the delivery challan / Invoice (e.g. In case of purchase of computer, check the configuration).

Release of the payment

The payment will be released after verifying the invoice acknowledged by the department and purchase order. Also the asset should be properly tagged and entered in the fixed asset register.

Fixed Asset Register

Fixed Assets Register should be maintained as per the format. The following information will be captured in the Fixed asset register.

Cost of Fixed Assets including initial delivery and handling costs and installation cost.

- Full Description of the Asset
- Block of Asset
- Location of the Asset
- Unique tagging number to the asset
- Depreciation
- Sales / Disposal details

Sale / Disposal of Fixed Assets

The asset to be disposed needs to be approved by HO / Branch Heads. Proper Record should be maintained in Fixed Assets Register and the same should be initialled by authorised person. GST should be collected on Sale/disposal of fixed assets as per prevailing act.

Documentation

All Fixed Assets Invoices should be maintained in a single separate file along with delivery challan, purchase order and quotation (if any).

Rate of Depreciation for different types of assets

The depreciation to the assets should be provided as per Part C of the schedule II of Companies Act, 2013. Leasehold improvements are amortised over primary period of lease.

Physical verification of Fixed Asset

Physical verification should be done periodically by the authorised person and it is to be matched with fixed asset register. All the assets should be at-least verified once in 3 years.

OPERATIONS – REVENUE GENERATION

CLUSTER PROJECTS

Companies intend to take part into long-term sectoral projects in India, in collaboration with private partners and local institutions.

Business associations and Italian/European intermediate bodies, which wish to establish partnerships with the correspondent institutions in India, or need a local presence to supply assistance to partner companies. In compliance with its role of business facilitator, the IICCI engages in multi-year projects involving its Italian, European and Indian stakeholders. These cluster projects focus on sectors where the Indian demand is high and Italy/Europe possess relevant technology and know-how.

ASSISTANCE TO COMPANIES

Individual Italian and Indian companies, needing information about the market, assistance in identifying commercial or industrial partners, operational support for their development strategy, a common platform for their branding activities.

Advisory: Market analysis for products, identification of investments and trade opportunities, assistance in developing market entry strategies, feasibility reports on specific sector.

Business scouting and matchmaking: Identification of trade partners, identification and selection of industrial and financial partners, verification of interests from potential Italian companies.

Incubator: Support services during the very first phases of entering the market (company registration, staff recruitment, sites individuation and legal orientation).

For the requested assistance a detailed budget is prepared, which is communicated and approved by the requestor. The approval can be received by email or physical signing of contract. Generally an advance of 50% is taken before execution of the work.

BRANDED EVENTS

Indo-Italian Chamber conducts marketing and promotional campaigns, press conferences, sectoral round tables with operators and institutions, launch of new products. It also includes organising exhibition to provide platform for the Italian Companies and products. Participation fees is recovered from all the participants based on the facilities and services availed by them.

LANGUAGE SERVICES

Various classes are offered to Individuals and organisations who wish to get to know Italian language and culture. Course is structured in III levels: Basic, Intermediate and Advance level. Each level is of 44 hours, which are spread over period of two months (8 weeks) but can be customized as per the request. There are also additional courses offered for those who completes Level III course. The courses and fees of the classes as per the curriculum decided by the Indo-Italian Chamber. Classes can also be conducted for a group of people (minimum 8 persons) at their location. It is created by the Chamber with the help of “Espresso Books” which is normally being used in Europe. After the examination Chamber will provide certificate.

Many a times request for Interpreting and translations of contracts, certifications, administrative documents and technical manuals are received (Italian to English). On receipt of the documents for translation the same is sent to selected member of the translation panel for translation. The translator / freelancer works for chamber on case to case basis. No contract is entered with translator. The translated documents are signed by Secretary General before handing over to requestor.

MEMBERSHIPS

Italian and Indian companies and investors which need support services to find Italian suppliers, to establish technological tie-ups or to invest in India and Italy.

ASSOCIATE: Access to IICCI network for no-profit Organizations

ORDINARY: Access to IICCI network and voting right during the General Assembly

GOLD: Advanced services, assistance for entering and developing the business in the Indian or Italian market

PLATINUM: Co-branding services on all the communication instruments and events by IICCI

Membership can be taken for a period of 1 year or 3 years. The period of the membership will depend on the Nationality for Italian and Italian companies it based on the Calendar Year and for others on Financial Year.

On the statutory cut-off period (i.e. 31st March) membership fees pertaining to subsequent period fees need to be transferred to pre-received income.

For Renewal of Memberships email reminders are sent to all the existing members. Invoices for the membership is issued only on receipt of payments. Reminders are sent to all who / were members for the past 3 years. Members who have not paid fees for any of the earlier years or have dropped out will be readmitted as fresh members on request.

BUSINESS CENTRE / DESK SUPPORT

The IICCI has been working as an incubator for Italian institutions, associations, companies, providing them with an operational base and an integrated range of services aimed at ensuring a soft landing in the Indian market and effective/efficient start-up.

IICCI helps by providing space for Italian companies to gauge the Indian markets and provide a presence in India. An agreement is entered between the Italian company and Chamber. All cost incurred like Salary, Fixed overheads, etc. adding support fees is charged to the Italian company. Invoice for such support is raised on monthly basis. All statutory compliances in respect of such resources will be done by Chamber.

OTHER SERVICES

Indo-Italian Chamber supports / helps Italian citizens resident in India, who need administrative support, relocation and other administrative procedures. Basis of request received appropriate vendors is selected to perform the said services.

OPERATIONS – PROJECTS AND REGULAR EXPENDITURE

Cluster Projects and Branded Events Expenses

During the year the Chamber conducts series of events for the benefit of members. The dates for the events are first approved by the Concerned Manager. The Calendar for events and activities is maintained. Additionally link named TEAM-UP is maintained wherein all activities and events are updated for the next 2 months.

The dates and the locations are decided by the Concerned Manager. Accordingly the budget for the different events are decided. The Fee structure is decided by the Project Manager in concurrence with Secretary General.

The responsibility of selection of the vendors for the events and exhibitions also lies with the concerned manager.

Language Services Expenses

Chamber has in-house Teachers (employee of the IICCI) and also teachers on consultancy basis. An agreement is entered with all consultant teachers and sharing of course fees is also mentioned in the same. After successful completion of course chamber shares (generally 70%) of the fees to consultant teacher. Chamber awards certificate to the successful participants of the course and cost of such certificate printing is borne by the chamber.

Consultancy Service Expenses

There are 2 types of consultants

1. Project related consultants

They are identified by the concerned project manager based on his requirements for execution of a specific task. The scope of work and the fees to be paid are captured by way of an agreement with the service provider.

2. Other Professionals

For routine statutory and other compliances like Provident fund, accounting, Tax consultants, company secretary, advocates the chamber may take services of professionals. The scope of work is decided upfront and the terms of payment and tenure is also fixed. An agreement with the professional is entered, which covers the above.

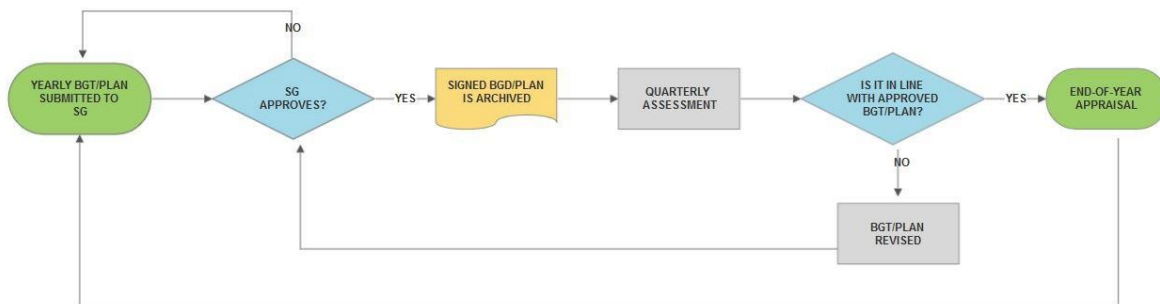
The renewal of the agreement depends upon the performance of the service provider. After expiry of the existing agreement period a new agreement needs to be entered.

Regular and Admin Expenses

All the regular and fixed overheads are already identified and decided. A general budget for the same is prepared and approved by the Secretary General.

Expenses exceeding the approved budgeted amount requires approval of General Manager and later by Secretary General.

Budget approval



HUMAN RESOURCES & PAYROLL

WORK HOURS AND ATTENDANCE

For Head Office as well as Regional Offices, the regular office working hours are as follows, from Monday to Friday:

Normal Working Hours: 8:30am to 5:30pm (Monday-Friday)

or 9:00am to 6:00pm (Monday-Friday)

Lunch (1 Hour): 60 minutes

There is Bio-matric attendance system in office. A half an hour grace period will be permitted till 9:00am, which has to be adjusted at the end of the official business hours. It is mandatory for any Employee to register his presence at the workplace when reporting in and when leaving at the end of business hours.

LATE ARRIVAL

A time of arrival later than the grace period would be considered as Late Arrival. Any employee who comes late for more than three instances within a calendar month will be subject to deduction of ½ day Casual Leave (CL). In case, there is no balance CL available, then the same will be deducted from PL and in case both CL and PL are exhausted then salary will be deducted for the half day. i.e. LWP (Leave without Pay).

Employees with recurrently late and unauthorized absence will be subject to disciplinary action.

WORK-DAY

A Work-Day is considered as full day if the employees have worked for a minimum of 6 hours, less than which is considered as a half-day. Any Employee, who works for less than eight hours but more than 6 hours, thus, constituting the definition of full work-day for more than three such instances in a calendar month, will be considered as having worked for half-day less.

LEAVE & HOLIDAYS

Privilege Leave (PL)

The privilege leave entitlement for all confirmed and permanent employees is 30 days for each financial year out of which 15 days could be decided by the Management. It accrues on a pro-rata basis every month i.e. 2.5 days per month. The same can be accumulated up to a period of 60 days. Before proceeding for any planned leave, an employee is required to submit the Leave Application Form at least 2 weeks before the beginning of the leave period to the Secretariat after obtaining sanction of the Immediate Manager. Leave without intimation to the concerned Immediate Manager can result in disciplinary action or termination of employment. The final decision to grant or refuse the leave is at the discretion of the Management.

Casual Leave (CL)

The casual leave entitlement for all confirmed and permanent employees is 8 days for each financial year and the same cannot be accumulated. Please note that Casual Leave will be considered only for 1 day and has to be notified to the Management on the phone (i.e. to the Secretary General or General Managers) and only in case of absence of the Management, the same has to be communicated to the Secretariat before 11.00 a.m. In case no application has been submitted for Privilege Leave or in case a sick leave has not been communicated to the Management before 11.00 a.m., the absence of the employee shall be considered as Casual Leave.

Sick Leave (SL)

An employee will be eligible for 15 days Sick Leave (SL) for the entire year and the same cannot be accumulated. Sick leave for minor sickness has to be notified to the Management on the phone (i.e. to the Secretary General or General Managers) and, only in case of absence of both of them the same has to be communicated to the Secretariat. In case of sick leave on account of prolonged illness for 3 days or more (including holidays/weekends) employee will have to provide the necessary medical certificate. This leave does not cover pre-natal / maternity.

Maternity Leave

Maternity Leave is allowed as per the Maternity Benefit Act, 1961. No woman shall be entitled to Maternity leave unless she has worked in the establishment for a period not less than 365 (Three Hundred Sixty Five Days) immediately preceding the date of her expected delivery. Lady Employees are eligible for 6 calendar months Maternity Leave on full pay on each occasion of confinement. The lady employee needs to give an application for maternity leave four weeks in advance, prior to commencement of such leave.

HOLIDAYS

The public holidays will be indicated in the month of December each year and will be indicated on city to city basis.

ENCASHMENT OF PRIVILEGE LEAVE DUE TO RESIGNATION / RETIREMENT

In case of cessation of employment due to resignation, retirement or any other reason, the Leave, if availed more than what is due, shall be adjusted against salary/dues payable. In case an employee resigns, before he/she is confirmed, the salary paid by the company on account of advance leave will be deducted from the dues at the time of settlement of his/her account. After submitting his/her resignation, an employee will not be eligible for availing of PL and CL.

The encashment of PL will be granted only to those employees that have completed three years of continuous service. It shall be calculated with reference to the basic salary only and shall be taxable.

Encashment = (basic salary / 30) x no of days or whatever is balance at the period of time.

BRANCH OFFICE LEAVE RECORDS

Branch Offices are required to maintain their leave records and reconcile the same with the head office every quarter. Secretary general approves the branch leave records after approval from head of the department.

RETIREMENT AGE

Retirement age for all the employees is 60 years.

SALARIES

Salary is credited by the 28th of every month to the Confirmed Employees in their 'corporate salary account', based on the leave records till 20th of the month itself. Confirmed Employees should ensure that their accounts are opened with "ICICI Bank". In case, the 28th of the month occurs on a week end or public/bank holiday then the salary will be credited the following working day.

Salary to Employees on probation will be paid on the last day of the month.

Salary slips of every individual employee for each month will be handed over to the concerned Employee by the 15th day of the following month. Tax is deducted at source as per governing Income Tax rules and the Income Tax declaration of Employees. Proof of Investments should be furnished by 25th January every year.

PROBATION

As a policy of the company a probation period of three months is mandatory for new hires, unless specifically mentioned in the Appointment Letter. When the Employee is to be confirmed, a letter

is issued to the Employee based on recommendation made by the Immediate Manager, after successful completion of the probation period. Employee is deemed confirmed unless an extension of the probation period is communicated in writing.

Note: Confirmation on probation period ending does not entitle employees to an increment.

RESIGNATION AND NOTICE PERIOD

The employee who wishes to resign/terminate from service of the company would have to adhere to a minimum of 1 month notice period. The resignation has to be submitted by the Employee to his Immediate Manager who will have to approve it and forward the same to the Management with his decision on date of release. In the event, the employee does not serve the notice period the Accounts Department is authorized to adjust the remaining notice period out of his dues.

On settlement of issues related to Laptops, Mobile Phones (wherever made available) etc, the IT Department would submit the Clearance Certificate to the SG/GM for final settlement.

EXIT INTERVIEW

All employees who have resigned are required to go through an exit interview. The object of the exit interview is to ascertain and record the Employee's reasons for leaving and take his/her feedback of his/her experience of working in the company.

GRATUITY

Employees who resign from the company after 5 years of service with the company will be eligible for Gratuity payment. Gratuity will be computed as follows:

Gratuity = 15 days basic salary (at the time of resignation or retirement) x no of completed years of service.

REIMBURSABLE BENEFITS

In case the employee is eligible for any reimbursements then those will pro-rata to their period of employment. All claims for reimbursements must be supported with valid bills/ tickets.

Note - All the above are subject to governing tax laws.

EMPLOYEE BENEFIT SCHEMES

With a view to increasing the social security of employees the Chamber offers the following benefit schemes:-

Employee Insurance Scheme

- **Health Insurance**
- **Personal Accident Insurance**
- **Life Insurance**

The details of the abovementioned schemes as per the Agreement signed by IICCI with the Insurance Companies are available with the Accounts department.

COMMENCEMENT OF SCHEMES

All employees will be eligible for the Health and Personal Accident Insurance schemes immediately after confirmation, while Expatriate employees working in India / Italy will be covered within one month of their appointment.

All employees will be eligible for Life Insurance scheme after completion of 1 year from the date of appointment.

TRAVEL AND REIMBURSEMENTS EMPLOYEES TRAVEL POLICY

Employees are expected to take prior approval of the Management in writing through the TRAVEL APPROVAL FORM for any outstation travel. On returning, the employee will have to submit the TRAVEL EXPENSE REPORT along with supporting documents and refund the balance advance cash within ten working days.

In their TRAVEL APPROVAL FORM as well as in their TRAVEL EXPENSE REPORT the employees are required to communicate to Accounts Department, the details of travel, expected date of departure & return, budget.

In case of delay in submitting the Travel Expense form and in refunding the balance advance cash, an equivalent amount will be deducted from the forthcoming salary of the Employee till Travel Expense Report is submitted and balance advance cash refunded.

Employees are expected to make travel bookings through a centralized travel helpdesk i.e. the Travel Desk within IICCI. In exceptional cases, in case certain expenses such as air bookings are done by the employee then they can claim reimbursement in the Travel Expense Report.

Domestic Travel advance and per diem

a) Advance: Employees are allowed to take cash advances from the company for domestic travel by submitting the TRAVEL APPROVAL FORM to the Accounts Department one day in advance which has to be approved by the Management.

b) Per Diem: The maximum daily expense allowed is Rs. 2,000/- (Rupees Two Thousand) per day, which would be towards Food and Beverages, Tips, Laundry, and Hotel Business Centre Services. Payments related to the hotel accommodation and local transportation would be settled directly by the Head Office TRAVEL DESK or, wherever not possible, via corporate Credit Card.

International Travel advance and per diem

a) Advance: Employees will be given Foreign Travel Advance from the company for their International travel, subject to submitting the TRAVEL APPROVAL FORM to the Accounts Department three days in advance, which has to be approved by the Management.

b) Per Diem: For International Travel, the per diem is as follows

F&B related expenses: max. Euro 50 per day

Hotel accommodation: max. Euro 100 per day (in case, the Italian partner does not take care of the cost)

Other expenses which will be covered subject to bills being produced are local conveyances (taxi, metro, tram, bus, local trains); mobile/data-cards recharges, laundry, tips and hotel business center services.

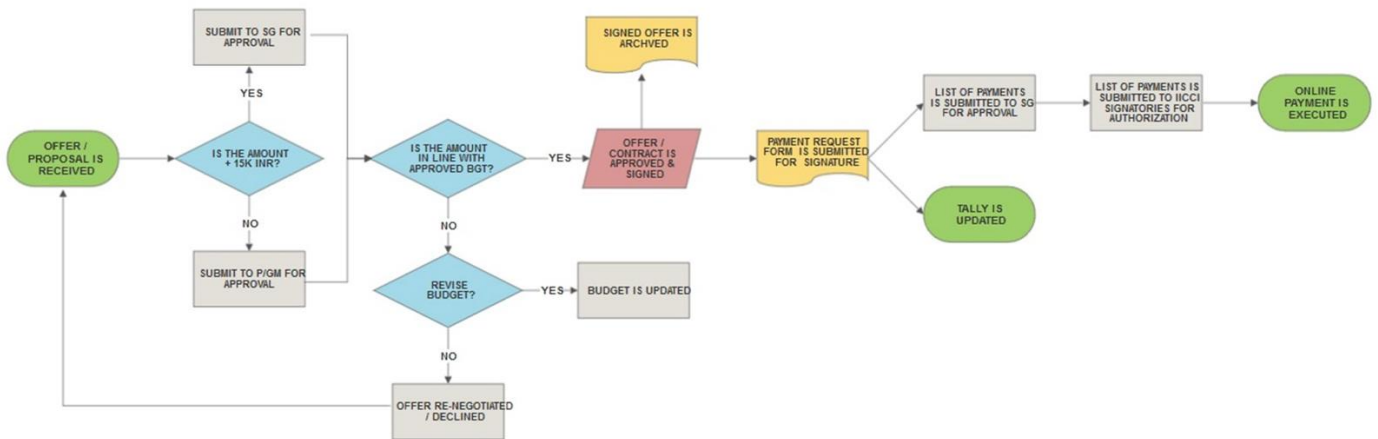
FINANCE & TREASURY MANAGEMENT

IICCI BANK ACCOUNTS

Sr. No.	Bank Name & Branch	Account Ref	Nature & Usage
1	State Bank of India, Mumbai	Current account	Online facility to pay taxes. Online fund transfer of membership and translation income
2	IndusInd Bank	Saving Account	All inward and outward remittances, saving account to generate interest

BANKING AUTHORITIES

Signing authority for all banking transactions are with President (Board Member), Vice President (Board Member) and Secretary General (CEO)



DATA SAFETY AND BACKUP PROCESS

1. After reporting final files and workings should be saved in reporting folder.
2. After reporting Tally data should be archived and stored in reporting folder of particular month.
3. All the data in Client folder will be auto backup using Backup software on daily/weekly basis after regular office working hours.
4. Backup run by backup software will be stored on an external hard disk / storage device.
5. Monthly copy of the latest backup to be kept at a place other than office.

Amendments :Accounts and HR Policies – 24th Jan 2020

SIGNING OF CONTRACTS & INVOICES

All the Contracts and Invoices related to Business Assistance Services to Italian Clients upto a limit of Euro 3000 will be authorized by Finance & Administration Controller and above Euro 3000 will be authorized by CEO/Secretary General.

Bank Debit Card Recharge

SBI Debit cards recharge for Mumbai office and Branch offices upto limit of Rs.20,000 monthly will be authorized by Finance & Administration Controller and above Rs.20,000 will be authorized by CEO/Secretary General.

Compensatory Leave

Employees working on Weekends and on National/Public Holiday/s can get Compensatory Leave/s after submitting required documents for the respective work done on that particular day/s. Such Compensatory leave can be used only after approval of their concerned manager.

Late Arrival (Explanation)

1. For every single late mark beyond grace limit of 3 times, ½ day leave OR Salary will be deducted as per the case
2. While counting late mark /early out , said employee's job Description , Total working hours per day/week month ,past history etc. will be considered.

CREDIT CARDS

The Corporate Credit Card (CCC) will be utilized by entitled employees for official purposes. Any expenditure incurred for the company with the use of an employee's personal credit card will be reimbursed based on the supporting duly approved by the Secretary General.

When using the Corporate Credit Card, please make sure that:-

All the concerning supporting documents for each single expense included in the Credit Card Statement has been attached so as to allow the accounts department make the payments on time.

A proper record of payments / bills for every payment made by using the Corporate Credit Card is maintained, which would include transaction slips, bills, invoices or booking confirmations.

Incase, proper supporting are not provided against every transaction in the statement then the expense will be treated as a personal expense and deducted from the forthcoming salary

OFFICE EQUIPMENT POLICY

Office equipment

The Information Technology Department (IT Dept) is in charge of the maintenance and purchase of office equipment. All repair and maintenance work, as well as any hardware or software modification, should be notified to (IT Dept). All laptop and data cards will be insured by the Company. In case of any theft or loss it's the employee responsibility to lodge a complaint (FIR) and submit a copy to the Accounts and the IT Department. Employee will also have to obtain a "no trace report" 30 days from the local police authorities and give the same to the Accounts Department. The Accounts Department will file an Insurance claim with the concerned Insurance Agency. The employee will have to pay for the loss of Laptop in case the Insurance company does not pay for any reason whatsoever. Employee will have an undertaking as per the Annexure with regard to the possession and safe upkeep of the company asset. In case of the asset misused or mishandled the damages will have to be borne by the respective user. When the employee leaves the company all the company's assets should be handed over to the admin dept. Please note this policy is applicable to all laptops/ handsets/data cards/sim cards/pen drives and laptop handbags given by the organization for business purposes only.

Mobile Expenses

IICCI will reimburse a predetermined amount to those employees entitled to this benefit. Unless otherwise mentioned, employees are to use their own instruments and SIM Cards. For those employees, whose mobile phone bills are not dispatched directly to the office by the service provider, all such bills have to be for administrative purpose submitted to the Accounts Department by the 25th of every month. If, mobile bills for payment are submitted after 25th of the month the same will be paid only by the 25th of the next month. Wherever applicable, payments will be based on actual billing or ceiling amount whichever is less. However, any amount over and above the ceiling amount will be borne by the concerned employee. The Accounts Department (a/c dept) shall be the regulator and implementer of this policy. The Maximum ceilings for various categories of employees are decided by the Secretary General as per the

levels and the role they handle and in turn shall communicate the ceiling to the concern employee. In the event the employee crosses the ceiling amounts while on official tours outside the base station, the SG/DSGs can sanction the excess amount based on official calls made on actual. The ceiling amount cannot be carried forward to the next month.

ELECTRONIC COMMUNICATION GUIDELINES

The internet is a key resource for IICCI and its employees. Controls are therefore necessary to prevent security breaches. The networks used for the internet and email are not secure and any communications sent by these means could be accessed or modified by unauthorized individuals.

This policy aims to protect IICCI employees. Everyone must ensure that all risks are identified and all reasonable measures are taken against breaches of this policy. Any suspected breaches must be notified to your Immediate Managers or IT Department.

Passwords and other Sensitive Information

Each employee is responsible for the protection/secretcy of any password he/she uses for performing their business duties. He/She, will have to declare in writing to the Secretary General all username/ log-in, pin codes, and passwords by filling up the PASSWORD DECLARATION FORM. Any, modification of passwords should be notified in writing to the Secretary General by representing an updated password declaration form.

Viruses

All users must ensure that they do not introduce viruses into computer systems for example when receiving electronic information from an unknown source, including attachments within email. Active virus checking must always be performed.

Restricted websites

Employees are forbidden from accessing or subscribing to certain internet sites particularly those which carry offensive or obscene material. Any employee found to have accessed such sites will be subject to disciplinary action which may lead to dismissal.

IICCI will, as a matter of course, undertake transactional or frequency monitoring of both email traffic and Internet usage. Detailed monitoring of contents will only take place in exceptional circumstances where there is a good cause or some legal obligation to do so:

‘Good cause’ includes:

- The need to protect system security;
- To detect employee wrongdoing;
- To comply with legal processes;
- To protect the rights or properties of M2W group

Employees are also expected to:

- Regularly check their Outlook Mailbox and respond to their e-mails as soon as possible;
- Not create, send or forward chain letters;
- Not send large sized attachments that may clog server space. Such mails that are liable to block server space shall not be sent and will be deleted by server administrators;
- Not “Reply with History” to mails which can do without it. This creates unnecessary load on server space;

- “Detach”, as far as possible, attachments that you receive in mails to your hard disk and delete the mails from your mailbox to conserve the space of your mailbox and the server;
- Use a screen saver with a password in case you are not available on your desk;
- Refrain from visiting “undesirable/pornographic” sites and other such websites which have been created with the intent of mischief. Failing to adhere to which, termination notice may be served for unbecoming conduct as per IICCI Policy;

Employees should also notice that:

- Usage of e-mails and Internet is not confidential and personal usage of such shall be liable to be tracked;
- Any computer hardware, software, e-mail, voice mail, Internet, or other electronic equipment or service made available to employees is expected to be used solely for the conduct of company business during work hours. Any installation of software would need the approval of the SG/DSGs as well as the ITS Dpt.;
- Playing games on the computer and usage of indecent language is strictly prohibited and will not be entertained;
- Any use of such equipment for personal purposes of any kind must be approved in advance by your supervisor, done on your own time, and conducted in a responsible manner;
- It must not result in any additional expense, any possible embarrassment or harm to IICCI or any loss in productivity with regard to your work. However, if IICCI is charged in any way for time used, you may not use these services for anything other than company business;
- Under no circumstances should you use these facilities for any personal purpose during the hours you are expected to be working.

You may not use the company e-mail address for personal messages that might mistakenly be interpreted as statements from IICCI.

- No downloading/viewing videos from sites offering such facilities or use of skype (unless official purpose) or other messenger services during office hours. Employees repeatedly committing such offense will be liable for disciplinary action.

Confidentiality

The Confidentiality Agreement of the Company is applicable to all staff. All Employees are bound by this agreement by virtue of having accepted the appointment in the Company. Employees are required to maintain confidentiality of information of any description, acquired by them concerning the business or affairs of the company or any of its associates and clients. Upon separation with the company, all papers, documents, passwords or any other property which may be in the Employee's possession, relating to the business affairs of the company or any of its associates or their clients will be returned to the company and no copies or extracts will be retained by them.

Conserve

Electricity by ensuring all lights/ fans/ ACs is switched off when not in use. Please recycle paper where possible

Safety and Insurance Policy

IICCI provides safe working conditions, proper tools and equipment and training to ensure that you can perform your job in a safe and productive manner. It is the responsibility of every employee to be conscious of his/her work environment and diligent in identifying and correcting safety hazards. Anyone who observes or is involved in any accident or injury involving anyone on company property or on company business must report the incident to management immediately (i.e., as soon as it occurs) so that appropriate action can be taken. Failure to do so may result in disciplinary action and may also jeopardize an employee's right to medical benefits or any other compensation stemming from the accident.

Health insurance is provided to employee, spouse & children while Accident insurance is provided only to employee. In case of new employees, insurance cover will start after confirmation and Insurance cover will lapse once employee resigns/retires or dismissed.

Harassment

IICCI strictly prohibits the harassment of any employee on whatever grounds. This includes race, sex, national origin, religion, disability, sexual orientation, marital status, and any other personal characteristics. Harassment is defined as any behaviour (verbal, physical or visual) that is reasonably considered unwelcome or offensive to another employee and/or creates an intimidating, hostile or offensive work environment for any other employee.

Sexual harassment is also specifically prohibited. It includes:

- subjecting another person to sexually provocative materials or comments;
- unwelcome or inappropriate physical contact;
- insistence on an unwelcome personal relationship;
- lewd or suggestive personal comments;
- any other verbal, physical or visual behaviour which is considered unwelcome or offensive to another employee and/or which creates an intimidating, hostile, or offensive work environment for any other employee.

We recognize that people have different standards as to what type of behaviour or conversation is appropriate and in good taste, or what sort of humor is amusing versus offensive. It is possible that a person may not realize that his or her behaviour considered unwelcome or offensive to others. Therefore, if you are ever treated by another employee in a way that you believe might constitute harassment, it is

your responsibility to immediately inform the other person that such behavior is unwelcome and offensive.

IICCI is following POSH Act, you may inform POSH Committee when the first incident occurs, so that it can be documented. The privacy and confidentiality of everyone involved will be protected. If you believe that the one incident was a misunderstanding and not harassment, no further action will be taken unless you request it. If the offensive behavior is repeated, it is your obligation to report it to someone in POSH management in writing promptly, so that corrective action can be taken to prevent any further occurrence.

STAFF LOAN POLICY

- The approval to sanction the loan requested is to the discretion of the Secretary General.
- Loans will not be given to employees having less than three years service with the Chamber
- The employee will have to sign a bond with the Chamber equivalent to the period of repayment of the loan.

AMENDMENTS: ACCOUNTS & HR Policies – 9th July 2021

Employee Termination:

Services of employee can be terminated any time by Employer for Non-Performance / excessive absenteeism/Prolong sickness /stoppage of activities related to concern employees Job profile or any other substantial reason, after giving Notice as per Employment Contract. For Proven Misconduct, Cheating or found guilty by criminal Court, employer can terminate such employee immediately (without serving any Notice as per employment contract. Terminated Employee (with or without Notice) will not get any compensation for termination over and above his/her statutory dues(Provident fund etc.)

Paternity Benefit

Male employee (applicable up to 2 serving children) is eligible of 15 days of leave during a period before 15 days of Child birth /adoption till 6 months after child birth /adoption.