1. LEAVE POLICY

➢ **Objective**

Infozzle believes in supporting employees in maintaining a healthy work-life balance. This leave policy ensures flexibility while achieving business objectives.

➢ **Applicability**

This policy applies to all permanent employees.

❖ **Types of Leave**

A) Earned Leave (EL)

- 18 working days per calendar year (January to December) - accrued monthly (1.5 days/month).
- Not applicable during the probationary period unless approved.
- Leave calculation excludes weekly offs and public holidays.

➢ **Application Timeline**

- 1–2 days Leave: Apply at least 1 week in advance.
- More than 2 days Leave: Apply at least 1 month in advance.
- Can be **carried forward** up to a maximum of 45 **days unless** approved otherwise.
- Eligible for **leave encashment at the end of the calendar year**, calculated on Basic Salary/Stipend.

➢ **Leave Accrual for New Joinees**

- If an employee joins **before the 15th** of the month, earned leave for the full month will be credited.
- If an employee joins **after the 15th**, earned leave accrual will start from the following month.

B) New Clause – Sick Leave removal and subsequent Adjustment

- If the employee has pending unused Sick Leave, it will be converted into Earned Leave in a **2:1 ratio** (If the pending sick leaves are odd numbered then 1 leave would get lapsed).
- **Example:** 2 unused Sick Leave days = 1 Earned Leave day added to the EL balance.
- Converted leave will be subject to the maximum EL carry forward limit of **45 days.**

C) Leave Without Pay (LWP)

- Applicable only when no leave balance is available.
- Salary and attendance-linked benefits will not apply during LWP.

D) Public Holidays

- 8 paid National/Festival holidays annually.
- Holiday list will be declared at the beginning of each calendar year.

E) New Clause - Work From Home (WFH) Policy

- 2 WFH days per month, **cannot be carried forward**. This has been added to improve the overall Work Life balance for all employees.
- WFH is not allowed on **Mondays or Fridays.**
- Minimum **9 hours of active** work is required (tracked via Team logger or similar).
- WFH requests must be submitted at least **2 working days in advance**.
- Employees must update a daily task log on Teams and align work hours with Project Managers (standard WFH timings will be 11am-8pm).
- WFH Employees are expected to remain accessible during working hours and should **promptly** attend to incoming calls to ensure smooth communication and workflow continuity.
- WFH Employees are expected to maintain a stable work environment, including reliable internet connectivity and uninterrupted power supply, to ensure consistent productivity and effective collaboration
- In case of company-declared WFH (e.g., during heavy rain or natural calamities), such days will not be counted as part of the monthly WFH entitlement.

2. ATTENDANCE POLICY

➢ **Objective**

To ensure discipline, productivity, and consistent attendance across all teams.

➢ **Attendance Guidelines**

- **Biometric attendance and Teamlogger** (or similar) are mandatory for attendance tracking.
- Biometric punch-in is required at the start of each workday.
- Teamlogger must be activated immediately after biometric punch-in.
- Minimum work hours: **8.5 hours/day, 42.5 hours/week**.
- Office timing is flexible: **10:30 AM to 09:00 PM.**
- **Latest entry allowed: 12:00 PM** unless informed upfront/due to any natural unforeseen circumstances.
- Deficit in daily hours must be compensated within the same week.
- Failure to complete **42.5 hours per week** will result in leave or salary deduction.
- **Biometric Rule:** If an employee **misses biometric attendance 3 times in a month**, it will result in **automatic leave deduction** for 1 day from their available leave balance.

3. DRESS CODE POLICY

➢ **Objective**

To promote a professional, respectful, and distraction-free work environment.

➢ **Guidelines**

Men	Women	Non Appropriate
• Shirts, Polo T-shirts (without offensive slogans) • Trousers, Jeans, Indian formal wear • Footwear - Sandals, Formal black/brown shoes or sports shoes	• Tops, Shirts,T-shirts, Kurtis • Trousers, Jeans, Leggings, Indian wear • Footwear - Closed-toe shoes, Flats, Formal sandals, Sports Shoes	• Shorts, Sweatpants, Slippers are not allowed.

4. JOINING POLICY

➢ **Documents Required on Joining**

- Educational certificates and mark sheets (SSC, HSC, Graduation/Post-Graduation/Diploma).
- Relieving and experience letters from previous employers.
- PAN Card, Aadhaar Card, and address proof as required.
- Two recent passport-size photographs.
- Bank details (cancelled cheque or bank statement).
- Signed Non-Disclosure Agreement (NDA).
- Submission of all documents to the HR department is mandatory.

➢ **Probation Period**

- All **new joiners will undergo a probation period of 3 months.**
- **No leave (Earned Leave) can be taken during the probation period.**
- In case of emergency, only leave without pay (LWP) may be considered with prior approval from the reporting manager and HR.
- Leave accumulation will start from the date of joining but will be available for use only after successful completion of the probation period.

5. SALARY POLICY

- Salary will be credited on or before the **10th of every month.**
- In case an employee resigns, their **salary will be on hold for 2 months (Notice Period)** from the resignation date and will be released along with the experience letter and full & final settlement upon successful completion of the notice period and handover of company assets.

6. RELIEVING / RESIGNATION POLICY

➢ **Notice Period**

- Permanent Employees: **2 months**
- Probationary Employees: **1 month**

➢ **Property Handover**

- All company property, including laptop, mouse, mobile, charger, SIM card, ID card, keys, etc., must be returned before the final settlement.

➢ **Termination Without Notice**

- If an employee resigns without serving the notice period:
  - No Full & Final settlement (F&F) will be processed.
  - No relieving letter or experience certificate will be provided.

7. TEAMLOGGER (or similar) GUIDELINES

- Teamlogger must track a minimum of 8.5 active hours per day.
- Attendance is considered valid only when biometric punch-in and Teamlogger are both active.

8. REIMBURSEMENT POLICY

➢ **Objective**

To ensure timely processing of business-related expense claims.

➢ **Process**

- Submit all reimbursement claims (travel, food, lodging, etc.) **by Thursday of each week** via email.
- Reimbursements are processed every Friday.
- All claims must include proper supporting bills and mention the official purpose.

9. I.T. & OFFICE RESOURCE POLICY

➢ **Use of Company Property**

- Company resources (laptops, mobiles, peripherals) must be used **strictly for business purposes**.
- Employees must notify HR via email **before taking the laptop home** (except on WFH days).
- Employees are fully responsible for the **physical safety and care** of company resources.
- Accidental damage will be reviewed on a case-by-case basis. Disciplinary action may apply based on internal investigation.

➢ **Mobile & SIM Card Policy**

- Company-provided mobile phones and SIM cards will be issued to employees requiring regular client/team communication.
- Upon resignation, SIM card and mobile handset must be returned.
- Employees must inform HR of mobile plan expiries and submit bills for reimbursement where applicable.

10. PERFORMANCE REVIEW POLICY

➢ **Objective**
To ensure fair and transparent evaluation of employee performance and support their professional growth.

➢ **Policy Guidelines**

- Performance evaluations will be conducted annually for all employees.
- Reviews will be based on the following criteria:
  - Attendance & Punctuality
  - Work Quality & Efficiency
  - Teamwork & Collaboration
  - Achievement of Individual and Team Goals
- Based on the performance review, decisions will be made regarding:
  - Salary Revisions
  - Promotions

11. POLICY COMPLIANCE

- Non-compliance with any of the above policies may result in disciplinary action, which could include verbal/written warnings, leave deductions, financial penalties, or termination, depending on the severity of the violation.