

# HR Welcomes YOU to TransGraph Family



# TRANSGRAPH

RESEARCH - CONSULTING - TECHNOLOGY

commodity market mentors

## COMMODITY PRICE RISK MANAGEMENT SOLUTIONS

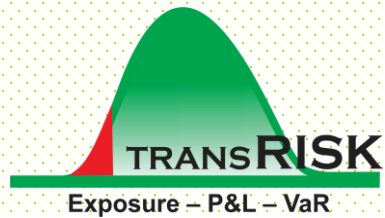
AGRICULTURE

METALS

ENERGY

CURRENCY

ECONOMY



[www.transrisk.net](http://www.transrisk.net)



[www.transgraph.net](http://www.transgraph.net)

[www.transgraph.com](http://www.transgraph.com)



## Our Vision

To be the world leader in providing knowledge empowered decision enabling solutions to the commodity eco system.

## Guiding Factor

- ❖ Create simple, useful and comprehensive solutions with unique combination of Research, Consulting and Technology.
- ❖ Establish a brand that is recalled for the benchmark industry practices, trusted delivery, innovative solutions and best return on investment.
- ❖ Create an organization that will be known for its values in terms of professionalism, transparency, honesty and integrity.

## Our Values/Culture

- ❑ Excellence: Deliver Exceptional Results
- ❑ Ownership: Take Responsibility
- ❑ Character: Lead with Integrity
- ❑ Teamwork: Achieve Together

# About TransGraph

TransGraph is an independent, unbiased research and consulting company that specializes in Market Analysis & Price Forecast, Price, Risk consulting, Fund Management, Business Consulting & Value Chain Studies.

TransGraph Consulting Pvt. Ltd. was founded by **Mr. Nagaraj Meda** in 2003.

TransGraph is focused in providing services to players who deal with commodities physically and having exposure to derivatives as part of its hedging activities.

TransGraph has 100+ active client base spanning across 28+ countries encompassing Auto & Auto Ancillary, FMCG, Trading, Metals, Mining & Petro-chemical industries.

TransGraph's flagship software product TransRisk is a Multi Dimensional Market Risk Management solution focused on commodities industry.



## Management Committee (Mancom)



# Work Timings & Days

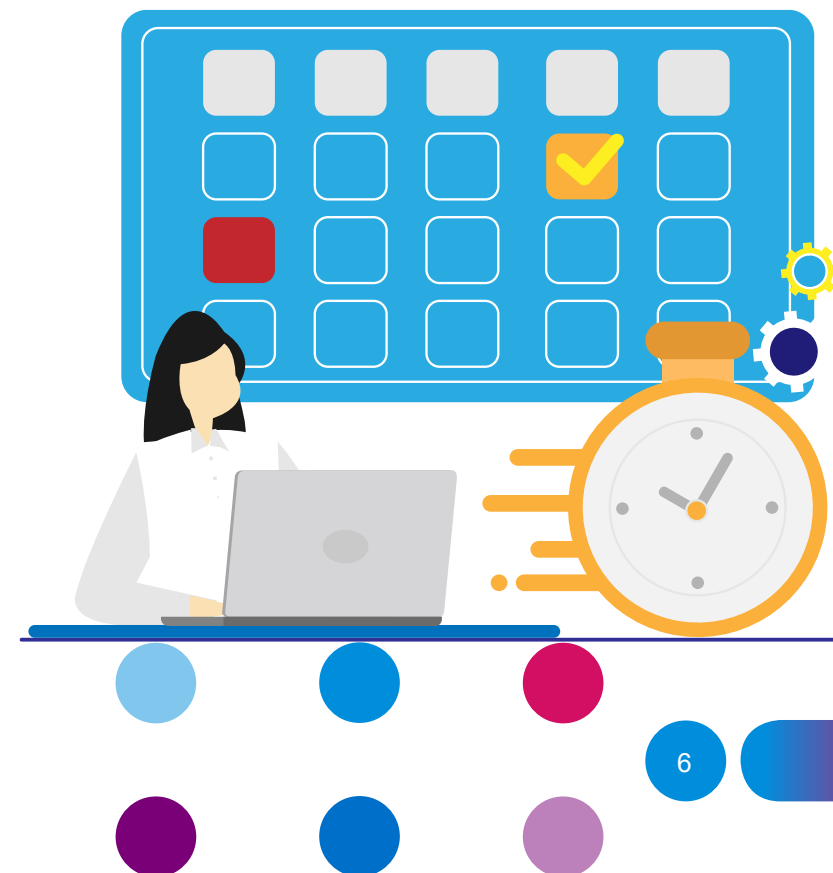
## Timings for Corporate Office & Regions

- ❖ PC : 08:00am – 05:00pm
- ❖ General : 09:00am- 06:00pm
- ❖ All Regional Employees to login as per their work timings mentioned and adhere to work schedules .

Clock In and Clock out along with daily work reports are mandatory in all aspects.

## Workdays & List of Holidays

- ❑ No of working days in a week ( we work from Monday to Friday )
- ❑ List of Holidays for Year 2025 is Published on TC2





# Dress Code

## Men:

Wear a well-fitted button-down shirt with solid-colored trousers, neatly tucked in. Don't forget a belt. Complete the look with formal leather shoes and matching socks.

## Women:

Choose traditional attire like sarees, salwar kameez, or elegant formal dresses. Pair your outfit with heels or dressy flats. Avoid overly revealing or casual clothing.

## Weekends:

### Men:

Jeans, T-shirts, and sneakers are allowed, but shoes are mandatory. No sandals or flip flops.

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### Women:

Casual dresses are allowed on weekends. Avoid flip flops or slippers.



# Human Resources

We as HR team will be facilitate the employee Onboarding and other Employee activities from Hire to Retire/Exit.

Some of them are as follows:

- ❑ **Entire onboarding process of Employee**

1. Joining dockets
2. Induction
3. Employment Contracts
4. Assignment of workplace and initial handholding
5. Constant touch with new incumbent for the initial one month.

- ❑ **Manage the payroll of employees**

1. Employee payroll and disbursement of salaries
2. Declaration of Taxes
3. Awareness on the salary outflow and allied queries
4. Statutory requirements handholding i.e. PF, ESIC etc.

- ❑ **Employee Performance evaluation and also assist in Assessing their Performance in line with organizational needs.**

- ❑ **Identifying the Training Needs and plan for trainings**

- ❑ **We will be SPOC for all employee related issues**

- ❑ **Employee Engagement activities and some more .....**





# HR Policies @TransGraph

We at TransGraph believe in having a OPEN culture within the organization.

We emphasize on the core values we embark upon

It is important for each and every employee to adhere to the set policies which we follow, if you have got any queries with regard to the same. Do feel to come and talk to us directly.

We would try to sort out the queries which you have to the satisfaction of the employee.

The HR policies are available in your TransCommunique login, go through them within 7 days of the joining and come back to us if you have any queries.

- ❖ Terms of Employment(ToE)
- ❖ Code of conduct (CoC)
- ❖ POSH ( Prevention of Sexual Harassment)
- ❖ Cyber Security Policy
- ❖ Leave policy
- ❖ System and Internet Usage policy
- ❖ Mail Usage Policy

# Internal Communication Mediums

## Transcommunique

- ❖ Attendance Management
- ❖ Leaves Application Management
- ❖ Holiday List
- ❖ Employee Database
- ❖ Employee Terms and Conditions
- ❖ Policies

## Bitrix24🕒

- ❖ Official Medium for Internal Communication & Updates
- ❖ Also used to make work plan and daily work submissions



## Microsoft Teams

- ❖ Online communication medium via respective team groups in work from home scenario
- ❖ Teams video meetings & calls to be in touch

# Know your Company

We believe in a horizontal structure @ TransGraph where we emphasize on

- ❖ Competency Driven Organization
- ❖ Direct Access to Higher Management
- ❖ Promotes Transparency and Builds Trust
- ❖ Greater visibility for Process Improvements
- ❖ Potential for Career Growth Opportunities and Advancement



# Training Programs



## Quantifying Our Training Initiatives

Onboarding Trainings-6	<p>Advance Excel training - I Advance Excel training - II Advance Excel training - III Research Analysis &amp; key deliverables. Mapping the market thought &amp; our services. Induction to research &amp; Analysis &amp; key deliverables- Grains &amp; Pulses Basics of technical analysis</p>
Statutory Trainings-2	Data Security awareness POSH.
Recorded Webinars for Female Employees-3	Gynecology, Breast Cancer, Cervical Cancer
Effective Communication Sessions	Business Communication Session by Dr. Senapathi
Leadership Training Session	Developing foundational skills, leadership principles, interpersonal skills, emotional intelligence, and strategic leadership.
Non Agri	4 Joining orientation trainings by AVP

## Know your Company - Processes & Practices

### Processes and Practices

- ❖ Backbone of Our company
- ❖ Consistency and Standardization
- ❖ Help us Learn and Improve



Bitrix24⌚

TRANSCOMMUNIQUE 2.5



Streamline processes, improve operational efficiency, and enhance  
accountability

# Clientele Spread Across



## INDIA

*Major FMCG companies and one of the largest auto mobile companies : Bettering market average of spend in categories, Commodities and Packaging.*

*Institutionalizing Hedging & World Class Risk Management Practices.*

## SOUTH EAST ASIA

*TransRisk to the Biggest Commodity Trading Houses, based in Singapore. Timing forward sales, Protecting from downside risk and Hedging to Some of the largest Plantations in Indonesia & Malaysia*

## MENA REGION

*The best known FMCG and Vegetable oil Brands in the Region : Advising on their Shipment Pricing*

## EUROPE & RUSSIA

*Research support to the largest Rubber / Tyre manufacturer in Russia and Edible Oils & Lauric processor in Europe*

## AMERICA

*Research support in Lauric oils for Personal Care markers*



# Employee Well Being @ TG



## Physical Health Programs

### Already Conducted

- ❖ Dental Camp-Clove Dental Clinic
- ❖ Eye Camp- Maxvision Hospitals
- ❖ General Health Camp- KIMS Sunshine
- ❖ Cervical Cancer Awareness Webinar by KIMS Sunshine
- ❖ Breast Cancer Awareness Webinar by AIG Hospitals
- ❖ Gynecological Awareness Webinar- Yashoda Hospitals
- ❖ ENT Camp- MAA ENT Hospitals
- ❖ PFT Camp- Kims Sunshine
- ❖ Stress Management Webinar by KIMS

## Investment Awareness Program

- ❖ HDFC Investment Awareness Session on taxes, NPS, MF etc.

## Other Indoor/Outdoor Events

- ❖ Cricket, Badminton, Chess, Tombola, Chess many more...

## Health Insurance

- ❖ GMI
- ❖ GPA

## Upcoming Events



