



Employee Support Program

Dept: HR Department	Revision Date	22.04.2024
Approved By: CHRO	Revision No.	01

OBJECTIVE

At MTL, we understand that a healthy and supportive work environment is essential for the well-being and productivity of our employees. That's why we prioritize workplace stress management as a crucial aspect of our company culture. We recognize that modern workplaces can be demanding, and it's important to provide resources and support to help our employees navigate stress effectively.

OUR STANDARDS AND EXPECTATIONS

Our approach to workplace stress management at MTL encompasses several key initiatives:

Employee Assistance Program (EAP): We offer an Employee Assistance Program that provides confidential counseling and support services to employees facing personal or work-related challenges. Whether dealing with workplace conflicts, financial issues, or mental health concerns, our EAP ensures that employees have access to professional support when they need it most.

Wellness, Workshops, and Training: We regularly organize wellness workshops and training sessions to equip employees with practical strategies for managing stress. Ensuring that all units are equipped with childcare facilities, breastfeeding rooms, and lactation support. These workshops cover topics such as mindfulness, resilience building, time management, and work-life balance, empowering our team members to proactively address stressors in their lives. At MTL, we also organize various sports activities for all employees and conduct comprehensive health checkups.

Flexible Work Arrangements: Recognizing the importance of flexibility in reducing stress, we offer versatile work arrangements such as flexible hours (subject to managerial approval), remote work options, and compressed workweeks. Employees have the opportunity to work from home up to six days per year, excluding all alternative Saturdays. This flexibility allows our team to balance work responsibilities and personal commitments more effectively, freeing them from the limitations of rigid schedules.

Promoting Open Communication: We foster a culture of open communication where employees feel comfortable expressing their concerns and seeking support from management and colleagues. Regular check-ins, team meetings, and feedback sessions provide opportunities for employees to discuss stressors and collaboratively identify solutions.

Creating a Positive Work Environment: We strive to create a positive and supportive work environment where employees feel valued, respected, and appreciated. Recognizing achievements, promoting teamwork, providing opportunities for professional growth, and ensuring accessible childcare and breastfeeding/lactation facilities are integral to our efforts in fostering employee well-being.

RESPONSIBILITY FOR THE POLICY

This Employee Support Program has been approved by the Chief Human Resources Officer of Manjushree Technopack Limited. The Location Human Resources personnel are responsible for interpretation and management of this policy in consultation with the Chief Human Resources Officer.