

Terms of Employment

Probation Period

The below policies can change based on your offer letter.

- Your probation period will be for 6 months starting from your date of joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.
- Your normal working time will be from 9:30 AM to 6:30 PM. You will be required to work for such hours as necessary for the proper discharge of your duties.
- Your working days will be from Monday to Saturday every week.
- You will be entitled to 1 leave per month with pay during the probation period.
- Management is entitled to terminate your position without giving any notice during probation.
- You are entitled to resign from the job by giving two months' notice.
- You will be entitled to reduce the notice period to two weeks by paying back your remaining days' salary.
- The management will be entitled to change or add any terms and conditions without any notice.

Full-Time Employment

After the successful completion of the probation period, you will be appointed to the position with the following terms and conditions.

- Your salary will be revised after the probation period based on your performance.
- Your normal working time will be from 9:30 AM to 6:30 PM. You will be required to work for such hours as necessary for the proper discharge of your duties.
- Your working days will be from Monday to Saturday every week.
- You will be entitled to 1 leave per month with pay.
- Management is entitled to terminate your position by giving two weeks' notice period.
- You are entitled to resign from the job by giving two months' notice.



- You will be entitled to reduce the notice period to two weeks by paying back your remaining days' salary.
- The management will be entitled to change or add any terms and conditions without any notice.

Performance Ranking

- There will be a performance ranking every month. The ranking will be in the range of 0 to 100. If your performance ranking is above 90, you will get an additional incentive for the current month. The incentive will be based on your and the company's performance for the month.

The below policies are common for full-time employees and for those on probation

Leave Policy

- 10 holidays will be available in the current year (2024)
 - 8 holidays will be mandatory
 - 2 holidays will be optional which you can select from the provided choices.
- You are entitled to take one leave per month. The total number of paid leaves in a year is 12.
- A new leave will be added to your account on the 1st of every month.
- The leaves will be carried forward to next month in case you do not opt to take a leave in the current month, until December.
- By December 31st, the unutilized leaves will get lapsed.
- If you join the company on or before the 15th of a month, a leave will be added to your account for that month.
- If you join the company after the 15th of a month, half a day's leave will be added to your account for that month.
- If you leave the company on or before the 15th of a month, half a day's leave will be added to your account for that month.
- If you leave the company after the 15th of a month, one day's leave will be added to your account for that month.
- Taking leaves on Mondays without prior notice will result in a double loss of pay for the day.
- Also, taking unplanned leave without any notice will be considered as loss of pay.
- A medical certificate must be provided if the sick leave exceeds 5 days.

Timesheet tracking

- You are supposed to work for 9 hours a day, from 9:30 AM to 6:30 PM. This includes a 1-hour break for lunch and tea.

You have to enter your first log-in time and last log-off time of the day in the HRMS application daily.

- The above activity is considered your attendance of the day. If you miss either adding the login time or logout time or both, you will be considered absent for the day.
- You have to enter all your daily activities and the time taken for doing them in the SF tool daily.
 - You will get 3 days' time starting from the current day to complete the activities in the SF tool. If you miss adding the activities, you will be considered absent for the day.
 - The time taken for the activities in a day should be equal to 8 hours.
 - If the time taken in a day is less than 4 hours, you will be considered absent for the day.
 - If the time taken in a day is between 4 to 8 hours, you will be considered half-day leave.

Broadband Bill Reimbursement Policy

- Your monthly data recharge amount (maximum Rs.600) can be reimbursed by submitting your broadband bill. The reimbursed amount will be added to your bank account before the 5th of every month.

Laptop Reimbursement Policy

- During your employment with the company, it is encouraged that you utilize your personal laptop. The company will provide a laptop for a maximum of 3 months. After this period, employees are required to arrange their own personal laptops for office use.
- You may purchase a personal laptop for use in office work.
- You are responsible for covering the cost of the laptop.
- The laptop must meet a minimum configuration of 8 GB RAM and an i5 processor.
- The company will reimburse flat 20% of the total bill amount.
- You must notify the company before purchasing the laptop and the company will provide assistance in the purchase process.

Exit Policy

1. **Resignation Notice:** Employees are required to provide the company with a written resignation notice as per the terms specified in their employment contract. The notice period may vary depending on the employee's role and length of service.
2. **Exit Procedures:** Upon receipt of the resignation notice, the employee must complete all exit procedures, including but not limited to:
 - Handing over all company property and assets.
 - Completing all pending work or ensuring a proper handover to a designated colleague.
 - Attending an exit interview, if applicable.
 - Clearing any outstanding dues or obligations with the company, including loans, advances, or other financial matters.
3. **Final Settlement:** The final settlement of dues, including unpaid salary, leave encashment, and any other applicable benefits, will be processed and completed within **15 days** after all exit procedures are successfully completed by the employee.
4. **Clearance Certificate:** The employee must obtain a clearance certificate from all relevant departments (such as IT, Finance, Administration, etc.) to ensure there are no outstanding obligations.
5. **Experience Letter and Relieving Letter:** The employee will receive their experience letter and relieving letter upon successful completion of the exit procedures and clearance from all departments.
6. **Non-Compliance:** Any delay in completing the exit procedures may result in a delay in the final settlement process.
7. **Confidentiality:** Employees are reminded of their ongoing obligation to maintain the confidentiality of all company information, even after leaving the organization.