



INNOVATIVE SURFACE COATING TECHNOLOGY , NAGPUR

“ SAVE ENERGY || REDUCE CO2 EMISSIONS”

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ISCT Safety Induction Program

A safety induction is conducted to welcome new employees to the company and prepare them for their new role. It ensures workers are fully informed about the organisation and are aware of their work and responsibilities. It serves as a starting point for an organisation to introduce a culture of safety in the workplace.

ISCT team involved in depth safety induction program for the new team member giving them a insight and detailed explanation on the new job role.

It's divided into 3 major part:

1. Corporate induction program
2. Manufacturing induction program
3. Specialised program for the application team

A proper site or safety induction help ISCT workplace achieve the following:

- Promote a safe working environment for all employees.
- Help employees understand the values and behaviour of the workplace culture.
- Ensure adequate knowledge of emergency procedures such as emergency exits, evacuation instructions and assembly points.
- Proper equipment handling.
- Understanding of critical government rules and regulations.
- Help employees transition smoothly to the organisation and adjust to the new role.
- Workers know their work responsibilities and limitations.
- Employees are educated about company policies against bullying, harassment, and other critical policies.
- Employees rights and benefits are in place.
- Drive improvement in productivity and quality of work.

Health and Safety Induction Training :

A health and safety induction training is provided for new employees. Safety induction trainings can help new employees become familiar with their work activities, responsibilities, their colleagues or teammates, and operating policies, procedures, and rules. Below are some of the common safety induction topics that we need to cover during a safety induction training session:

- Hazards and risks in your workplace



- Special equipment, such as personal protective equipment (PPE), which may require additional training
- Safe work practices
- Work health and safety legislation
- Emergency procedures
- First aid and other emergency contacts.

Safety Induction protocol to be followed:

1. Set aside some time to do the induction. It may be done individually or with a new group of workers before reporting to work.
2. Find a good location away from noise and distraction.
3. Don't rush it or try to spin it out, set an even pace.
4. Make eye contact and ensure that everyone can hear you.
5. Grab attention early on
6. Be mindful of literacy and make sure that the workers understand what is required.
7. Be confident but avoid confrontation
8. Keep it simple. Be careful to ensure the messages you are sending are understood by the participants.
9. Explain employees work requirements and safety directions
10. Stress prevention and give examples of ignition sources.
11. Keep a record of content and attendees.



Site induction checklist:

Safety Induction

Site layout

- Site operating hours, site location, and floor plan.

✓
✗
N/A

Requirements of the job

- Working schedules, conditions, processes and procedures.

✓
✗
N/A

General Rights and Responsibilities

- Explain worker rights and responsibilities as granted by legislation.

✓
✗
N/A

Government Safety Regulation

- Provide education about safety regulations. Identify the location of the Material Safety Data Sheets (MSDSs). Review the MSDSs for all hazardous materials to be used by the employee. Explain hazardous material labeling requirements. Conduct job-specific training.

✓
✗
N/A

Company Safety Rules and Policies

- Explain safety rules and policies that are specific to your company.

✓
✗
N/A

Site Rules

- All site personnel must sign in and out of site. Usage of mobile devices. Ensure mechanical and electrical equipment is stored properly. Keep all areas of the site tidy and free from discarded materials.

✓
✗
N/A

Site Hazards

- Tour the work areas and facility and discuss associated work area hazards and safe work practices.

✓
✗
N/A

Health and Safety

- Health and safety policies were discussed. Prohibit use of drugs and alcohol within the site.



✓
✗
N/A

Site Housekeeping

- Always ensures that your work area is tidy and free from any rubbish. A waste compound is provided on site for the orderly disposal of waste materials.

✓
✗
N/A

Toxic Products

- Identify workspaces where hazardous materials are used, stored or disposed of.

✓
✗
N/A

Food and Beverages

- Explain that food and beverages are only permitted to be stored in refrigerators clearly labeled "FOOD ONLY". All food and drink is to be consumed within the prescribed welfare facilities compound.

✓
✗
N/A

Welfare Facilities

- Location of welfare facilities (toilets, washing areas, and canteen)

✓
✗
N/A

Personal Protective Equipment (PPE)

- Review the PPE program if the employee will be required to wear protective equipment. Issue appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.

✓
✗
N/A

In Case of Injury or Illness

- Review the reporting procedures in the event of an injury and/or accident.

✓
✗
N/A

Emergency Notification Form

- Have employee complete the Emergency Notification form. Keep a copy for your files and send a copy to your Emergency Coordinator.

✓
✗
N/A



Emergency Procedures

- Show and explain how to use emergency eyewashes and showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes, as applicable. Demonstrate the evacuation procedures.

✓
✗
N/A

Emergency Evacuation

- Review the company's Emergency Evacuation Plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area for your Branch.

✓
✗
N/A

Emergency Contact

- Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of emergency.

✓
✗
N/A

Completion

Nikhilesh R

Place: Nagpur



Disciplinary Policy of ISCT

This policy outlines the steps **INNOVATIVE SURFACE COATING TECHNOLOGY** will take to handle any disciplinary issues.

Disciplinary issues include allegations and/or complaints made about a staff member, a breach or breaches of **INNOVATIVE SURFACE COATING TECHNOLOGY** policies and procedures, including the Code of Conduct and/or non- performance of duties where performance improvement planning has concluded and has not been successful.

This policy applies to all **INNOVATIVE SURFACE COATING TECHNOLOGY** employees, and will be applied consistently and fairly. Where an employee's conduct is not described in this policy, the employee's conduct may still be subject to disciplinary action, up to and including dismissal.

Accountabilities

Managers of **INNOVATIVE SURFACE COATING TECHNOLOGY** will address non-performance and potential disciplinary issues in a prompt and timely manner and in accordance with this policy.

Procedural Fairness

To ensure procedural fairness where an allegation may lead to a formal disciplinary process, **INNOVATIVE SURFACE COATING TECHNOLOGY** will ensure;

- The employee is informed of his/her right to be represented or bring a support person at any stage of the process.
- The employee receives notification of the specific allegation
- The employee is notified of the possible consequences should the allegation be substantiated
- An employee receives notice of the specific allegation, the seriousness of the allegation, and of the possible consequences should the allegation be substantiated.
- The employee has the opportunity to provide an explanation in relation to the allegation.
- The employee's explanation is given full consideration. Any matters discussed by the Manager and an individual employee in relation to a disciplinary matter will be kept strictly confidential. For every disciplinary matter that is discussed, a record should be kept on the personnel file.



Procedure :

Preliminary Investigation / Interview

During any instances of misconduct or unsatisfactory performance, a management representative will conduct a preliminary investigation to determine the extent of the allegation. This could involve but is not limited to interviewing anyone who may be able to act as a witness to the allegations, including the employee concerned, and reviewing any CCTV footage that may be available.

The employee will be advised that, while the preliminary interview is not a formal disciplinary meeting, depending on the information they provide, a disciplinary process may be instigated as a result.

Following the investigations, If the allegations are lacking substance and no further action is warranted, a note will be made as to why the matter was not taken further. If the allegations are not deemed to be serious of nature, the corrective action may be informal coaching and will be documented on the employees file.

Formal Meeting

A formal disciplinary process may be invoked following the investigation. In instances where this occurs:

- The employee will receive written advice detailing the specific allegation(s) or grounds for disciplinary action.
- The employee will be provided with copies of any documents which it intends to use in the disciplinary meeting, this includes but is not limited to, witness statements, investigation report, CCTV footage (if available).
- The employee will be given reasonable notice of the meeting to seek advice and/or representation
- During the meeting the employee will be given the opportunity to respond to allegations. Should the employee choose not to attend the meeting, the meeting will take place in their absence and the outcome will be based on the facts of the investigation.
- Should the employee request another date/time to hold the meeting to allow their representative / support person to attend **INNOVATIVE SURFACE COATING TECHNOLOGY** will allow this, so long as the timeframe is considered to be reasonable.
- Meetings will be conducted with 2 representatives of **INNOVATIVE SURFACE COATING TECHNOLOGY** this will normally be the employee's manager and another senior manager or colleague.



- Notes will be taken at the meeting by one of the **INNOVATIVE SURFACE COATING TECHNOLOGY** representatives. These are not verbatim notes.
- All responses, evidence and other relevant information will be considered by the decision maker(s).
- The outcome will be delivered at a separate meeting, after full consideration of the facts and explanation provided. The employee will be provided with another opportunity to seek their views at this meeting prior to the final decision being communicated.
- Written confirmation of the outcome will be in written format, following the outcome meeting. Warnings / Summary Dismissal

Misconduct and poor performance related issues will go through a stepped warning process before dismissal can occur.

Where it has been determined that serious misconduct has occurred, **INNOVATIVE SURFACE COATING TECHNOLOGY** can summarily dismiss the employee without any prior warnings.

Examples of types of misconduct / serious misconduct:

Misconduct:

- Fraudulent timekeeping
- Absence from work without good reason
- Unsatisfactory work performance
- Refusal to obey reasonable and lawful instruction
- Poor maintenance of tools of trade for which he/she is responsible
- Damage as a result of negligence
- Failure to wear protective clothing or equipment where supplied
- Failure to observe security and safety regulations
- Smoking in a “No Smoking” area
- Being in an “out of bounds” area without authorisation or without good reason
- Failure to observe company policies or procedures



- Use of abusive and/or derogatory and/or offensive language or signs
Serious Misconduct:
- Injury to others through negligence
- Un-authorized possession of alcohol or non-medicinal drugs on work premises or during working hours
- Possession of dangerous weapons on work premises
- Assault
- Threat of Assault / Intimidation or incitement to violence
- Committing unsanitary acts
- Willful damage to company and/or customer property or equipment
- Unlawful possession of company property
- Under the influence of alcohol or drugs
- Driving company vehicle/equipment without authority
- Dishonesty during the course of employment
- Divulgence of confidential company information
- Deliberately supplying incorrect or falsified information



EHS POLICY OF INNOVATIVE SURFACE COATING TECHNOLOGY (ISCT)

1.0 Purpose

To establish the Environmental Health & Safety (EHS) policy for ISCT.

2.0 Scope

This policy applies to all Company owned or operated divisions and facilities, warehouses, corporate offices.

3.0 Commitment

The Company is firmly committed to compliance with all applicable federal, provincial, state and local environmental, health and safety laws and regulations. The Company will conduct all business in a manner that protects the environment, the health and safety of our employees, customers, contractors, and the public. We believe that each and every day we can operate our facilities in a safe and environmentally responsible manner without harm. We call this our Goal Zero.

4.0 Guiding Principles

Our environmental, health and safety practices are based on and defined by the following principles, which are intended to help guide the actions of all our employees:

- All incidents are preventable.
- Employees will know, understand and comply with ISCT Life Saving Principles which are aimed at preventing serious injuries.
- Safeguards must be provided to manage risk.
- Employees are responsible for working safely, in an environmentally responsible manner, and in accordance with standard operating procedures while identifying and correcting unsafe acts and conditions.
- Management is responsible for providing training, systems and resources to ensure a safe, healthy and environmentally sound workplace.
- All environmental, health, and safety incidents will be reported and major incidents investigated.
- Monitor, audit, and continuously improve our environmental, health, and safety performance and management systems.



- Incorporate environmental, health, and safety requirements in the design phase of our projects as well as in everyday operations and maintenance.
- Endeavor to prevent pollution at the source, to minimize waste and identify recycling options.
- A proactive environmental, health, and safety approach is good business. Separate Company locations may have a more comprehensive policy in addition to this policy. Such policies must be approved by the EHS Leadership Council for each business unit or location that implements a more comprehensive policy.



Fitness for duty Policy

Alcohol, Drugs and Medications, the impact of personal problems, and extreme fatigue can limit the ability of Employees to perform their work in a safe and productive manner, and can have a serious negative impact on the health and safety of the Employee and others. In light of this, and the safety-sensitive nature of our operations, the purpose of this Policy is to ensure Employees are fit to perform their assigned tasks safely and reliably.

SCOPE

This Policy applies to the Employer's operations for all Employees and Workers (hereinafter Employees) when they are at work, traveling to and from sites or locations, conducting business on behalf of or representing the Employer, and/or attending Employer-sponsored events, regardless of the location. Employees are expected to obey all laws at all times.

RESPONSIBILITIES

Employees are expected to report to work Fit for Duty and to remain Fit for Duty throughout their work day or shift, whether on or off Employer premises and worksites, and at all times in conjunction with the performance of their duties.

SELF- DISCLOSE Employees are expected to disclose to their Supervisor/ Employer if they are unfit for duty at any point. Employees are also expected to disclose any alcohol or drug use, medication use, personal problems, fatigue or any condition which may render them unfit for duty. **Employees** are encouraged to seek assistance at an early stage for any problem they may have that could effect their ability to remain fit for duty through the Employee or Union Assistance Program(s), or through their physician or services in the community.

DISCLOSURE OF SUBSTANCE DEPENDENCY An **Employee** who knows or reasonably suspects that he or she has a substance dependency or emerging Alcohol or Drug issue is required to report this to the Supervisor/Employer at the earliest opportunity and expected to seek advice and to follow appropriate treatment promptly before safe job performance is affected or violations of this Policy occur.

Employees with a Disability may require Accommodation, which may follow some alteration to the work or the workplace that is consistent with a worker's Functional Abilities and the Ontario Human Rights Code (HR Code) and the Accessibility for Ontarians with Disabilities Act (AODA). Employees are expected to request accommodation for any disability, including substance abuse disorder, at the earliest opportunity, and to cooperate with the Employer during the procedural and substantive accommodation process. The **Employer** is committed to assisting Employees with individualized accommodation, treatment and rehabilitation in cases where they have medically validated dependency issues. The **Employer** will support Employees who voluntarily request help related to any disability that would effect their ability to remain fit for duty.



PROCEDURE / METHOD

All Employees are to report to work and remain fit to perform their duties throughout the duration of their employment shift. For the purpose of this policy, Fit for Duty/Fitness for Duty means that an Employee is in a physical, mental, and emotional state which enables the employee to perform the essential tasks of his or her work assignment in a manner that is predictable and which does NOT threaten the safety or health of oneself, co-workers, property, or the public at large.

SENT HOME An Employee will not be permitted to work and will be sent home without pay for the duration of his or her shift when there are objective signs as assessed by the Supervisor/ Employer that he/she may not be Fit for Duty. If it is determined that an Employee is not Fit for Duty, a manager/supervisor will ensure that the Employee leaves the work site and has a safe method of transportation.

MEDICAL ASSESSMENT Following the occurrence of any accident or incident or near miss, the Employer may conduct an investigation of any employee involved in the arising event to determine if they were fit for duty, including the potential use of a post incident medical assessment. The Employer reserves the right to require an employee/ worker submit to a medical assessment to aid in such an investigation, which may include Drug and/or Alcohol testing by an approved and accredited third party medical and testing authority.

In addition, where an employee has been deemed not fit for duty, the Employer may require a medical assessment by a treating physician satisfactory to the Employer prior to returning the Employee to the workplace.

VIOLATION/PENALTY

Any violation of this Policy by an Employee will result in appropriate corrective action(s), which may include verbal or written warnings, suspensions without pay, or other action up to and including the termination of the Employee's employment for cause. For clarity, an employee's failure to disclose any condition impacting fitness for duty, or failure to disclose a substance dependency disorder where it is reasonable to know or suspect that an employee has or may have a substance dependency disorder, is liable to discipline up to and including termination of employment for cause.

ACKNOWLEDGEMENT FORMAT:

Employees must sign the applicable acknowledgement form attached to this Policy. A copy of the signed acknowledgement form will be placed and maintained in the Employee's personnel file.

Employee Acknowledgement

By my signature below, I acknowledge that I have read and understand this Fitness for Duty Policy and agree to abide by its terms and conditions.

I also understand that any violation of this Policy will result in appropriate corrective action, which may include disciplinary action up to and including the termination of my employment for cause.



Incentive and Bonus Policy

1. Purpose

- 1.1. The purpose of the Incentive and Bonus Scheme is to:
 - a) Reward employees for their performance and contribution to ISCT
 - b) Better educate employees about their individual Key Performance Indicators (KPIs) and how the indicators link to the overall success of ISCT business.
 - c) Increase employee motivation and interest in meeting ISCT goals and reward them outside of the normal remuneration process for achieving or exceeding targets.
 - d) Provide a clear correlation between key performance measures that influence reward and the employee's ability to influence those measures.

2. Commencement of Policy

- 2.1. This Policy will commence on 01/04/2010. It replaces all other policies dealing with incentive payments and bonuses (whether written or not).

3. Application of the Policy

- 3.1. This Policy applies to all eligible employees of ISCT employed in the positions set out below. This Policy does not form part of any employee's contract of employment.

4. Meaning of Discretion

- 4.1. Any payment of a bonus or other incentive payment (including determining the amount of such payment) is at the absolute Discretion of ISCT.
- 4.2. In this Policy, 'Discretion' means that ISCT has an ability to change this Policy or withdraw the policy at any time for any reason. For example it may act arbitrarily, with any payment being made under the Policy entirely gratuitous and voluntary.

5. Eligibility

- 5.1. Participation in the scheme is open to the employees of ISCT who:
 - a) commenced employment with ISCT on or before 01/04/2010
 - b) are employed in one of the positions listed above;
 - c) are employed by ISCT at the Notification Date.
- 5.2. Any employee who commences employment with ISCT after 01/04/2010, may, at the absolute Discretion of management, be able to participate in the scheme on a pro-rata basis.

6. Payment of incentive

- 6.1. An assessment of each employee's entitlements to an incentive payment will generally be made on 1st of every month.
- 6.2. Any employee who has been assessed as being entitled to receive an incentive payment will generally be notified in writing ('Notification Date').
- 6.3. Any employee who has been assessed as being entitled to receive an incentive payment will generally receive the incentive payment by 5th of every month.



- 6.4. Incentive payments are stated as gross amounts and are inclusive of any superannuation entitlements.
- 6.5. Payment of an incentive payment to employees is dependent upon:
- a) **ISCT** meeting its revenue performance goals during the term of the scheme, so it will make a sufficient profit to meet the required incentive payments;
 - b) the particular employee being employed by ISCT before 1/04/2010, or such other time at the absolute Discretion of management;
 - c) the particular employee being employed by ISCT and not serving a period of notice of termination of employment at the Notification Date (regardless of whether notice of termination was given by ISCT or the employee);
 - d) the particular employee achieving at least a satisfactory performance rating (ie a 3 rating) at their performance review, based upon their performance for the year against their KPIs. Employees will be ranked as either:
 1. (unsatisfactory - don't qualify for a bonus);
 2. (below average - don't qualify for a bonus);
 3. (satisfactory performance);
 4. (excellent); or
 5. (outstanding).
- 6.2. A performance review meeting may be held with an employee to discuss their performance. Employees will be notified of their performance ranking. The ranking is based upon the employee's performance for the year against their KPIs.
- 6.3. **ISCT** retains the absolute Discretion at all times, to amend, cancel or discontinue the incentive and/or bonus schemes (and associated incentive KPI plan), in part or in its entirety, without compensation, at any time. Employees should be informed if any such decision is taken. If the incentive and/or bonus scheme is amended, cancelled or withdrawn completely during the term of the scheme, ISCT may exercise its Discretion to make a pro-rata incentive payment to affected employees.
- 6.4. If an employee is transferred to another role during the scheme period, the employee's incentive entitlements and KPIs may be adjusted.
- 6.5. If an employee's employment with ISCT is terminated prior to the Notification Date for a reason, other than serious misconduct, poor performance, other conduct issues or resignation, ISCT may exercise its Discretion to make a pro-rata incentive payment to the affected employee.
- 7. Confidentiality**
- 7.1. It is a condition of each employee's participation in **ISCT** incentive and bonus scheme, that all details of the scheme, policy and incentive KPI plan are kept confidential. Any breach of this confidentiality requirement may result in the relevant employees' incentive and/or bonus being withdrawn, or other disciplinary action being taken, which may include termination of the relevant employee's employment.



PERSONAL PROTECTIVE EQUIPMENT PPE

Whenever feasible, hazards must be eliminated through engineering, and/or administrative controls, prior to resorting to the use of PPE. In some work environments Personal Protective Equipment (PPE) must be provided and used to protect personnel against hazards capable of causing injury, illness, or impairment. It is the policy of ISCT to provide appropriate PPE to employees who may be subjected to a hazardous environmental condition.

RESPONSIBILITIES

Departments shall:

- Conduct PPE Hazard Assessments that identify when, where and what PPE is required.
- Provide appropriate personal protective equipment and training to employees exposed to hazards requiring PPE.
- Post areas requiring PPE with appropriate caution signs. These areas include eye, face, head, hearing, and hand protection areas.
- Ensure that employees use PPE appropriately when required

Supervisors shall:

- Ensure that PPE Hazard Assessments are conducted when appropriate.
- Ensure that appropriate PPE is available to employees.
- Ensure that PPE is used properly where it is required.

Employees shall:

- Use PPE in accordance with instructions and training received.
- Care for their personal protective equipment properly and guard against damage and contamination.

PROCUREMENT OF PPE

In general, cost of PPE is borne by the department. Where equipment is very personal in nature and is usable by workers off the job, departments have the flexibility to decide what portion of the cost they will bear. Examples of PPE that is personal in nature and often used away from the worksite include prescription safety glasses and safety shoes.



STORAGE OF PPE

PPE shall be properly stored to protect against environmental conditions that might reduce the effectiveness of the equipment or result in contamination during storage. PPE having a shelf-life limitation shall be checked periodically to ensure compliance with the expiration date.

MAINTENANCE OF PPE

PPE, including employee-owned PPE, shall be maintained in a sanitary and serviceable condition. PPE requiring specialised servicing as specified by the manufacturer shall be serviced by qualified personnel.

PPE issued for exclusive use by an individual employee shall be visually inspected for defects or wear by the employee before each use. Such PPE shall be inspected frequently by the supervisor to ensure its serviceability.

PPE subject to use by more than one individual, such as visitor's PPE or PPE used only occasionally, shall be cleaned and disinfected by the last individual to use it, before being made available for use by subsequent personnel. Where disinfection of PPE is not applicable (i.e., thermal gloves, leather gloves, etc.), it is recommended to wash hands or use hand sanitizer before and after use.

PPE intended for emergency use shall be cleaned, disinfected, and placed in an operable condition after each use by the last individual to use it. Such equipment shall be inspected monthly to ensure its serviceable condition. Records shall be kept of these inspections.



NEW EMPLOYEE ORIENTATION PROGRAM:

The following is a brief guide to assist employers with the orientation of new employees. New employee orientation is not a one-day process; it can take from 30 days to 6 months or more, if done properly. A successful orientation program accelerates learning and decreases employee turnover, while increasing employee satisfaction and performance.

First impressions shape an individual's image of the organisation throughout their employment. New employees are already facing an anxiety-inducing situation, due to coming into a new environment and wondering if he or she will fit in. As such, it is important that the employer does not worsen the experience with a boring, confusing and overwhelming orientation process. It is important that new employees quickly feel like they belong, and are a valued member of the organisation.

PRIOR TO THE EMPLOYEE'S ARRIVAL

- Develop an orientation checklist specific to your organisation.
- Make sure that there is a clean and functional work area ready for the employee.
- Ensure that the employee has the proper equipment and supplies. Ensure that the employee has necessary information technology resources, including access to programs necessary for performance of job duties.
- Make sure that the employee's supervisor is not scheduled to be off when the new employee arrives, and that he or she has plenty of time to meet with the employee.
- Ensure that all required documents and forms are prepared.
- Ensure meaningful work is prepared for the first day.

Designate and prepare an appropriate mentor for the new employee.

UPON THE EMPLOYEE'S ARRIVAL

- Assign a staff person to greet and welcome the new employee.
- Explain what will be involved in the orientation process.
- Take the new employee on a tour of the facility, explaining the location of physical facilities.
- Introduce the employee to his or her coworkers, explaining each individual's role in the organisation.
- Provide a Frequently Asked Questions (FAQ) document and a list of key employees to contact for additional questions.



Provide the employee with necessary information regarding “housekeeping” matters, but do not overwhelm or bore the employee with mundane presentations and/or videos. Present the vital information in an organised and succinct format, and ensure the employee has adequate time to review necessary forms and policies. Most of this information can be provided by the human resources office, and ideally through automated software.

The following are examples of some items that will need to be addressed:

- Important policies and general procedures.
- Information about normal work hours, compensation and benefits.
- Completion of required benefits and payroll documentation.
- Location of required employment posters.
- Safety and accident prevention.
- Building access issues.
- Parking arrangements.
- Employee Referral Program (ERP) information.

Cover Job-Specific Details

Provide the new employee with job-specific information such as:

- Function and mission statement of the organisation, and how the employee fits in.
- The vision, values and goals of the organisation.
- Job responsibilities, expectations and duties detailed in a Standard Operations Procedures (SOP) Guide.
- Job-specific policies, procedures, rules and regulations.
- Career development opportunities, such as available professional organization membership, training, tuition reimbursement, and career progression.



AFTER THE EMPLOYEE SETTLES IN

- Set up a schedule of follow-up meetings with the employee to discuss his or her progress and to request feedback regarding issues such as:
 - His or her impression of the organisation.
 - Value and evaluation of the orientation process.
 - Work rules and policies.
 - Equipment and/or supplies the employee may need.
 - Assure the employee that his or her supervisor is always available should questions or concerns arise, and that his or her questions and concerns will be addressed.
 - Assign the employee a mentor who is motivated in fulfilling the mission of the organisation and who will create a positive environment and foster an optimistic attitude.
 - Assign meaningful work to the employee.



Risk assessment format of ISCT:

Company name:		Assessment carried out by:	
Date of next review:		Date assessment was carried out:	

What are the hazards?	Who might be harmed and how?	How to reduce the harm and POA for the same	Who need to carry the risk?

Please note: The actual acknowledged copy of the document is attached separately and the above format is for only for your reference and perusal.



TRAINING/ORIENTATION RECORD:

Instructor/Facilitator:

Department/Contractor Group:

Name of employee	Mode of training	Date of completion	Test completed (Y/N)

Please note: The actual acknowledged copy of the document is attached separately and the above format is for only for your reference and perusal.



Substance Abuse Policy Statement

Date :01/04/2010

ISCT is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any ISCT employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, ISCT has established the following policy, pursuant to T.C.A. Section 50-9-100 et. seq.:

(1)It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job,

(2)It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.

(3)It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.

(4)It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

(5)Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behaviour that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about a valuable resources for getting help. Everyone shares responsibility for maintaining a safe work

environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug- free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the ab use of alcohol are incompatible with employment at ISCT. Confidentiality is assured. NO information regarding the nature of the personal problem will be made available to supervisors, nor will it be included in the permanent personnel file.

Participation in the EAP will not affect an employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. The EAP is a process used in conjunction with discipline, not a substitute for discipline.



The EAP can be accessed by an employee through self-referral or through referral by a supervisor. We will distribute information about the EAP to employees for their confidential use.

General Procedures

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

Opportunity to Contest or Explain Test Results

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer; if an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the company; a person may contest the drug test result pursuant to rules adopted by the Bureau of Workers' Compensation.

Confidentiality

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Job Applicant Drug Testing

All job applicants at this Company will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed positive test result will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this Company, and by signing a consent agreement will release this Company from liability.

If the physician, official or lab personnel have reasonable suspicion to believe that the job- applicant has tampered with the specimen, the applicant will not be considered for employment.

This Company will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, that this Company will not tolerate.



Employee Drug Testing

This Company has adopted testing practices to identify employees who use illegally use drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. 'Reasonable suspicion' is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

(A)Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance ab use;

(B)Abnormal conduct or erratic behaviour while at work or a significant deterioration in work performance;

(C)A report of substance abuse provided by a reliable and credible source;

(D)Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;

(E)Information that an employee has caused or contributed to an accident while at work; or

(F)Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

2. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work-time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.

3. As part of a follow-up program to treatment for drug ab use.

4. Routine fitness-for-duty drug or alcohol testing. A covered employer must require an employee to submit to a drug or alcohol test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination where the examinations are required by; law, regulation, are part of the covered employer's established policy, or one that is scheduled routinely for all members of an employment classification group.

Alcohol Testing

The consumption or possession of alcoholic beverages on this Company's premises is prohibited. (Company sponsored activities which may include the serving of alcoholic beverages are not included in this pro vision.) An employee whose normal faculties are impaired due to alcoholic beverages, or whose blood alcohol level tests .10% by weight for non-safety sensitive positions, or



.04% for safety sensitive positions, while on duty/company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination.

Refusal to Submit

Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

Important Information for Job Applicants and Employees

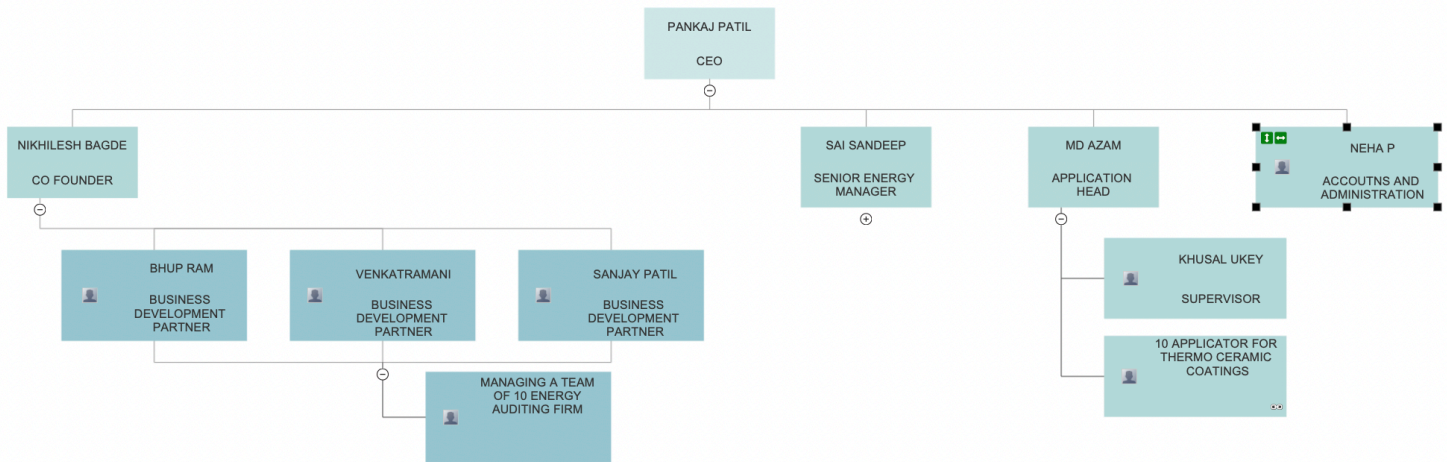
When an employee or job applicant submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a list of common medications and substances which may alter or affect the outcome of a drug or alcohol test. This form will also have a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information. The information form should be kept by the job applicant or employee for their personal use. If the job applicant or employee has a positive confirmed test result a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or employee should keep the form as a “reminder “ to discuss this information at that time. The medical review officer will take this information into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and non-prescription medicine.

It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to TCA Section 50-9-100 et. seq., Drug-Free Workplace Programs.

The provisions of this policy are subject to any applicable collective bargaining agreement or contract and include the right of appeal to the applicable court.



Organisation chart of ISCT:





Fitness for Duty Policy

At ISCT, we owe our customers, passengers and each other our best effort as we face the many risks and challenges inherent to aviation. Whether flight crew, maintenance staff, schedulers/dispatchers or support staff, your fitness for duty is integral to our team's success in making the environment more green clean and better for mankind.

“Fit for duty” means that a team member is physically, mentally and medically fit to perform their assigned duties, sufficiently rested, and unimpaired by drugs or alcohol. We have committed ISCT to employee fitness for duty by providing adequate rest opportunities between duty periods, the opportunity for team members to report fitness issues via a positive and confidential process, and encouragement for employees to seek treatment for substance abuse or any physical and mental health issues that they might face.

At ISCT, no team member should commence safety-sensitive work if not fit for duty, and should stop such work if they become unfit. Any team member observing a potentially unfit teammate should also stop that person's safety-sensitive work and help them seek assistance. Because this policy does not protect actions contrary to company policy or regulation, reporting an unfit condition before commencing work is always preferred and provides the best protection for all involved. The Employee Handbook describes the policies applicable to these situations, especially regarding the roles of the Employee Assistance Program (EAP) and the Safety Management System (SMS).

To ensure that our employees are fit for duty and have the support necessary requires a shared responsibility between management and employees. For its part, management shall:

- Provide a reporting process through the SMS that allows and encourages reporting of fatigue, stress, health concerns and unfit-for-duty events;
- Provide an EAP that allows anonymity for employees seeking help;
- Provide training and education on the reporting process, assistance programs and recognition of symptoms of unfitness in themselves and others;
- Encourage self-reporting by employees when they are not fit for duty;