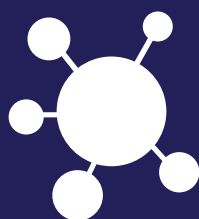




**ADVANCE LABS
SCIENTIFIC LTD.**
Complete Laboratory Solutions

ERSTWHILE D. HARIDAS & COMPANY

ALS EMPLOYEE HANDBOOK



www.advancelabssci.com

ABOUT US

Advance Labs Scientific Pvt. Ltd. stands proudly as VISIONARY company with CORE VALUES since 1990.

We are leaders in offering complete laboratory solutions for usage in modern laboratories. We cover a wide range of high quality lab products including following divisions.



CORE VALUES

AMBITION

Aim for the impossible & strive for excellence

CUSTOMER FOCUS

Every customer is valuable and we ensure right guidance to each customer

ORGANIZATION BEFORE SELF

We are solution oriented

CHANGE IS PERMANENT

We adapt to change quickly and we trust our actions

TEAMWORK

Together everyone achieves more

CORE PURPOSE

To enhance human life by encouraging science & technology studies globally.

CORE VISION

To build India's largest scientific concept store and provide unique customer satisfaction by assuring smoothest product buying experience

WORK CULTURE

Human Asset Management – Every employee is a valuable asset. Our success is not only confined to monetary profits but the growth of every employee is our priority.

Discipline – We take discipline seriously. Discipline and regulation are necessary for any organization & each one of us follows strict discipline in our regular activities at workplace.

Open Communication – Communication is the key to success. We follow open communication practice right from top management to bottom. To encourage smooth communication we have a rhythm of meetings where you can share your thoughts daily, weekly, monthly with your team mates & management.

Daily Huddle – This sunrise meeting starts at sharp 9.32 am which gives a kick start to your day.

Ideas – We encourage innovation & welcome new ideas. A good idea becomes a great idea only when you let it out. We are open to new ideas and initiatives by right intent.

WORK LIFE BALANCE

Physical & Health

Sports, Yoga & Meditation sessions

Financial

Financial management lectures & discussions

Professional & Academics

Management games & training sessions

Upgradation & Hobbies

Book reading & reviews

Relationships

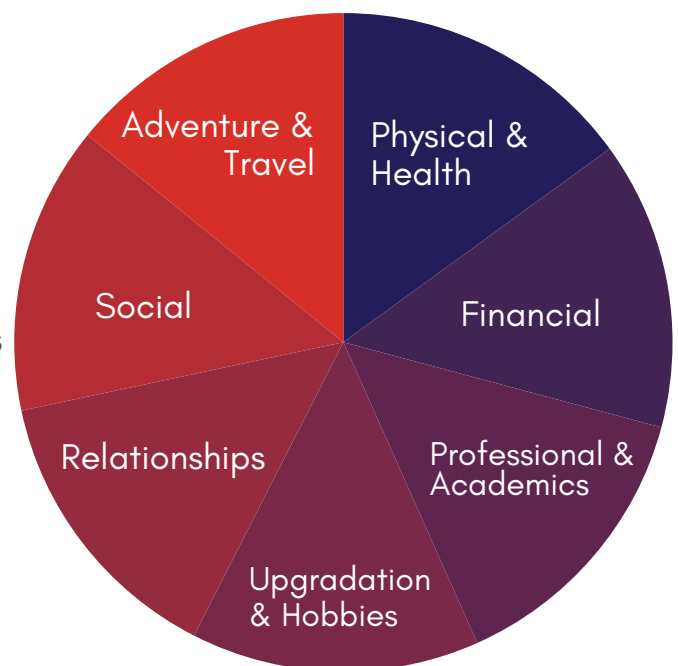
Team building games, Celebrations

Social

Donations, Charity, Social work

Adventure & Travel

Treks, Trips, Games



In ALS we intentionally focus on doing spectrum of life activities in all areas of life. Generally they are conducted on Saturdays.

EMPLOYEE BENEFITS

HEALTH

We provide free domiciliary medical assistance & also provide Health Insurance Policies.

SPECIAL DAYS OFF

Apart from regular holidays, employees get a paid half day off on their birthdays and anniversary days.

COVID SAFETY

Free Masks & Gloves are provided to all employees for use in office.

PF & ESIC

We contribute for PF & ESIC registrations for personal security of every employee.

EMPLOYEE ENGAGEMENT

Various celebrations like joining date celebrations, birthday celebrations, lunch with Directors, festival celebrations, CSR activities, employee wellness programs covering all aspects of life like physical, social, professional are carried out throughout the year.

EQUAL EMPLOYMENT OPPORTUNITIES

Individuals and groups within company work in an environment where all decisions are free of discrimination, where they have equal opportunity based on relevant abilities and merit.

TRAVEL

Associates can use company owned two wheeler for traveling within city limits for official work.

CODE OF CONDUCT & WORK ETHICS

As an employee of Advance Labs Scientific Pvt. Ltd., it is important for you to know what personal conduct is expected of you while on the job.

- Act and maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of company information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others and maintain cleanliness.
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers.

FAQ's



What will be my working hours ?

The working days shall be from Monday to Saturday with Sunday being weekly off and working hours shall be from 09.30 am to 06.30 pm.

It is expected that an associate reports for duty at least 5 minutes before the start of scheduled working hours.
Lunch time shall be between 1.30 pm to 2.00 pm



How many leaves am I allowed to take ?

1.50 leaves will be credited to the leave account of the associate on the 1st day of each month during the financial year (April to March).

In addition to this, one short leave on returnable basis (90 mins) and one short leave on non-returnable basis (60 mins) is allowed in 1 month. The associate is eligible for leaves after his/her confirmation.



Is there a Policy on Mobile Usage ?

Personal mobile phones may cause distractions & disturbances at workplace. To ensure focus of work use of personal mobile phones shall not be allowed in office hours. Every associate shall keep their personal phones in the phone box during office hours. Associates can access their personal phones in lunch time or after the office hours.



FAQ's



What will be my Reporting Structure ?

Every associate shall fill daily and weekly reports about their work.



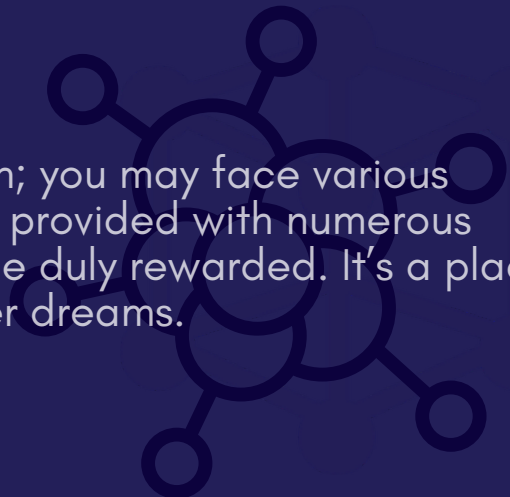
When will I become a permanent employee of company ?

All associates joining ALS at any level & category shall be on probation for duration of 3 months from date of joining. After probation evaluation, you become the permanent employee of company & all company benefits are applicable.



Is there a growth path for me ?

Since we are a growth oriented organization; you may face various challenges, but at the same time you will be provided with numerous opportunities to prove your mettle and will be duly rewarded. It's a place where you can build and achieve your career dreams.



Welcome to the dynamic & energetic ALS family! We look forward for a long term association with you.



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