

EMPLOYEE POLICIES

Policy	Employee policies
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1. **Termination Policy:** Purpose: To ensure fair, consistent, and legally compliant handling of terminations, safeguarding the interests of both the company and the employee.

A. Grounds for Termination:

i. Types of Termination:

- **Voluntary Termination:** Initiated by the employee, typically through resignation.
- **Involuntary Termination:** Initiated by the company due to performance issues, redundancy, misconduct, or other factors.

B. Specific Grounds:

- **Performance-Based Termination:** Employees who consistently underperform, as measured by regular performance reviews, can be subject to termination after attempts to improve their performance.
- **Procedure:** Full time employees identified with performance issues undergo a documented Performance Improvement Plan (PIP) for 30 days. For the employees under probation the employees would be terminated on the spot. The PIP outlines clear, achievable objectives and the support to be provided.
- **Termination Process:** If there is no improvement by the end of the PIP, the company reserves the right to terminate employment with notice or severance as required by law.

C. Immediate Termination:

- In cases of gross misconduct (e.g., fraud, harassment, violence, breach of confidentiality, or violation of company policy), termination will occur immediately, without a prior PIP or notice period.
- **Documentation:** Incidents leading to immediate termination must be thoroughly documented, with investigation findings and HR records showing the employee's breach of conduct.
- **Personal use of company property:** If an employee is found using company email, number and company digital or physical material for his/her personal use, it would to an immediate termination.

- NCNS: No Cause No Show, where employee fails to inform about the leave for straight 2 days would lead to straightaway termination.
- Legal Compliance: Adheres to labor laws on termination for cause, ensuring that employees receive a fair process, including a chance to respond to allegations before final decisions are made.

2. **Severance Pay:** There is no severance pay.

3. Leave Policy

A. Probationary Period Leave:

- Leave Restrictions: During the probation period, employees are not entitled to paid leave (sick, casual, or annual leave). However, unpaid leave may be granted in cases of medical emergency with manager approval.
- Legal Compliance: This complies with labor laws that allow for leave restrictions during probation, ensuring fair trial periods while offering emergency leave options as per statutory guidelines.

B. Annual Leave

- Post-probation, employees are eligible for annual leave, accrued as per company policy i.e., 14 days per year and in compliance with minimum statutory requirements.
- Employees can take leave upon approval by their immediate supervisor, ensuring that work schedules and responsibilities are not disrupted.
- In case if an employee needs a planned leave, it needs to be informed in 48 hours advance, but if there is a leave of more than 5 days, then it needs to be informed at least 15 days in advance.
- In case an employee takes a leave on last working day or first working day of the week, which is not mentioned, the leaves would be deducted for the non-working days too falling during the leaves. If there is any medical leave during such scenario, then medical certificate needs to be provided.
- Leave Accrual: Leave accrues on a yearly basis and can be carried forward to the next year up to a specified limit, as permitted by labor laws.
- Apart from annual leaves, employees would be getting 12 public holidays as well.
- Encashment: There is no leave encashment.

C. Medical and Sick Leave

- Employees are entitled of sick leave from the allotted 14 annual leaves per year, with salary continuation as per policy.
 - In cases of extended illness, employees may be required to submit a medical certificate from a licensed practitioner.
- Compliance with Health Laws: Sick leave policies are compliant with health and labor regulations to ensure employee well-being without penalization.

D. Full and Final Settlement

- Objective: To ensure a timely, transparent, and accurate closure of accounts for departing employees.
- Processing Time: Final settlement calculations, adjustments, and payouts should be completed within 45 working days from the employee's exit clearance and last working day.
- Components of Settlement:
 - Salary Dues: Payment for days worked in the final month.
 - Leave Encashment: Payment for unused accrued leave, in accordance with the leave policy.
 - Bonuses and Commissions: Any bonus, commission, or incentive payments that the employee is entitled to as per the employment contract, subject to performance metrics if applicable.
 - Severance Pay: There is no severance pay.
- If the employee is terminated because of misconduct, sexual harassment at workplace, breach of employment agreement, breach of confidentiality and no exit clearance, then the employee won't be eligible for any final settlement.

E. Deduction of Recoverable Amounts

- Outstanding Debts: Final settlement may deduct any unpaid advances, loans, or pending repayments owed to the company.
- Asset Replacements: Costs for damaged or unreturned company property (e.g., laptops, mobile phones) will also be deducted as per asset policies.

F. Legal Compliance in Final Settlement

- The full and final settlement process is designed in compliance with statutory guidelines, ensuring transparency and fairness. Documentation of all deductions and entitlements will be provided to the employee.

4. Notice Period:

A. Duration and Structure

- **Standard Requirement:** The notice period is 60 days for technical domain employees and 30 days for other domain employees, unless otherwise specified in the employment contract. The company expects employees to serve the full period to allow knowledge transfer, a smooth transition and to be eligible for Full and Final Settlement.
- In case the employee who has completed 2 years with the employer, the notice period would be of 60 days.

B. Waivers and Reductions

- **Employee-Initiated Waivers:** Employees may request to reduce or waive their notice period. If approved by management, this may result in a salary deduction for the unserved portion.
- **Company-Initiated Waivers:** The Company reserves the right to waive the notice period for employees terminated for misconduct. In these cases, no notice pay will be provided.

C. Legal Compliance for Notice Period

- Notice periods comply with statutory requirements, ensuring fair treatment and lawful deduction practices.

5. Probation and Performance Management

A. Probationary Period

- **Duration:** New employees are placed on a probation period of 3 months to assess job performance, behavior, and cultural fit.
- **Performance Reviews:** Regular reviews are conducted, with feedback documented. Supervisors identify strengths, address weaknesses, and support employees through training as needed.

B. Probation Extension

- **Conditions for Extension:** If performance is below standards, the probation may be extended up to an additional three months or what the management decides, with clear, documented objectives for improvement.
- **Final Evaluation:** At the end of the extended probation, a final review will determine whether employment will be confirmed, further extended, or terminated.

C. Legal Compliance

- The probation policy aligns with employment laws that allow a defined trial period. Employees are informed of their rights and obligations throughout this period, with transparency in performance evaluations.

6. Asset Responsibility and Security Compliance

A. Allocation and Documentation of Assets

- **Asset Register:** All issued company assets, such as laptops, phones, and security badges, are logged in the company's asset register. Employees sign an acknowledgment form detailing their responsibilities.

- Usage and Care: Employees are responsible for maintaining the assets in good condition and using them solely for business purposes.

B. Asset Return

- Return Process: Upon resignation or termination, employees are required to return all company property in good working order.
- Asset Checklist: The HR department will provide an asset checklist to ensure a thorough return process. Failure to return assets will lead to no final settlement and can also be dealt legally.

C. Accountability for Damaged or Lost Assets

- Employee Liability: Employees are held accountable for asset damage or loss beyond normal wear and tear. Costs associated with repairs or replacement will be deducted from the final settlement.
- Security Compliance: All devices with sensitive data must be reset or cleared before being handed back to IT, ensuring compliance with data protection and privacy regulations.

D. Legal Compliance

- This asset responsibility policy ensures adherence to both labor laws and data protection regulations, allowing deductions only in cases that are documented and legally permissible.

7. Confidentiality

- An employee is bound to maintain the confidentiality of the company at any cost, confidential information like company's strategy, clients, projects, policies, finance and company's digital property.
- In case the employee fails to maintain the confidentiality, the company won't be liable for any full and final settlement, company will have the right to terminate the employee without any notice and the legal action would be taken against such actions.

8. Exit policy

- An employee who is terminated or has resigned needs to complete the exit clearance procedure in order to be eligible for receiving final settlement.
- Exit policy consist of getting clearance from finance, manager, admin and IT.
- If the exit is not cleared, the employee won't be able receive the final settlement.

9. Dress policy:

- There are no dress code related policy, employee are free to wear as per their will, which should be appropriate for the office and it's decorum.

10. Working hours

- The standard working hours are of 9 hours and it should be maintained always.
- If an employee is completing 5 hours to 8:59 hours, then it will be considered as HALF-DAY and if there is less than 5 hours of working hours, then it will be considered as a FULL-DAY leave which will be either deducted from the leave balance or Loss of Pay.
- There is a grace period of 15 minutes for login time, if the employee logins after 15 minutes, it will be considered as a half day leave, unless the employee conveys his/her delay in advance of at least 1 hour. Such delays are limited to 3 per month, beyond this, the leave will be deducted as per the working hours.
- Employee can take a meal break of 30 minutes and 15 minutes for tea/coffee.
- This is applicable to all the time shifts.

➤ Employee Acknowledgment

- All employees are required to acknowledge their understanding of these policies upon onboarding. The acknowledgment form will state that the employee has read and agrees to abide by all conditions outlined, ensuring mutual awareness and adherence to company and legal standards.
- This comprehensive policy aligns with labor laws, employee rights, and organizational values to ensure a structured, fair, and compliant approach to employment terms, terminations, leave management, asset handling, and more.