Cydez Technologies - Company Policy Document

1. Probation Policy
- The probation period is six (6) months from the date of joining. This period may be extended or shortened based on performance at the discretion of management.
- Working hours are from 9:30 AM to 6:30 PM, Monday to Saturday.
- One (1) paid leave per month is allowed during probation.
- Management may terminate employment without notice during probation.
- Employees may resign with two (2) months' notice.
- Notice period can be reduced to two (2) weeks by paying the salary for the remaining notice period.
- Management reserves the right to change terms and conditions without prior notice.

2. Full-Time Employment Policy
- Upon successful completion of the probation, employees are confirmed as full-time staff.
- Salary revision will be performance-based.
- Standard working hours remain from 9:30 AM to 6:30 PM, Monday to Saturday.
- One (1) paid leave per month.
- Two (2) weeks' notice is required by the company to terminate employment.
- Employees must provide two (2) months' notice to resign.
- Notice period can be reduced to two (2) weeks by compensating with the applicable salary.
- Management holds the right to update policies without prior notice.

3. Performance Ranking
- Monthly performance will be there.
- Employees scoring is based on both personal and company performance.

4. Leave Policy
- 10 total holidays per year: 8 mandatory, 2 optional.
- One (1) paid leave per month (12 per year).
- Leaves accrue on the 1st of each month and can be carried forward until December.
- Unused leaves lapse on December 31st.
- Joining or leaving before or after the 15th of a month determines whether full or half-day leave is credited.
- Unplanned Monday leaves result in double loss of pay.
- Uninformed leaves are treated as loss of pay.
- Medical certificate required for sick leave exceeding 5 days.

5. Timesheet and Attendance Tracking
- Daily working hours are 9:30 AM to 6:30 PM (9 hours including a 1-hour break).
- Attendance must be recorded via first log-in and last log-off in HRMS.
    - Failure to log either time results in an absent mark.
- Daily tasks and hours must be entered in the SF tool within 3 days.
    - Missing this leads to absence.
    - Less than 4 hours logged = full-day absent.
    - 4–8 hours = half-day leave.

6. Laptop Reimbursement Policy
- Employees are encouraged to use personal laptops.
- Company will provide a laptop for up to 3 months.
- Post this period, employees must arrange their own laptops (minimum config: 8 GB RAM, i5 processor).
- 20% reimbursement of the laptop bill will be provided upon prior approval.

7. Exit Policy
- Written resignation notice is mandatory, as per employment contract.
- Employees must complete exit formalities:
    - Return of all company assets
    - Completion/handover of work
    - Exit interview (if applicable)
    - Clearance of financial dues
- Final settlement to be completed within 15 days after all formalities.
- Clearance certificate required from all departments.
- Experience and relieving letters will be issued post-clearance.
- Delay in exit process will delay final settlement.
- Confidentiality of company information must be maintained post-employment.

8. IT Security and Code of Conduct
- All employees must adhere to the company's IT and cybersecurity protocols.
- Usage of unauthorized software is strictly prohibited.
- Company-provided access credentials must not be shared with others.
- Employees are expected to lock their systems when unattended.
- Any suspected data breach must be reported to IT immediately.

9. Data Privacy and Confidentiality
- Employees must ensure that client and project data is kept confidential at all times.
- No data should be transferred to personal devices without prior approval.
- Breach of confidentiality policies may lead to disciplinary or legal action.

10. Communication and Collaboration

- All internal communication should be conducted through official email or approved platforms.
- Team collaboration should be maintained using designated tools like Teams, Slack, or Zoom.
- Timely response to work-related messages and emails is expected.

11. Remote Work and WFH Policy

- A maximum of 2 work-from-home days per month is allowed, only in unavoidable situations.
- Prior email approval must be obtained from HR and the reporting manager.
- Attendance and daily tasks must still be updated in HRMS and SF tool while working remotely.

Note: Employees must comply with all stated policies. Non-compliance may result in disciplinary action.