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Terms & conditions

- During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.
- The management reserves the right to make changes in the policies and procedure from time to time. Any change made would be communicated through Email/website/employee portal.

Information security policy

- All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment or else Strict legal action will be taken.
- You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change.



Attendance and Punctuality

Depending on business requirements and business deliverables, there may be need for alternate Timings. The concerned Reporting Manager and employee may work out mutually agreeable timings/schedules in these cases.

- **Working Days** – You are scheduled to work through Monday to Saturday. Second Saturday's are off. Every employees pay date will be 15th of any given month
- **Working Hours** - An employee is expected to spend a minimum period of 9 hours/day in office which includes the Office break of 30 minutes and a coffee/tea break of 15 minutes. If the working hours are less than 8 hours it will consider as a half day leave. If the working hours are less than 4 hours it will be consider as full day leave.
- **Shift Timing** - We are providing flexibility of 30 minutes around start time and end time. If your office timing is 10 Am you can punch in between 9:30 to 10:00 after completing your 9 hours you can leave in between 6:30 to 7:00 pm.
- Punching IN/ OUT at every movement from the office needs to be done at the Biometric machines.
- **Late coming:** every late coming in the office will be taken as a violation and will mark as half day leave.
- **Lunch Timing:** Lunch timing will for 45 minute in which include 30 minutes lunch break and 15 minutes tea break.
- Tailgating and piggy backing strictly prohibited.



Leave Policies

- Employees will be eligible for Earned Leave only after completion of probationary period.
- All holidays and weekend that comes in between employee's leaves start day and end day will consider as a sandwich of leaves. For example, if any employee taking leave on Saturday and following Monday will be mark 3 leaves instead of 2 leaves. It will be applied on public holiday and second Saturday as well. It will be applicable on approved leaves as well.
- Earned leaves will be applicable after completing probation period and leaves will be counted from your joining date as a regular employee.
- There will be 12 casual leaves per year for every employee. Leaves will be applicable from January to December. Example; An employee joining date is 20th February and his/her probation period is for 2 months so his/her probation end date will be 20th April. He/she will be eligible for earned leaves from May to December and his/her leave balance will be 8 leaves.
- An employee is allowed to carry forward his/her leaves if he/she has enough leave balance from last month. An employee is not allowed to take any leaves from upcoming months. Earned leaves cannot be carrying forward in next year.
- **Leaves approval** – Every Employee needs to take 3 days prior approval from their Respective Team Lead for any future leaves. As well as employee need to submit a leave application to HR. HOD will approve or unapproved the leave application. Every employee need to follow this process for any future leaves.
- Any leave, which is not approved by the HOD, will be taken as unapproved and marked as leave without pay.
- If any employee taking unapproved leaves more than a 3 times in a year will be consider as violation and Disciplinary Action would be taken.
- If any employee taking leave without any prior information will gets a disciplinary e- mail/call regarding the same from hr.



Joining Process

- New joining employees are required to submit documents on the day of joining which includes His/her C.V, salary slip for last three months(if employed earlier), Adhaar card copy.
- New joining employees are required to sign an employment agreement after the acceptance of offer letter.

Performance Review

Head of department would ensure every three months performance review and open communication.

Performance Review Process:

- **Self Evaluation/HR review**
- **Peer review**
- **Team Leader review**
- **HOD Review**

Performance Appraisals

Appraisal is finally based on company discretion

- The Appraisal (financial increment) of an employee will be done as per his/ her Date of Joining or Last appraisal date.
For example: -Employee Joining Date: - 10th January 2020 Appraisal Applicability: - 1st Feb 2021.The appraisal percentage can be 5-15% (Depends on company discretion)
- In-case an employee resigns within three months post the implementation of Appraisal Company has right to reversed the entire appraised amount during the full and final payment.



Separation Policy

- An employee who wishes to resign needs to submit a separation request to their Manager and HR. The manager further needs to give reasons for acceptance or non-acceptance of the resignation. In case of acceptance, the manager needs to verify the date of relieving.
- An employee needs to serve 2 months notice period. An employee who holds a senior position needs to give notice of 6 months before leaving.
- Post resignation the leave balance of the employee freezes completely, and he/she is not allowed to take any leaves.
- If any employee does not complete his/her notice period is liable to pay 3 months' salary to the company.
- Any Company property issued to employees during their employment with the organization, such as computer equipment, keys, ID card must be returned to the Company at the time of Relieving. Employees will be responsible for any lost or damaged items.
- If any employee leaves the company without any prior intimation will be treated as a willful abandonment and company has right to hold his/her salary and relieving documents.

Terminations

- Terminations can happen for several reasons: performance, layoffs, indiscipline, and misconduct in this case company has right to terminate your job employment.
- In the case of termination your salary will be on hold for 45 days and it will be release on the next pay date.



Disciplinary process

An employee may be suspended from work immediately if he/she has allegedly committed or is allegedly involved in any one of the following offences:

- Assault/attempted assault
- Negligent loss/ damage/ misuse of company property
- Sexual Harassment
- Alcohol and drug offences

Disciplinary action will be supported through investigation, reasonable evidence of guilt and Careful consideration of the circumstances of each case before any formal action is taken.

Housekeeping

In the interest of safety, personal well-being and a pleasant working atmosphere, the Company expects that all employees will always keep their work areas neat and clean.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions and return the same to us.