HIGH TENSILE FASTNUTS (I) PVT. LTD.

PUNE

Company Age Policy

Minimum Age Policies

- **Internships / Apprenticeships**: Require a minimum age of **18 years**. While hiring 14- to 17-year-olds is allowed in non-hazardous roles, restrictions on working hours and night shifts.

- **Full-Time Employment**: Policy strictly mandate a minimum age of **18 years** at the time of joining. This ensures the employee can legally sign a binding employment contract under the Indian Contract Act.

Maximum Age & Retirement Policies

- **Standard Retirement (Superannuation)**: The policy fixes the retirement age at **60 years**.

- **Extension Policies**: The organization include a clause allowing the company, at its sole discretion, to extend employment on a year-on-year basis if the employee has critical, hard-to-replace skills.

- **Post-Retirement Consultants**: For experts above 60, standard policy usually shifts them from regular payroll to **independent consultancy agreements** or fixed-term contracts to manage liability and benefit costs.

Essential Policy Clauses to Include

- **Age Verification Clause**: Mandate that candidates submit government-approved proof of age (such as a Passport, Aadhaar Card, or Class 10 Matriculation Certificate) prior to onboarding.
Misrepresentation Clause: State clearly that any discrepancy or falsification of age documents found later will result in immediate termination without notice.

- **Retirement Effective Date**: Define exactly when retirement takes effect—usually specified as the last working day of the calendar month in which the employee reaches the retirement age.

Director sign :

Date : 01/ 04 / 2025