KAVTECH

We outsource Excellence

EMPLOYEE POLICY MANUAL 2025

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1. Organizational Structure

Each department plays a critical role for the company. At a high level, the Sales and Marketing department brings in the work which is performed by the Professional Services department, while Technical Services and General and Administration departments provide the infrastructure for the Company to function. To succeed at KAVTECH you should take the time to learn how the different departments function and interact to support each other.
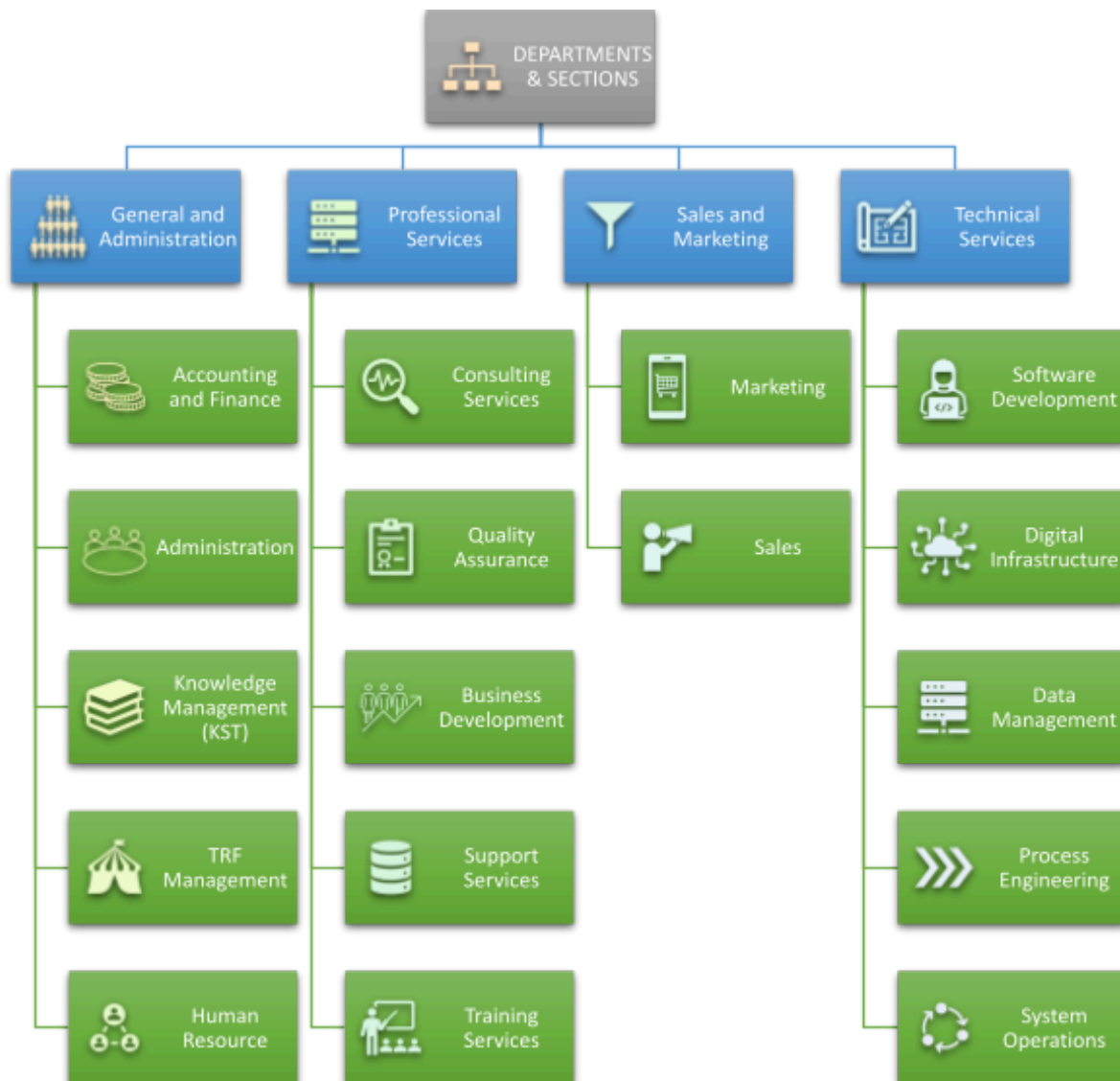
1.1 Staff Classification

Each employee will have a staff classification, a position (derived from staff classification and department or section), at least one role, and a title. These attributes define an employee's standing in the company.

An employee's progress in the company is quantified by their staff classification. The employee will advance in the company by rising through the staff classifications as shown.

Staff classification is uniform across departments. Except that technical personnel get the classification of Associate, Engineer, Senior Engineer, and Principal Engineer, while non-technical personnel get the classification Officer, Executive, Senior Executive and Principal Executive. The staff classification structure has nothing to do with the operational reporting structure within the company, which is driven by the employee's role.
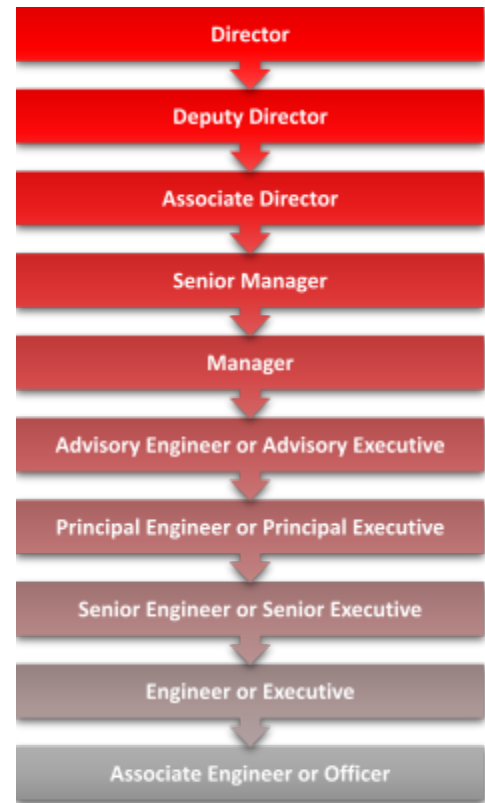
1.2 Position

An employee's position is derived from their staff classification and department or section. For example, the position of a person hired in the staff classification of Engineer in the Quality Assurance section, will be Quality Engineer, that of a Senior Engineer in Software Development section will be Senior Software Engineer, and that of a Manager in Software Development will be Manager, Software Development.

1.3 Role

Role indicates the "tasks" an employee is expected to do. Roles are of two types:

A.   **Project Roles** - e.g., Project Director, Client Partner, Project Manager, Team Lead, Developer, Graphic Designer, Technical Writer, etc.

B.   **Corporate Roles** - e.g., CEO, COO, CFO, CTO, Center Director, Controller, Staff Accountant, Business Development Manager, etc.

Each role has associated responsibility and authority and a defined reporting structure that identifies the role's supervisor. An employee's supervisor will be evaluated based on how well they

execute their role. The role of an employee can change as often as needed, and they can be given either a higher or a lower role depending on the needs of the company. An employee can fill multiple roles at the same time.   The role structure varies from department to department.   The role structure also changes with time, as the company's needs change.

1.4   Title

A title is the designation attached to the name of an employee by virtue of his position or role, and is written on their Business Card. Typically, an employee's title will be their position (e.g., Director, Marketing; Vice President, Sales; Senior Software Engineer; Principal Quality Engineer; Senior Executive, Human Resources; Administrative Executive; Manager, Accounting). However, on a case-by-case basis an employee's role can be made his title. For example, when an employee is filling a senior role while having a junior position it may be beneficial to use his role as his title to ensure smooth contact with outside parties (e.g., Business Development Manager, instead of Sales Executive).

2   Recruitment Procedure

2.1   Employee Requisition

When a position is created, a formal request using Employee Requisition Form, detailing the requirements including attributes of the persons; the required level of qualifications and experience; and nature/status of employment (i.e., permanent, temporary or internship etc.), shall be submitted to the HR Department by the relevant Head of Departments or Team Leads. The final requisition will be approved by the CTO.

2.2   Recruitment

In recruitment the following methods may be adopted.

2.2.1   Employee/Counter Parties Referrals

Head of departments or other employees may refer people they know either due to their association with the Company, or personally, for the vacancy/position. This may include people deputed on certain assignments with the Company in the past with whom the respective Head of departments or another Employee has interacted with and are accordingly able to reasonably assess them.

2.2.2   Vacancy Announcement/Advertisement

Advertising will be preferably nationwide or advertised on the internet e.g., KAVTECH's Pages, through HRMS, universities career portals etc. and should give the candidates adequate time to apply.

Contents of the advertisement should include the position's job description, required qualification, experience and job responsibilities etc. The HR Manager or HR representative and the head of department or team leader shall coordinate and finalize the contents of the advertisement.

2.2.3 Internal Mobility

If any existing employee is considered suitable and qualified for the position, that employee will have the opportunity to apply (through HRMS) if this will not in any way adversely impact his or her existing Department.

2.2.4 Hiring of Relatives

The company allows the hiring of close relatives (parents, siblings, children, spouses, and spouse siblings,) after CTO / CEO's approval.

2.3 Selection

KAVTECH applies a merit-based criteria in its selection process. The competency of a particular job applicant who meets the primary eligibility criteria shall be assessed in terms of his/her "knowledge, skills and attitude" to identify the individual best suited to fill the job vacancy. The selection process will proceed as follows:

2.3.1 Defining Evaluation Criteria

The HR Department, in close consultation with the respective head of department or team lead, will frame out evaluation criteria which will include behavioral competencies, interpersonal skills, job-specific attributes, qualifications, previous job history, experience, present and expected salary, etc.

2.3.2 Screening

The HR Department will review the resumes received both internally through referral and externally through HRMS or KAVTECH's official LinkedIn page and shortlist the most suitable candidates for interviewing,

2.3.3 Initial Telephonic / Online Interviews

Candidates short-listed from the screening for positions will be called by the Talent Acquisition Team of the HR Department. Shall conduct a screening telephonic/online interview. After the telephonic/online interview, only qualified candidates will be informed about the formal interview.

2.3.4 Assessment

Candidates further short-listed in the interview will also be required to appear in a written test / HRMS assessment. Unsuccessful candidates will be informed within ten days of their application.

2.3.5   The Interview

The preliminary interview will be conducted by the HR department to assess soft skills, degrees, and work experience certificates. The second interview will be carried out by the interview committee for a detailed evaluation of the candidate. The interviewers will review the candidate's performance during the interview and arrive at a decision:

2.3.6   Reference and Background Checks

The shortlisted candidates will be asked to provide professional references who may be contacted by KAVTECH. In this respect, past employers, or colleagues (in case of employee referrals) may be contacted. KAVTECH also retains the right to conduct background security clearance checks.

2.3.7   Final Decision

After the interviews have been completed, the HR Department will consolidate the views of the interviewing panel. The Talent Acquisition Team shall schedule the final interview for the short-listed candidates with the final authorities as per financial Delegations, whose decision will be conclusive.

2.3.8   Hiring

If the Employee is successful in interview(s) and the Company decides to culminate the recruitment process by offering employment to the candidate, the below procedures will be followed:

2.3.9   Employment Offer

The HR Department will provide an offer letter outlining the terms and conditions of employment including the status of employment (i.e., permanent, contractual, and temporary). The candidate will be requested to return the signed copy of the offer within 3 working days.

2.3.10 Employment Orientation Package

Upon receipt of the signed copy of the Employment Contract, the HR Department will forward an information package to the new hire which will include the following:

Employee Record Form	Non-Disclosure Agreement	Account Opening Form	Position Description for the new hire	Kavtech Employee Policy Manual	Ethics Charter (to be signed by the Employee)

Code of Conduct
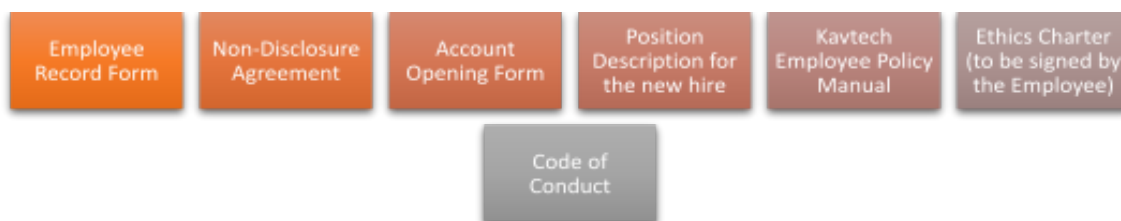
The new joiner signs an acknowledgement document, which covers a comprehensive list of all policy documents. EPM will be placed in HRMS, and all employees can assess from their HRMS accounts.

1.1 Referral Policy

2.3.11 Purpose

Our Employee Referral Program Policy explains important aspects of our employee referral procedures. We place great importance on referrals because we trust our employees know what's best for our company. We want to make this process as smooth and transparent as possible for the company, employees, and those to whom they refer.

2.3.12 Selection Criteria of the referred candidates

Referred candidates must go through the selection process of the company. Referred candidates should be hired only on merit and after successfully completing the recruitment process.

2.3.13 Are there any referral bonuses?

Unfortunately, there will be no referral bonuses for the employees. Referral bonus can bring recommendations based on bias and it can invite negative politics so that is why referral policy will be no longer in process.

3 Learning and Development

3.1 Objective

KAVTECH Solutions shall always urge its employees to enhance their skills and knowledge and to stimulate better effectiveness in the execution of job obligations.

3.2 Training Plan

I.   Team leader or head of departments will be responsible to determine the skills and knowledge required by Employees in their department and develops specific training and development plans with the assistance of Human Resources Department, if required, in accordance with the current and required proficiency level of the Employee.

II.   Training Requisition Form to be filled in by HR for CEO / CTO's approval before executing any training.

III.   L&D Lead will be responsible for consolidation of all Departments' training plans into one consolidated Master Training Plan for the Company in the HRMS. L&D will also be responsible for sending in the nominations, arranging reservations etc. in accordance with the approved Master Training Plan.

IV.   15% variation in each training program shall be allowed, however, the total amount of annual budget would not be affected.

V.   Alternate training program can be recommended in case of approved training if cancelled due to any reason.

3.3   Guidelines

I.   KAVTECH Solutions encourage in-house training programs this will aid to decrease the costs but also enhance the confidence and skills or the trainees and the trainer. The company also approves the outside training to cover the skill gaps found in the company.

II.   KAVTECH identifies, facilitates, and sponsors the participation of international and domestic executive development training programs for the management staff. These courses are conducted by reputable institutions with experience in executive development programs.

III.   Learning & Development will be based on a Development Plan in the Performance Feedback Summary which will be reviewed during the annual performance appraisal cycle. Training programs shall be selected to ensure that Core, Job Specific, Soft and Managerial competencies are consistent with Position Description, and Annual Performance Appraisal forms.

3.4   Training Objectives

I.   Employees acquire the skills and competencies essential for their existing roles.

II.   Employees' knowledge, skills and competencies are up to date hence preparing them for future promotions or newly developed and modified jobs.

III.   Employees develop and maintain a positive attitude with respect to work ethics and teamwork.

IV.   Employees are adept with regards to their respective functions so that they can guide new Employees with ease.

3.5   Onboarding Trainings

Technical training shall be conducted for new employees who do not possess skills which are required regarding the job requirements. Non-technical training on K communication and ethics shall be conducted for new employees to bring awareness. Similarly for existing employees' skills gaps shall be found and training must be conducted to fulfil those skills which can include both technical and nontechnical.

3.6   Redundant Employee Trainings

Training programs shall be conducted for employees who are not performing up to the standards set by the company to give them the opportunity to improve their performance.

3.7 In-House/Domestic Training

All in-house training courses are conducted by either the Company's resources or by highly qualified professional consultants. These in-house training programs for each year are planned by HR Department in accordance with the Training Plan.

3.8 Foreign Training

Supervisors, team Leads, and head of department's are required to forward their recommendations for foreign trainings according to the budget and training needs of the Employees to the HR Department, by a specified time to prepare the Training Plan. The HR Department will review the recommendations of the head of departments or team leaders and may suggest changes, if required.

3.9 Attendance of Trainings, Courses and Seminars

Following successful completion of course(s), conference(s) or seminar(s) the Employee will share the feedback with their team leaders on the suitability and effectiveness of the training. Assessment of the suitability and effectiveness of training(s) is carried out as part of a "Training Feedback Form". This form must be submitted to the HR Department as soon as the Employee returns.

3.10 Training Records

The training record for each Employee shall be maintained by the HR Department. Each Employee who receives training is responsible for submission of a Training Completion Certificate's copy, or other official evidence (if available) of course participation, to the HR Department.

3.11 Succession Planning

KAVTECH recognizes the need for a structured succession planning process, which creates opportunities for fast-track career growth of competent Employees and ensures that KAVTECH can fill key positions and minimize disruption upon loss of experienced key personnel.

Succession planning establishes a process by which:

- Committed and competent people are recruited.
- Skills and abilities necessary for future advancement are identified through annual appraisals and developed through necessary training programs.
- Employees are continuously motivated to ensure their commitment and a return on KAVTECH's training investment.
- Succession planning involves understanding KAVTECH's long-term goals and objectives and linking these to the workforce's development needs.

▪ Succession planning in KAVTECH does not only target the key management positions but includes key positions at all staff levels and for all job categories. Every head of department or team leader should ensure that a 'successor' is nominated or named for all positions in his department and that such successor is appropriately developed.

3.12   Certification Reimbursement

Here at KAVTECH we believe that development is a collective process. We encourage team members and team leaders to regularly discuss learning needs and opportunities. To accomplish this goal KAVTECH Solutions has introduced KST, Knowledge Sharing Team, as a medium of professional and personal development within the Company. However, employees are also encouraged to complete other professional technical certifications as well.

The following outlines the guidelines for employees who need to reimburse expenses related to technical certification.

The company has dedicated a pool of 250,000 PKR/Year to reimburse expenses related to technical certifications.

Anyone interested in getting certified in related technologies should get an approval from the HRD before attempting any exam so that appropriate funds can be reserved beforehand. CTO's approval will be required for certifications which cost more than 250,000 PKR.

Our aim is to help our employees develop a new set of skills for their personal development as well as for being an important asset to the company therefore it is important that after the certification the employee does not leave within the span of 6 months. Doing so will result in the employee returning the reimbursed amount.

Following is the list of related topics (but not limited to) for certifications:

a)   Spoken and written English.

b)   Data Integration & Visualization Tools.

c)   Database Management Systems.

d)   Cloud Infrastructure (Amazon, Google, Azure).

e)   Web/Application development tools.

f)   Machine Learning, Deep Learning and AI / Programming.

4 Work Schedule Policy

At KAVTECH Solutions, we value our employees' time and want to provide a flexible work environment while ensuring productivity. This policy outlines the guidelines for working hours, break times, attendance, and roster submission to help maintain an efficient and fair work schedule.

I.   The working hours at KAVTECH Solutions are from 11:00 am to 7:00 pm. All employees are required to complete 8 hours of work-shift, completing 40 hours a week and must adhere to a strict time schedule. However, in case of mid-shift, the working hours may vary according to the project requirements.

II.   All employees are entitled to a 30 minute lunch break between 2pm to 3pm. A Lunch/Friday Prayer Break of 1 hour 15 minutes will be observed on Fridays from 13:15 to 14:30.

III.   An employee who does not wish to take a break during office hours can leave the office after completing their working hours.

IV.   Employees must report to work on time and must adhere to the schedule set by their team lead. In case of late comings, if an employee has 8 hours less in their attendance account at the end of the month, a half-day leave will be deducted from the designated leave quota of that employee.

V.   In case of mid-shift, every team lead is responsible for submitting their team members' official duty roster to HRD. The roster must include the name of the employee, their working hours, and any scheduled time off. Rosters must be submitted by the 20th of the preceding month to ensure timely processing.

VI.   Employees are entitled to time off as per the company's policies and procedures. Any requests for time off must be submitted to the HRD and must be approved by the employee's team lead. Approval of time off requests will be based on the company's staffing requirements, workload, and any potential impact on team productivity.

VII.   All employees must comply with this policy, including punctuality, attendance, and adherence to the roster. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

5 Working from Home Policy

Our Employee remote work policy outlines our guidelines for employees who are required or requested to work from a location other than our offices. Only two Work from Home days are allowed per month.

This policy applies to all permanent employees who have been employed by KAVTECH Solutions (Private) Ltd. An employee may request to work from home occasionally, temporarily and under certain circumstances.**Reasons that could demand telecommuting include but are not limited to:**

✔   Parenting

✔   Medical reasons

✔   Law and Order (e.g., Curfew, lockdown etc.)

For medical reasons, it is mandatory for the employee to present a doctor's prescription on their official letterhead as well as a written verdict by the doctor. Other reasons for working from home depend on employees and managers' judgement.

To accommodate our employees who need to work from home, the following guidelines have been provided. We want to ensure that both employees and company will benefit from these arrangements hence an employee can work from home provided.

✔   They have received official approval from their Team Lead and HR Manager through email.

✔   Their duties can be met through basic hardware and software.

✔   Have an internet connection that's adequate for their job.

✔   Have been proven to be trustworthy and disciplined.

✔   Will follow the work schedules provided to them and will meet the deadlines.

We advise both employees and managers to consider these elements before asking and approving work from home:

✔   Will collaboration with the employee's team become difficult?

✔   Is the employee eligible by nature of their job?

✔   Are there any cybersecurity and data privacy concerns?

✔   Do employees have the necessary equipment or software installed at home?

✔   What are the conditions of employees' home or alternative place of work (noise, internet connection etc.)?

When employees plan to work from home it is mandatory for them to follow the given guidelines.

✔ Employees must first contact their team leader and seek their approval through email.

✔ Their team leaders can either accept or reject their request based upon the nature of their task/work.

✔ Once given their approval, employees must send an official email to the HR Manager.

✔ Only after their confirmation is an employee eligible to work from home.

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

✔ Choose a quiet and distraction-free working space.

✔ Have an internet connection that's adequate for their job.

✔ dedicate their full attention to their job duties during working hours.

✔ Adhere to break and attendance schedules agreed upon with their manager.

✔ Ensure their schedules overlap with those of their team members to complete their job duties effectively.

✔ Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

Our remote employees must follow our company's policies like their office-based colleagues. Examples of policies that all employees should abide by are:

✔ Attendance.

✔ Social media.

✔ Confidentiality.

✔ Data protection.

✔ Employee Code of Conduct.

✔ Anti-discrimination/Equal opportunity.

✔ Dress code when meeting with customers or partners.

It is important to note that employees who will be working from home will NOT be receiving 50% of their travel allowance(s) for that specific day(s) since they will not be travelling to the workplace. The work from home days will be added and the travel allowance will be deducted accordingly at the end of the month from the employee's salary.

However, they will be given communication allowance for the days they are working from home.

Work from home cannot be extended for more than 2 days. The decision for extension can only be made by the Team Lead and HR manager under special circumstances.

6   Hybrid Work Policy

As a company, we recognize that the workplace is evolving, and there is a growing demand for flexibility in how we work. We understand that employees have different needs and responsibilities outside of work, and we want to support them in achieving a healthy work-life balance. To that end, we are pleased to offer a hybrid work model for employees who wish to split their time between working in the office and remotely. This policy outlines the guidelines for employees who choose to work in a hybrid model, and we hope it will help balance employee needs and company productivity.

● All permanent employees are eligible to work in a hybrid model. However, employees who choose to work in a hybrid model will not be eligible for the two work-from-home days as per the company policy.

● Company may provide coworking space to employees working on hybrid model if they have issues working from home.

● The decision to work in a hybrid model will be made on a case-by-case basis and requires the approval of both the employee's team lead and the CTO. The approval process will consider the employee's job responsibilities, team dynamics, and individual circumstances.

● To maintain a productive work environment, only half of the team will be permitted to work in a hybrid model; the other half will have to report to the office on selected days.
The team lead will allocate employees to the hybrid or in-office model based on the employee's performance, job responsibilities, and team dynamics.

● Employees who work in a hybrid model are required to adhere to the same work requirements as those who work in an office, including attending meetings, completing assignments, and meeting deadlines. All employees, whether working in-office or hybrid, are expected to be available during core business hours.

● Employees who work in a hybrid model are responsible for ensuring they have the necessary equipment and supplies to perform their job duties. The company will provide access to necessary tools and software and internet facilities as well for seamless work.

● Employees who work in a hybrid model are responsible for maintaining the confidentiality and security of company information and data. They must adhere to the same security policies and procedures as those who work in an office.

● Our company will regularly evaluate and adjust this policy as necessary to ensure it meets the needs of our employees and the company's productivity.

● This policy is effective immediately and will be communicated to all employees. Any questions or concerns should be directed to the employee's team lead or human resources.

● If an employee is found to be non-responsive or unproductive while working from home without a valid reason, they will be held accountable and may face serious consequences.

7 Mid-Shift Policy

This policy outlines the guidelines and requirements for employees and teams opting to work on a mid-shift schedule. Compliance with these guidelines is mandatory.

1. Submission of Names and Duty Roster

- Teams intending to work on a mid-shift must submit a list of employees assigned to the shift along with the duty roster at the beginning of each month.
- Approval of the mid-shift schedule by the relevant authority is compulsory before implementation.

2. Attendance Requirements

- Employees working on mid-shifts are required to mark their attendance accurately through the HRMS system to avoid discrepancies.
- In case of any technical issues with the HRMS system, employees must inform the HR department immediately.
- Failure to notify HR of technical issues promptly will result in the day being recorded as a full-day leave.

3. Work-from-Home Quota

- Employees assigned to mid-shifts will not be eligible to avail of the 2 monthly work-from-home quota.

4. Enforcement

- This policy is effective immediately and must be adhered to by all teams opting for mid-shifts. Non-compliance may lead to disciplinary actions.

For further assistance or clarification, please contact the HR department.

8 Freelancing Policy

KAVTECH Solutions recognizes that many of our employees have valuable skills and expertise that they may wish to use for freelancing or side projects outside of their regular work hours. This policy outlines the guidelines and expectations for employees who wish to engage in freelancing while maintaining their full-time employment with KAVTECH Solutions.

Employees are prohibited from engaging in any freelancing work during their regular working hours at KAVTECH Solutions, and they are not allowed to use any company resources, including equipment, facilities, and software, for their freelance work. If an employee is found moonlighting during company time or using company resources, strict disciplinary actions, up to and including termination with no experience letter, will be taken.

Employees are required to disclose any freelancing work to HRD. They should provide details such as the type of work, client name, and the expected time commitment. Any changes in this arrangement must be communicated to HRD in advance. Failure to disclose freelancing work may result in disciplinary action.

Employees engaging in freelancing work outside of KAVTECH Solutions do so at their own risk and assume full liability for their actions. KAVTECH Solutions will not be held responsible for any legal or financial liabilities that may arise from their freelancing work. Employees must not mention freelancing projects on their social network while working for KAVTECH.

Employees must not disclose any confidential information about KAVTECH Solutions to any of their freelance clients, nor should they use any confidential information about their freelance clients for the benefit of KAVTECH Solutions. Any breach of confidentiality will result in disciplinary action, up to and including termination.

All employees must comply with this policy, including adherence to the confidentiality and disclosure requirements. Violation of this policy may result in disciplinary action, up to and including termination of employment. This policy is effective immediately and will be communicated to all employees. Any questions or concerns should be directed to HRD. We believe that this policy will help maintain transparency and balance the needs of our employees while ensuring the continued success of KAVTECH Solutions.

9   Leaves Policy

At KAVTECH Solutions, we value our employees' time and recognize the importance of a healthy work-life balance. To ensure that our operations run smoothly while allowing our employees to take necessary time off, we have implemented the following policies:

9.1   Annual Leaves

This policy outlines the procedure for the allocation and utilization of paid annual leaves to permanent employees. All permanent employees are eligible for paid annual leave. The purpose of annual leave is to provide employees with an opportunity to take time off work for vacations, personal or family needs.

9.1.1   Procedure

● Employees should request their annual leave by submitting a formal request through HRMS and email to their Team Lead and HR manager. The request should be made at least 2 weeks prior to the intended leave. Employees must mention the reason for the leave in their request.

● The Team Lead will evaluate the request and decide whether to approve or refuse it. The decision will be based on whether the employee's absence will negatively impact the project they are working on. If necessary, the employee may be asked to reschedule their leave. Before approving the leave, the Team Lead or Project Manager must share the backup plan for that employee with HR. If the Team Lead approves the request, it must be forwarded to the HR Department for final approval.

● The HR Department will process the request based on the available leave quota. Once the final approval is given, the Team Lead and the employee will be informed, and the HRMS will be updated accordingly.

● As per our KAVTECH's leave policy, employees are entitled to annual leave that may be utilized for personal reasons such as vacation or other needs. However, to ensure that the operations of the company are not disrupted, employees are required to obtain prior approval from their respective department heads at least two weeks in advance. Employees may take a maximum of four consecutive annual leaves at a time, subject to approval. If an employee wishes to take all four leaves at once, they must submit their preferred quarter-wise slots to their department head and HRD for review and approval. We urge employees to plan their leave requests in advance and work collaboratively with their department heads to ensure that business operations run smoothly while they are away.

● If an employee needs to reschedule their leave, they must follow the same procedure as for requesting leave.

● Employees are responsible for delivering pending tasks before their leave and handing over their responsibilities to another team member to ensure the smooth functioning of the company in their absence.

● If an employee decides not to utilize or reschedule their annual leave, they must inform the HR Department as soon as possible for the HRMS to be updated accordingly.

● The leave quota starts from January 01 and ends on December 31 of every year.

9.1.2   Annual Leave Request and Approval

Employees who wish to take annual leave must submit a formal request through our HRMS and via email. The request should be submitted at least two weeks in advance and must include the reason for the leave. The employee's Team Lead will evaluate the request and decide whether to approve or refuse it. If approved, the request will be forwarded to the HR Department for final approval based on available leave quotas. Once approved, the HR Department will update the relevant software and notify the employees and their Team Lead.

9.1.3   Annual Leave Quota

Effective January 2025, the annual leave quota for all employees will be **10 working days**. Any unused leave from the annual quota will not be carried forward to the following year.

9.1.4   Responsibilities of Employees

We believe that it is the responsibility of each employee to ensure that they complete all pending tasks before their leave and hand over their responsibilities to a designated team member to ensure the continuity of our operations during their absence. If an employee decides to reschedule or not utilize their approved annual leave, it is mandatory for them to inform the HR Department as soon as possible so that our software can be updated accordingly.

9.2   Casual & Medical Leaves

Casual and medical leaves are provided to employees on a pro-rata basis from the date of confirmation. Employees are entitled to six paid casual leave and six medical leaves, which may be utilized in the event of sickness, injury, pregnancy, the need to care for an immediate family member with a contagious disease, or any unforeseen emergency.

To avail themselves of casual leave, it is mandatory for the employee to inform the HR Manager of their intention via email, citing the reason for their request and also required to apply via HRMS. In case of an emergency, employees can inform via a phone call or text to their team leads or HR.Following their return to work, it is mandatory for the employee to regularize their leave with the HRMS within two

days. Failure to comply with this requirement will result in their leave being marked as an absence from work. In the case of medical-related leave, the employee must submit supporting medical documents to the HRD.

9.3   Bereavement Leaves

The company extends support to its permanent employees in the event of a death occurring in their immediate family. Employees may take up to three days of paid bereavement leave. Immediate family members include parents, stepparents, spouses, children, stepchildren, siblings, grandparents, father-in-law, mother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandchildren.

If an employee requires additional bereavement leave, they may utilize their annual leave entitlement. In such cases, the two-week prior notice requirement will not apply.

9.4   Maternity Leave

The company offers ninety calendar days of paid leave to its female employees during childbirth with six weeks prior to the delivery and six weeks after the date of delivery. Employees intending to avail maternity leave must formally notify the HR Department via email at least one month in advance, specifying the tentative dates. The request must be accompanied by a medical certificate signed by a registered medical practitioner as documentary proof. Once the delivery date is confirmed, the employee must update HR by submitting the exact dates via email and applying through the HRMS.

Such maternity leave may not be granted for more than 3 times in the entire service of the female employee except if such leave is granted within her leave account due or admissible to her or as an extraordinary leave without pay.

9.5   Paternity Leave

The company offers ten days of paid leave to any of its permanent male employees who are expecting their wives to give birth to a child. The employee who requires paternity leave should apply by email to the HRD a maximum of one month prior to the starting date of the leaves with an approved document signed by the medical practitioner as part of documentary proof. Once the delivery date is confirmed, the employee must update HR by submitting the exact dates via email and applying through the HRMS.

Such paternity leave may not be granted for more than three times in the entire service of a male employee except if such leave is granted within his leave account due or admissible to him or as an extraordinary leave without pay.

9.6   Marriage Leave

To facilitate our employees at their best, the company offers 5 days of marriage leave to its permanent employees. The employee can apply for their marriage leave by informing the HRD formally through an email after getting approval from the team lead. The employee is required to provide the invitation card as a documentary proof of the event to get leave approved. The employee must submit the application for this leave to the HR one month before he requires the leave.

9.7   Compensatory Leave

Our company is a global service provider, and the employees might have to work on holidays as well. In such cases, the company will provide compensatory leave. Employees who work on holidays, as verified by the PMO team or their Team Lead, will be entitled to avail compensatory leave. The process for availing compensatory leave is as follows:

- Employees must claim the compensatory leave through HRMS by applying under the **Compensatory Leave** tab to their Team Lead or TPM.
- Once approved by the Team Lead it will reflect in employee compensatory leave quota, employees can apply to avail the compensatory leave through the **Leave** tab under the heading of compensatory leave.
- Employees on notice period or on probation are also entitled to avail compensatory leave.

Saturdays and Sundays are official holidays observed by KAVTECH Solutions Pvt. Ltd. Public and any additional official holidays will be observed in accordance with the notifications received from Federal Government of Pakistan.

The following is a list of public holidays normally announced by the Government of Pakistan

| Kashmir Day • 1 | Eid-Ul-Fitr * • 2 | Pakistan Day • 1 | Eid-Ul-Adha * • 2 | 9th and 10th of Muharram * • 2 |

| May Day • 1 | Eid-e-Milad-un-Nabi* • 1 | Iqbal Day • 1 | Independence Day • 1 | Jinnah Day • 1 |

9.8   Cancellation of leave

For the cancellation of an approved leave, it is mandatory to inform the HR manager through email. Once canceled the HRMS will be updated, and the employee shall be notified.

9.9   Extension of leave

Due to unforeseen circumstances, if the employee extends the leave, it is mandatory for them to inform the manager and HR manager through email. It is the employee's responsibility to regularize the leave on HRMS once the employee has resumed back on duty.

In case the employee fails to inform and overstays then it will be treated as an absence from work and disciplinary action will be taken against the employee and the leave will be unpaid.

By adhering to these policies, we strive to ensure that our employees can take the necessary time off while maintaining efficient operations at our company.

Disclaimer: Once a specific type of leave quota is exhausted, any additional leave taken will be treated as **unpaid leave**. Leave allotted during the year is neither transferable to the following year nor eligible for encashment.

10 Separation Policy

10.1   Purpose

KAVTECH Solutions aims to provide a professional and respectful workplace for all employees. To make sure that the decorum of the office remains intact, we proposed a separation policy outlining the process for separating from employment at KAVTECH Solutions.

Separation from employment at KAVTECH Solutions can occur in several ways, including but not limited to:

● Resignation by the employee

● Termination by KAVTECH Solutions

● Agreement between the employee and KAVTECH Solutions

There are some aspects one must know related to separation policy, and at the time of separation, one must follow these rules.

10.2   Notification Requirements

Employees who wish to resign from KAVTECH Solutions are required to provide at least four to eight weeks' notice (depending on the position) in writing to their supervisor and HR. KAVTECH Solutions may waive this requirement in exceptional circumstances, such as in cases of serious illness or injury.

KAVTECH Solutions will provide written notice to employees who are terminated or who are subject to a mutual separation agreement. The notice will include the effective date of the separation and the reason for the separation. In case of not serving your notice, period company can hold the experience letter, or the company can deduct the pay for those days.

KAVTECH Solutions will be conducting exit interviews for all their resources who are leaving the organization. This will help the company to understand the reasons behind the employees' decision to leave and gather valuable feedback on their experience with the organization. In addition, all the HR team members will be a part of the exit interview process to ensure that the feedback provided by the employee is heard and acted upon accordingly. The HR team will use the feedback received to identify areas for improvement and make necessary changes to retain their existing employees. This approach will help KAVTECH Solutions create a better work environment for its employees and maintain a positive company culture.

10.3   Final Wages and Benefits

Upon separation from KAVTECH Solutions, employees will receive their final wages, including any kind of salary or payment due. Any unused Annual leave in that time frame will be paid as per the company's policy.

10.4   Post-Employment Obligations

In addition to the non-disclosure and non-disparagement obligations outlined in Section 6, employees who hold positions of trust or are involved in confidential matters may be subject to post-employment obligations, including but not limited to non-compete and non-solicitation agreements. These agreements will be presented to employees at the time of separation, and employees are encouraged to seek legal advice before signing. Employees are encouraged to follow the policies and don't backlash in front of their new employer or Team.

After resignation the employee cannot work with KAVTECH's client for at least 5 years.

10.5   Non-Disclosure Agreement

Employees are required to maintain the confidentiality of KAVTECH Solutions' proprietary information, trade secrets, and confidential business information both during and after their

employment. Additionally, employees are prohibited from making any statements that could disparage or damage the reputation of KAVTECH Solutions or its employees.

10.6   Return of Property

Employees are responsible for returning all KAVTECH Solutions property, including but not limited to, keys, access cards, equipment, software, and documents, at the time of separation.

10.7   Severance Pay

KAVTECH Solutions may provide severance pay to employees who are terminated without cause, subject to applicable laws and regulations and the terms of any applicable employment agreements. The amount of severance pay will be determined based on factors such as length of service and job classification.

10.8   Return to KAVTECH Solutions

Employees who separate from KAVTECH Solutions may be considered for future employment, subject to applicable laws and regulations and KAVTECH Solutions' hiring policies and procedures. However, re-employment is not guaranteed and will be based on the needs of KAVTECH Solutions at the time of reapplication.

10.9   Reference Checks

Prospective employers for reference checks on former employees may contact KAVTECH Solutions. KAVTECH Solutions will provide only job-related information and will not provide personal or confidential information without the written consent of the former employee.

10.10 Acknowledgment

Employees will be required to sign an acknowledgment of receipt and understanding of this separation policy at the time of separation. It could be in the form of a clearance form where anything related to your leave balance, IT or Admin accessories, Undue payments, loans, or advances will be mentioned over there.

11 Community and Club policy

11.1   KST Community

KAVTECH Solutions recognizes the importance of an intellectual environment, exchange of ideas and perspectives, activity-based learning and community events intended to further KAVTECH's vision. Knowledge sharing team (KST) is an in-house governing body that will be responsible for

managing all events to increase team building, interaction and coordination as well as rejuvenate from daily routine.

A four-five member KST will be selected to overlook and draft KST events for every 6 months of the year then a new team will be selected for next 6 months.

A mid-tenure feedback survey will be conducted to evaluate KST's performance. KST will use that valuable feedback to make any improvements, if required. In case of resignation of a KST member from KST or the company, a new member may/ may not be selected.

11.1.1 Scope of KST

Scope of KST community is to organize all knowledge-based official events including but not limited to:

- Discussion sessions and competitions
- Seminars and workshops
- Open mic events
- Indoor and outdoor knowledgeable activities
- Book club

11.1.2 Selection Guidelines

The guidelines for the selection process are as follows:

- Interested candidates will give their names to the management.

- Each candidate will give a short two-minute speech to an in-house decided committee explaining why they are the best candidate for KST.

- Voting among the committee members will take place afterwards and the candidates with the highest number of votes will be selected.

- In case there is a tie between 2 or more candidates, the voting will take place again for those candidates and the committee will re-evaluate all the considerable factors.

- Any candidate who was already a part of the existing KST will not be eligible to take part in the present selection procedure and be in the team twice, consecutively. The company encourages more employees to be part of KST and develop a strong sense of responsibility.

- After successful completion of the tenure, KST members will be given certificates for their hard work and accomplishments.

11.2 TRF Club

KAVTECH Solutions recognizes the importance of team refreshment, socializing of employees, physical activities and community events intended to further KAVTECH's mission. Team refreshment fund's team is an in-house governing body that will be responsible for managing all events to increase team bonding, interaction and coordination as well as rejuvenate from daily routine.

A four-member TRF team will be elected to overlook and draft TRF activities for every 6 months of the year then a new team will be elected for the next 6 months.

A mid-tenure survey will be conducted to evaluate TRF's performance. In the case of 50% or more employees showing dissatisfaction (rating 5 or less out of 10 points), re-elections will be conducted to select new candidates. Mid-tenure candidates will be allowed to re-contest in the next elections. In case of resignation of a TRF member from the TRF team or company, a new member will be selected by the voting of rest of the TRF members.

11.2.1 Scope of TRF

Scope of TRF club is to organize all official events including but not limited to:

- Welcome and farewell parties.
- Birthdays, Work anniversaries, weddings,
- Recreational trips
- Indoor and Outdoor activities
- Sports events

11.2.2 Election Guidelines

- The elections will take place after the tenor of 6 months.
- Interested candidates will give their names to the management.
- Each candidate will give a short Two Minute speech explaining why they are the best candidate for the TRF Team
- Voting will take place in the office and the candidates with the highest number of votes will be selected.
- In case there is a tie between 2 or more candidates, the voting will take place again for those candidates.
- In case a TRF team member leaves the organization then the rest of the TRF Team will decide on their 4th team member among the given candidates.

● Any candidate who was already a part of the existing TRF Team will not be eligible to take part in the present elections and be on the team twice, consecutively. The Company encourages more employees to be part of TRF and develop a strong sense of responsibility.

● After successful completion the TRF team members will be given Certifications for their hard work and accomplishments

11.2.3 Budget Guideline

● As per the guidelines, every employee has a budget of Rs. 1000 per month. This budget can be used for various expenses related to club events, including food, transportation, and tickets.

● The budget for club events will be determined by the TRF's budget or the collective contributions of all employees. This means that each employee will contribute a certain amount to the event, and the total budget will be calculated based on this amount.

● Once the total budget for the event has been determined, the club should allocate funds to each expense category. It is important to prioritize expenses based on their importance to the success of the event.

● The club should monitor and track expenses throughout the event planning process to ensure that they stay within budget. This may involve keeping track of receipts, invoices, and other financial records.

11.2.4 Event planning

When planning an event, the club should consider the following expenses:

● **Venue rental**: The cost of renting a venue for the event, including any equipment or supplies needed.

● **Food and beverages:** The cost of catering or providing food and drinks for attendees.

● **Transportation**: The cost of transportation to and from the event location.

● **Tickets or entry fees**: The cost of tickets or entry fees for the event.

● **Decorations and supplies**: The cost of any decorations, equipment, or supplies needed for the event.

12 Interest free Loans

All employees who have been in continuous employment at the company for a period of at least 2.5 years and are enrolled in the Provident Fund for more than 6 months are eligible to apply for a loan.

The acceptance of all loan requests is subject to the financial health of the company and the availability of funds. The maximum loan that the company will extend is less than four times the requester's current monthly salary or Rs. 500,000. There is also a companywide cap of Rs 1 million per Quarter. The loans will be granted to the employees in order of their seniority at the company (i.e., those having the longest term of continuous employment at the company will be considered first) and are strictly subjected to management approval. Management's decision for prioritizing multiple loan requests will be final. The loaned amount shall have to be paid back in the form of monthly deductions from the salary over a period of no more than twelve months (Management can extend this period for another 4 months depending on the situation). Postdated bank cheques must be submitted for each monthly installment right after the loan has been approved. In case of resignation or dismissal of an employee, any remaining amount will be due in full on the date of resignation or dismissal.

Provident funds for an employee will remain as a safety asset with the company during the repayment period.

13 Provident Fund

All permanent employees will be eligible for the Provident fund scheme. Each month 6% of the employee's basic salary will be deducted as his contribution to the provident fund. The rate of return will be calculated based on the table below.

Employee can withdraw his share from the Provident fund in case of emergency, approval will be required from the management. Return will be calculated at the time of leaving the company on your available provident fund balance. Provident funds will be released after a grace period of 2 months after the clearance process. For all employees joined before 1st June 2018, PF Holding Period will start from the date of Provident fund being introduced (i.e., 1st June 2018) instead of date of joining.

0-12 Months	13-24 Months	25-37 Months	38-50 Months	50+ Months
•100% return	•125% return	•150% return	•175% return	•200% return

Health and Sports Club Memberships

This policy outlines the guidelines for gym allowance reimbursement, monthly limits and the transition to Kavtech's in-house gym facility.

1. Gym Allowance Reimbursement

- All permanent employees are eligible for gym allowance reimbursement as per their designated entitlement.
- Reimbursement will be processed upon submission of the monthly gym payment receipt.
- The reimbursed amount will be transferred to the employee's account during the next salary cycle.

2. Allowance Quota

The gym allowance quota per month is as follows;

Monthly Limits								
Director	Deputy Director	Associate Director	Senior Manager	Manager	Principal Engineer or Principal Executive	Senior Engineer or Senior Executive	Engineer or Executive	Associate Engineer or Officer
15,000	12,500	11,000	10,000	8,500	6,500	5,000	4,000	3,500

3. Transition to Kavtech In-House Gym

Once the Kavtech in-house gym becomes operational, the gym reimbursement policy will be discontinued with immediate effect.

4. Implementation

This policy is effective immediately and will be updated upon the launch of the in-house gym.

For any queries or further clarification, employees are encouraged to contact the HR department.

14 Free Lunch

KAVTECH is committed to providing a safe and healthy environment for its employees, volunteers, and partners, as well as the public it serves. Part of that commitment is to ensure that a healthy food environment is provided to all. KAVTECH has made all necessary arrangements to get a healthy lunch menu prepared and served to our employees daily in our in-house cafeteria.

15 KAVTECH Group Health Insurance Policy FY'23

Employee Medical Benefit

15.1 Outpatient (OPD) Treatment

KAVTECH has set up a pool for reimbursing medical expenses for its employees on a yearly basis. Individual reimbursement limits per year are listed in the table below. All permanent employees will be eligible for this along with his/her parents, spouse, and children. Expenses include any emergency treatment, medical tests, consultation fee and medicines. It doesn't include eye or dental related expenses. Other than emergency treatment, all medical expenses need to be pre-approved. The following is the OPD Limit for fiscal year 2023:

| Designation	OPD Limit
Associate Engineer or Officer	35,000
Engineer or Executive	40,000
Senior Engineer or Senior Executive	50,000
Principal Engineer or Principal Executive	65,000
Advisory Engineer or Advisory Executive	65,000
Manager	75,000
Senior Manager	75,000
Associate Director	75,000
Deputy Director	75,000
Director	75,000

15.2   Hospitalization, Surgical and Maternity Benefits (IPD)

Inpatient (IPD) medical entitlement is as per the plan detailed in the GHIP by Insurance Company. Hospitalization, Surgical and Maternity Expense Benefits are covered under the GHIP for KAVTECH Employees and their dependents (parents, spouse & children only). These include miscellaneous hospital expenses due to sickness or injury such as:

i.   Pre-Existing Conditions - Medical illnesses that exist before the policy start date such as diabetes, cancer, etc.

ii.   Maternity - Pre-existing maternity will be applicable.

iii.   Before & After Hospitalization - (Within 30 days prior and after hospitalization).

▪   Before-Hospitalization: Doctor Consultation, Diagnostic Test & Medicines up to 30 Days.

▪   After-Hospitalization: Only post follow-ups for up to 30 Days.

▪   This will be covered only when the patient is hospitalized for 24hours or more.

iv.   Day Care Surgeries - Procedures that do not require hospitalization for more than 24hours.

v.   Special Investigation Tests - Diagnostic tests prescribed by a doctor; prior approval required.

vi.   Congenital Disease - Coverage for disease present from birth.

vii.   Medical Emergencies.

viii.   Accidental Emergencies.

ix.   Complimentary Enhancement - Hospitalization limit increases in case of an accident Daily room and Board Charges.

Below table refers to the existing IPD limits FY'23:
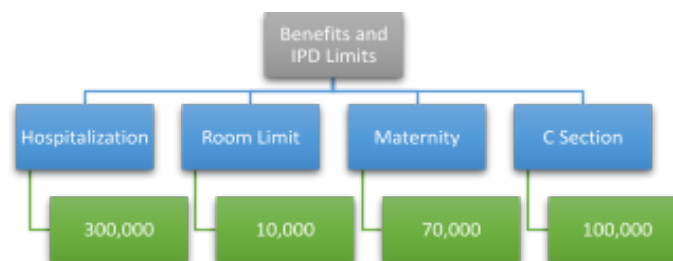
15.3   Hospital Admission Procedure

15.3.1 Choice of Hospital

In any non-emergency case, treatment may only be sought at hospitals on the approved panel of the company. However, in cities within Pakistan where there is no hospital on the panel of the company

or where the life of an insured patient may be endangered in emergency cases, the insured persons may avail treatment at a non-panel hospital.

15.3.2 Credit Facility at the Company's Panel Hospitals

At the time of admission to a panel hospital the insured employee should:

Show and submit a copy of Letter of Authority attested by the insurance company; and

Show and submit attested copies of national identity cards of the:

(1) Insured employee.

(2) The insured patient for whom treatment is being sought.

The Insurance Company shall pay all eligible expenses directly to the panel hospital. In respect of non-eligible expenses, the panel hospital may seek deposit money from the insured employee/patient. The insured employee shall pay all non-eligible expenses directly to the hospital before the patient is discharged.

15.3.3 Reimbursement of Claims for Treatment Received at Non-panel Hospitals.

In non-emergency cases, if an insured person wishes to be hospitalized in a non-panel hospital, the Insurance Company's prior written approval would be necessary. The bill will then be reimbursed according to the rates/charges of the company's panel hospitals in the same city/town. In such cases, the Insurance Company must be informed at least three days prior to hospitalization.

15.3.4 Medical Expense Claims

Outpatient medical expenses shall be borne initially by the Employee and eventually processed through the "Outpatient Expense Claim Form" along with supporting bills and receipts. Claims shall be submitted to the HR Department.

Inpatient expense claims (hospitalization/surgical/maternity) shall be claimed on the "Inpatient Expense Claim Form". However, in cases where the insurance company has a credit facility at a panel hospital, the employee should present his/her health card to the panel hospital at the time of admission and show proof of identification of the person for whom treatment is being sought. The Insurance Company shall pay all eligible expenses directly to the panel hospital. In respect of non-eligible expenses, the panel hospital may require the Employee to place a deposit and the Employee shall pay all other expenses directly to the hospital before the patient is discharged. All original documentation including receipts, prescriptions, diagnostic reports, and clinical and discharge summaries must be submitted together with a fully completed claim form signed by the attending physician. Photocopies of receipts are not acceptable.

15.3.5 Policy Period

OPD: January 2023 – December 2023

IPD: December 2022 - December 2023

16 Promotion Policy

16.1   Purpose

KAVTECH's promotion policy is designed to reward employees who have demonstrated outstanding performance, commitment, and dedication to their roles. The promotion process at KAVTECH is a transparent and merit-based system that considers various factors to determine the suitability of an employee for a higher position within the company and to ensure that the promotion process is transparent and fair to all employees.

16.2   Performance Appraisal and Counseling

The annual Employee performance appraisal provides an opportunity for a formal assessment of performance. Appraisal is a collaborative and ongoing process; the formal appraisal is the culmination of the regular feedback which all Employees should receive from their supervisors.

The primary focus is on the Employee's performance during the past year and development for the following year.

16.3   Objectives

The objectives of an annual performance appraisal are:

- To ensure that promotions are decided based on a transparent procedure.
- To provide an opportunity for personal and institutional improvement.
- To discuss an Employee's individual strengths and weaknesses
- To foster Employees' potential and to allow joint decision-making regarding development measures as well as career development paths.

- To improve communications between supervisors and Employees regarding goal accomplishment and overall job performance.
- To establish expectations and possible training needs.
- To provide opportunities for the supervisor to coach the Employee.

The Annual Performance Appraisal has been aligned with the KAVTECH's HRMS. Initially an objective setting exercise is done in which mutually agreed KPI's & Goals are entered along with percentages and description/success criteria. At the end of year Employee Self-Assessment is opened by the Human Resources Department, all employees engage themselves in self-assessment and finally appraised by their respective Managers.

All Employees will undergo an annual performance assessment prior to the end of the financial year by their immediate Supervisor or head of department.

16.4   Appraisal Criteria

Performance areas will be rated on a scale of '' Significantly Exceed Expectation to '' does not meet expectation.

16.4.1 Job Specific Competencies (Core Competencies)

- Job Knowledge
- Analytical Thinking/Skills
- Creative Problem Solving
- Communication
- Verbal
- Written
- Presentation
- Policy & Procedure Compliance
- Information Technology skills

16.4.2 Soft Competencies

- Interpersonal
- Teamwork
- Motivation

16.4.3 Leadership Competencies

- Planning & Managing Resources

- Coaching/Mentoring

- Skills and Career Development

- Change Management

As part of the annual assessment the respective Supervisor or team lead will also review the previous periods' employee performance, which forms part of the Annual Appraisal Form (HRMS) and discuss how effectively previous year's targets were met. The purpose of this step is to assess the extent to which the Employee has developed his/her skills/attributes in the agreed areas. If the Employee does not execute the set targets & goals, then this should be considered a negative while evaluating performance.

A review of the personal skill gap level in each of the assessment categories will also be conducted to identify the strengths and areas for development.

16.5   Guidelines

Employees rated as 'Satisfactory' will be communicated by HR department in writing to improve their performance within one year and the employees evaluated as 'unsatisfactory" shall be placed on probation for three months period and given a chance to improve their performance.

Team leads or head of departments and all reporting officers shall ensure a proportionate grading criterion in their respective departments/sections.

The general guidelines are as under however the final ratings will be given after calibration exercise:

- Significantly Exceed Expectation

- Exceed Expectation

- Meet Expectation

- Partially meet expectation (Satisfactory)

- Does not meet expectation (Unsatisfactory)

16.6   Employees with Dual Reporting Lines

Certain KAVTECH Employees have dual reporting lines, one being a project reporting i.e., Project SQA & Scrum and the other being a direct reporting line i.e., their respective Head of departments or team leads. Where an employee has multiple reporting lines, performance review from project team lead can also be taken but that is not binding and depends on the situation and criticality.

16.7   Promotion Criteria and Weightage

The promotion policy at KAVTECH is based on a scoring system that considers five factors. These factors include Qualification, Years of experience, Years of experience in KAVTECH, Team Lead's evaluation, and HR's evaluation. Each factor is given a certain weightage, and the total score obtained by an employee is used to determine their eligibility for promotion.

16.8   Promotion Eligibility:

KAVTECH's promotion policy sets specific criteria for promotional eligibility. Employees who achieve an overall score of 75% or above will be considered for promotion with a minimum of six months of experience in KAVTECH. This policy also recognizes exceptional performance and achievement by offering a double promotion to employees who achieve a milestone score of 90% or above with minimum 1 year of experience in KAVTECH.

17 Increment Policy

17.1   Purpose

The purpose of this increment policy is to establish a framework for providing compensation raises to employees based on their performance evaluations. The policy aims to incentivize employees to improve their work performance and contribute to the overall success of the organization. Every employee is evaluated annually for performance and salary increment.

The year starts from the date of the last increment or date of his joining, in case of new hire. The increments are subjected to employee performance over the year, inflation rate and other economic factors.

Qualification	Years Of Experience	Experience in Kavtech	TL's Evaluation %	HR Evaluation %
5%	10%	15%	25%	45%

17.2   Guidelines

Employees who receive a performance evaluation score of 40% or above will be eligible for a compensation raise, based on the following guidelines:

- Employees who receive an evaluation score of 40% to 50% will be eligible for a raise of 10% to 30%.

- Employees who receive an evaluation score of 51% to 60% will be eligible for a raise of up to 15% to 35%.

- Employees who receive an evaluation score of 61% to 70% will be eligible for a raise of up to 20% to 40%.

- Employees who receive an evaluation score of 71% to 80% or higher will be eligible for a raise of up to 25% to 50%.

- Employees who receive an evaluation score of 81% to 90% or higher will be eligible for a raise of up to 30% to 50%.

- Employees who receive an evaluation score of 91% to 100% will be eligible for a raise of up to 35% to 55%.

The raise percentages are maximum limits, and actual raises may vary based on company policies, individual performance, department structure, function based, and designation based. The compensation raise will be effective from the date of the evaluation or as determined by the organization.

The increment letters will be sent by the 15th of each month to the concerning employees. Employees can contact HRD after 15th in case they don't receive a letter.