



EMPLOYEE Handbook

2025

HR guidelines applicable for all employees of
Xevyte Technologies Private limited

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1. About the Organization

Xevyte, founded in 2005 as I Square Soft, is a rapidly expanding company headquartered in Bangalore, with additional offices in other parts of India and in the US. Specializing in Networking and Cyber Security, Application Support, and Testing, we cater to various industries both within India and internationally.

we provide services to global business clients, including some of the industry's most prominent names. Our expertise extends to emerging fields such as Network Implementation and Cyber Consulting, where we help global enterprises efficiently manage their network requirements & Support.

Our Vision

Xevyte is to be a global leader in providing technology-enabled business solutions and services. While we empower our customers to respond faster and more intuitively to changing market dynamics by implementing leading edge technology solutions that will make our customers' businesses more competitive.

Our Mission

We aim to aid our customers' efforts to remain competitive & enhance their productivity. Our Credo for software quality, responsiveness, on-time delivery and commitment to our customers help us achieve the desired success

2. Code of Conduct and Business Ethics

This Code of Business Conduct and Ethics applies to all employees and officers of the organization, which are referred to in this Code as Company or the Company.

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavors. You have a personal responsibility to protect this reputation, to "do the right thing," and to act with honesty and integrity in all dealings with customers, business partners and each other. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

The principles set forth in this document describe how you should conduct yourself. In every business-related endeavor, you must follow the ethics and compliance principles set forth in this Code as well as all other applicable corporate policies and procedures.

You are accountable for reading, understanding, and adhering to this Code. Further, compliance with all laws, rules and regulations related to Company activities is mandatory and your conduct must be such as to avoid even the appearance of impropriety. Failure to do so could result in disciplinary action, up to and including termination of employment.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, speak with your supervisor or, if you prefer, communicate with any of the other points of contact indicated. If you have any questions, ask for help.

a) In the Workplace

The company is committed to providing a diverse and inclusive work environment, free of all forms of unlawful discrimination, including any type of harassment.

b) Respect

The Company's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive, and free of harassment and unlawful discrimination.

c) Equal Employment Opportunity

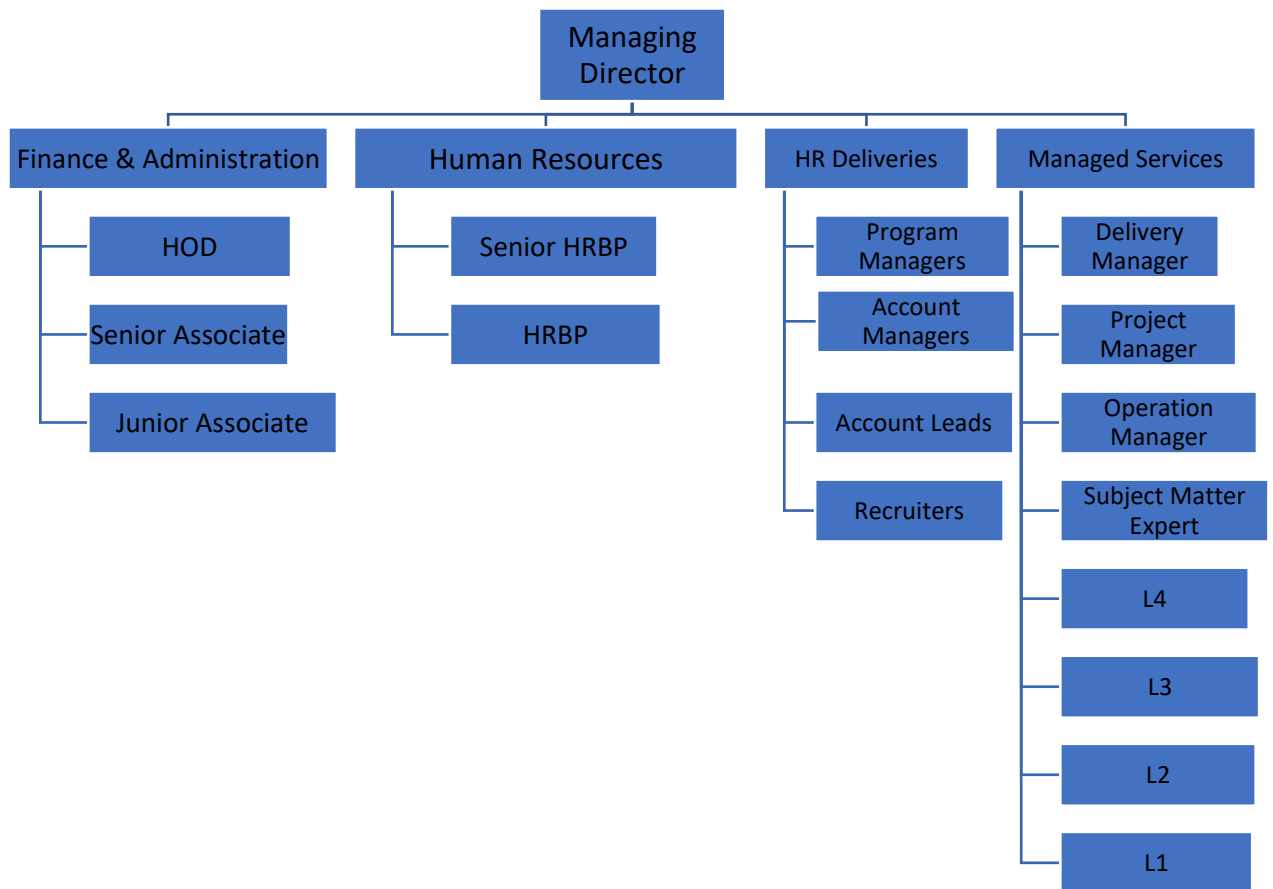
The talents and skills needed to conduct business successfully are not limited to any group of people. The company has a long-standing commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status, or any other unlawful basis. As part of this commitment, the Company will provide reasonable accommodation for applicants and qualified employees.

Sexual Harassment and Other Discriminatory Harassment

Sexual harassment and other discriminatory harassment are illegal and violate Company policies. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or words that harass or intimidate based on race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis are also prohibited.

The company has formulated the POSH policy that works towards safeguarding the best interests of the employees. A separate portal to address grievances is set up and a mechanism to address the issues is set up internally under the guidelines of policy.

3. Organizational Hierarchy





4. Joining Formalities

Xevyte welcomes all employees and hopes that they will enjoy the work culture.

When a new employee joins the organization, a formal induction will be conducted to familiarize them with all the activities of the firm.

Employees are expected to submit all the documents as per the need to process the candidature, failing which will result in termination of employment.

Xevyte will keep a record of all the employees' personal particulars pertaining to the recruitment & selection process.

Employees are expected to follow the policies and procedures mentioned during the induction. Any deviations in following the policies can lead to breach of candidature and result in termination of employment.

5. Terms of employment

Terms of employment are as set out in the appointment letter.

- The company reserves the right to amend, alter, and/or change any or all the terms and conditions governing employment. The company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.
- The employment contract is a contract between the individual employee and the company, and the terms of the contract are individual to each employee. Hence, all employees are required not to share the terms of the contract with others including fellow employees.

- Appointment letter and Offer Letter
Original to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the Employee file)
- Employees may be placed on probation for a period of three months. Alternatively, the employees will be treated as confirmed employees.
- At the end of the 3 months for the employees on probation, there will be a Performance Review based on which the employee will be confirmed. In case, the Performance Review discussion indicates a less than satisfactory performance, the same will be communicated to the employee and his / her Probation period may be extended by another 3 months or the employment terminated depending upon the Review. If the performance is unsatisfactory even after the extension of the probation period, his / her employment with the company is liable to be terminated.
- At all times, employees are expected to perform and deliver their duties/responsibilities as per their designated role to the satisfaction of the management.

6. TRAINING AND DEVELOPMENT

- a. The Company may require you to undergo training programs and courses relevant to your role. Such training may be conducted internally by the Company or externally through third-party providers.
- b. During the training period, you shall adhere to all rules, regulations, and guidelines provided by the Company and the trainers.
- c. Upon successful completion of the training program, you agree to apply the knowledge and skills acquired during the training to the best of their abilities in the performance of their duties for the Company. On failure to complete the training and the relevant tests, at the discretion of the management, you will be shifted to a job role slightly lower than what was offered , with changes in the salary paid.
- d. In consideration of the training provided by the Company, you agree to continue your employment for a minimum period of one year after the completion of the training. If You voluntarily resign or terminate your employment within this one-year period, you shall be liable to reimburse the Company for the full cost incurred for the training program. Additionally, you will be liable to pay the Company an amount equivalent to the salary for the remaining period of one-year post-training. These amounts shall be deducted from any pending dues or benefits owed to You. Your failure to continue employment for at least one year after training completion will result in these liabilities arising, without prejudice to any other remedies available to the Company under this Appointment Letter or Applicable Law.
- e. The terms and conditions of any training program provided by the Company will be communicated to You separately and will be binding upon acceptance by the Employee. The Company may modify or update the training programs at its discretion, and You agree to comply with any such changes.

7. WORK CULTURE

a) Working Days

- The office remains functional on all days of the week, 24x7.
- Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday.
- The weekly offs are also subject to change based on the project and the shift s/he is working on.

B) Timings

- Office is functional 24/7
- Standard working hours are 9.30 am to 6.30 p.m. But the timings vary based on the projects.
- The employees may be expected to stretch based on their work needs.
- An hour of break is allotted per day, which must include the tea breaks, lunch breaks and others.
- Every employee is expected to be available on office premises for 9 hours.

C) Late Arrivals

- Employees are expected to arrive at work and for meetings on time.
- If an employee anticipates late arrival, he/she must inform the immediate manager and HR in advance to allow for schedule changes and to handle coverage of working hours.
- Repeat challenges with late arrivals will be recorded as misconduct in the employee's file and more than 3 days of late coming leads to deduction of one day leave..
- All employees working with customers must ensure that all meeting commitments are met on time. Lapses in punctuality will not be acceptable.

D) Absence from office

- Any employee who is outside the office during working hours should ensure that the immediate manager and HR team are aware of his/her whereabouts.
- Any Work from homes without approval of Managers will be considered as LOP.
- Unauthorized absence from office, or absence from office without prior approval from the immediate manager, will be recorded as misconduct in the employee's file.
- Unauthorized absence will be treated as Loss of Pay (LOP).

E) Dress code

Men

Women

Formal / smart casual shirts, t- shirts trousers, and shoes. Formal clothes are mandatory when meeting customers / visitors. No round Neck T-Shirts. No Chappals and crocs allowed.	Formal Western (shirts, slacks, pants, suits)/ Indian (saree, salwar) business wear No Round neck T-shirts/ Crop Tops No chappals allowed
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F) Smoking/Narcotics

- Smoking is prohibited within office premises.
- Organization strictly opposes the use of any kind of drugs or substance, if you are found to be in possession of, using, distributing, or being under the influence of any unauthorized substances, including drugs and alcohol, on the premises of the Company, it will lead to immediate termination.

H) Housekeeping

It will be the responsibility of all employees to ensure that the offices is kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off. Washroom etiquette must be strictly followed.

8. Leave Policy

a) Casual Leave

- Every employee is entitled to 1 casual leave per month.
- The Casual leaves are added on a pro rata basis, depending on the date of joining.
- You are expected to restrain from taking any leaves/ WFH during the Probation period.
- The calculation of leaves follows the financial year from January to December.
- **Casual leaves will not be carried forward to the next year, but they will be eligible for leave encashments.**
- To avail leave encashment, one must have completed 6 months of service in the organization.

b) Sick Leave/Emergency Leave

- The organization provides 12 sick leaves in a year. The sick leaves are also considered as emergency leaves.
- The sick/Emergency leaves are added on a pro rata basis, depending on the date of joining.
- A maximum of 1 day will be considered emergency leave.
- More than 2 days of continued sick leave will be approved only with a valid medical document.
- Sick leaves are not eligible for leave encashment or carry forward to the next year.

c) Procedure to apply leave

- Employees are expected to keep their managers aware if they are planning to take leave.
- A mail needs to be sent out to the manager seeking permission to take leave, copying the HR of the organization. Managers are expected to revert to the same mail with his/her approval or disapproval. Meanwhile the employees are also expected to update their leaves at HR Portal.
- Only when the manager approves, the leaves will be approved.
- If no intimation is given about the absence, then it is considered as LOP.

- Failing to update the leaves in the portal may lead to confusion and the HR team is not responsible for the same. Every employee is expected to update his/her leaves in the portal mandatorily.
- Approval of long leave for any special occasion strictly lies in discernment of the management.
- If for any unavoidable reason the employee works from home, then mail needs to be sent to the Manager seeking approval and the HR needs to be in a loop. Failing to follow this process will again be considered as LOP.
- Any Casual leave must be applied before 48 working hours before and the sick leaves must be applied at least 6 hours prior.
- The organization provides 24 leaves in a year. Every month one casual leave and one sick leave is added to the account. If an employee leaves the organization in the middle of the year and they have exceeded the limit, then the deductions will be made in the final settlement.
- Please note there is no Half Day leave policy.

d) Public Holidays

- 10 public holidays may be available, as notified by the company at the beginning of each year. The holidays are subject to change based on the state the employee is working out of.

e) Maternity Leave/Paternity

- Subject to the provisions of the Maternity Benefit Act, 1961, women employees who have completed 1 year of service in the organization will be allowed to take maternity leave on full pay for up to 6 months. An approved medical practitioner should certify the confinement, and the employee must not take up any employment, temporary or part-time, or otherwise, during this period.
- This leave shall be limited to two children. The maternity benefit will not be applicable for a third child, when the first two children are living.
- An applicant for maternity leave must give notice to the company supported by a medical certificate not less than 8 weeks prior to the start of the leave period.
- No pay shall be due or payable in lieu of unveiled maternity leave.
- 2 Days of Paternity leave is available for Male employees.

9. Internet Use Policy

The company supports the use of the Internet to conduct business by or on behalf of the Company. Because the Internet provides access to a worldwide audience, Company associates should always act as if they are representing the Company to the public and should preserve Company's system security and protect Company's name and trademarks. **Company associates must act responsibly and adhere to all laws and Company policies when using the Internet to conduct business by or on behalf of the Company and/or when the Company or its products or services are identified.**

a) The Policy

- The Company recognizes that the Internet can be a helpful tool in dealing with family and other personal matters; however, its use must not interfere with work responsibilities, conflict with business needs, or violate any Company policy or law. The company always reserves the right to monitor, access and decrypt associates' use of the Internet, Company property, equipment, phone lines, computers (including disks, drives, storage media, electronic mail, etc.) and information.
- All users must respect Company's, its affiliates' and third parties' intellectual property rights (patents, copyrights, trademarks, trade secrets, as well as rights of privacy and publicity) and must take precautions to protect software, information and data that are owned, licensed, or managed by Company. No software, information or data may be used or distributed in a manner that infringes upon any intellectual property right or violates a license agreement or jeopardizes Company's trade secrets.
- No one may conduct business by or on behalf of the Company with third parties using personal access accounts or IDs.
- Misuse of Company resources and conduct in violation of Company policy will result in disciplinary action in accordance with the Company policy, up to and including termination.
- While working out of home, employees are expected to have stable internet access. Delay and disruption of work due to internet issues will hold the employee liable.

10. Compensation, Benefits & Reimbursements

a) Payroll date

The salary of each employee is credited to his/her bank account by 5th of Next month.

b) Provident Fund Allowance (PF)

- All employees will be eligible for a PF allowance Based on the company norm.
- This allowance will be payable as a monthly allowance and when the PF account is opened the same will be deposited in the PF account of the individual.

c) Other Allowances

Details of other allowances if any will be mentioned in the employee's offer letter under Annual Compensation Plan.

d) Deduction of tax at source from salary (TDS)

- In computing the tax deductible at source, the company will take into account for any rebate, which is available to the employees as per the provision of the income tax Act, 1961. The employees are required to furnish a declaration (Annexure 7) about the investment proposed to be made by them in any eligible instrument latest by April 15 in each year.
- All new employees are required to furnish the declaration within 15 days of joining the organization.
- New employees are also required to furnish the salary certificate from earlier employer on joining.
- Employees will then be required to furnish proof of such investments latest by March of each year. In case proofs are not furnished, the rebate as per provisions of Income Tax Act, 1961 cannot be considered and tax will be deducted accordingly.
- Employees may contact the Finance department for more details regarding their salary and TDS calculation. The employee is solely responsible for filing their own Income Tax return at the end of the year and the Finance department will issue the Form 16 together with a salary certificate for the financial year.

e) Employee Insurance

- Xevyte will insure its employees in group health insurance. The premium will be calculated based on age and other factors and deducted from the salary.

11. Exit Formalities

A) Termination of services

- Upon confirmation of your employment, this agreement may be terminated by you after giving the 60-day written notice (each a “Notice Period”) to the Company.
- The Company at its sole discretion may relieve you before the expiry of the Notice Period without any financial liability or commitment to continue in service till the end of the notice period. However, if you fail to provide the required notice, as stated herein, or fail to work through the said notice period and/or cooperate in the satisfactory handover of your work, you shall not be entitled to receive the pay equivalent of the notice period.
- In the event you decide to leave the Company during the Notice Period, you agree that an equivalent amount to the notice period salary will be deducted from Your final settlement. You shall return all company property as specified in the employment agreement, irrespective of the early departure, and comply with all confidentiality and non-disclosure obligations.
- Notwithstanding the above, your employment with the Company may be terminated without notice or without any salary in lieu thereof if, in the opinion of the Company, you, at any time:
 - i. commit any serious or persistent breach of any of the terms and conditions of the appointment letter (including but not limited to Confidentiality and Intellectual Property clauses) or rules, regulations, and policies of the Company.
 - ii. do or cause to be done any act, deed, matter, or thing adverse to the Company’s interest.
 - iii. are guilty of any misconduct or neglect in the discharge of your duties or exercise of your powers hereunder or otherwise vested in you from time to time.
 - iv. fail to or neglect in observing and complying fully with all policies, regulations, instructions, and directions from time to time made or given to you by the Company.
 - v. if any information furnished by you or representation made by you is found to be incorrect or if any material information is detected by the Company to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions herein.
 - vi. become of unsound mind.
 - vii. are accused of any criminal offense.
 - viii. absconding for more than seven (7) days continuously.
 - ix. if your performance or conduct is not found satisfactory; or
 - x. if your background check and/or reference check is not satisfactory; or
 - xi. if you are found to be in possession of, using, distributing, or being under the

influence of any unauthorized substances, including drugs and alcohol, on the premises of the Company.

- During the Notice Period, you are not eligible for any leave. In case you avail leave, the Notice Period will be extended to that effect and the calculation of working days will be done accordingly, upon the discretion of the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents, and paper, both original and copies thereof, including but not limited to any electronic equipment, samples, literature, contracts, records, lists, notes, data and the like; Intellectual Property and Confidential Information, in your possession or under your control relating to your employment or to any customer's business affairs. You shall further certify in writing that all such information has been returned to the Company.

b) General Policy

- Before leaving the company, the employee must ensure that the following formalities are completed.
- Give a letter of resignation to the supervisor/ Manager, loop the HR team of the organization.
- To the employees working at Client locations, any exit discussions must be initiated only after consulting with the parent company manager.
- Return all Xevyte property i.e., Laptop, manuals, calculators, floppies, etc.
- Get certificate from Accounts that no dues are pending.
- All dues will be settled within 45 days of the date of cessation of employment in Xevyte.

12. Social media and social networking Policy

- This policy shall apply to all employees of Xevyte except those who have been authorized in writing by the company to blog / communicate on its behalf.
- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's view and do not represent the views of the company. Be clear and write first person. Your writing should be clear indicate that you are speaking for yourself and not on behalf of the company.
- Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- Be respectful to the company, other employees, customers, partners, and competitors.
- Social media and social networking should be on the employees' own time and Such activities should not interfere with work commitments.
- Your online presence reflects on the company. Be aware that your actions captured via images, posts, or comments can reflect as our company's.
- Do not reference or cite company clients, partners, or customers without their express consent. In all cases, do not publish any information regarding a client.
- Company logos and trademarks cannot be used without written consent.
- Once you are employed, it is mandatory to show in social media that you are working for Xevyte and on relieving it is expected to stop associating with the company on social media.

13. Escalation Matrix

In case of any queries, you can reach out to the resource person concerned in the organization. It is requested by the employee to send an email from their official email address in case of any queries. If the queries are not addressed within 48 hours, then they can reach out through the phone or personally get in touch with the person concerned.

Concerns	Contact Person	Email	Phone Number
HR related queries and concerns	1.Sonal Lobo 2.Varshini	1.sonal@xevyte.com 2.varshini@xevyte.com 3.hr@xevyte.com	1.9916016204 2.9886807194
IT & Administration	C Nagesh	nagesh@xevyte.com	8919319950
Transport	Kiran	kirand@xevyte.com	9949962222
Grievances (POSH Policy)	1.Sonal Lobo 2. Sri Devi	grievances@xevyte.com	1.6361837171 2.9916940513

Accepted

Full Name -

Date -

Signature -