

February 12, 2015

**CIRCULAR TO ALL EMPLOYEES**

The attendance of employees on Hartal days, in the recent past, has been declining and this trend is a matter of concern.

The Honourable High Court of Kerala, as you are aware, has banned the 'Bandh' as it is infringing the constitutional right of a citizen. However, in many instances this was circumvented by calling a 'Hartal'.

We feel, as an organization, HML should approach such challenges in the right earnest and adhere to the law of the land rather than turning a blind eye towards such impositions.

On earlier occasions, there has been a practice of arranging private vehicles for picking up of the employees on hartal days. However, now a days, private vehicles are hesitating to ply on such days, thus making it difficult to arrange for the same.

Hence, it has been decided to lay down the following policy for future guidelines:

- a) All employees are requested to make their own arrangements to attend the Office on Hartal/Bandh/other work obstruction days.
- b) If any employee is unable to come for any reason, they can compensate this by working on the following Saturday, in consultation with their superior.
- c) No Leave will be sanctioned on hartal/bandh days.

Please be guided by the above for the Hartal days, in future.

[CHERIAN M.GEORGE]  
VICE PRESIDENT – HR

[SHEEJA M.S.]  
HEAD – HR & ADMIN

By a copy of this mail we are requesting all employees to have a car pool arrangement to travel to office and back on hartal days.

**From:** sheeja [<mailto:sheeja@harrisonsmalayalam.com>]

**Sent:** 12 February 2015 16:47

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**Subject:** ATTENDANCE CIRCULAR