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Department	Top Management	Page No.	1 of 3
Documents No.	TIPL/CQA/P/029	Supersede	Nil
Master Copy	Employee Relations Policy	Revision No.	NA
		Issue Date	01.04.2025
		Review Period	1 Year
		Review Date	01.04.2026

1. Purpose :

The purpose of this policy is to foster positive, transparent, and respectful relationships between employees, management, and the organization. Strong employee relations are key to maintaining productivity, engagement, fairness, and compliance with legal and ethical standards.

2. Scope :

This policy applies to all employees of Tristar Intermediates Private Limited, including permanent, temporary, contractual, and apprentice staff.

3. Policy Commitment :

Tristar Intermediates Private Limited is committed to:

- Promoting a fair, respectful, and inclusive workplace.
- Encouraging open communication between employees and management.
- Providing a safe, healthy, and harassment-free work environment.
- Ensuring compliance with labour laws, human rights principles.

4. Guiding Principles

a) Respect & Dignity

- Every employee will be treated fairly, with dignity and respect, regardless of gender, caste, religion, ethnicity, age, or other protected characteristics.

b) Open Communication

- Employees are encouraged to raise ideas, suggestions, and concerns freely through defined communication channels.

c) Fair Employment Practices

- Employment decisions, including hiring, promotions, and rewards, will be based on merit, performance, and qualifications.

d) Conflict Resolution

- Employee grievances and workplace conflicts will be handled promptly, fairly, and confidentially.

e) Freedom of Association

- Employees have the right to worker committees, or other representative bodies, consistent with applicable laws.

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f) Work-Life Balance

- The company will promote a healthy balance between professional responsibilities and personal life through fair working hours and leave entitlements.

g) Employee Development

- Training and development opportunities will be provided to enhance employee skills and career growth.

h) Zero Tolerance for Retaliation

- Employees will not face retaliation for raising genuine concerns, grievances, or complaints in good faith.

5. Responsibilities :

- **Management:** Build trust with employees, ensure fair treatment, and address concerns promptly.
- **HR Department:** Facilitate grievance procedures, employee engagement programs, and policy compliance.
- **Employees:** Engage respectfully with colleagues, follow company values, and participate in constructive communication.

6. Grievance Mechanism :

- Employees may report issues through HR, line managers, or designated reporting channels.
- All grievances will be documented, investigated, and resolved fairly.
- Confidentiality will be maintained at every stage.

7. Training & Awareness :

- Training will be provided on workplace behavior, conflict resolution, and effective communication.
- Employees will be regularly informed about their rights and responsibilities under this policy.

8. Monitoring & Compliance :

- The company will regularly review workplace practices and conduct employee engagement surveys.
- Corrective action will be taken if employee relations concerns or violations of this policy are identified.

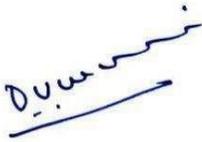
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9. Continuous Improvement :

This policy will be reviewed annually, or as required by business needs and to ensure relevance and effectiveness.

10. Conclusion :

Tristar Intermediates Private Limited is committed to building a workplace culture based on fairness, mutual respect, and trust. Strong employee relations enhance morale, productivity, and long-term business success.



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