

INDUCTION PROGRAMME

For UN Employees

Objective

About UN Enterprises

About Customer

Basic Rules

Discipline At Customer Site

Safety at Work

Wages and Benefits

Positive Attitude For Healthy Life

About UN Enterprises

- Started in June 2015
- Office at – Shikrapur, Pune.
- Business - Manpower supply in Manufacturing industries.
- Current Manpower – 210 No's
- No Of Clients – 6
- Clients – Unipol India, Trinity India, Alcomech, etc

About – ETL

- ETL is established in 1980
- Business – Two wheeler auto component manufacturing.
- Pune B-20 : Bajaj 2W engine parts powder coating and machining.
- Pune B-22 : Supply of alloy wheel to Bajaj and Other customers. GDC, PDC, Powder Coating, Machining operations happen.
- Pune B1/3 : Operations of GDC, PDC and Machining activities.
- Company supply component majorly to Bajaj for their high end products like Pulsar, Avenger etc.

Basic Rules

- Joining Formalities
- Uniform
- Safety Shoes
- Punching/ Attnnd Card
- Attendance Verification
- Wages Payment
- Absenteeism
- About Duty
- Overall attitude and behaviour

Discipline At Work Site

- Wear Uniform and Safety shoes
- Gutkha, Smoking Strictly prohibited
- Reach at Work Place - Before 15 Min.
- Handover – Takeover with reliever
- Understand fully about work
- Do's and Don'ts at work
- Don't Leave place without intimation
- Follow Safety instructions carefully
- Follow machine operating guidelines
- Work to achieve productivity and Quality
- Respect to Customer and co-colleague.

Safety At Work

- Know Safety & Health policy
- Know safety instructions.
- Use PPE's
- Know Emergency plan of the plant.
- Know Safe Machine Operating guidelines.
- Accident, Fire, First Aid, Ergonomics, etc
- Handling tools.
- Good Safety Habbits
- Do's and Don't's

Health & Safety Policy

HEALTH AND SAFETY POLICY

The Management of U N Enterprises, duly recognizing its responsibility towards its employees and other personnel working at its committed to :

- Ensure that all employees/personnel have a safe and healthy place to work and that the surrounding environment shall not be adversely affected by work activities.
- Continual improvement in prevention of accidents, particularly those involving personal health or injury, through improvisation in process, where permissible, to avoid hardship and suffering.
- Promote and maintain safety in the operation and maintenance of all plant and equipment. It is emphasized to prove facilities in the formation of manufacturing processes ,and in the safekeeping ,including transportation, of all substance, right from design and construction stage towards safety.
- Inculcate in all employees a sense of personal responsibility in preventing injury to themselves, their fellow workers and the public in general and to report to their immediate supervisor any hazard which they themselves cannot eliminate.
- Comply with all statutory, regulatory & other applicable requirements related to occupational Health & safety.

Place : Pune

Date : 01.01.2021

Nilesh Umap

Business Head

Wages & Benefits

- Wages Structure – Gross, Deductions, In Hand
- Payment Mode
- Payment Cycle
- About PF, ESIC, MLWF & PT deductions
- Know your payment slip
- Importance of PF, ESIC, MLWF
- How to take benefit of ESIC & MLWF
- How to withdraw PF
- Other payment rules

Positive Attitude For Healthy Life

- About Attitude – Positive attitude
- Discipline in Life
- Key Points for Healthy life
- Importance of Teamwork
- Importance Of Work
- Everyone can contribute for nation building
- Must Do – 5 Things
- Must Do Not Do – 5 Things

Thank You..!!