

HR Policy – ABY Farmers LLP

1. Introduction

The HR policy aims at giving direction and clarification on the engagement of employees and consultants who associate with ABY Farmers LLP.

2. Core Philosophy

ABY Farmers LLP, a social enterprise established in 2017, is primarily an agri processing and marketing organisation which deals with the commodities produced by the farmers. ABY Farmers LLP has chosen to get registered under Limited Liability Partnership Act, 2008 (LLP) because of its belief in concept of “**Partners in Progress**” for a better and equitable society.

Built on the principles of equity, the main driving force for ABY Farmers LLP is to ensure equitable distribution of income to its key stakeholders viz., Farmers, Partners and Employees.

ABY Farmers LLP distributes its profit to 3 key stakeholders viz., Farmers, Partners and Employees in 3:2:1 ratio respectively. ABY Farmers LLP recognises the critical contribution of



farmers to the organisation, and treats farmers as “Partners in Progress” and shares 50% of the surplus generated by the organisation with the Farmers.

ABY Farmers is a short form for **Agri Business Yuva Farmers of India**. ABY Farmers will make all efforts to encourage youth to take up agriculture as their preferred livelihood option by facilitating them to get better returns. **ABY** is also the acronym for “*Always Brings You the Best*”. This acronym has been chosen to convey the meaning that “**ABY Farmers always brings the best to the customers because they are the best and they deserve the best**”.

3. Mission

The Mission of ABY Farmers LLP is to bring out the best possible products to the consumers by partnering with farmers, ensuring optimum returns to the partners as well as employees of the organisation and equitable distribution of wealth to farmers thereby enhancing the income levels of the farmers on a sustainable basis.

4. Vision

The vision of ABY Farmers LLP is to become one of the largest Farmer Owned and Managed Organisations (FOMO) serving at least 10 lakh active farmers in the country by 2025.

5. Key Principles

ABY Farmers holds to 6 key principles in all its operations without any compromise. They are

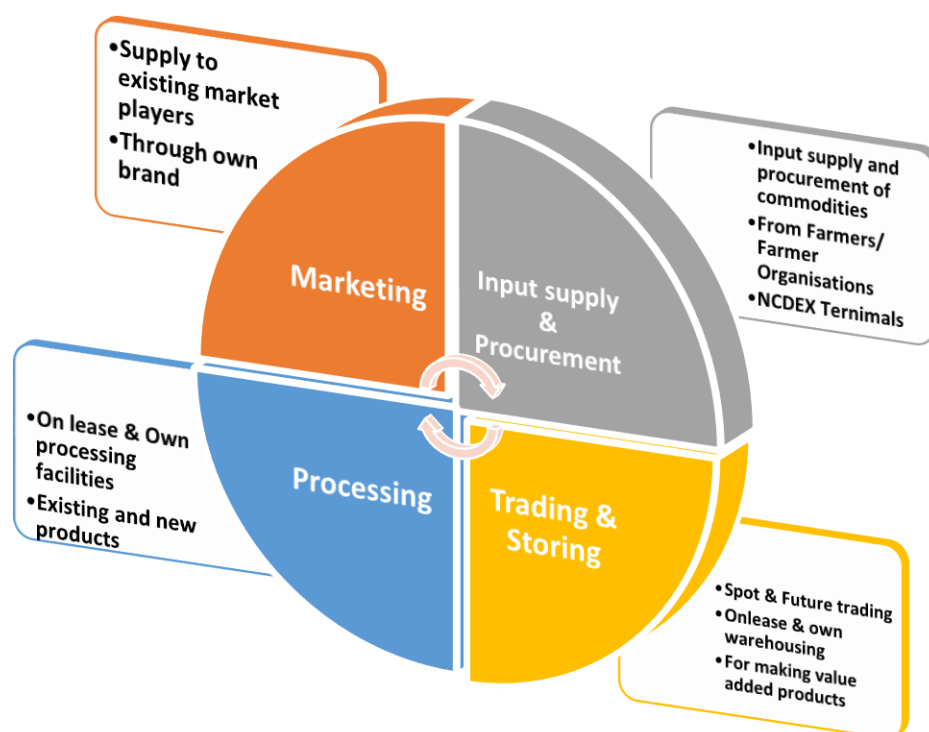
1. **Equity** – Ensure that all the stakeholders get their share in equitable manner.
2. **Effectiveness** – Doing the right things and doing it right to ensure that the keyholders get the optimum benefit
3. **Efficiency** – Completing tasks within less time and resources



4. **Mutual Collaboration** - Works in close collaboration with all the stakeholders/ institutions who echo similar value system
5. **Transparency**- Shares accurate information to the stakeholders as and when required
6. **Accountability**- Takes responsibility for all operations. Promotes green practices.

6. Key Functions

The four key functions of ABY Farmers LLP are Procurement of raw materials from the Farmers/ Farmer organisations, Storing, Processing and Marketing of value added products.



1. **Input supply and Procurement of raw materials:** ABY Farmers LLP, based on the requirement of the farmers/ farmer organisation ensures supply of required seeds, fertilisers and other inputs. Identifies suitable locations for procurement of raw materials and approach farmers/ farmer organisations for sourcing the raw materials. In addition to purchase of commodities at the village level from the farmers/ farmer organisations, ABY Farmers LLP, in collaboration with NCDEX, establishes market terminals in strategic locations for facilitating marketing opportunities to the substantial number of farmers with best possible market rates.
2. **Trading and Storing:** ABY Farmers LLP identifies storage locations which gives strategic advantage for storing and transportation of procured raw materials and execute a short/long period agreement with the existing warehouses of private and government organisations and if required, establishes new warehousing facilities. ABY Farmers LLP makes market tie up with the existing industries and supplies commodities them. ABY Farmers LLP also takes up spot and futures trading as part of managing risk portfolio and to optimise the returns from the trading of commodities.
3. **Processing:** Based on the market demand, ABY Farmers LLP, utilises the existing processing facilities (on lease basis) and makes value added products to supply in the market. If required, ABY creates its own facilities for manufacturing of the value-added

products and simultaneously come up with new and innovative products in collaboration with other Research Institutions.

4. **Marketing:** ABY Farmers LLP supply the products to existing market players as well as sell them directly in the open market under their own brand.

ABY Farmers LLP will take up the additional functions, as required by the organisation, from time to time, as per the need of the organisation.

7. Registered Office

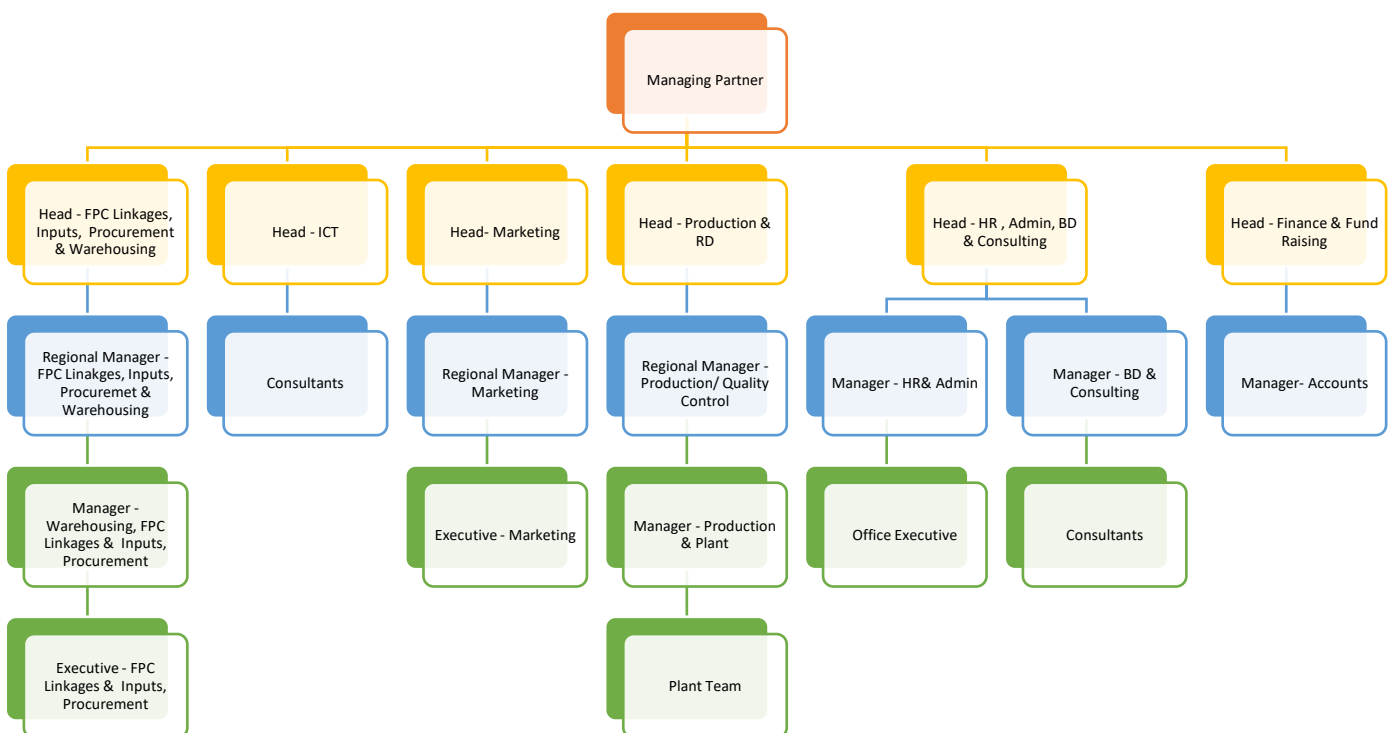
The registered office of ABY Farmers LLP is located at Flat#301, H.No: 9-1-67/4, Sai Lakshmi Mansion, Besides Deccan Chronicle Office, Sarojini Devi Road, Near Clock Tower, Secunderabad – 500003, Telangana, India.

8. Organogram

Keeping in view of the key functions, ABY Farmers LLP has arrived at the following organogram for managing for ensuring optimal efficiency of operations. ABY Farmers LLP has four levels in the organogram viz., Senior Management Level (SML), Middle Management Level (MML), Manager Level (ML) and Executive Level (EL).

Managing Partner is the chief functionary of the ABY Farmers LLP. Managing Partner and Functional Heads will be part of the Senior Management Team (SMT). Management Partner will closely be working with 6 functional heads of the organisation viz., Head –FPC Linkages, Procurement and Warehousing, Head -ICT, Head – Marketing, Head – Production & RD, Head – HR, Admin, BD and Consulting, Head – Finance& Fund Raising. Functional Heads work in coordination with their respective team members viz., Regional Managers, Managers and Executives.

The Organogram of ABY Farmers LLP is given as follows:



9. Recruitment Process for team members

Recruitment process of the employees and consultants at ABY Farmers LLP is not limited to standard set of procedures viz., Review of CV, skill assessment test and interview etc. Variety of processes will be administered by ABY Farmers LLP for recruitment of the candidate. Some of the processes include, but not limited to, short consulting assignments, Paid Internships, campus recruitment etc.

While recruiting the candidate, lot of emphasis and weightage is given on the set of values possessed by the candidates viz., integrity, contributing to cause/others, conviction in team work etc. Candidates who can't meet this criterion will not be considered, although they have relevant experience and proper educational qualities.

10. Remuneration of Team Members

At ABY Farmers LLP, all the team members will be compensated as per their education qualification and experience levels. All full time Designated Partners will be paid at least 7% less salary than the full-time employees/ working partners having similar educational qualification and experience. However, at the end of the fiscal year, all Designated Partners, based on their performance, will get up to 7% of the total surplus of ABY Farmers LLP.

Given the additional benefits/ facilities available exclusively to all the full-time employees/ working partners, they will be paid at least 5% less than the regular consultants/ part time designated partners/ working partners with similar educational qualifications and work experience.

Based on the annual performance, all the full-time employees, full time working partners, regular consultants and part time designated partners at ABY Farmers LLP will be paid annual incentives.

The category wise remuneration slabs of the Full-time Employees, Full-time Designated Partners, Part time designated partners, Full-time Working Partners, part time working partners and Regular Consultants are given in the **Annexure I**.

All the Full-time employees and Regular Consultants will be paid only 50% of their remuneration in the first two months and the balance 50% will be kept as the deposit by team member and will be returned when the team member resign from ABY Farmers LLP.

11. Selection of Interns and volunteers

ABY Farmers LLP encourages students from colleges and universities as Management Interns. All the management Interns will be assessed at the end of the Internship period and if found suitable, they will be taken as full-time employees.

If interested persons are willing to provide voluntary services to ABY Farmers LLP, they should apply through the prescribed application form. Management of ABY Farmers LLP will scrutiny the application forms, call for interview if required and take final decision.

All the Interns and Volunteers will be paid as per the norms given in the **Annexure II**.

12. Categories of Team Members and their ID codes

At ABY Farmers LLP, all the working team members will be given ID as per their categories Viz., Designated Partners, Working Partners, Employees, Consultants, Regular Consultants. The ID code consists of category code, team member number and year of joining. The codes for the respective team members are as follows:

- a. **Designated Partner**- All the Designated Partner of ABY Farmers LLP. The code for ID – **DP/01/2017**
- b. **Working Partner** – All the Partners who provide full time or part time service to ABY Farmers LLP. The code for ID - **WP/001/2007**
- c. **Task Based Consultants** – Consultants who work with ABY Farmers LLP on a task delivery basis. These consultants will be paid on lumpsum amount paid based on the completion of the task. The payment can be made one time or in phases based on the status of the delivery of the task. The code for ID – **TC/001/2017**.
- d. **Regular Consultants** – Consultants who provide time to ABY Farmers LLP on a regular basis. The code for ID - **RC/001/2017**
- e. **Full time Employee**– Staff of ABY Farmers LLP who give their full time to ABY Farmers LLP. The code for ID - **FE/001/2017**

13. Office Timings

The registered office of ABY Farmers LLP will be open from 8AM to 8PM. All the new office locations, whenever they are open, will follow the same pattern. However, the business hours followed by ABY Farmers LLP is from 9AM to 6PM on all working days.

14. Holidays and Leaves

For making work life balance, ABY Farmers LLP provide multiple types of paid leaves/non-working days to the employees. The details are as follows

i. General holidays/leaves

- a. **Sundays** – All Sundays are holidays to the employees
- b. **National Holidays** – ABY Farmers LLP consider 4 National Holidays viz., Independence Day (15th August), Republic Day (26th January), Gandhi Jayanti (2nd Oct) and Ambedkar Jayanti (14th April) and office will be closed on these National Holidays.
- c. **Public Holidays** – Employees can avail a maximum of 8 holidays out of public holidays and festivals.
- d. **Even Saturdays** – All even Saturdays in the month (2nd Saturday, 4th Saturday) are paid holidays to the employees
- e. **Casual/Sick Leaves** – Employee can avail 12 casual leaves per annum. A maximum of 3 casual leaves can be taken at a time. If required, more number of casual leaves can be taken with the permission of the team leader/submission of medical certificate.
- f. **Vacation Leave** – An employee can take 4 days of vacation leave after completion of 6 months of work at ABY Farmers LLP. In case any employee doesn't avail vacation leave, these days will not be counted as extra work in the annual performance of the employee.

The summary of the general holidays/ leaves is given in the table below:

National Holidays	Sundays	Even Saturdays	Public holidays	Casual/Sick leaves	Vacation leaves	Total Holidays and Leaves
4	52	26	8	12	8	110

ii. Special leaves

- a. **Marriage Leave**- Once wedding is fixed, employees can avail 1 week (7 days) before or after the marriage. This 1 week stretch leave includes all non-working days viz., Sundays, even Saturday days, national holidays etc. If further leave is required, a maximum of 1 more week can be availed as unpaid leave. If unpaid leave is required beyond 1 week, prior approval is required.
- b. **Marriage Anniversary Leave**– Employee can avail 1 day leave on his/her marriage anniversary

- c. **Maternity Leave** – women employee can avail 3-months maternity leave before or after the delivery. After completion of three months leave, as per the need, they can avail up to 3 months as unpaid leaves. If the unpaid leave is required beyond 3 months, prior approval is required.
- d. **Paternity Leave** – male employee can avail 2 weeks (14 days) in one go or 2 times (1 week each) before or after delivery of his wife. This 1 week or 2 weeks stretch leave includes all non-working days viz., Sundays, even Saturday days, national holidays etc. If further leave is required, a maximum of 3 months can be availed as unpaid leave. If unpaid leave is required beyond 3 months, prior approval is required.
- e. **Compensatory Leave** – Whenever employees work on holidays and on approved leave days, as required by the team leader, employees can avail equivalent compensatory leaves.
- f. **Unpaid Leave** – Whenever required, employees can take unpaid leaves. This require the approval from the concerned team leader.
- g. **Sabbatical Leave** – Upon completion of 3 years at ABY Farmers LLP, all the employees will be given opportunity to go on sabbatical leave for a maximum of 3 years. During sabbatical leave, employee will not be paid any honorarium by the organisation. But the employee can take up any type of activity of his/ her interest. S/he can even provide part time service to ABY Farmers LLP as a consultant, if agreed upon, with payment as per the norms during sabbatical leave. Once the sabbatical leave is over, employee can join the organisation as a regular employee with revised remuneration as fixed by the organisation.

In general, employees can't club holidays while taking leaves. Prior approval of the team leader is required before combining leaves and availing them.

15. Work Culture

- a. **Extended Family:** ABY Farmers LLP will promote work environment where employees value each other's contribution, sharing of knowledge across all levels and team spirit. ABY Farmers LLP is an extended family of the employees.
- b. **Team Work:** The work at ABY Farmers LLP is accomplished in Teams. The ideal team size at ABY Farmers LLP is 5 members. As per the need, there may be a small variation in the size of the team. Each team will be headed by a Team Member who is responsible for ensuring the completion of the work assigned.
- c. **Recognition and appreciation:** The contribution of the work done by the team members will be recognised and appreciated by ABY Farmers LLP.
- d. **Celebrations:** Every relevant and important occasion is celebrated at ABY Farmers LLP. The celebrations at ABY Farmers LLP include, but not limited to: -
 - i. **Festivals:** To demonstrate harmony, Team members celebrate festivals of all religions at ABY Farmers LLP, generally one day in advance or as decided.
 - ii. **Birthdays:** ABY Farmers LLP makes all the team members feel special by celebrating their birthdays at office. For the field team, special messages are conveyed or gifts sent.
 - iii. **Achievements:** All the milestones and critical achievements of ABY Farmers LLP are celebrated and contribution of the team members is appreciated and shared with other team members.

16. Dos and Don'ts

As a part of working culture and norms, all the team members working at ABY Farmers LLP are expected to follow certain norms while dealing with internal team as well as external

clients. The Dos and Don'ts to be followed at ABY Farmers LLP is given in the **Annexure III**.

17. Selection of Team Leaders

Senior Management Team (SMT) at ABY Farmers LLP, after reviewing the skill set required to handle the project, will identify the suitable team leader. After assigning the project with specific deliverables, all the Team Leaders will be given full autonomy and flexibility for completion of the project in coordination with the team members.

18. Career growth and promotions

All the team members viz., from executive level to middle management level at ABY Farmers LLP have the equal opportunity for getting promoted to the next level in the organisation. Team members should undergo skill tests and other related tests for getting promoted to the next level.

19. Facilities to Employees and Consultants

1. **Health Insurance:** ABY Farmers LLP provide health insurance to its employees as well as consultants. ABY Farmers LLP will scrutiny the existing life insurance policies in the market and enlist the best companies offering health insurance, on a regular basis, for the benefit of the employees. The eligibility criteria and norms are given as follows:

a. **Designated Partners and Employees**– All employees of ABY Farmers LLP will get health insurance coverage for Rs. 3 lakhs. For employees who are not married, health insurance allowance will be given for the parents and employee. For employees who are married, health insurance will be covered for his family members (Employee, spouse, children). If the employee opts health insurance from the enlisted companies, ABY Farmers LLP takes health insurance for the employee and his/ her family members directly. If the employee has already taken health insurance with any of the enlisted company and wants to continue, then employee can pay the insurance premium amount and can claim the amount from ABY Farmers LLP. The claim amount will be limited to Rs. 3 lakhs health insurance coverage.

b. **Working Partners and Consultants**– All the working partners and consultants who commit or provide a minimum of 10 days a month or 120 days per annum will also be covered with health insurance like employees and Designated Partners.

2. **Life Insurance:** ABY Farmers LLP will provide life insurance coverage to all the employees, designated partners, working partners and consultants who provide at least 2 days a month or 25 days per annum. The life insurance coverage will be Rs. 5 lakhs for everybody. ABY Farmers LLP will empanel the best life insurance company and take life insurance directly for all employees and other eligible members.

3. **Flexible office timings and work from home option:** Employees at ABY Farmers LLP can have flexible work time at office unless and until it is mandated. After taking prior permission from the team leader, employees can work for 8 hours, any time between 8AM to 8PM in the office. Employee can work from home, if approved by the team leader. Work from home option can be approved for a maximum of 4 days a week by the team leader. In case the team leader wants to approve work from home for more than 4 days per week to any of the team member, it should be brought to the notice of the management committee before such approval is given to the team members.

4. **Annual Incentives**–All the employees, working partners, part time designated partners and regular consultants will be paid annual incentives based on their annual performance.

5. **Mobile/ Internet allowance:** All the employees and regular consultants who commit or provide a minimum of 10 days a month or 120 days per annum will be paid mobile/internet allowance of Rs. 500 per month.
6. **Vacation Allowance:** Employees will get an allowance of Rs. 10,000 just before they go on vacation leave.
7. **Healthy snacks/ drinks:** Employees will be provided with healthy snacks and drinks twice a day, during office hours. In case of extended hours by the employees at office, snacks/ drinks will be served as and when required.
8. **Breakfast/ Dinner during extended office hours:** If approved by the team leader, employees will be provided with breakfast or dinner if they should attend meeting or any other assigned work by the team leader

20. Monthly Log sheets and payment

At ABY Farmers LLP, except Task based Consultants (TCs) who work on task to task basis, all other team members should submit monthly log sheet on the last day of every month. Submission of log sheet is mandatory for payment of remuneration to the team members. All the log sheets submitted will have to be approved by the concerned team leaders. There are two distinct types of log sheets maintained at ABY Farmers LLP viz., log sheets for full time employees and log sheets for part time consultants. The monthly log sheet format with a note on how to fill in the log sheet will be given to the employees and consultants upon joining the organisation.

All the full-time employees and consultants who submit their log sheet at the end of every month will be paid remuneration by 5th of next month.

21. Expense Claims by team members

To ensure minimal operational costs, cautious spending is emphasised and encouraged at all levels by ABY Farmers LLP. Whenever the team members are required to travel out station as part of consulting projects/ other tasks, the actual expenses incurred by the team members will be reimbursed to them. The norms for travel, boarding and other expenses are as follows:

1. **Travel:** Travel is categorised in to two viz., local travel and outstation travel
 - a. **Out station travel:** Team members can travel either in train or bus as per the convenience. III AC is allowed for rail journey and AC Bus is allowed in case of travel by road. For travel by air, prior approval from the team leader is required. All team members should travel in economy class only. If it is an external project, terms and conditions of the clients are applicable.
 - b. **Local travel:** Travel by Auto Rikshaw or Cab/taxi or City Bus or Metro rail or any other suitable mode of transport is allowed. In case of travel by cab/ taxi, retaining cab/taxi is not encouraged unless it is unavoidable and preference should be given to minimal charge cabs (mini/ micro/ share etc), as per the situation. If the own vehicle is used or own arrangements are made for local travel, Rs. 2 per km can be claimed for two-wheeler and Rs. 6 per km can be claimed for four-wheeler. If it is an external project, terms and conditions of the clients are applicable.
2. **Food:** In metros and state headquarters, actual food expenses up to Rs. 300 per day can be claimed. In district headquarters and small towns food expenses up to Rs. 250 per day can be claimed. In other locations, Rs. 200 per day can be claimed. If it is an external project, terms and conditions of the clients are applicable. All the deviations should be approved by the team leader.

Business Meal: When organising any business meeting on behalf of ABY Farmers LLP viz., fund raising, proposal discussion etc, team members, if required, can provide business

breakfast/ Lunch/dinner/ refreshments etc after taking prior approval from the team leader. The actual food expenses up to Rs. 500 per person on an average can be claimed. All the deviations should be approved by the team leader.

3. **Accommodation:** Wherever possible, twin sharing should be opted for accommodation. In metros and state headquarters up to Rs. 2,000 per day is allowed, In district headquarters and towns up to Rs. 1,500 per day is allowed. If accommodation is required only for refresh in the morning time or for a few hours, suitable options may be explored. Online sites like Booking.com, OYO, TRIVAGO, Makemytrip etc., must be checked before booking hotels for accommodation purpose. Wherever possible, hotels enlisted by ABY Farmers LLP should be given preference. All the deviations should be approved by the team leader. If it is an external project, terms and conditions of the clients are applicable.

During the field trips, whenever there is an opportunity, ABY Farmers LLP encourages the team members to visit and stay with their family relatives and/ or friends. ABY Farmers pays Rs. 500 and Rs. 300 if the team members opt to stay with family relatives/ friends in the metros/state headquarters and district headquarters/ towns respectively. ABY farmers will also reimburse actual local to-and-fro travel expenses from office work location to family relatives/ friends home. In case of external consulting works, norms of the clients will be applicable.

4. **Other expenses** – Any other expenses like photo copying, print, internet, stationery, postage etc can be claimed on actual basis.

22. Advance requisition by team members

All the full-time employees and full time working partners are eligible for getting advance amount for meeting the travel and other expenses related to any consulting projects/ other tasks assigned to them. For getting the advance amount, team members should submit online advance form to the team leader. Once the team leader approves and submit to the finance division, the amount will be released to them.

23. Resignation by Team members

At ABY Farmers LLP, team members consisting of Full-time Employees, Working Partners and Regular Consultants can resign by giving one-month notice. In case any team member is not able to give one-month notice period and must resign with immediate effect, s/he should forgo one-month salary in lieu of one-month notice period.

24. Termination of Team members

At ABY Farmers LLP termination of team members happens in two cases viz., unsatisfactory performance and disciplinary violations. The process steps are as follows:

1. Unsatisfactory performance –

- a. If the team leader is not satisfied with the performance of the team member and mentions the same in the monthly log sheet for 3 consecutive months, the report will go the Management Committee.
- b. Management Committee will review the documents, discuss with team leader and the team member and takes termination decision

2. Disciplinary violations –

- a. If any team member commits disciplinary violations that are given in the list outlined in the **Annexure IV**, then the report from team leader will go the management committee to corroborate the facts and take appropriate action.
- b. Management Committee will review the documents, discuss with team leader as well as the team member.

- c. If the proof is established, immediate termination decision will be taken by the management committee.
- d. If requested by the team member, a maximum of 7-days will be given to prove his/her innocence. If the team member is not able to prove his/her innocence, termination decision will be taken by the management committee

Annexure I – Criteria and remuneration slabs for the team members

The criteria and remuneration slabs for the team members at ABY Farmers LLP is given as follows:

S.N	Level	Education and Experience	Remuneration per day (in Rs.)		
			Full-time Designated Partners (DPs)	Full-time Employees & Working Partners (WPs)	Regular Consultants/ Part time DPs & WPs
1	Senior Management Level	PhD with 3 years and above/ MBA with 8 years and above/ Post Graduation with 10 years and above/ Graduation with 12 years and above	1,600 – 3,000 (48,000 - 90,000 per month)	1,720 – 4,000 (51,600 – 1,20,000 per month)	1,800-6,000
2	Middle Management Level	PhD with 1 year and above/ MBA with 5 years and above/ Post Graduation with 7 years and above/ Graduation with 9 years and above	1,520 – 2,400 (45,600 - 60,000 per month)	1,600 – 3,000 (48,000 – 90,000 per month)	1,700- 4,000
3	Manager Level	MBA with 2 years and above/ Post Graduation with 4 years and above/ Graduation with 6 years and above	-	1,200 – 2,000 (36,000 – 60,000 per month)	1,300- 3,000
4	Executive Level	MBA with 0 to 2 years/ Post Graduation with 1 to 4 years/ Graduation with 2 to 6 years	-	500 – 1,000 (15,000 – 30,000 per month)	600- 2,000

- Candidates passed out from premier institutes viz., IITs, IIMs, IRMA, IARI, IISc etc, will be considered for each level even they have 2 years less experience.
- Candidates who can fulfil the eligibility criteria for Senior Management Level or Middle Management Level only can become designated partner at ABY Farmers LLP.

Annexure II – Payment to interns and volunteers

The norms for payment of Interns and Volunteers are given as follows:

1. Interns

ABY Farmers LLP encourages taking students from colleges and universities as Management Interns. Depending on the duration of the Internship programme and type of college and university, a consolidated amount of Rs. 15,000 to Rs. 25,000 per month will be paid to the students. Students should take care of their food, local transport and accommodation. If the internship programme requires outstation travel, students will be paid as per the travel norms of ABY Farmers LLP.

2. Volunteers

All interested candidates can approach ABY Farmers LLP to work as volunteers by sending the filled volunteer application form. Management committee will decide on the

final selection of the volunteers. Volunteers who work for ABY Farmers LLP will not be paid any remuneration. But a consolidated amount of Rs. 20,000 to Rs. 30,000 will be paid to the volunteers, depending on their experience and educational qualifications, to cover the food and accommodation expenses.

Annexure III – Dos and Don'ts

As a part of working culture and norms, some important Dos and Don'ts must be followed by the team at ABY Farmers LLP are listed. They are as follows:

1. Do's

- a. In all written correspondences viz., Emails, letters etc, internally at ABY Farmers LLP or with external stakeholders, all of them should be addressed to as “Dear” irrespective of their designation or level in the organisation.
- b. Always greet the co team members when you see them for the first time in the day
- c. Whenever any team member request for any help, best possible support should be provided.

2. Don'ts

- a. Informal language shouldn't be used in the internal/external correspondence
- b. Talking bad about other team members in the informal gatherings

Annexure IV- List of disciplinary violations

The list of disciplinary violations which is treated seriously by ABY Farmers LLP and which will lead to termination of the team members are given as follows:

1. **Spreading false rumours about ABY Farmers LLP** – Team members who spread false and baseless rumours to others/ in any type of social media about ABY Farmers LLP will not be spared. If found guilty, will be terminated immediately
2. **Sexual harassment of other team members** – ABY Farmers LLP strives for giving a safe and joyful place to work with. Any sort of sexual harassment is not tolerated at ABY Farmers LLP. Any team member whether male or female involved in sexual harassment of other team members, irrespective of their level in the organisation will not be spared. If found guilty, will be terminated immediately. Upon receiving complaint from the team member, Managing Partner will appoint committee within 3 days and within one week, the report should be made ready by the committee. If the charges are against the Managing Partner, Board members (Designated Partners) of ABY Farmers LLP will take up the investigation. If found guilty, Managing Partner also will be terminated immediately.
3. **Sharing confidential information with competitors** – any team member engaged in sharing confidential information with competitors or other organisation resulting in monetary or opportunity loss to ABY Farmers LLP will be treated very seriously. If found guilty, will be terminated immediately.
4. **Receiving monetary or non-monetary benefits for doing undue favours** – If any team member is involved in receiving monetary or non-monetary benefits from the stakeholders of ABY Farmers LLP for doing undue favours to them resulting in monetary or opportunity loss to ABY Farmers LLP will be treated very seriously. Some examples include- purchase of inferior quality commodities at higher price, intentionally damaging

the assets of ABY Farmers LLP after getting favours from competitors or other organisations etc. If found guilty, will be terminated immediately.

5. **Absent for three days without any form of information**—If the employee is absent for three days without any form of information to the team leader or to ABY Farmers LLP, it will be considered very seriously. Unless there is a genuine reason for doing so, employee will be terminated immediately.
