

## FORMATION OF WORKS COMMITTEE

On, Friday, 25<sup>th</sup> day of October, 2024 in the presence of Top Management Sh. Sandeep Jain, a Works Committee has been formed in our organization SANDEEP ENTERPRISES (A unit of Vision Vanijya Ltd.). Employee's representatives have been nominated by the works employees themselves. Works Committee will be effective from 1<sup>st</sup> November, 2024.

### **Composition of Safety Committee is**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Samyak Jain	Chair Person
2.	Sunil Anand	Vice Chair Person
3.	Ms. Pooja	Secretary
4.	Subhash	Workers
5.	Pawan Malik	Workers
6.	Vikash Sharma	Management
7.	Ramesh Kumar	Management

**Tenure of Work Committee:** Two Year

**Meeting of Work Committee:** every Three months.

(Detail of Works Committee objects, functions and Procedures enclosed)

For VISION VANIJYA LIMITED

Director/Authorised Signatory

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## **POLICY**

### **Introduction**

The Works Committee was introduced in India's Industrial Disputes Act of 1947 to promote good relations between employers and employees

A works committee is a committee in an industrial establishment that is made up of representatives from both the employer and the employees. The purpose of a works committee is to promote good relations between the employer and employees, and to settle any disputes that may arise.

### **Purpose**

The Works Committee's purpose is to promote good relations between employers and employees, comment on matters of common interest, and resolve differences of opinion.

### **Composition:**

The Works Committee is made up of representatives from both the employer and employees. The number of worker representatives must be at least equal to the number of management representatives. The committee also has a Chairman, Vice-Chairman, Secretary, and Joint-Secretary.

### **Meetings**

The committee must meet at least once every three months.

### **Term**

The term of office for members of the committee is two years.

### **Re-election**

Members are re-elected every two years.

### **Application**

The Works Committee applies to any industrial establishment with 100 or more employees.

### **Selection**

The employer selects the employees in consultation with the Union, if already formed in the organization.

### **The main objectives of a Works Committee**

- Promote good relations between the employer and employees
- Comment on matters of common interest
- Resolve differences of opinion
- Reduce material differences between employers and employees
- Maintain a healthy relationship between employers and employees
- Improve industrial peace
- Address general peace and work-related issues
- Remove causes of friction in the workplace
- Serve as a grievance resolution mechanism
- Strengthen the spirit of voluntary settlement of disputes

### **Constitution/Features of Works Committee**

The common features of the works committee procedure and constitute a Works committee.

- The number of members in the committee should be fixed and not more than 20. Here, it is also specified that the members of employers should not be more than members of employees.
- The representatives from the employer's side should be selected with the consent of the employer and these people should be associated with the organization directly.
- Before the formation of the works committee, the employer should inform the Employees or union if they have one. Further, during elections, two groups should be formed: one of the members who want to be a part of the committee and other non-members.
- The candidates added to the committee should have worked with the company for at least 1 year and should have attained a minimum age of 19 years.
- The voters who are voting for committee members should be at least 18 years of age and must have worked in the company for at least 6 months.
- Elections may be held organized by the employer for Works Committee Members amongst the employees, Employees Categorized in members and non-members are placed in separate groups.
- The Central Government or the equivalent authority holds the right to dissolve this committee if they feel it is not constituted as per the guidelines.

- The committee must include a chairman, vice-chairman, secretary, and joint-secretary.
- The committee must meet at least once every three months.
- The term of office for committee members is two years.

### **Responsibilities**

- Promoting good relations between the employer and employees
- Commenting on matters of common interest
- Composing differences of opinion
- Settling day-to-day dispute

### **Dissolution of Works Committee**

The State Government or an officer or authority designated under the Industrial Disputes (Central) Rules, 1957 can dissolve a Works Committee at any time by issuing a written order. A Works Committee is dissolved under this rule the employer may, shall take steps to re-constitute the Committee in accordance with these rules.

For VISION VANIJYA LIMITED  
Director/Authorised Signatory

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