

HR POLICY FRAMEWORK

1. HR POLICIES

1.1 Code of Conduct

- Employees must maintain integrity, confidentiality, and professionalism.
- Any form of harassment, discrimination, or offensive behaviour will not be tolerated.
- Use of company assets and data must comply with internal security and IT usage protocols.
- Conflict of interest must be declared and avoided.
- Employees are expected to maintain punctuality, dress appropriately, and represent the company positively.

1.2 Leave Policies

Casual Leave (CL)

- 12 days/year.
- Can be availed with prior approval.
- Not carried forward or encash able.

Sick Leave (SL)

- 10 days/year.
- Requires medical certificate if more than 2 consecutive days.
- Cannot be encashed; may be carried forward at the company's discretion.

Earned Leave (EL)

- 18 days/year post completion of probation.
- Can be carried forward up to 30 days.
- Encash able on exit or at year-end if company policy allows.

Maternity Leave

- 26 weeks for the first two children as per Maternity Benefit (Amendment) Act, 2017.
- Additional unpaid leave of 1 month subject to managerial approval.

Paternity Leave

- 5 working days within 30 days of childbirth.
- Must be applied in advance.

Bereavement Leave

- 3 working days.
- For the loss of an immediate family member.

Unpaid Leave

- Must be applied when paid leave balance is exhausted.
- Subject to manager and HR approval.

1.3 Working Hours & Attendance

- Standard working hours: 9:00 AM – 6:00 PM (Monday to Friday).
- Flexibility up to 1 hour, subject to prior manager approval.
- 1-hour lunch break included.
- Biometric or digital attendance mandatory.

1.4 Remote Work / Flexible Work Guidelines

- Hybrid work policy applicable (2–3 days/week remote).
- Employees must log work hours via HRMS.
- Remote working beyond allowed days requires written approval from the reporting manager.

1.5 Grievance Redressal

- Employee can escalate concerns to HR through the HRMS grievance module.
- Issues addressed within 5 working days.
- Escalation hierarchy: Reporting Manager → HRBP → HR Head.

1.6 Disciplinary Procedures

- Violations investigated confidentially.
- Show-cause notice issued within 48 hours of reported violation.
- Internal inquiry followed by a Disciplinary Action Report (DAR).
- Possible actions: verbal warning, written warning, suspension, or termination.

1.7 Resignation & Termination

Resignation

- 30-day notice required.
- All assets must be returned before clearance.
- Exit interview is mandatory.

Termination

- Can be initiated due to misconduct, poor performance, or redundancy.
- Termination without notice applicable in extreme cases of breach of policy.

2. SALARY STRUCTURE

Entry-Level Employees

- **Basic Pay:** 40%
- **HRA:** 40% of Basic
- **Special Allowance:** Balance component
- **PF (Employer):** 12% of Basic
- **Gratuity:** 4.81% of Basic (if tenure > 5 yrs)
- **Professional Tax:** As per state slab
- **ESI:** 0.75% employee, 3.25% employer (if gross < ₹21,000)

Mid-Level Employees

- **Basic Pay:** 35%
- **HRA:** 40% of Basic
- **Conveyance Allowance:** Fixed ₹1,600
- **Special Allowance:** Balance
- **PF & Gratuity:** Same as above
- **Performance Bonus:** Annual, linked to KPIs

Senior Management

- **Basic Pay:** 30%
- **HRA:** 50% of Basic
- **Executive Allowance:** Variable
- **Retention Bonus:** May apply
- **PF/Gratuity:** Standard
- **LTA/Car Lease:** Optional components

3. TAXATION

- ☐ Individuals earning **up to ₹2.5 lakh per annum** are **not required to pay any income tax**.
- ☐ For annual income **between ₹2.5 lakh and ₹5 lakh**, the **income tax rate is 5%** on the amount exceeding ₹2.5 lakh.
- ☐ For annual income **between ₹5 lakh and ₹10 lakh**, the **income tax rate is 10%** on the amount exceeding ₹5 lakh.
- ☐ For annual income **between ₹10 lakh and ₹15 lakh**, the **income tax rate is 15%** on the amount exceeding ₹10 lakh.

- ☐ For annual income **above ₹15 lakh**, the **income tax rate is 30%** on the amount exceeding ₹15 lakh.
- ☐ Additionally, a **cess of 4%** is levied on the total tax payable as **Health and Education Cess**.
- ☐ Employees can **reduce their taxable income** by declaring deductions under sections like **80C (investments), 80D (health insurance), HRA, LTA, and others**.

4. BONUS POLICY

Annual Performance Bonus

- Eligibility: Min. 6 months service.
- Based on appraisal ratings and department targets.
- Payout: April–May.

Festival Bonus

- Optional and disbursed during Diwali.
- Fixed at ₹5,000 or 5% of one month's basic (whichever lower).

One-Time Bonus

- Discretionary: Project completions, milestones.
 - Requires manager and HR Head approval.
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5. INCENTIVE POLICY

- Applicable for roles in **Sales, Marketing, Product, and Business Development**.
 - **Monthly/Quarterly KPIs** tracked via CRM/OKR tools.
 - Payout frequency: Monthly or Quarterly depending on role.
 - Eligibility: No performance improvement plan (PIP) during payout period.
 - Components: Fixed + Variable + Commission (if applicable).
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6. EMPLOYEE BENEFITS

Health Insurance

- Group Mediclaim coverage for ₹3–5 lakhs.
- Coverage for spouse and children.
- Optional parental cover at employee's cost.

Wellness Benefits

- Annual health check-up reimbursement up to ₹2,000.
- Mental health sessions: 3 sessions free/year.

Travel Reimbursements

- Actuals up to policy limit with receipts.
- Local conveyance capped at ₹1,500/month unless role specific.

LTA (Leave Travel Allowance)

- Claimable once in 2 years for domestic travel.
- Proof of travel mandatory.

Food Allowance

- Meal card or coupons up to ₹2,200/month (tax-exempt).
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7. ONBOARDING & EXIT PROCESS

Onboarding

- Pre-joining documentation: PAN, Aadhar, Bank, Education Proofs.
- Day 1: Welcome Kit, HR Induction, IT Access, Team Introduction.
- Buddy program optional.

Exit Process

- Resignation submission → Manager & HR review.
 - Asset handover, final settlement initiated.
 - Exit Interview conducted.
 - Full and Final (FnF) within 45 days of last working day.
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8. COMPLIANCE & LEGAL

- **Provident Fund (PF):** 12% of Basic Pay from employer and employee.
- **ESI:** Mandatory if gross salary < ₹21,000/month.
- **Professional Tax:** Deducted as per state laws.
- **Gratuity Act, 1972:** Applicable if tenure ≥ 5 years.
- **Shops & Establishment Act:** Company registration and adherence as per applicable state.
- **Maternity Benefit Act, 1961:** Complied as amended.
- **POSH (Prevention of Sexual Harassment) Act:** Internal Complaints Committee (ICC) established.