Policy Documents

1. Work From Home Policy :

Document	STANDARD OPERATING POLICY		
Department	Human Resources.	Effective Date	15-Nov-2021
Document No.	JBCPL / HR / 058 / 2021	Valid Upto	31-Dec-2025
Version No.	001	Page	Page | 1
Title	Policy Guidelines – Work from Home (CO)		

Policy Guidelines
–
Work from Home
(CO)

	Name, Designation	Department	Signature	Date
Prepared by	Ms. Sayli Bhatkhande Senior Manager - HR.	Human Resources	Sd/-	15-Nov-21
Reviewed by	Mr. Sridhar Bharadwaj Vice President - HR.	HR & Admin	Sd/-	15-Nov-21
Approved by	Mr. Nikhil Chopra CEO	Corporate	Sd/-	15-Nov-21

Document	STANDARD OPERATING POLICY		
Department	Human Resources.	Effective Date	15-Nov-2021
Document No.	JBCPL / HR / 058 / 2021	Valid Upto	31-Dec-2025
Version No.	001	Page	Page | 2
Title	Policy Guidelines – Work from Home (CO)		

1) **Purpose**: To enable employees to '**Work from home**' (WFH) as per the prescribed guidelines.

2) **Definition: Work from home –** is a facility provided by the Company to the employee to enable him/her to work from home to meet the business requirements.

3) **Accountability**: Reporting Manager, HOD.

4) **Eligibility**:
An employee based on his / her roles and responsibilities may be eligible to avail work from home to the maximum extent of **two times in a month**.

5) **Criteria's**:
- Half Day WFH will not be allowed.
- An employee who does not follow the WFH norms will be considered absent and asked to apply leave/s for the said day/s.
- WFH cannot be availed if there are any important meeting / business exigencies scheduled on that day.

6) **Process:**
Employee needs to seek prior approval from the reporting manager and needs to apply WFH in the Workline System within 7 days from the availed date.

7) **While WFH:**
- Employee is expected to be available, perform duties and attend virtual meetings etc.
- In case of technical issues / difficulties like connectivity, the concerned employee should get in touch with IT on helpdeskit@jbcpl.com and keep the reporting manager informed about it.

8) **GENERAL RULES:**
1. WFH cannot be claimed as a matter of right.
2. The management reserves the right to amend / change the above policy at any time as it deems fit, without giving any notice or intimation thereof.

2. Flexi Working Hours Policy :

Document	STANDARD OPERATING POLICY		
Department	Human Resources.	Effective Date	15-November-2021
Document No.	JBCPL / HR / 001 / 2021	Valid Upto	31-December-2025
Version No.	005	Page	1
Title	Policy on Working Hours at Corporate Office and Thane R&D		

Policy on Working Hours at Corporate Office and Thane R&D

	Name, Designation	Department	Signature	Date
Prepared by	Ms. Sayli Bhatkhande Senior Manager	Human Resources	Sd/-	15-Nov-2021
Reviewed by	Mr. Sridhar Bharadwaj Vice President	HR & Admin	Sd/-	15-Nov-2021
Approved by	Mr. Nikhil Chopra CEO		Sd/-	15-Nov-2021

Document	STANDARD OPERATING POLICY		
Department	Human Resources.	Effective Date	15-November-2021
Document No.	JBCPL / HR / 001 / 2020	Valid Upto	31-December-2025
Version No.	005	Page	2
Title	Policy on Working Hours at Corporate Office and Thane R&D		

1) **OBJECTIVE:** To bring about clarity on Working Hours applicable to employees at Corporate Office and Thane R&D. This policy aims to enable employees to enhance their productive working hours and achieve a better work-life balance.

2) **RESPONSIBILITY:** Reporting Manager, HOD and Head HR.

3) **ELIGIBILITY:** Applicable to all employees at Corporate Office and Thane R&D

4) **COVERAGE:** This policy covers Office timings, Working Hours and Flexi Working hours.

5) **OFFICE TIMINGS & WORKING HOURS:**

Working Hours	8 Hours.
Core Office Timings	09:00 a.m. to 05:00 p.m.
Flexi Timings	08:00 a.m. to 07:00 p.m.
Lunch Break	30 minutes.

6) **6.01 FLEXI WORKING HOURS:**

Looking at the travel difficulties in reaching the office on time as well as to attend to urgent personal work, at times, the concept of flexible timing is provided as under: -

1. An employee may reach office at any time between 08:00 a.m. and 11:00 a.m. and can leave office at the end of the day after investing 8 hours of work.

   For instance,

Reporting time	
Punch In	**Punch Out**
08:00 a.m.	04:00 p.m.
09:30 a.m.	05:30 p.m.
10:00 a.m.	06:00 p.m.
10:30 a.m.	06:30 p.m.
11:00 a.m.	07:00 p.m.

   In case of shortfall of 8 hours of working, an employee will have to apply for a half day leave.
2. An employee reaching office after 11:00 a.m. would be considered as absent for the first half and the applicable leave rules would apply.
3. Half-day leave - CL / SL may be availed on completion of 4 hours of work.
   - Half day Leave (first half) - punch in between 01:00 p.m. and 3:00 p.m.
   - Half day Leave (second half) - punch in between 08:00 a.m. and 11:00 a.m.

6.02 LUNCH TIMINGS: - The standard lunch timings - 30 minutes.

7) **GENERAL GUIDELINES:** -

The Management reserves the right to amend /modify this policy depending on the exigencies existing from time to time.

3. Parental Support Policy :

	STANDARD OPERATING POLICY		
Department	Human Resources	**Effective Date**	May 01, 2025
Document No.	JB / HR / 002 / 2025	**Valid Upto**	March 31, 2028
Version No.	002	**Page**	1 of 2
Title	**Parental Support Policy (Day Care Facility)**		

Parental Support Policy (Day Care Facility) – Corporate Office

	Name, Designation	Department	Signature	Date
Prepared by	Ms. Ashwini Thakur Senior Manager Mr. Vishal Chavan Deputy General Manager	Human Resources Legal	Sd/-	25-Apr-2025
Reviewed by	Mr. Sridhar Bharadwaj Vice President	HR & Admin	Sd/-	25-Apr-2025
Approved by	Mr. Nikhil Chopra CEO	Corporate	Sd/-	25-Apr-2025

	STANDARD OPERATING POLICY		
Department	Human Resources	**Effective Date**	May 01, 2025
Document No.	JB / HR / 002 / 2025	**Valid Upto**	March 31, 2028
Version No.	002	**Page**	2 of 2
Title	**Parental Support Policy (Day Care Facility)**		

1)	**OBJECTIVE:** To provide a good, safe and hygienic day care facility for employees with young children, this will enable them to balance their work and parental responsibilities.
2)	**APPLICABILITY:** • The policy is applicable to all the permanent employees at **Corporate Office** whose kids are in the age group between 7 months and 10 years. • This benefit can be availed for upto two children.
3)	**ACCOUNTABILITY AND RESPONSIBILITY:** HR SPOC and Head HR.
4)	**GENERAL GUIDELINES:** • An employee needs to send an email along-with the duly filled application form to the HR. • The company will share the details of the above employee's to the Day Care Centre. • The Day Care Centre is available from Monday – Friday between 08:30AM and 07:30PM. It will remain closed on Saturdays, Sundays and holidays as per the attached list. • An employee can avail the service upto a maximum of 8 hours per day. • An employee is permissible to visit the day care centre twice a day for 15mins each. • Any extension in timings / extra facilities availed will be chargeable and the cost will be borneby the employee and to be paid directly to the Day Care Centre. • The Day Care facility can be availed on Monthly basis or Per Day basis and the cost for the same will be borne by the company. • The above cost would include meals and evening snacks. • An employee is responsible for the child's pick-up and drop. • Employee will have to present the necessary supporting documents mentioned below. • This is the facility provided by the company as a part of the wellness initiative however, the safety, security and wellbeing of the child will solely be the parent's responsibility and in any event company shall not be liable or responsible for the same. • The Management reserves the right to amend / change the above policy at anytime as it deems fit, without giving any notice or intimation thereof.

Sr.No.	Details to be given by Employee to HR SPOC	Details to be given by Employee at the Centre
1	Email to HRBP	Registration Form duly filled
2	Duly filled Day Care Facility – Application form	Employee Company Identity Card - photocopy
3	Aadhaar Card of the child	Aadhaar card copy of both parents – photocopy
4		Child's birth certificate - photocopy
5		Child's Aadhaar Card – photocopy
6		Child's Medical History (If Any)
7		Emergency Contact Number
8		Emergency Doctor Contact Number
9		Photographs of people who will be responsible for child's pick-up & drop (these will be affixed on the ID card)

4. Company Loan Policy :

Document	STANDARD OPERATING POLICY		
Department	Human Resources.	Effective Date	01-Apr-2024
Document No.	JB Pharma / HR / 051 / 2024	Valid Upto	31-Oct-2028
Version No.	004	Page	1
Title	Company Loan Policy – Corporate Office, Thane R&D, Plant and Field		

Company Loan Policy –
Corporate Office, Thane R&D, Plant and Field

	Name, Designation	Department	Signature	Date
Prepared by	Ms. Nisha Prabhat General Manager – HR	Human Resources	Sd/-	1-Apr-24
Reviewed by	Mr. Sridhar Bharadwaj Vice President – HR	HR & Admin	Sd/-	1-Apr-24
Reviewed by	Mr. Narayan Saraf CFO	Finance & Accounts	Sd/-	1-Apr-24
Approved by	Mr. Nikhil Chopra CEO	Corporate	Sd/-	1-Apr-24

Document	STANDARD OPERATING POLICY		
Department	Human Resources.	Effective Date	01-Apr-2024
Document No.	JB Pharma / HR / 051 / 2024	Valid Upto	31-Oct-2028
Version No.	004	Page	2
Title	Company Loan Policy		

1) **OBJECTIVE:** To lay down a procedure for meeting employees' urgent short-term financial need for the reasons elaborated hereunder in the policy.

2) **APPLICABILITY:** The policy is applicable to all the employees including Corporate Office, Thane R&D, Field, and all Factory locations.

3) **RESPONSIBILTY:** Respective HODs and Head HR.

4) **ELIGIBILITY:**
- Employee who has rendered minimum 3 years of uninterrupted service in the Company, on the date of loan application.
- No loan to be granted to the employee if previous loan recovery is pending.
- The Personal Loan would be considered only on the following grounds with requisite supporting's and at the discretion of the management.

Sr. No.	Loan Reason
1	Emergency - Medical and Natural calamities.
2	Housing - Renovation and Flat Purchase
3	Personal – Marriage, Education, Vehicle

5) **PROCEDURE:**
- An employee needs to apply the loan application in prescribed format with necessary supporting and submit it to his departmental head.
- Departmental Head would scrutinize and recommend the case to the HR department. Respective HR would in turn discuss the case with the Head HR for approval.
- **The Rate of Interest will be applicable as per the existing repo rate plus 2.5%**
- Repo rate to be reviewed, updated and communicated to the employees once in beginning of every quarter if there are any changes.
- **Perquisite as per Income Tax Law as applicable would be computed and tax is deducted from the recurrent salary.**

The Loan Amount and Recovery Period is mentioned hereunder:

Grade	Maximum Loan Amount	Recovery Period
M2 and above	3X basic	24 months
M3 and below	4X basic	24 months

Document	STANDARD OPERATING POLICY		
Department	Human Resources.	Effective Date	01-Apr-2024
Document No.	JB Pharma / HR / 051 / 2024	Valid Upto	31-Oct-2028
Version No.	004	Page	3
Title	Company Loan Policy		

6) **Recovery of Loan Amount:**

- Loan amount along with interest calculated will be recovered from salary in maximum 24 installments
- **Any Type of Loan / interest would be adjusted against Incentive (@50% deduction), for the Field employees.**
- Bonus amount will not be adjusted against any type of loan / interest.
- In case of new loan application, the prior loan / interest pending is adjusted thereof.
- In case of failure to repay the loan due to absenteeism & abandonment of service, the balance amount will be recovered from the full and final settlement.
- In the event of an employee resigning the services of the Company, s/he would repay the balance loan amount by the date of relieving, or it would be adjusted in the full and final settlement dues.

7) **Important guidelines for Employee:**

- Loan Application would be entertained only in the prescribed application form.
- Documentation of the purpose of loan and related documents is mandatory.
- Employee needs to wait for 12 months post any previous loan recovery, to apply for new loan.
- The management has the discretionary right to approve / reject the loan application and it cannot be claimed as a matter of right.
- The management has a right to make an exception in the policy on a case-to-case basis.
- The management reserves the right to amend / change the above policy including interest rate at any time as it deems fit, without giving any notice or intimation thereof.

5. Employee Referral Policy :

	STANDARD OPERATING POLICY		
Department	Human Resources	**Effective Date**	April 01, 2025
Document No.	JB / HR / 055 / 2025	**Valid Upto**	December 31, 2027
Version No.	003	**Page**	1 of 5
Title	**Employee Referral Policy – Field Personnel**		

Employee Referral Policy – Field Personnel

	Name, Designation	Department	Signature	Date
Prepared by	Mr. Dhiraj Kumar Prajapati Assistant Manager – HR	Human Resources	Sd/-	01-04-2025
Checked by	Shruti Mhatre Sr. Manager – HR	Human Resources	Sd/-	01-04-2025
Reviewed by	Suresh Amin Head HR - India Business	Human Resources	Sd/-	01-04-2025
Approved by	Mr. Nikhil Chopra CEO	Corporate Office	Sd/-	01-04-2025

	STANDARD OPERATING POLICY		
Department	Human Resources	**Effective Date**	April 01, 2025
Document No.	JB / HR / 055 / 2025	**Valid Upto**	December 31, 2027
Version No.	003	**Page**	2 of 5
Title	**Employee Referral Policy – Field Personnel**		

1) **Objective:** To recognize and reward an employees' contribution in identifying and referring a potential candidate for a position.

2) **Eligibility:** Employees - TPME / PME/ ME / MR / BE / ABE / TTM / TM are eligible under this policy. Field employees other than these designations and HR & Admin Personnel can refer the candidate but would not fall under this policy.

3) **Definitions:**

- **Employee -** a person in the direct and regular employment of the Company
- **HR -** Human Resources
- **Field Personnel -TPME / PME / ME / MR / TTM / TM**
  - **TPME -** Trainee Professional Marketing Executive
  - **PME -** Professional Marketing Executive
  - **ME -** Marketing Executive
  - **MR -** Medical Representative
  - **TTM -** Trainee Territory Manager
  - **TM -** Territory Manager
- **Referred Candidates – Grade M5 and Grade M4**
  - **Front Line - Grade M5 –** TPME / PME / ME / MR / TTM / TM and **Grade M4** - BE / ABE
  - **First Line Manager - Grade M4 –** Area Manager (AM) / Regional Business Manager (RBM)
  - **Female candidate**

4) **Procedures:**

1. Field personnel can refer candidate/s for the position of Grade M5 / M4 / Female candidate, for any division/s of the company through this policy. A referral reward will be paid to the referring field personnel as mentioned below:

Front Line / First Line - Grade for which the referred candidate is selected	Total Referral Reward to be given after CONFIRMATION of Services of the Referred employee
Front Line - M5 / M4 - BE & ABE	Rs. 5,000/-
First Line Manager - M4	Rs. 7,000/-
Female candidate	Rs.7,500/-

2. An employee must submit Referral form along with referred candidate's Resume on or before candidate's joining date.
3. Candidate would undergo the normal recruitment process as per the company policy.
    - Meritocracy would be basis for recruitment.
    - The selection of the candidate is a sole prerogative of the Management. Hence, decision of the Management regarding selection/non-selection of the candidate shall be considered final.
4. The reward would be paid to the Referee after Confirmation of Services of the Referred candidate subject to the Referee and the Referred candidate being on the rolls of the company at the time of payment.
5. The employee referral reward would be processed through Payroll and Tax as per the provisions of Income Tax act would be applicable.
6. The reward amount will be paid to the Referee provided all the terms and conditions of the referral policy are satisfied.

5) **TERMS AND CONDITIONS:**

1. Employees are encouraged to recommend suitable applicants known to them who meet our recruitment norms.
2. An employee must fill up a Referral Form and send it to the HR department along with a copy of the CV (preferably by email) while recommending eligible candidates for the positions of Front Line / First Line of Grades **M5 / M4 / Female candidate** for conducting interview. However, this will be considered only if the same reference has not been referred earlier by a Consultant / applied directly by the candidate / Advertisement or any other sources including other employees. Resumes forwarded without the Referral Form shall not be entertained for this policy.
3. All referrals made will be valid for a period of 3 months only i.e. employee will not be eligible for the reward if the referred candidate is not selected within a period of 3 months from the date of referral.
4. For a candidate, if two referral forms are received, then the one received first will be considered for the referral reward policy.

5. HR department shall be the final authority for any interpretation or clarification in case of any dispute, including the decision to hire any candidate and / or to discharge any employee selected through this referral process.

6) **Amendments:**

This policy supersedes all earlier policies / circulars on this subject. Any deviation from policy will have a prior written approval from the Management. The Management reserves the right to amend / change the above policy at any time as it deems fit, without giving any notice or intimation thereof.

Annexure I

Date		**Employee code**	
Employee Name			
Location / HQ		**Division**	
Referred Candidate's details:			
Name of the candidate			
Position for which candidate referred	**M5 / M4 / Female candidate**	**Division**	
Location/ HQ preference		**Employee code**	
Relationship with the candidate		**Known to the candidate (no. of years)**	
Declaration: I have read and agreed to all the terms and conditions of referral policy.			
Signature with date			
Enclosure: Resume / CV of the referred candidate.			

Note: How to identify employee's grade basis on their Designation.

- **Front Line - Grade M5 –** TPME / PME / ME / MR / TTM / TM and **Grade M4 –** BE / ABE
- **First Line - Grade M4 –** Area Manager / Regional Business Manager (Emerging)
- **Female Candidate**

6. **Education Merit Scholarship Policy** :

	STANDARD OPERATING POLICY		
Department	Human Resources	**Effective Date**	April 01, 2025
Document No.	JBCPL / HR / 055 / 2025	**Valid Upto**	March 31, 2028
Version No.	003	**Page**	1 of 5
Title	**Education Merit Scholarship Policy – All locations**		

Education Merit Scholarship Policy – All locations

	Name, Designation	Department	Signature	Date
Prepared by	Ashwini Thakur Senior Manager – HR	Human Resources	**Sd/-**	1-Apr-2025
Reviewed by	Bhavesh Muni Senior Manager – Finance & Accounts Krishna Kanakia Assistant Vice President – Finance & Accounts	Finance & Accounts	**Sd/-** **Sd/-**	1-Apr-2025
Approved by	Mr. Nikhil Chopra CEO Sridhar Bharadwaj Vice President - HR	Corporate Office Human Resources	**Sd/-** **Sd/-**	1-Apr-2025

	STANDARD OPERATING POLICY		
Department	Human Resources	**Effective Date**	April 01, 2025
Document No.	JBCPL / HR / 055 / 2025	**Valid Upto**	March 31, 2028
Version No.	003	**Page**	2 of 5
Title	**Education Merit Scholarship Policy – All locations**		

1) **Objective:** To provide clarity and guidelines to claim the education merit scholarship, which is given to employee's children for sponsoring their cost of education on achieving important educational milestones.

2) **Scope:** To all permanent employees at JBCPL – Corporate Office, R&D Thane, Field and Factory.

3) **Applicability:** The Education merit scholarship is applicable to the following categories:
   1. Employees whose children have cleared their S.S.C, H.S.C, Graduation or Post Graduation or an equivalent qualification are eligible for the Education merit scholarship.
   2. The eligibility criteria (minimum percentage of Marks) to receive the merit scholarship for respective qualification is defined in Annexure - I.

4) **Process:**
   1. Employees should submit completed application form, as mentioned in Annexure – II, along with self-attested copy of the mark sheets to the concerned Business HR in the specified timelines.
   2. The submission window for documents and availing of the merit scholarship is within 60 days from the receipt of the result day.
   3. The cheque of the Education merit Scholarship Amount drawn in favour of Child's name is dispatched by the concerned HR, who in turn sends directly to employee's residential address or hands it over to the employee.

5) **Annexure I:**

Examination	Minimum %	Merit Scholarship Amount
S.S.C or Equivalent	70%	10,000/-
H.S.C or Equivalent	70%	15,000/-
Diploma in Engineering / Pharmacology / Others	70%	20,000/-
Bachelor's Degree (B.A., B.Sc., B.Com, BCA, BMS, B. Pharma etc.)	70%	20,000/-
B.E. Degree / MBBS	70%	25,000/-
Master's Degree – (M.Sc., M.A., M.Com, MCA, M. Pharma etc.)	70%	25,000/-
Ph.D./ Medical (M.S., MD etc.) / C.A / C.S./ M.B.A / ICWA / CFA	70%	30,000/-

6) **General Guidelines**: The management reserves the right to amend / change the above policy at any time as it deems fit, without assigning any reason thereof.

Annexure II

Application for Education Merit Scholarship			
Employee Code		**Employee Name**	
Department		**Current Designation**	
Grade		**Location**	

Employee's Child Details:

Name of the Child	**First Name**	**Middle Name**	**Last Name**
Gender			
Total Marks Obtained & Percentage			
Board / University			
Date of Declaration of Result			
Address of the Child	**Address:**		
	City:	**State:**	**Pin Code:**

Employee Signature		**Date**	

Please attach self-attested copy of certificate

Frequently Asked questions

Question 1: If my child has cleared the examinations specified in the policy 2 years ago, can I still claim the merit scholarship for my child?

- The merit scholarship can be claimed in the same academic year in which the employee's child has completed S.S.C. or equivalent, H.S.C. or equivalent, Bachelor's degree, Master's/B.E. degree or PHD/Medical/CA.

Question 2: My child could not clear one of the exam in the first attempt, can I still claim the merit scholarship for my child?

- All the examinations pertaining to the qualifications mentioned in the policy should be cleared in the first attempt itself, only then the employee becomes eligible to claim the merit scholarship. Except CA – maximum three attempts.

Question 3: What are the minimum marks that my child should obtain to become eligible for Education merit scholarship?

- The minimum percentage of marks that are required corresponding to a particular qualification are specified in Annexure I. Other conditions specified in the policy and FAQ should also be met, in order to become eligible for the merit scholarship.

Question 4: My child's result is calculated in terms of CGPA rather than percentage. What will be the equivalent percentage calculation for my child's eligibility?

- In case your result gets calculated in terms of CGPA, you will receive a percentage calculator by your college/university to convert it into corresponding percentage to check your eligibility. In case of absence of such calculator, we will use an internal calculator.

Question 5: I have missed submitting application within given window, can I still submit it?

- As per policy, applications will be considered, which were submitted on or before end time of the submission window.