



My Home Constructions (P) Ltd.

CONSULTANT POLICY

MHCPL-HR-SOP-20

Date: 22nd Mar, 2025

Rev. Version 1

Purpose

This policy defines the engagement terms, responsibilities, and expectations for full-time consultants hired by My Home Constructions Private Limited & its Subsidiary companies.

2. Scope

Applicable to all full-time consultants engaged with the organization (MHCPL, ASDPL, MHIPL, HDPL, TTPL, MHPSPL, BCSLLP) on a contractual basis.

3. Engagement Terms

- Full-time consultants are engaged based on a **fixed-term contract** (e.g., 6 months, 1 year, or more) with the possibility of renewal based on performance and business needs.
- All consultant agreements will be closed at the end of the financial year on March 31st, irrespective of the agreement's start date.
- Renewal is contingent upon performance evaluation, project requirements, and management approval
- They are expected to **work exclusively** with My Home group. during the contract period.
- Reporting structure will be defined at the time of engagement.

4. Roles & Responsibilities

- Provide **expert advice** and services within the agreed scope of work.
- Adhere to the company's **policies, standards, and confidentiality agreements**.
- Collaborate with teams, attend meetings, and ensure timely deliverables.

5. Working Hours & Leave

- Expected to follow standard company working hours, with flexibility based on project needs.
- Consultants **must punch In-time and Out-time without fail** through the designated attendance system.
- **Leave Entitlement:**
 - Full-time consultants are eligible for **15 leaves per annum**.
 - Leave approval is subject to prior approval by reporting authorities.
 - Unused leaves may **not be carried forward or encashed** unless specified in the contract.
- Public holidays as per the company calendar.

6. Consultancy Fee & Tax Compliance

- The **consultancy fee** shall be determined based on the **specific requirements of the project**.
- Payment shall be made subject to the **deduction of applicable taxes**.
- The company shall **not be liable** for the payment of any personal tax, including **income tax and GST**, which remain the responsibility of the consultant.

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Prepared

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Recommended By

Sr. President - Projects

Approved By:

Executive Vice Chairman



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- **GST Compliance:** If the annual remuneration exceeds ₹20 lakhs, the consultant must register for GST and submit a GST invoice for payments.

7. Compensation & Benefits

- Monthly remuneration as per the contract, payable on a fixed date.
- Reimbursement for **business-related expenses** as per company policy.
- **Health and insurance benefits** (if applicable, based on contract terms).

8. Confidentiality & Compliance

- Consultants must sign an **NDA (Non-Disclosure Agreement)** to protect company information.
- Any conflict of interest must be **disclosed immediately**.
- Compliance with industry **safety regulations and ethical guidelines** is mandatory.

9. Termination & Exit Process

- Either party may terminate the contract with **[30] days' notice** (as per contract).
- A proper **handover** of ongoing work and documents is required before exit.
- Final payment settlement post-clearance from relevant departments.

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