

Policy: Policy Reading/Watching Policy Videos

PL No. – 24

Issued On – 12/10/2020

Revised On – 23/11/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 1

All the staffs are supposed to study all policies and their amendments issued. Every staff will mandatorily be reading all the policies and their amendments once in every four months. They can come in HR – Department and ask for the policies and read them. This is keep everyone updated about the running policies of the organization. It is vital that the employee understand the policies and apply them, hence they must go through them regularly.

HR Department will maintain a register containing the names of all staff and different columns for months, so it can be marked, when was the last time an employee had read any policy and also that there is a smooth application of it and all employees are called for reading when they are not actively engaged into production.

Also the reading can be substituted by watching the videos but only after they have read the policies at least once.

Those who have read policies 3 times in a year or watched the videos at least twice can be excluded from this.

All the HODs are responsible that their juniors have read/ watched each & every Policy and understand them fully. Also, the HODs shall deliver training on Policies as per the schedule shared with them.

ok Approved

Written By
Head – HR



ok Approved

Approved By
Management