

Work Regulations Bluestone Creations Co., Ltd.

1. Workdays, regular working hours, and

1.1 Working days, normal working hours.

- In case of working 5 days a week

Monday to Friday Operation time starts from 08.00-18.00 hrs.

- In case of working 6 days a week

Monday to Saturday Operation time starts from 08.00-17.30 hrs.

1.2 Break time

- a. during normal working on the part of all employees;

Lunch break 12.00 - 13.00 hrs

- b. Before overtime

In the event that overtime is continued from normal working hours, not less than 2 hours for employees to rest 30 minutes before overtime starts

- c. Security Guard

Lunch break 12.00 - 13.00 hrs

2. Holidays and holiday guidelines

2.1 Weekly holidays

1 day off per week and 2 days off per week

2.2 Traditional holidays

The employee will get paid time off. Not less than 13 days as specified by the Company each year. (According to the Company's holiday calendar)

2.3 Annual vacations

An employee who has worked for one year in a row. Entitled to 6 days of paid annual leave per year .



3. Overtime Guidelines

rule

Workday overtime Work on holidays and overtime on holidays for work in accordance with the second and third paragraphs. It must not exceed 12 hours per week and the total working hours in a week must not exceed 60 hours.

Overtime pay

If an employee is allowed to work beyond normal working hours on a workday. Employees must be paid overtime at the rate as follows

a. not less than one and a half times the rate of wages per hour on a working day based on the number of hours performed, or

b. Not less than one and a half times the rate of wages per unit on a working day based on the number of contributions made. For employees who are paid based on the number of contributions calculated in units.

3.2 If an employee is allowed to work on holidays beyond the working hours of the working day.

a. Employees are paid overtime on holidays at the rate of as follows

three times the rate of wages per unit on a workday based on the number of hours made, or

b. three times the rate of unit pay on a workday based on the amount of contribution achieved for the employee; This is paid based on performance, calculated in units.

Holiday pay

3.3 Employees entitled to holiday pay Weekly holidays, traditional holidays and annual holidays If you come to work on such a holiday, you will receive an additional pay on the day not less than one time the rate of pay per hour on the workday according to the number of hours worked or of the rate of pay per unit on the workday according to the number of work done. For employees who are paid based on performance, calculated in units.

3.4 Employees who are entitled to pay on weekly holidays. If you come to work on a holiday (Sunday) Holiday pay shall be paid not less than twice the hourly rate of pay on the workday based on the number of hours performed or the unit rate of pay based on the number of contributions performed. For employees who are paid based on performance, calculated in units.

**4. Date and place of payment of wages, overtime pay
Holiday pay and overtime pay in holiday**

4.1 The employer shall pay the employee wages, overtime pay, holiday pay, holiday overtime, and other benefits due to employment. Every 30th or 31st of the month, the payment shall be made at the employee's place of work, if the payment is to be made at another place and other means, such as bank payment, with the consent of the employee.

4.2 In case of termination of employment or the employee resigns from work before the due date of payment of wages, overtime, holiday pay, etc., the employer must pay such amount to the employee by the last day of the working month. If the employee resigns on the last day of the month. The employer will pay the employee by the 15th of the following month.

5. Date and time, leave rules

5.1 Sick leave The employee is entitled to sick leave as much as he actually suffers.
One year's pay does not exceed 30 working days.

Sick leave of 3 working days or more The employer will require the employee to present a certificate of a first-class modern doctor or a government medical facility such as a health center. The employee may not present such medical certificate or medical institution to the employee to inform the employer. If the employer has already arranged for a doctor, the doctor shall issue a certificate, unless the employee is unable to have that doctor examined.

Days when an employee is unable to work due to a hazard or injury caused by work or maternity leave are not considered sick days.

5.2 Sterilization leave Employees are entitled to sterilization leave and are entitled to leave due to sterilization for a period specified by a first-class modern physician and issued a certificate. By receiving paid leave periods.

5.3 Necessary business leave Employees are entitled to 3 days of leave per year (indicated as paid or unpaid for clarity).

5.4 Leave for military service: Employees are entitled to leave for military service on summons for inspection, for military training, or for fitness trials according to the law on military service with pay not exceeding 60 days per year (except for military service).



5.5 Leave for training or knowledge development Employees shall be entitled to leave for training or knowledge development in the following cases:

- a. For the benefit of labor and labor welfare or to increase skills and expertise for the efficiency of employees.
- b. Educational examinations arranged or authorized by the government but do not include leave for further study.

The employee submits the leave letter not less than 7 days in advance. Once the employer has granted permission, leave can be taken for such purposes. (by stating whether paid or unpaid for clarity)

An employee who is a child under eighteen years of age. Have the right to take leave to attend seminars, receive training, or leave for other purposes organized by educational institutions or government agencies or private sectors approved by the Director-General of the Department. Labour welfare and protection by requiring child employees to inform their employer in advance of the reason for their leave and provide relevant evidence. If applicable, the employer shall pay the child employee wages not exceeding 30 days per year.

5.6 Maternity leave Pregnant employees are entitled to up to 98 days of maternity leave, including holidays during the leave, and not more than 45 days paid.

The pregnant woman employee has the right to request the employer to temporarily change jobs in the same role before or after delivery. They must present a first-class modern medical certificate certifying that they cannot continue to perform the same duties. The employer will consider changing the employee's appropriate job.

6. Discipline and disciplinary

- 6.1 Employees must comply with work regulations.
- 6.2 Employees must obey and obey the legitimate orders of their superiors.
- 6.3 Employees must come to work on time and record their working hours as required.
- 6.4 Employees must perform their duties with integrity. Do not bully or intentionally cause damage to the employer or employees themselves.
- 6.5 Employees must perform their duties with diligence and to the best of their ability.
- 6.6 Employees must abide by the rules of occupational safety.



6.7 The employee must take care of the maintenance of the machine. and work equipment to be in good and tidy condition as necessary or worthy of their duties.

6.8 Employees shall take precautions and protect any property in the area of work or the Company from loss or damage from any person or from other disasters as far as possible. Employees must help maintain cleanliness and orderliness in the workplace or factory.

6.10 The employee shall not engage in any altercation or physical assault on any person in the area of work or the Company.

6.11 Employees must not bring in illegal drugs or weapons of serious danger or explosives. Work area or company

Any employee who violates it shall be punished by giving verbal warnings in writing to the employee or dismissal as appropriate for the offense committed.

7. Grievances

7.1 Scope and meaning

Grievance means an employee's dissatisfaction or distress arising from work. Whether it is about working conditions, employment conditions. Commanding Any order or assignment, remuneration for work or other benefits, or any improper treatment between the employer or supervisor to the employee or between the employee and the employee has presented such dissatisfaction or distress to the employer so that the employer can take corrective action or terminate the incident in order to establish a good relationship between the employer and the employee and for the employee to work happily.

7.2 Methods and procedures

Employees who are dissatisfied or distressed due to the work mentioned above. The grievance should be filed with their first-class supervisor as soon as possible, unless the grievance concerns the conduct of such supervisor or such supervisor is the cause.

To file a grievance, fill in the printed form provided by the employer. (To be uniform and get all the important information)

7.3 Investigation and consideration

When the supervisor receives the grievance from the employee, the supervisor shall promptly conduct an investigation to know the facts of the complaint in as detailed as possible.



This can be done in person or with the help of the employer. The employee who filed the grievance also prefers to give detailed facts to the supervisor.

Upon investigation of the facts, the supervisor shall consider the grievance. If it is a matter within the scope of the authority of that supervisor and the supervisor can resolve it. The supervisor shall promptly complete the remedial action and notify the employee who filed the grievance and report it to the employer.

If the grievance is beyond the authority of the supervisor, such supervisor shall submit the grievance together with a proposal for correction or opinion to the higher command, respectively.

The higher level supervisor shall conduct the same investigation and consideration of grievances as the junior supervisors who receive the grievances.

The supervisor of each class must process the grievance as soon as 7 days at the latest .

7.4 Grievance Resolution Process

When each class supervisor has considered the grievance. Resolve or terminate the grievance and notify the employee who filed the grievance. If the employee who filed the grievance is not satisfied, he shall notify the supervisor as soon as possible, but if the employee who filed the grievance is not satisfied, he shall file an appeal. By filling in the appeal statement in the printed form prescribed by the employer and submitting it to the highest supervisor within 7 days from the date of learning of the result of the grievance from the junior supervisor.

The highest level supervisor will consider and take action to resolve or terminate the grievance grounds and notify the employee of the decision within 15 days.

If the employee submits a grievance and is not satisfied with the outcome of the appeal hearing of the Supreme Supervisor, he shall have the right to proceed in other lawful ways. (Or it may be proposed to the employer to jointly appoint an arbiter.)

7.5 Protection of grievances and related parties

This is because grievances made in good faith bring great benefits to employers and employees as a whole. The employee who filed the grievance An employee who gives a statement, provides information, gives any facts or evidence in relation to a grievance, and an employee who considers a grievance when it has been done in good faith. Even if it causes any difficulties to the employer, it will be guaranteed by the employer that it will not be grounds for termination. punish or take any action that has adverse consequences for such employees;



8. Termination Compensation and special

8.1 Dismissal is a normal case.

Termination means:

- (1) An employee's failure to continue working and failure to pay wages, whether due to termination of the employment contract or any other reason;
- (2) The employee's absence from work and unpaid work. Because of the employer's inability to proceed. Compensation payments to terminated employees

a. the employee has completed one hundred and twenty consecutive days of work; But not less than thirty days' final rate of wages, nor less than the wages of thirty last days' work. For employees who are paid based on performance, calculated in units.

b. An employee who has completed one consecutive year of service but not more than three years shall be paid not less than ninety days' final rate wages or not less than the wages of the last ninety days' work. For employees who are paid based on performance, calculated in units.

c. An employee who has worked for three consecutive years but not more than six years shall be paid not less than one hundred and eighty days' final rate of wages or not less than the wages of the last one hundred and eighty days' work. For employees who are paid based on performance, calculated in units.

d. Employees who have worked for three consecutive years but not ten years, shall be paid not less than wages. The final rate of two hundred and twenty days, nor less than the wages of the last two hundred and twenty days of work. For employees who are not paid based on performance, calculated in units.

An employee who has worked for ten years or more shall be paid not less than three hundred days' final rate of wages or not less than the wages of the last four hundred days' work. For employees who are not paid based on performance, calculated in units.

f. An employee who has worked for ten years or more consecutively shall be paid not less than three hundred days' final rate wages or not less than the wages of the last four hundred days of work. For employees who are not paid based on performance, calculated in units.



Exceptions to non-payment of compensation

The employer shall not be required to pay compensation to the terminated employee in one of the following cases:

1. Malpractice or intentional criminal offence against the employer.
2. Intentionally causing damage to the employer.
3. Negligence As a result, the employer suffers serious damage.
4. violates work regulations or regulations or orders of the employer that are lawful and fair and the employer has given a warning in writing, unless in extreme cases the employer is not required to give a warning;

The warning letter shall be effective for a period not exceeding one year from the date on which the employee committed the offence.

5. Dereliction of duty for three consecutive days, whether or not there is a day off, without reasonable cause.
6. shall be sentenced to imprisonment upon final judgment, except for offenses committed by negligence or petty offenses.

Termination of employment contract

A. Employment has a fixed duration. The employment contract ends at the end of the employment period. The employer and employee do not have to give prior notice.

B. Indefinite Employment The employer or employee may terminate the employment contract by giving the other party at least at least one period of written notice of wages.

8.2 Dismissal due to the employer's improvement of the production process unit Selling or providing services due to the introduction or change of machinery or technology which causes a reduction in the number of employees. The employer will:

(1) Notice of termination date The reason for the termination of employment and the list of terminated employees shall be known not less than sixty days in advance in the event that the employer fails to notify or Sixty days' notice of employment shall pay special compensation in lieu of notice equal to sixty days' final rate of wages or equal to sixty days' wages of work. For employees who are paid based on performance, calculated in units.

(2) Compensation is terminated. The Labour Protection Law stipulates that employees are entitled to compensation based on their salary and working age. as follows

120 days – 1 year of service = 30 days of final pay compensation

- 1 – 3 years of service = 90 days of final pay compensation
- 3-6 years of service = 180 days of final pay compensation
- 6 – 10 years of service = 240 days of final pay compensation
- 10 – 20 years of service = 300 days of final pay compensation
- 20 years of service or more = 400 days of final wage compensation

In case the period of service is less than one year. If the fraction of the period of work is more than one hundred and eighty days, it shall be counted as one year of work.

8.3 Relocation of business to another location

This has a significant impact on the normal livelihood of employees or their families. The employer will:

- 1) The employer must notify the employee not less than thirty days in advance before the relocation of the place of business.

In the event that the employer fails to give notice or less than thirty days' notice of the relocation, special compensation shall be paid in lieu of notice equal to thirty days' final rate of wages or equal to the wages of the last thirty days of work for the employee. This is paid based on performance, calculated in units.

- 2) If the employee does not wish to go to work with The employee is entitled to special compensation not less than fifty percent of the compensation rate to which the employee is entitled under Clause 8.1.

The employee has the right to submit an application to the Labour Welfare Committee for consideration within thirty days from Mr. Zhang's relocation, whether the employer has to give advance notice or whether the employee has the right to terminate the employment contract with the right to special compensation.

Announced on 20 July 2023

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(Mr. Pintu Ashok Ghosh)

Position: Managing Director