



**KING STUBB & KASIVA**  
ADVOCATES AND ATTORNEYS

# LABOUR AND EMPLOYMENT

*Structuring human relations*





# ABOUT KING STUBB & KASIVA

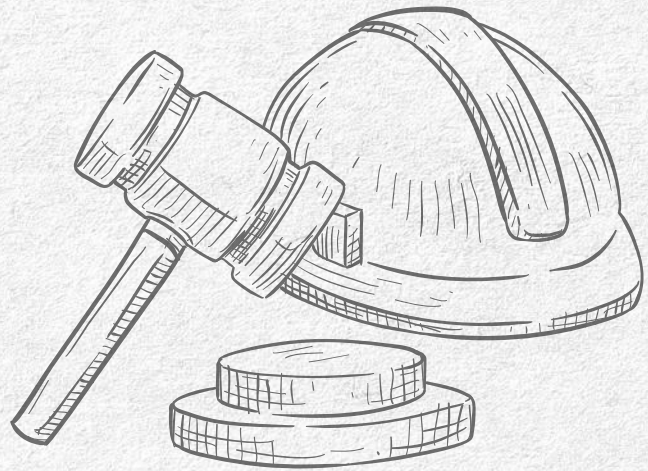
King Stubb & Kasiva (“KSK”) is a full-service national law firm in India with offices in New Delhi, Mumbai, Bengaluru, Chennai, Hyderabad, Kochi, Mangalore & Pune. KSK has alliances with associate lawyers in all states and union territories of India and international locations. We can cater to all corporate legal, regulatory and dispute resolution requirements of our clients across the length and breadth of the country. We also have a huge informal network of international law firms across ninety-seven countries.

We represent large, medium & small business houses, multinational corporations, banking & financial institutions, technology and manufacturing pioneers, private equity and venture capital investors and start-ups across the country.

KSK does not just provide legal expertise; we take a position and provide commercially savvy advice – we partner with our clients to deliver the best business solutions. We do this by knowing their industries, the trends and issues, and their competitors. We are always focused on providing interactions between our firm and our client which delivers the highest levels of integrity, hard work and trust in order to create a perfectly professional relationship.

## OUR ADVANTAGE

Our Labour & Employment practice focuses on assisting and advising clients in avoiding any waste of management resources and promoting company goals. We guide our clients on all aspects of labour management, ranging from setting up establishments/units in India to the closure of businesses and liabilities arising from them.

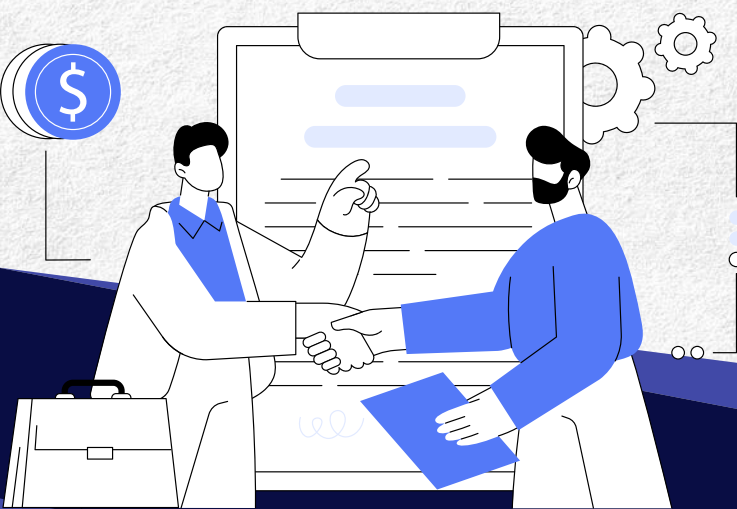


We believe in keeping our clients well informed as to the various new developments in law, as well as assist them in formulating strategies enable them to effectively handle the issues/concerns. The global reach, consistent high quality, and efficiency of our team make KSK uniquely qualified to provide both local and multi-national businesses with comprehensive and effective employment and labour solutions.



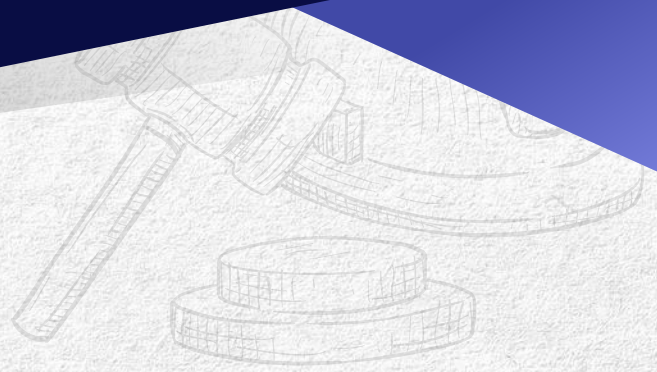
# SERVICES OFFERED

- Advisory on the setting up of business operations in India and registration requirements under applicable labour laws.
- Advisory on classification of workforce, engagement of fixed term employees, contract workers/third party employees, apprentices/ trainees, consultants, etc., and drafting, review, and standardization of employment contracts (both for senior management and junior level employees), consultancy agreements, trainee engagement letters, etc.
- Advisory on issues pertaining to background verification, pre-employment privacy, confidentiality issues, and setting up a process for recruitment and hiring from a legal perspective.
- Advisory on leaves, holidays, hours of work, and other working conditions and legal requirements for changing the conditions of service.
- Drafting, reviewing, and standardizing HR policies, employee handbooks, standing orders, etc.
- Advisory on employment-related litigation, disciplinary proceedings, employees' rights, wages and employee benefits, constitutional rights, labour disputes and industrial actions and health and safety legislations.
- Advice on wage requirements for the provident fund, bonuses, employees' state insurance and gratuity calculations, entitlements under relevant laws, and compliance thereunder.
- Advisory on termination of employment of employees, reorganization of workforce, restructuring of wages, transfer or transition of employment of employees, secondment of employees, etc.
- Employment law related due diligence, identification of risks involved, and advice on downsizing, the transfer of undertakings, the transfer or transition of employees, and employee benefits under corporate transactions, as well as the drafting and review of related documents.
- Advisory on laws prohibiting discrimination at the workplace, grievance redressal mechanisms, handling instances of discrimination, and drafting of anti-discrimination guidelines.
- Advisory on whistle-blower laws, their legal requirements in India, the formation and implementation of whistle-blower policies and protected disclosures, and the drafting of whistle-blower policies and guidelines.
- Advisory on sexual harassment of women at the workplace, constitution of internal committees (ICs), handling of sexual harassment complaints, and drafting of POSH policies for the organizations.
- Drafting, review, and standardization of manpower supply agreements, and appointment letters to be issued to the contract workers by the contractors.





# SERVICES OFFERED



- Advise on flexible working models and best practices in relation to them, retention of employees, restrictive covenants and their enforceability, and drafting related documents.
- Advisory on structuring stock incentives like ESOP, RSU's, SAR, etc.
- Advisory on employee privacy, and data protection.
- Advisory on mutual severance of employment, notice period requirements, severance pay, garden leave provisions, etc.
- Advisory on collective bargaining and wage settlements, strategies to be adopted in handling union issues, and settlement of industrial disputes. Drafting wage settlements or settlement agreements with unions and employees.
- Advisory on the stoppage of work, layoffs, and closure of business units; preparation of process documents for the above; and necessary letters and documents in relation to communication of the exigencies to the employees and regulatory authorities.
- Advisory on legal requirements under the new labour codes and transition of the existing structure to one under the new labour codes; review and drafting of existing policies following analysis of gaps to be filled once the labour codes are implemented.
- Advisory on contentious matters such as the conciliation of industrial disputes and strategies to be adopted by the clients in relation to them, as well as drafting communications to be sent to the employees and regulatory authorities regarding the problematic issues, as well as representation of clients before various courts and labour authorities vis-à-vis related disputes.
- HR audit of compliance under labour legislation (includes checking the compliance status of registrations, forms, and registers maintained by the client; submission of returns under labour legislations; however, the same will not cover payroll management or audit); compliance assessment; identification of gaps or risks; and advice on mitigation of risks.



## INDICATIVE CLIENTS IN LABOUR AND EMPLOYMENT



## KEY CONTACTS



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