



Employee Handbook

This handbook is prepared to provide information and guidance for our employees. PARALLAX TECHNOLOGIES, from this point forward known as “The Company”, reserves the right to change, add to, or delete any of the provisions in this handbook at any time. This handbook is not a contract of employment. All employment with the company is on an at-will basis. As such, you or the company may terminate the employment relationship at any time for any reason. All policies in this handbook go into effect from January 01, 2023, unless otherwise stated. If you have any questions on any information or any company policy presented in this handbook, please contact the Management or the Human Resources department.

Revision 1.0

COMPANY POLICIES

Official Timings and working hours:

The main business hours of the company are 7:00 pm to 6:00 am Monday through Friday. The official lunch break is One hour. Regardless of an employee works in, he/she are expected to take the One-hour mandatory lunch/dinner break.

Each employee is expected to complete a minimum of 8 hours each day. Employees are required to make-up for any lost time due to late arrivals, early departures or other breaks. If the lost time cannot be made up the same day, it should be made up within the same week, or if approved by the direct supervisor, it can be made up with in the same month. Anything beyond 3 hours shortage will be deducted from the employee's monthly salary.

Daily Attendance:

Each employee is required to log his/her time of arrival and departure in the Employee attendance machine provided by the admin department. Attendance is regularly verified and monitored by the HR department via shared server. If Employee forget to press thumb on machine and informed to his/her supervisor within 24 hours then there will be no any deduction applicable, but if Employee passed 24 hours and does not inform to his supervisor then the Employee 2 working days will be deducted from salary.

Tracker:

Each Employee is necessary to plug in the tracker of **PARALLAX TECHNOLOGIES** with the assigned project, If any Employee could not start the tracker within 24 hours, then 1 working hour will be deducted from his/her salary, but if the Employee inform to Management within 24 hours then there will be no fine apply over the Employee.



Gazette Holidays:

A list of potential holidays is given below:

Occasion	No. of Holidays
Eid-ul-Adha	3
Eid-ul-Fitr	2
Eid Milad-un-Nabi	1
Ashura	2
Thanksgiving	1
Christmas Day	1
New Year	1

All employees are notified here that the Company can request any employee to come to the office on any holiday if the need arises. In such instances, the company will gladly compensate the employee by paying for the hours that is clocked in on the above-mentioned holidays.

Annual Bonus:

The annual bonus is not guaranteed, but if given is paid with the salary for the month of Ramzan. The amount of this bonus is calculated by multiplying an employee's average basic salary for the entire calendar year with a personal performance co-efficient and a companywide performance coefficient. Each employee's personal performance co-efficient is based upon his/her annual performance review. Whereas the company wide performance co-efficient is set by the CEO keeping in mind the financial performance of the company during the preceding twelve months.

Only employees who have worked with the company for 2 months or more than year are eligible for the annual bonus. In case, an employee has not worked with the organization for the entire year, his/her Annual Bonus will be in accordance with the number of months worked.

By Annual Increases:

Pay increases are never considered automatic. Every 6 months, the Company's Management considers allocating funds for pay increases, taking many budget and economic factors into



consideration. If pay increases are budgeted, raises are granted depending on the performance of the employee.

Employee of the Month:

The purpose Of Employee of the Month is to establish a program of recognizing Employees who have made substantial contributions to their function or who have otherwise contributed or performed in a manner which will reflect favourably on organizational objectives. All employees except Manager and above level are eligible for selection and recognition as Employee of the Month.

An individual employee who has made the greatest overall contribution to the function and/or to company in any one or more of the following areas shall be eligible for the Employee of the Month. • Displays a positive attitude towards policies and procedures. • Any outstanding duties performed in a one-off situation.

- Team work and commitment to their department.
- Strives for improvement
- Attitude towards fellow employees
- Shows initiative when required
- Exemplary punctuality and attendance
- Extraordinary job
- Appearance/grooming standard.
- Communication on the Job
- Creativity
- Job Knowledge
- Safety Awareness

Unless a nominee meets the above relevant criteria, the department concerned will not support the nomination for consideration by the Selection Committee. The Employee of the Month will be awarded with semi monetary award depending upon the company budget and performance of the employee.



Project Bonus:

PARALLAX TECHNOLOGIES is offering Project Bonus to its Employees on one condition which is to meet the deadline of the giving project, If Employees meet the deadline, then they will be able to avail the Project Bonus opportunity.

Overtime:

From time to time, you are required to work additional hours as may be required to complete your responsibilities depending on the reasonable requirements of the company. Large amounts of overtime should not be needed on a regular basis. Overtime can only be done with the approval of your supervisor. Employees are eligible to receive overtime pay if they work more than 8 hours per day / 40 hours in a given week. Holiday, vacation, and sick time are not included in hours used to determine the overtime eligibility. Overtime pays equals 1.5 times and employee's regular hourly rate. All overtime must be approved by the Manager in advance.

Absence from Work:

Each employee is required to inform his/her supervisor by phone or through email, in case he/she will be coming late to the office. The same procedure should be done in case of early departure or temporary absences during the workday.

Late:

Employees are required to sign up their attendance by 7:00pm however there will be grace period of 30 minutes. If the Employee comes after 7:00pm (which is the maximum grace period of 30minutes) will be consider in late comers. If the Employee comes late more than 3 times in a Week or month then the company has rights to deduct 6 hours, and the Employee will not be paid for it.

Leave Plan:

Employees are eligible for a number of types of leaves as described below. To apply for any kind of leave use the respected Leave Request Form.



Casual / Sick Leave:

12 days casual leave or sick leave with full pay.

No employee is entitled to casual / sick leaves during the probation period.

Employees should inform his/her immediate supervisor before availing sick or causal leave. Only immediate supervisor has the authority to approve casual/sick leave, unable to do so will be counted as unpaid leave.

You will be asked to fill the casual leave form by HR representative after the day of absence. These forms will be signed by the employee's supervisor. These forms are maintained by HR department and will be count each year in performance review.

Sick/casual leaves shall not be reimbursed nor carried forward.

Bereavement Leave:

Employees are entitled for paid bereavement leave not more than 3 days in case of the death of an immediate family member. Immediate family members include: spouse, child, sibling, parent or grandparent. Bereavement leaves cannot be reimbursed or carried forward.

Matrimonial Leave:

On the occasion of an employee's wedding, he/she is entitled to 5 paid leaves.

Without Pay: Leave

Each employee can avail Leave without Pay, subject to the prior written approval of his/her supervisor. In the case of Leave without Pay, the monetary deduction will be applied to the current month's salary.



Employee Conduct and Disciplinary Action:

Rules of conduct for employees are intended to promote the orderly and efficient operations of **PARALLAX TECHNOLOGIES**, as well as protect the rights of all employees. Therefore, violations shall be regarded as cause for disciplinary action.

These rules are published for the employees' information and protection. Ignorance of work rules is not an acceptable excuse for violation. It is each employee's responsibility to know the rules and abide by them.

Rules of Conduct:

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet Company standards, **PARALLAX TECHNOLOGIES** will endeavour when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, they will be subject to disciplinary action.

The rules set forth below are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of **PARALLAX TECHNOLOGIES**, other employees or customers may also result in disciplinary action.

Warning System:

Warning system is to be taken very seriously by all employees. Warning notices will be issued in writing for any violation of the rules in this handbook. In all instances, a sum of 3 warning notices will be an automatic termination based on grounds of gross misconduct. A few examples of circumstances that can lead to warning notices;

- Higher number of tardiness forms in a month
- Absence without any notice
- Going against commitments
- Refusal to come to the office on weekends (if required)
- Refusal to attend mandatory training sessions
- Poor performance or lack of responsibility
- Going against the decision of the management



Job Performance:

Employees may be disciplined for poor job performance, including but not limited to the following:

- Unsatisfactory work quality or quantity,
- Poor attitude (for example, rudeness or lack of cooperation),
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges,
- Failure to follow instructions or Company procedures,
- Failure to follow established safety regulations.

Misconduct:

Employees may be disciplined for misconduct, including but not limited to the following:

Insubordination

Dishonesty

Theft

Discourtesy

Misusing or destroying Company property or the property of another on Company premises

Violating conflict-of-interest rules

Disclosing or using confidential or proprietary information without authorization

Falsifying or altering Company records, including the application for employment

Interfering with the work performance of others

Altercations

Harassing, including sexually harassing, employees or customers;

Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on Company property or while conducting Company business;

Sleeping on the job or leaving the job without authorization;

Possessing a firearm or other dangerous weapon on Company property or while conducting Company business; or

Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of PARALLAX TECHNOLOGIES, its employees, customers or property; or

Failing to report to PARALLAX TECHNOLOGIES within five days.

TERMINATION:

Resignation:

Employees are expected to notify their immediate supervisor and the Human Resources department in writing if they intend to resign. The written notification must be received by the Human Resources department at least “**Four**” weeks before the intended last day of service.

Discharge:

An employee may be discharged for reasons that include, but are not limited to, violation of the Rules of Conduct, poor performance, and unsatisfactory performance during probation. Notwithstanding this list of rules, PARALLAX TECHNOLOGIES reserves the right to discharge with cause and with or without prior notice. Permanent employees will be entitled to month salary in case of immediate discharge.

Notice Period:

An employee entering into the notice period will not be eligible for any sort of leave. Availing any leave in notice period will result in monetary deduction in his salary.

Exit Interview:

Employees, who leave PARALLAX TECHNOLOGIES employment, whether voluntarily or involuntarily, are required to attend an exit interview with a Human Resources staff member. The exit interview is held during the last week of employment. Human Resources will also have the employee get clearance from various departments to ensure that they have returned all the company properties.



Referral Policy:

The referral policy at PARALLAX TECHNOLOGIES is extended to all employees EXCEPT the Sales and Marketing department. You are always encouraged to bring new business/clients and the Company is willing to reward you for your efforts. If you think you have a potential lead that can turn into a client, we always encourage you to contact the Sales department and discuss the prospect.

You are entitled to **15%** commission on **initial** revenue generated through the **first** project of the business that you bring to the Company. Once the Company has delivered the first project and your referred business continues to bring further projects, you will be entitled to **5%** commission for those projects. This agreement is upheld until the Company's relationship with the client is current.

The referral commission will be paid out quarterly on invoices that have been collected from the client. All unpaid invoices will be carried over to the next quarter. It is also made transparent here that any employee bringing such business is not expected to manage the project in anyway. Such projects will be managed by the proper account managers and project managers like all other projects.

