



7. BEST PRACTICES IN HR & IR POLICIES

(Sponsor: TRANSPEK INDUSTRY LTD.)

A. Criteria for the Award

1. Increase or decrease in size of labour force in the last three years corresponding to productivity.
2. Training to improve skills and productivity.
3. Man hours lost during the last three years.
4. Management programme for improving industrial relations.
5. Competency Mapping
6. Productivity Assessment & Productivity Enhancement Tools.
7. Implementation of Total Quality Management (TPM) Concepts. (Process for Improving Equipment Effectiveness)
8. Details of Certifications received, if any.
9. CSR activities undertaken in brief.

B. Information to be provided by the Applicant

1. Nature and type of industrial activity.
2. Year of establishment.
3. Total number of employees. (last 3 years)
4. Details of HRD programme.
5. Details of any award or recognition, national or international, given to the company.
6. Describe in one page your efforts for maintaining harmonious industrial relations.
7. Details regarding pending industrial relation/labour cases in labour courts or industrial tribunals.
8. Brief description of HR & IR department.
9. Submit documents to support the criteria of Best practices in HR & IR Policies.