

Objective:

This document is prepared to guide employees with regards to Ethical business conduct.

Conflict of Interest

Conflict of interest arises when an employee takes some action or has some outside interest that conflicts with interest of the company. Conflict of interest can also arise when an employee receives improper benefits as a result of a company position.

Few activities that could involve conflicts of interest include:

Aiding our competitors: - This would be passing confidential company information to our competitor or accepting payments or other benefits from a competitor

Inside Trading: - Employees are prohibited from using/ sharing the company's confidential/ important/ inside/ non-public information with regards business where not applicable. It is illegal and is a violation of the business code. Employees who have access to information like this are not permitted to use/share information for any other purpose except for Company Business.

Confidentiality: - Confidential information includes information with respect to which the company is under:

an obligation of confidentiality, a trade secret information relating to inventions, disclosures, processes, systems, methods, patents, patent applications, machinery, materials, manufacturing techniques, research activities and plans, cost of production, contract forms, prices, volume of sales, promotion methods, business secrets, financial information and lists of names or classes of customers and similar types of information provided to us by our customers, suppliers and business partners.

Ethical Responsibilities of an Employee:-

1. Anyone who has had access to confidential Company information must keep it confidential at all times, both while working for the company and after completion of the employment. Failing to abide by this will lead to legal action.
2. Unauthorized use or distribution of Company information is extremely serious; it could result in civil liability or criminal penalties.
3. The person employed / under contract with CMS should not join the Company's client organization or third company opportunities during employment with CMS.

Both employee and the hiring organization that violates this rule will face legal action for breach of trust.

4. Every employee must immediately report any complaint(s)/ observation(s) of violations of Conflicts of interest to the Head HR.

Consequences of not abiding by the guidelines described in this policy:

The Head HR will consult the Legal Department and investigate the violation/s immediately and confidentially.

If the investigation indicates that a violation of Company Interest has occurred,

The employee responsible for violation of Company Interest will be subject to disciplinary action including, termination of employment as appropriate in the situation. In case the employee has already left the organization - civil action will be initiated or will be referred for criminal prosecution

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Objective:

The purpose of this policy is to educate employees about rules and regulations to be followed before applying for Business / Visiting Card.

Scope:

This policy is applicable to all CMS group employees. This is not applicable to employees on contract

Eligibility:

Employees who are eligible for Business Card are as follows:

- BU Heads
- Sales / Marketing / Project Personnel
- Employees who meet vendors / client on daily basis

These should be used whenever the employee is officially representing the company and in no

other cases.

Responsibility:

-
- BU Head/Departmental Head shall be responsible for deciding the eligibility for Communication Expenses on actual.
- HR Head shall be responsible for controlling and monitoring the process.

Guidelines:

- A new employee as per designation will receive visiting cards after his confirmation period.
- Employee to fill the Business / Visiting Card form. The same is to be approved by:
 - HR SPOC
 - BU Head
- The visiting card will give information about name, designation, mobile number and company mail ID.
- Employee's designation (as mentioned on the appointment letter) will be mentioned on the Visiting card.
- In case of a promotion or change in designation new visiting cards will be distributed.
- Exceptions to the above terms and conditions can be made at the discretion of the BU Head / HR / Management.
- Employee getting reimbursed for usage of mobile from company should mention the same mobile number on business card.

The Employee Referral Program at CMS enables employees to refer their friends and acquaintances, for suitable openings.

As the name suggests, “**CMS Myreferral**” has open up a new channel for providing opportunities to people, eager to build a career at CMS. Below mentioned are important aspects that are to be noted and communicated to all concerned at your respective centers

Who can refer?

All CMS Computers Ltd. employees can refer, except the Human Resources department.

Procedure for Referring:

- Any employee working in the Organization may refer a candidate who is known to him / her personally / professionally
- The candidate shall meet all the requirements of the position, in terms of age, qualifications, work experience, skill-set etc. who fit the specifications given in the job descriptions for the vacancies posted on the Intranet. In case the resume exists in the data bank, the referral process will be terminated.
- The employee, who is referring the candidate for the position, shall send the CV to HR dept on myreferrals@cms.co.in with subject line (Position_Name of Candidate_Location_Employee Code)
- The employee involvement is limited only to the submission of the resume and will not in anyway be influential in the interview or compensation finalization of the candidate.
- The referred candidate will undergo the regular recruitment procedure as per the norms and selection will be considered only if met with the requirements of the existing vacant position.
- There will be no specific canvassing in case of a referred candidate by both the employee who has referred him and the HR.

Reward Claim Process:

A referred candidate if selected in the Company, results in the employee being eligible for referral fees as below ;

<u>Employee Referral Fees</u>	
Levels for hiring positions	Reward Amount (Rs.)
All Managers, Sales, Pre Sales, Product Managers	10000
Sr. Engineers, Sr. Developers, Project Managers, PMO	15000
All others	7000

- Payment will be made for the employee on payroll once the referred candidate has completed 3 months in CMS.

Please Note:

All recommendations made by CMS employees must come from their personal contacts / connections and not through any recruitment agency.

Income Tax:

Rewards will be taxable as per taxation rules prevailing at that point of time whenever applicable.

Feedback Process:

Confirmation will be given by the HR Department to the referrer on closing of the position

Rejection of Referrals:

- Referrals rejected in the selection process (due to any reason) will be eligible to apply again after a cooling off period of 90 days.
- Referrals are close relatives of employees.
- Information /documentation of referral not relevant/true during Employee verification process.

Referral Reward Claim Form:

The Referral Reward Claim Form is available in the “**HR FORMS**” Section under **Work@CMS** on CDL.

Deadline for referrals after announcement of vacancies:

Eligible employees can forward their referrals; however, in case the position gets filled within the stipulated period the same shall be updated on the CDL

Objective:

It is incumbent upon CMS Computers Ltd., to provide for the reimbursement of expenses incurred in conducting the formal affairs of business. The revised policy enables employees to meet their official communication needs in a cost-effective manner without compromising on the business needs.

Scope:

This policy is applicable to all CMS Computers Ltd. employees including full-time employees and employees on probation/project trainees.

Eligibility:

Expenses are incurred on all communications according to the Annexure (Please refer to the last page of this document)

HR will notify an employee about his eligibility amount

Employees on contract can avail this facility subject to prior approval from BU head and HR

Project employees will have eligibility based on their project requirement and as decided by their project head and Human Resources

Entitlement:

Any such claim was done to be substantiated with evidence such as the telecom company and /or receipt from an approved PCO/hotel with address/telephone number of the place.

Policy:

The eligibility amount for communication claim is according to the entitlement table attached – up to the eligible amount any further approval is not required and it will be paid as reimbursement. Any exceptions to be forwarded will require all requisite approvals to HR/Accounts department. Finance/Accounts will pay after claim validation as per eligibility. This is required only for exceptions like higher claim over eligibility, exceptional ISD/STD expenses etc.

Annexure to the Communication Policy :

We give herein below mobile reimbursement including data usage, entitlement on a monthly basis.

Category	Designations
I	CEO/COO/EVP/VP/ Divisional Head/BU Head/AGM/ DGM/GM, Sr. Managers in Sales Nati
II	Regional Head/Sr. Manager/ National Manager/RSM/RM/Operations Manager/Product M
III	Dy. Manager/ASM/ Sr. ASM/ Sr. PM/Sr. TM/Manager/BM/ Team Lead/PM
IV	Sr. Executive/TM/Specialist/Consultant/Sr. Developer/AM/EA/ Team Lead/ Sr. Tech Suppo

	Operations/Engineers)
V	Officer/Sr. Officer/Executive/Trainee/Technician/Engineer/Sr. Engineer/ Developer/ Sales
VI	Office Boy/Helper/Electrician/Jr. Engineer/ Secretary/ Assistant and Below

Note : Communication Bills will be reimbursed at Actuals for all BU Heads with Sales Responsibility.

(BU Head/Departmental Head/HR Department will notify an employee about his/her eligibility amount)

Only BU Heads/Department Heads/Sr. Manager and above all functions, all Sales/Project Delivery/Support RM's are eligible for Data Usage /Emails.

Communication expenses are inclusive of Data Usage for applications such as Email Access/ all other applications.

People on contract at all levels should take prior approval for their department/BU heads and location HR for claiming mobile expenses.

Any different communication expense approval reflected on offer letter, appointment letter or through any other annual communication will override this policy as an exception.

Purpose:

It is incumbent upon CMS Computers Ltd to provide for the reimbursement of expenses incurred in conducting the formal affairs of business. The purpose of this document is to establish policy governing claims against Conveyance expenditure which includes:

- Local Conveyance
- Conveyance at actual

Scope:

This policy is applicable to all Full-time CMS Computers Ltd Employees

Responsibility:

- BU Head shall be responsible for deciding the eligibility for expenses on actual.
- HR / Accounts personnel shall be responsible for controlling and monitoring the process.

Eligibility:

Employees are eligible for claiming conveyance according to their designation/ levels

Reimbursement Procedure:

The eligibility for conveyance claim amount will be provided by their respective reporting heads.

Employees to claim expenses by

- At actual - employee needs to submit bills of expenses incurred during his/her business affairs within 2 months since the date of expenses incurred.
- After 2 months the employee is not eligible to avail the benefit

Employee should submit the following documents while applying for reimbursements:

- Expenses Claim Sheet
- Supporting Bill(s)

The above bills have to be submitted as the "Pre Audit Requirement" which is as follows:

- Proper Supporting (originals wherever required)
- No tampering or overwriting
- As per eligibility and policy
- Proper authorization

Conveyance Reimbursement:Two Wheeler Vehicles

Employee using two-wheeler for official work can claim with prior approval from BU Head "Conveyance Reimbursement" as per below:

- **Amount: Rs. 3.50/- per km**
- **To be claimed on :** Weekly basis
- **Through:** Local HR
- **Applicable for:** Employees using Company Owned Vehicles and self-owned vehicles.

Employees are advised not to delay submission of such claims nor consolidate the same on a monthly basis.

Conveyance Reimbursement:Four Wheeler Vehicles

Employee using four-wheeler for official work can claim conveyance with prior approval from BU Head "Conveyance Reimbursement" as per below:

- **Amount:**
 - **Petrol : Rs. 9.75/- per km**
 - **Disel : Rs. 8.75/- per km**
 - **CNG/LPG : Rs. 8.75/- per km**
 - **To be claimed on :** Weekly basis
 - **Through:** Local HR
 - **Applicable for:** Employees using Company Owned Vehicles and self-owned vehicles.

Employees are advised not to delay submission of such claims nor consolidate the same on a monthly basis.

Conveyance Reimbursement:

Designations	Local Conveyance
CEO/COO/EVP/VP/Divisional Head/BU Head/DGM/ GM and Above	Cab/Street cab
Region Head/Sr. Manager/National Manager/RSM/RM/Operations Manager/ Product Division	Cab/Street cab
Dy.Manager/ASM/Sr.ASM/Sr.PM/Sr.TM/Manager/BM/ Team Lead/PM	Cab/Street cab
Sr.Executive/TM/Specialist/Consultant/Sr.Developer/AM/EA/Team Lead/Sr.Tech Support/ Sr.Specialist(Sales/Projects/Operations/Engineers)	Auto / Street Cab/AC Bus
Officer/Sr.Officer/Executive/Traininee/Technician/Engineer/Sr.Engineer/Developer/ Sale Ops (Sales/Projects/Operations/Engineers)	Auto/ Street cab/ AC Bus
Office Boy/Helper/Electrician/Jr.Engineer/Secretary/Assistant and Below	Bus / Auto

Reimbursement Process:

Local HR personnel to prepare the list of employees eligible for reimbursements as according to their standard expenses, also according to the bill amount - incase of expenses incurred on customers.

Local HR personnel to send the final list to Corporate Accounts with all requisite details for processing cheque in their salary account.

Central HR personnel will do the verification of all the data received by them with respect to eligibility amount given to an employee and accordingly credit in their salary account.

1 | Page - HRD - E - MAIL ID USAGE POLICY Doc : CMS , Bhandup , Mumbai
DOCUMENT OWNER HUMAN RESOURCES DEPARTMENT DATE. 08-10-2020 POLICY NAME E-MAIL ID
USAGE POLICY REF No. CMS/HRM/POL-PRO_FY 23-24_V.1_0007 VERSION HISTORY CHANGE
HISTORY OBJECTIVE: The objective of this policy is to: 1. Define rules and regulations to be followed
by employees while using official mail id 2. Procedure for creating new individual mail id/ group id. 3.
Rules/ regulations/ procedures to be followed when the employee resigns. (The purpose of this
policy is to ensure that email is used primarily for the conducting of company business, and is not
used in any illegal, offensive, or unethical manner. The policy does not set out to be restrictive or
imposes personal rights or privacy; however the processes and controls described must be
vigorously adhered to.) SCOPE: This Policy applies to all CMS Computers Ltd. employees who have
been provided access to email and internet facility by the Company. CREATING NEW EMAIL ID: An
email ID will be provided for official correspondence to all CMS employees. For the same we expect
our employees to follow the below mentioned guidelines whilst using emails For existing employees:
Incase of new id or group id to be created, employee should send ID request to HR Department with
approval from the HOD/BU Head For New Joinees: ID request to be raised by HR Department to the
IT Department DEACTIVATING EMAIL ID: Version Authors Reviewer (Process Owner) Reviewers
Approvers Review Date Release Date 1.0 Rahul Lad Rahul Lad Anup Desai Manisha Patil 17-11-2019
22-11-2019 Version Authors Reviewer (Process Owner) Reviewers Approvers Review Date Release
Date NIL - - - - - 2 | Page - HRD - E - MAIL ID USAGE POLICY Doc : CMS , Bhandup , M
u m b a i When an employee from any location resigns from the services of the company,

information to be sent by the Reporting Senior to the HR and IT Department. IT Department to deactivate the mail id and inform about the same to the Reporting Senior and concerned HR personnel. USAGE OF EMAIL ID: Email Signature Protocol: The email must have a unified standard signature of CMS. The signature format to be followed is: Thanks & Regards, Name: Designation: Direct: Email address : | Web: www.cms.co.in DISCLAIMER: This e-mail communication and any attachments may be privileged and confidential to CMS Computers Ltd., and are intended only for the use of the recipients named above. If you are not the addressee you may not copy, forward, disclose or use any part of it. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately by return e-mail. Internet communications cannot be guaranteed to be timely, secure, error or virus-free. The sender does not accept liability for any errors or omissions. Please consider the environment before printing this e-mail or its attachments. OUT OF OFFICE AGENT: All employees who are on leave/ travel have to compulsorily activate the "Out of Office Agent" through Leave Request form. Please note: standard format of this application to be adhered to. Standard format for the same is as mentioned below: "I will be out of the office starting 31/5/2012 and will not return until 09/06/2012. During these days I may not have a full access to my emails. In case of any thing urgent please sms/call me on my cell no () & I will try to get back to you as soon as possible. I will reply to your emails once I am back in office. You may also contact (person's name) for any urgent matter" PROHIBITIONS: • Sending unsolicited Emails to other companies or individuals (spamming) • Do not add any tag lines in email message • Using corporate email for purposes unrelated to your job • Using emails to resolve sensitive matters. Email is not a substitute for discussions that must be / can be done in person. • Circulating unsuitable or illegal material

3 | Page - HR D - E - MAIL ID USAGE POLICY Doc :

C M S , B h a n d u p , M u m b a i • Addressing / copying irrelevant group of people in the mail (avoid irrelevant cc's in the mail) • Defaming any individual or company • Spoofing other people's email accounts (pretending to send, or attempting to receive Email on behalf of others without their permission) • Setting up equipment so that it could act as an "Open Mail Relay" for third party spammers • Operating email without using a suitable anti-virus system as provided by the company • Sending unencrypted emails that contain recognizable data about companies or individuals with whom CMS has a business relationship • Using email to send resume(s) or communicate with other third parties in this regard. • Uploading, downloading, using, retaining, distributing or disseminating any images, text, materials or software which: 1. are or might be considered to be indecent or obscene; 2. are or might be offensive or abusive in that its content is or can be considered to be a personal attack, rude or personally critical, sexist, racist, or generally distasteful; or encourage or promote activities which make unproductive use of your time – e.g., engaging in "flame wars" (i.e. provocative exchanges of email messages which escalate and often become offensive); or encourage or promote activities which would, if conducted, be illegal or unlawful; or involve activities outside the scope of your responsibilities like: • unauthorized selling/advertising of goods and services; or • might affect or have the potential to affect the performance of, damage or overload the Company's system, network and/or external communications in any way; or • might be defamatory or incur liability on the part of the Company or adversely impact on the image of the Company

IT SPECIFIC GUIDELINES: • Kindly adhere to the quota limit of your respective mailbox. Regular/ timely replication of email to be done • Maximum size of email along with attachment should not exceed 1MB. In case it exceeds, mail will automatically bounce back. • Check attachment size/ format before sending • Junk mails / forward mails/ Season Greetings/ Wishes to be avoided as much as

possible as they slow down the systems. • Employees who get phone expenses reimbursement from company need to put their mobile number as a part of email. • All exceptions required in email signature will need approval from management. Mail box quota will be allocated based on the type of user level as decided by IT. Employees need to regularly take backup/archive of their emails.

GENERAL GUIDELINES: • Adhere to basic email etiquette before sending mail(s) • Limit use of “Cc” and “Bcc”. Kindly mark the mails only to person intended to. • Emails, both in hard copy and electronic form, are admissible in a court of law. • Employee will be liable to disciplinary action if you abuse or misuse the system. Depending upon the severity of the offence, you may also be liable to summary dismissal. • The Company’s Email policy must be followed at all times and it applies to the use of all the Company’s computer equipment and facilities, whether or not it is part of the Company’s network.

IT SECURITY ADVISORY Do’s: • Make password complex to decipher by adding special characters and numbers. Use the Universal policy of 8 digit alpha numeric & special character. Change your passwords after or every 90 days. If anyone asks for your password, refer them to ithelpdesk@cms.co.in

4 | Page - H R D - E - M A I L I D U S A G E P O L I C Y D o c : C M S , B h a n d u p , M u m b a i • In Case of Theft/Damage of asset immediately inform to ithelpdesk@cms.co.in. • Enable password protected screen server on your machine if the system is not in use for more than 5 min. • Always scan the downloaded attachment from the mail or from websites using Antivirus installed on your machine. • Always update signature of Antivirus, if it fails to update the signature then immediately get in touch with ithelpdesk@cms.co.in • Always scan the external storage media using Antivirus before accessing content. • Always raise a ticket for any IT related queries <http://ithelpdesk.cms.co.in/portal>

Don’ts: • Never give out your password via e-mail or phone. • Do not use passwords that are related/relevant to something on your desk. • Never use the "Remember Password" feature of application programs such as Internet Explorer, your email program, or any other program.

Objective:

The purpose of this policy is to establish rules/procedures governing the reimbursement of Communication/ Medical/ LTA/ Conveyance/ Vehicle / Fuel/ Business Promotion / Books & Periodicals/ Uniform and Education which are part of salary.

Scope:

This policy is applicable to all CMS Computers Ltd. employees. This is not applicable to employees on contract.

Eligibility:

Eligibility for the claims is as per the salary break-up given to employees. The amount for the same reflects in the Appointment Letter/ Appraisal Letter.

Responsibility:

· BU Head/Departmental Head shall be responsible for approval.

- Corporate HR / Accounts shall be responsible for controlling and monitoring the process.

Reimbursement Process:

- Eligibility of reimbursement is decided at the time of appointment of the employee or during his/her

appraisal.

- Employee to submit the following documents/ bills while claim reimbursement as per eligibility:

- Covering Sheet (refer ERA format for the same)

- Reimbursement details form

- Supporting bills in original

- Location HR to prepare a consolidated list of Reimbursement Claims (as per eligibility) on monthly basis before 10th of every month. The same is to be sent to Corporate HR team for further processing.

- Please Note: Claims have to be submitted on a monthly basis. Cumulative expenses of maximum period 2 months to be accepted.

- Corporate HR does the verification of the data received for

- Eligibility

- Status – Active / Resigned

- After the final clearance / scrutiny from Corporate HR, intimation for the same to be given to the Payroll department before 18th of every month.

Please Note:

The eligibility of allowance may change incase of change of job profile, designation change, transfer etc. It is completely at the discretion of the Reporting Senior/ Head HR whether to continue or discontinue with the allowance(s).

After every appraisal revision the eligibility of reimbursement will change

ERA form is available in the **"HR Forms"** under **Work@CMS**

GROUP MEDICLAIM POLICY Copyright © 2023 CMS Computers Limited. All Rights Reserved.

Copyright © 2023 CMS Computers Limited. All Rights Reserved. Group Medical (GMC) Program Details Group Personal Accident (GPA) Provides insurance coverage to employees for expenses related to hospitalization due to illness, disease or injury Provides insurance coverage to employees for expenses related to Accident Group Term Life (GTL) Provide financial Security to the nominee or the beneficiary In the event of the covered individual's death during the policy term. FAQs & Common Definitions Frequently Asked Questions & Common Definitions Copyright © 2023 CMS Computers Limited. All Rights Reserved. Copyright © 2023 CMS Computers Limited. All Rights Reserved. Policy Parameter → Insurer The New India Assurance Company Limited → TPA Paramount Health Services & Insurance TPA Pvt. Ltd → Policy Start Date 28th July 2023 → Policy End Date 27th July 2024 → Coverage Type Family Floater → Dependent Coverage Employee + Spouse + 2 Children + 2 Dependent parents/Parents in law (any one set of parents) → Sum Insured INR 300000, 500000 & 700000 Benefits / Extensions Coverage Standard Hospitalization Yes TPA Services Yes Pre Existing Diseases Yes Waiver on 1st Year Exclusion Yes Waiver on 1st 30 Days Exclusion Yes Maternity Benefits Yes Baby Cover Day 1 Yes (within Full SI) Room Rent Capping Yes AYUSH Covered Ambulance 1500 per person/ per hospitalization Benefits / Extensions Coverage Pre & Post Natal Expenses 5K Covered within Maternity limit, on IPD basis Day Care Procedures Yes Pre-Post Hospitalization Expenses Yes 9 Months Waiting Period For Maternity Waived off Internal Congenital Diseases Covered External Congenital Diseases Covered only in case of life threatening conditions Terrorism Covered Domiciliary Hospitalization Not Covered In case of death of employee Dependent will be covered till the end of policy tenure Medical Benefit – Coverage Details Copyright © 2023 CMS Computers Limited. All Rights Reserved. Existing Employees + Dependents Commencement Date 28th July 2023 Termination Date 27th July 2024 (Or date of leaving the organization whichever is earlier) New Joinees + Dependents Commencement Date Date of Joining Termination Date 27th July 2024 (Or date of leaving the organization whichever is earlier) New Dependents (due to Marriage / Birth) Commencement Date Date of Such Event Termination Date 27th July 2024 (Or date of leaving the organization whichever is earlier) Medical Benefit – Policy Period Copyright © 2023 CMS Computers Limited. All Rights Reserved. Medical Benefit – Dependant Coverage Maximum no of Members insured in a family Employee + Spouse + 2 Children upto 25 years + 2 Dependent Parents/ Parents In law upto 85 years (any one set of parents- no cross combination allowed) Employee Yes Spouse Yes Children Yes (for the first 2 living Children) Parents Yes Parents-in-Law Yes Siblings No Others No Mid Term Enrollment of Existing Dependents Disallowed Mid Term Enrollment of New Joinees (New Employees +their Dependents) Allowed within 30 Days of Joining Mid Term Enrollment of New Dependents (Spouse/Children) Allowed within 30 days of Marriage or Birth Copyright © 2023 CMS Computers Limited. All Rights Reserved. Medical Benefit –Standard Coverage

- Room and boarding
- Doctors fees
- Intensive Care Unit
- Nursing expenses
- Surgical fees, operating theatre, anesthesia and oxygen and their administration
- Physical therapy
- Drugs and medicines consumed on the premises
- Hospital miscellaneous services (such as laboratory, x-ray, diagnostic tests)
- Dressing, ordinary splints and plaster casts
- Costs of prosthetic devices if implanted during a surgical procedure
- Radiotherapy and chemotherapy

A) The expenses are payable provided they are incurred in India and within the policy period. Expenses will be reimbursed to the covered member depending on the level of cover that he/she is entitled to. Covers expenses related to B) Expenses on Hospitalization for minimum period of 24 hours are admissible.. However this time limit will not apply for specific treatments i.e. Dialysis, Chemotherapy, Radiotherapy, Eye surgery, Dental Surgery, Lithotripsy (kidney stone removal),

Tonsillectomy, D & C taken in the Hospital/Nursing home and the insured is discharged on the same day of the treatment will be considered to be taken under Hospitalization Benefit. C) A security deposit can be collected by the empaneled hospitals to adjust the non admissible expenses *Refer attachment for Non Payable List Copyright © 2023 CMS Computers Limited. All Rights Reserved.

Terms Coverage Family Definition 1+5, Employee + Spouse + 2 Children upto 25 years + 2 dep Parents/ In laws upto 85 years (no cross combination allowed) Age Limit Upto 85 years , 25 years for children Policy Type Family Floater Sum Insured 3 lakhs , 5 lakhs & 7 lakh Baby Cover from Day 1 Covered from Day one under family sum insured Pre Existing Ailments Covered for all Waiver for 30 days waiting period Waived Off Waiver of 1st, 2nd & 4th year waiting period Waived Off Maternity benefit 35 K for Normal & 45 K for C section for first 2 living children 9 months waiting period Waived off Pre post natal expenses 5 K ,Covered within maternity limit , in case of twins both children are covered even if the third child. Terrorism Covered Day Care surgeries Covered Room Rent Limit per Day 1.5% for normal and 3% for ICU, proportionate deduction as per Room Rent on other expenses like surgeon fees, Nursing charges etc Coverage of plastic surgery in case of accidents Max 3 case in the for the entire for policy period Family transportation cost 5000 per claim in event of death Pre and Post Hospitalization 30 days & 60 days Domiciliary Hospitalization Cover Not Covered Genetic disorder covered upto 25% of SI (max 3 cases per year) Covered Policy Benefits Copyright © 2023 CMS Computers Limited. All Rights Reserved. Terms Coverage Ayurvedic treatment Covered in Govt hospital only, upto 25% of SI provided treatment taken in Govt Hospital Ambulance Benefit Rs. 1500/- per person per hospitalisation Internal Congenital Disease Covered Ailment capping Cataract per eye- 40k per eye , Hernia -50 K , Knee / hip joint replacement – 1.5 lakh Co Payment 20% co pay on parental claims except capped ailment 50% co pay on cyberknife treatment & stem cell transplantation (as per expiring policy) Covered Dental treatment following due to accident on IPD basis Covered Internal congenital diseases Covered, external congenital disease covered only in case life threatening conditions. Intimation Within 36 hours from DOA Submission of claim documents Within 30 Days Special Condition Coverage of dependents in case of employees death due to continue till the end of the policy If employee die during hospitalization, no deduction upto SI. Fracture covered under day care If intimation done after 30 days, 10 % co pay will be applicable over & above all the conditions. R & C applicable Medical termination of pregnancy is covered upto maternity limit if advised by treating dr & in case of life threatning conditions only. Mental illness covered on IPD basis restricted to max 3 cases entire year Pulmonary disorders covered on IPD basis HIV / AIDS covered upto 10% of SI on IPD basis restricted to max 2 cases for the entire policy tear Sleep apnea is covered upto 10% of SI on IPD basis , restricted to max 2 cases for policy year Policy Benefits Copyright © 2023 CMS Computers Limited. All Rights Reserved. Post-hospitalization Expenses Definition • If the Insurer accepts a claim under Hospitalization and immediately following the Insured Member's discharge, further medical treatment directly related to the same condition for which the Insured Member was Hospitalized is required, the Insurer will reimburse the Insured member's Post-hospitalization Expenses for up to 60 day period. Covered • Yes Duration • 60 Days Pre & Post Hospitalization Expenses Pre-hospitalization Expenses Definition • If the Insured member is diagnosed with an Illness which results in his / her Hospitalization and for which the Insurer accepts a claim, the Insurer will also reimburse the Insured Member's Pre-hospitalization Expenses for up to 30 days prior to his / her Hospitalization. Covered • Yes Duration • 30 Days Copyright © 2023 CMS Computers Limited. All Rights Reserved. Maternity Benefits • These benefits are admissible in case of hospitalization in India. • Covers first two children only. Those who already have two or more living children will not be eligible for this benefit. • Expenses incurred in

connection with voluntary medical termination of pregnancy during the first 12 weeks from the date of conception are not covered. Benefit Details Benefit Amount • Up to INR 35,000 for Normal and 45,000 for 'C' section Restriction on no of children • Maximum of 2 Children (first 2 Living children) 9 Months waiting period • Waived off. Baby Expenses During Maternity • Yes Pre & Post Natal Expenses • 5K Covered within Maternity Expenses, on IPD basis Copyright © 2023 CMS Computers Limited. All Rights Reserved. Copyright © 2023 CMS Computers Limited. All Rights Reserved. Medical Benefit –Cashless Process Cashless means the Administrator may authorize upon a Policyholder's request for direct settlement of eligible services and it's according charges between a Network Hospital and the Administrator. In such case the Administrator will directly settle all eligible amounts with the Network Hospital and the Insured Person may not have to pay any deposits at the commencement of the treatment or bills after the end of treatment to the extent as these services are covered under the Policy. Planned Hospitalization Emergency Hospitalization List of hospitals in UHP network eligible for cashless process Complete Hospital Network List <https://www.paramounttpa.com/Home/ProviderNetwork.aspx> Call centre number : 022-6662 0808 Toll free : 1800-22-6655 Claim Intimation :- claim.intimation@paramounttpa.com Note : Patients seeking treatment under cashless hospitalization are eligible to make claims under pre and post hospitalization expenses. For all such expenses the bills and other required documents needs to submitted separately as part of the claims reimbursement. Copyright © 2023 CMS Computers Limited. All Rights Reserved. Member intimates TPA of the planned hospitalization in a specified pre-authorization format at-least 48 hours in advance Claim Registered by the TPA on same day Follow non cashless process No TPA authorizes cashless as per SLA for planned hospitalization to the hospital Yes Pre-Authorization Completed Member produces ID card at the network hospital and gets admitted Member gets treated and discharged after paying all non entitled benefits like refreshments, etc. Hospital sends complete set of claims documents for processing to TPA Claims Processing & Settlement by TPA & Insurer Step 1 Pre-Authorization All non-emergency hospitalization instances must be pre-authorized with the TPA, as per the procedure detailed below. This is done to ensure that the best healthcare possible, is obtained, and the patient/employee is not inconvenienced when taking admission into a Network Hospital. Step 2 Admission, Treatment & discharge After your hospitalization has been preauthorized, you need to secure admission to a hospital. A letter of credit will be issued by TPA to the hospital. Kindly present your ID card at the Hospital admission desk. The employee is not required to pay the hospitalization bill in case of a network hospital. The bill will be sent directly to, and settled by TPA Planned Hospitalization Copyright © 2023 CMS Computers Limited. All Rights Reserved. P R O C E S S Emergency Hospitalization & Process Step 1 Get Admitted Step 2 Pre-Authorization by hospital Step 3 Treatment & Discharge In cases of emergency, the member should get admitted in the nearest network hospital by showing their ID card. Relatives of admitted member should inform the call centre within 24 hours about the hospitalization & Seek pre authorization. The preauthorization letter would be directly given to the hospital. In case of denial member would be informed directly After your hospitalization has been pre-authorized the employee is not required to pay the hospitalization bill in case of a network hospital. The bill will be sent directly to, and settled by TPA Member gets admitted in the hospital in case of emergency by showing his ID Card Member/Hospital applies for pre-authorization to the TPA within 24 hrs of admission TPA verifies applicability of the claim to be registered and issue pre-authorization Preauthorization given by the TPA No Member gets treated and discharged after paying all non medical expenses like refreshments, etc. Hospital sends complete set of claims documents for processing to the TPA Non cashless Hospitalization Process Yes

Copyright © 2023 CMS Computers Limited. All Rights Reserved. Non-Cashless Admission procedure

- In case you choose a non-network hospital you will have to liaise directly with the hospital for admission.
- However you are advised to follow the pre authorization procedure to ensure eligibility for reimbursement of hospitalization expenses from the insurer.

Discharge procedure

- In case of non network hospital, you will be required to clear the bills and submit the claim to TPA for reimbursement from the insurer. Please ensure that you collect all necessary documents such as – discharge summary, investigation reports etc. for submitting your claim.

Submission of hospitalization claim

- You must submit the final claim with all relevant documents within 30 days from the date of discharge from the hospital.

Claims Process Claim Docs Copyright © 2023 CMS Computers Limited. All Rights Reserved. Non-Cashless Claims Process

Member intimates TPA before or as soon as hospitalization occurs not later than 7 days from date of admission Insured admitted as per hospital norms. All payments made by member Claim registered by TPA after receipt of claim intimation Insured sends relevant documents to TPA office within 30 days of discharge Is document received within 30 days from discharge Claim Rejected No TPA performs medical scrutiny of the documents Is claim payable? Yes TPA checks document sufficiency No Yes Is documentati on complete as required Claims processing done as per SLA Send mail about deficiency and document requirement A A Payment to be made to employee. The discharge voucher and copy of payment receipt to be sent to employee. Ye s No •Insured will create the summary of Bills (2 copies) and attach it with the bills •The envelope should contain clearly the Employee ID & Employee e-mail PAN card, / Aadhar card and Employee Id card is mandatory as a proof while submitting reimbursement claim or at the TPA counter for cashless along with Pre Auth Form. Copyright © 2023 CMS Computers Limited. All Rights Reserved. Claims Document List

Completed Claim form with Signature Hospital bills in original (with bill no; signed and stamped by the hospital) with all charges itemized and the original receipts Discharge Report (original) Attending doctors' bills and receipts and certificate regarding diagnosis (if separate from hospital bill) Original reports or attested copies of Bills and Receipts for Medicines, Investigations along with Doctors prescription in Original and Laboratory Follow-up advice or letter for line of treatment after discharge from hospital, from Doctor. Provide Break up details including Pharmacy items, Materials, Investigations even though it is there in the main bill In case the hospital is not registered, please get a letter on the Hospital letterhead mentioning the number of beds and availability of doctors and nurses round the clock. In non- network hospital, you may have to get the hospital and doctor's registration number in Hospital letterhead and get the same signed and stamped by the hospital, if required. *Please retain photocopies of all documents submitted Documents to be sent to:- Manish Singh Assistant Manager Customer Relationship Management Paramount Health Services & Insurance TPA Pvt. Ltd Plot No.A-442, Road No-28, Wagle Estate, Ram Nagar, Thane West - 400604 Mobile No. - 7700907724 PAN card, / Aadhar card and Employee Id card is mandatory as a proof while submitting reimbursement claim or at the TPA counter for cashless along with Pre Auth Form. Claims Form Copyright © 2023 CMS Computers Limited. All Rights Reserved. Benefits Definition

Pre existing diseases Any Pre-Existing ailments such as diabetes, hypertension, etc or related ailments for which care, treatment or advice was recommended by or received from a Doctor or which was first manifested prior to the commencement date of the Insured Person's first Health Insurance policy with the Insurer First 30 day waiting period Any Illness diagnosed or diagnosable within 30 days of the effective date of the Policy Period if this is the first Health Policy taken by the Policyholder with the Insurer. If the Policyholder renews the Health Policy with the Insurer and increases the Limit of Indemnity, then this exclusion shall apply in relation to the amount by which the Limit of Indemnity has been

increased First Year Waiting period During the first year of the operation of the policy the expenses on treatment of diseases such as Cataract, Benign Prostatic Hypertrophy, Hysterectomy for Menorrhagia or Fibromyoma, Hernia, Hydrocele, Congenital Internal, Sinusitis and related disorders are not payable. If these diseases are pre- existing at the time of proposal they will not be covered even during subsequent period or renewal too Day Care Day Care Procedure means the course of medical treatment or a surgical procedure listed in the Schedule which is undertaken under general or local anesthesia in a Hospital by a Doctor in not less than 2 hours and not more than 24 hours. Generally 8 ailments (i.e. Dialysis, Chemotherapy, Radiotherapy, Eye surgery, Dental Surgery, Lithotripsy (kidney stone removal), Tonsillectomy, D & C) Benefit Extensions – Definitions *Refer attachment for Day Care List Copyright © 2023 CMS Computers Limited. All Rights Reserved. Medical Benefit – General Exclusions • Injury or disease directly or indirectly caused by or arising from or attributable to War or War-like situations • Circumcision unless necessary for treatment of disease • Congenital external diseases or defects / anomalies • HIV and AIDS • Hospitalization for convalescence, general debility, intentional self-injury, use of intoxicating drugs / alcohol. • Venereal diseases • Injury or disease caused directly or indirectly by nuclear weapons • Naturopathy • Any non-medical expenses like registration fees, admission fees, charges for medical records, cafeteria charges, telephone charges, etc (Refer Non Payable list) • Cost of spectacles, contact lenses, hearing aids • Any cosmetic or plastic surgery except for correction of injury • Hospitalization for diagnostic tests only • Vitamins and tonics unless used for treatment of injury or disease • Infertility treatment • Voluntary termination of pregnancy during first 12 weeks (MTP) Copyright © 2023 CMS Computers Limited. All Rights Reserved. Medical Benefit – Contact Details Insurer The New India Assurance Co. Ltd Providers TPA Paramount Health Services & Insurance TPA Pvt. Ltd Consultant / Broker Marsh India Insurance Broker Copyright © 2023 CMS Computers Limited. All Rights Reserved. Medical Benefit – Contact Details TPA Contact Points Marsh Contact Points SPOC Aditya Babu Aditya.babu@paramounttpa.com 8655865456 SPOC Manish Singh manish1.singh@paramounttpa.com 7700907724 ESCALATION 1 Mahesh Joshi mahesh.joshi@paramounttpa.com 7498944795 ESCALATION 2 Amitabh Naidu amitabh.naidu@paramounttpa.com 9322882512 SPOC Dr. Jigna Gala Jigna-Bhavin.Gala@marsh.com 8657561551 ESCALATION 1 Dr. Rupali Mane Rupali.Mane@marsh.com 8657561529 ESCALATION 2 Pankaj Chalke Pankaj.Chalke@marsh.com 8657561530 Copyright © 2023 CMS Computers Limited. All Rights Reserved. Thank You! © Copyright © 2023 CMS Computers Limited. All Rights Reserved.

Objective:

To define rules and regulations to be followed by employees while exit, long tour, leave or transfer

Scope:

This policy is applicable to all CMS Computers Ltd. Employees

General Guidelines:

The Handing over Charge will be in the following Format:

- Date of Handing over charge.
- Pending work in serialized form, which the successor should attend to.
- List of files maintained by an employee.
- Important Documents duly listed with full details.
- Any other important matters related to the department in serialized form.
- Any other vital information which will be helpful for the successor to discharge his/her duties efficiently.

An employee should complete the Employee Handover Form available on the intranet. The same is to be duly signed by both the employee handing over charge and the employee taking the charge.

1. Copy 1: to the employee taking charge
2. Copy 2: to be retained by the employee handing over charge
3. Copy 3: to be submitted to the HR Department. To be kept in personal files of the respective employees
4. Fourth copy should be given to the BU Head to be kept as records with him/her.

IMPORTANT

The person taking over charge shall be answerable for all the jobs/queries post complete hand-over. He/she shall not later resort to ignorance.

Handover Charge Form is available in HR Form Section under work@cms.

CMS Computers Ltd Training Policy PRAVIIN: Building Skills for Today and Tomorrow @ CMS Computers Ltd. Enhance individual & organizational performance Ensure benefits of our employees by delivering training solutions Contribute continuous development and growth of human potential PRAVIIN: Building Skills for Today and Tomorrow Training Policy The L&D team strives to help our employees to equip themselves with behavioral traits that they require for high business expertise in their particular functions. We act as facilitators providing them the learning opportunities by introducing training programs which are built to address the competencies. Keeping in mind continuous improvement our focus is to provide our people with interactive sessions with a great emphasis on application of the programs in their day-to-day work situations. Statement of training policy This statement sets out the company's training policy which has been agreed in the interests of ensuring that our employees at all levels are given assistance to upgrade their competencies in pursuit of corporate goals. Scope Applicable for conducting Behavioral Training Programs for: • All

employees • At all levels • Across all divisions — Objective CMS Computers Ltd Training Policy

PRAVIIN: Building Skills for Today and Tomorrow @ CMS Computers Ltd. — Elements: • The objective of training is to provide opportunities for our people to upgrade and learn new competencies. • Training needs will be established through discussions with Business Heads, HOD's and certain periodic surveys. • Whenever required, training department may suggest external trainer or may also suggest external programs. • Corporate training department will certify all training modules and the trainers. • All new employees will receive induction training. This will be designed to assist them to settle in the company and feel part of it at the earliest opportunity. It will include familiarization with the businesses as well as initial job training. • Any absenteeism or any indiscipline shown during the training will be viewed very seriously. • All the training material such as Games, Exercises, Books, CDs, etc. will be on the training department's inventory and will not be removed without that department's permission.

CMS Computers Ltd Training Policy PRAVIIN: Building Skills for Today and Tomorrow @ CMS Computers Ltd. — Approach

Training Need Identification • A systematic training approach will be followed to ensure design & delivery of higher quality standards and need-based programs. • A process starting with the identification of training needs, to analysis of the needs acquired, preparing a training calendar on that basis, the actual conducting of the programs slated for the semester and the evaluation of the same to gauge the effectiveness of the programs. • The process of training need identification & analysis is an all-encompassing aspect which ensures involvement of the Top Management directives in terms of addressing the values, learning attitudes, future plans or needs in line with organizations vision & mission. While we aim to deliver effective training programs, the needs will be detected through various methodologies which are categorized under BU/Organizational Analysis & Individual Analysis:

Training Need Analysis BU/Organizational Analysis Individual Analysis Consider the ultimate aim of achieving our corporate objectives and Management inputs. Taking inputs/requests from the employees for skills enhancements Exit Interviews Taking inputs from the PMS- Performance Management system. Customer Feedback Previous Training Progress Observation & behaviors

CMS Computers Ltd Training Policy PRAVIIN: Building Skills for Today and Tomorrow @ CMS Computers Ltd. — Process

Step I- TNIAnnexure I This step involves understanding and gathering the training requirements from individuals in detail. a. FAQ's: I. Why this activity II. Last appraisal data III. KRA IV. Sensitivity to customer V. BU Head's observation(s). Also to discuss competencies required to perform their role better. VI. Duration: Time limit the employees can be released for the session We expect every employee to attend minimum 5 trainings annually. `

Step II- BU-TNI.....Annexure IA This step involves meeting with the BU Head to understand the training requirement in details for his team as well what trainings BU can share with others. We expect every BU to give minimum 4 trainings annually.)

Step III –Training Calendar This step involves arriving at Training Calendar for the year based on TNI and BU-TNI)

Step IV– Prepare Training nomination list After sending corporate communication as per training Calendar, arrive at training nominations list. Training Need Identification Validate Training Need Internal Analysis Classify Training Identify & understand coverage Post Training Activity Feedback Deliver Training Pre-training Material Participants Expectations Make Training Arrangements

CMS Computers Ltd Training Policy PRAVIIN: Building Skills for Today and Tomorrow @ CMS Computers Ltd. The corporate communication would include Training topic, Training Date & Venue and Target Audience.)

Step V -Pre Training Assessment Form.....Annexure II To deliver training at an appropriate level we have created Self-Assessment Form to examine the participant's current understanding of self. It is forwarded to participants a week prior to conducting training. The

duly filled up form is studied to understand the areas of attention for the particular subject/ topic of training. } Step VI– Arrange for a. Projector b. Venue c. Logistics d. Handbook e. Other To co-ordinate with the Training Co-coordinator for the same. } Step VII: Delivery & Feedback A customized module is delivered that covers topics identified in step 1 as well as through the pre training sheet. Program delivery is done through various methodologies- Power point presentations, Role plays, Group Discussion, Case study, Games & Activities, Outbound activities, etc. Feedback Form ...Annexure III: A feedback is taken after delivery of training to understand the quality of training delivered. } Step VIII: Training Report Prepare monthly training report for management with trainings conducted and status. } Step IX : pTEM ...Annexure IV & V Post training effectiveness is conducted at 2 levels: • Month end feedback- from participant: To be taken at the end of a month's time. This is done to understand how the participant has implemented the learning & whether there was any concern in doing so. p -TEM form helps us to collectively work on the shortcomings/ loop holes/ reasons which have disallowed success of learning. • Month end feedback- from superior: To be taken at the end of a month's time. This is done to understand what is the shift in behavior/ skills that are displayed by the participant and as such observed by the superior. CMS Computers Ltd Training Policy PRAVIIN: Building Skills for Today and Tomorrow @ CMS Computers Ltd. — Mandates

1. Induction to be made mandatory and to be conducted within 15 days of joining. Same to be linked to appraisal process. That is, if employee has not attended induction then appraisal cannot be concluded.
2. Attendance in all trainings is mandatory, failing to which appraisal cannot be concluded.
3. All employees to undergo 2 Behavioral & 3 Functional Training in one calendar year
4. Individual training needs form to be filled up by HOD for all employees of his department.
5. Training at branch offices to be carried out by local HR Representatives.
6. Each BU Head to make provision for Training Budget in overall Business Plan. — All training records i.e. Attendance Sheet, Feedback Form & p-TEM forms to be maintained. — Need For Training

} Managerial Effectiveness Provide comprehensive training program for all round development of employees who are managing teams; to give inputs on taking responsibility; effective communication & presenting self-confidently; setting goals in life; working together } Excellence in Customer Service To enhance communication skills as well as various aspects of Customer Service; The Do's & Don'ts at Customer Site; Attention to Presenting Self with inputs on grooming & Corporate mannerisms } Strengthen Self To provide comprehensive knowledge and skill sets to the participant that will give him/ her clear understanding about the importance of Effective Communication & Presentation to perform efficiently in their new roles. CMS Computers Ltd Training Policy PRAVIIN: Building Skills for Today and Tomorrow @ CMS Computers Ltd. } Managing Self To enable participants to blend their individual skills with essentials in customer service, thereby giving quality services. Areas covered are: Communication Skills; Attention to grooming; Basics of Customer service; Working towards common goals; Working together. } Empowering Prospective Leaders Provide comprehensive training program for all round development of employees that will help them to become Managers and future leaders in their respective fields. } Presentation Skills To provide a basic overview of presentation skills; identify personal obstacles to effective presentation of thoughts and ideas; define some strategies for improving upon presentations; Avoid deadly mistakes in Customer presentations; Avoid mistakes in proposal making. } Yeh Meri Life Hain..!! Attention to important areas of life to improve and grow in professional as well as personal life. Areas are: Relationship Management, Attention to Health, Goal Setting & Managing Stress and working together. This program is aimed to create awareness on importance of interpersonal skills and team work among

the team members. } Effective Communication Skills To provide a basic overview of presentation skills; identify personal obstacles to effective presentation of thoughts and ideas; define some strategies for improving upon presentations } Team Building This program is aimed to create awareness on importance of interpersonal skills and team work among the team members. Please Note: Documentation of each of the training module consisting of the below is maintained separatelya. Attendance Sheet b. Feedback Form c. Agenda d. Process Document e. Questionnaires / Exercises f. PTE Sheet g. pTEM Sheet CMS Computers Ltd Training Policy PRAVIIN: Building Skills for Today and Tomorrow @ CMS Computers Ltd. Signed by: L&D Coordinator : HOD- Manisha Patil Date: Place:

The objective of this policy is to:

- Define rules and regulations to be followed by employees Whilst employee is on leave

Scope:

This policy is applicable to all CMS Computers Ltd. Employees

Responsibility:

- BU Head/Departmental Head shall be responsible for approving the leaves.
- HR personal shall be responsible for controlling and monitoring the process.

Every employee will be titled for the following leaves:

Leave (PL+CL):	15 days per year
Sick Leave (SL):	7 days per year
Paid Holidays:	As declared every year
Compensatory Off (CO)	As applicable
Maternity Leave (ML):	As per the Maternity Benefit (Amendment) Act, 2017
Paternity Leave	5 days
Adoption Leave	5 days

All leaves will be calculated on the basis of the Calendar year.

Detailed Information about Leave:

Sick Leave (SL):

- SL is credited from the Date of Joining.
- Entitlement is 7 working days for every completed year of service.
- SL is granted for personal illness and should be fully documented by the employee with accompanying medical certificate when such leave exceeds two days

Earned Leaves (PL + CL):

- Entitlement is 15 working days for every completed year of service
- Earned leave is credited on a monthly basis at the end of each month
- Leaves are earned on a pro-rata basis in the calendar year i.e. from date of joining for the first year of service
- Any leave will require prior authorization from BU Head and subsequent authorization from the HR Department
- Leaves (SL + Earned Leaves) can be accumulated to a maximum of 45 days, after which it will get lapsed
- This leave is subject to availability of leave balance and prior approval from the superior. Any leave on account of prolonged sickness or hospitalization will be adjusted against Earned leaves.

Maternity Leave:

Female employees can avail the benefit of maternity leave. All conditions to avail the maternity benefit shall be applicable as per the Maternity Benefit (Amendment) Act, 2017.

Paternity Leave:

Leave of 5 days will be provided twice during the period of employment to male employees as paternity leave. The said Leave can be availed at any time starting from one day before the day of birth of the child till 15th day there from. The concerned employee will have to submit the relevant supporting document(s).

Paternity Leave will be in addition to other leave facilities already in force.

Adoption Leave:

Leave of 5 days will be provided twice during the period of employment to employee as adoption leave. The concerned employee needs to produce the relevant documentary evidence in support of the adoption.

Adoption Leave will be in addition to other leave facilities already in force.

Leave Without Pay:

- When an employee does not have sufficient leave to his credit to cover his absence he may apply for "Leave without Pay".
- This is not an entitlement and will be granted only in exceptional situations on the recommendation of the immediate reporting senior and approval of the Functional Head/ BU Head.

- Leave without pay may also be granted to cover absence on account of sickness, duly supported by a Medical Certificate, and where sick leave either not due or not sufficient to cover the period of absence.
- Intervening holidays of any kind will be treated as leave of the same type.
- When an employee is on leave without pay, he/she will not earn Privilege leave for the period of leave without pay.
- If any employee, after proceeding on leave, desires an extension thereof, he/she shall make an application in writing to the HR. Such application shall state the full postal address of the employee, and shall be made at least one week before the expiry of the original leave, to enable a reply to be given to him/her before the expiry of the leave desired to be extended.

Compensatory Off:

- Our manpower requirement of the company is planned and implemented to meet the requirement of our company in such a way that every employee should have minimum of 8 hours useful work every day.
- However, if any employee works up to 11.00 p.m., i.e. after his/her regular period of work either to make up absence of a colleague or to meet the company's urgent target or any emergency, then at the discretion of the superior and with the approval of Department Head, he may be given compensatory off.
- Also if the employee works on 2nd / 3rd/ 4th & 5th Saturday, for 5 hours or more, he/she will be entitled for a Compensatory off for a full day.
- Compensatory off cannot be clubbed with leave and claim amount together
- Compensatory Off approved by the Departmental Head has to be availed within 30 days from the Saturday the employee had worked for.
- Compensatory off is not applicable for managers and above.

- Compensatory Off for Product Development Department (Exclusively depending on project requirement): Only employees from Product Development Department can avail the compensation of Rs.500 Per day for every unused compensatory off. Please note that this clause is not applicable to any other department or function. (Note: Every employee must take minimum 2 leaves in a month)

All others shall not avail compensatory off if they work on the following:

- - To complete their target/assignments which are not completed as per deadline(s)
- - For the time spent for attending any conference, meeting, training program, seminar or social function, which benefits them and are held on holidays or weekend.
- - Any time spent on journey from one place to another while on business trip on holidays or weekends,
- - All other employees on outstation duty within/outside the country.

General Guidelines:

- No Leaves can be availed while an employee is serving his/her Notice period.
- All leave is subject to the approval of the immediate supervisor.
- Not more than 2 employees from same department can take leave simultaneously.
- At the time of separation un-availed Total leaves (SL+EL will be en-cashed on the basis of Basic Salary up to a maximum of 45 days, Employees are eligible for encashment of 22 paid leaves in a year at the time of settlement).
- Leave is calculated on pro-rata basis i.e. as per the employee's DOJ. An online system is used for leave approvals - Leave Applications through Web application / UNO
- For the purpose of accounting, leave for the year shall mean the calendar year, beginning on 01st January and ending 31st December.
- An employee whilst on leave should not take up any alternative employment during the period of leave. Any leave whether casual or privilege leave will be granted at the convenience of the management & nothing shall limit the free discretion of the management to refuse, revoke or curtail leave as the exigencies of the company's work may require.
- All leave, irrespective of geographical location, will be exclusive of Saturdays, Sundays and holidays which may fall in between. All leave will be calculated on the basis of the Calendar year.

- Leave application and any planned leave must be informed at least 15 days in advance; reason for leave, address while on leave should be given to R1 in advance.
- Whilst employee leaving on long leave/ vacation leave - his/her reporting senior to ensure that all pending task to be handed over to an employee within a team (As Applicable). This is to ensure that tasks/ assignments are not affected in the employee's absence
- Also, an emergency contact number to be given to the reporting senior before going for leave.
- "Out of Office" agent to be activated before leaving (Refer Email Policy for format and details)
- In case of emergency leave Reporting manager / HR department should be intimated either verbally or through written communication, failing to do so will lead to absent without information & deduction of salary.
- Employee cannot remain absent without information for more than 5 days, such absenteeism will be considered against company code of conduct & may lead to strict action.
- **Purpose:**
- The LTA scheme has been framed to enable employees to proceed on leave to their home town or anywhere in India with dependents and to reimburse the cost of to and fro travel expenses subject to limits laid down in their appointment letter.
- **Scope:**
- This policy is applicable to all permanent employees of CMS Computers Ltd. (except consultants & employees on contract).
- **Process:**
- LTA reimbursement is payable after completion of one year of service
- Minimum leave required to claim LTA will be 6 days P/L.

- LTA claim can be accumulated for a maximum period of 2 years
- LTA claim is exempted from tax twice in a block of 4 years provided the employee has submitted proper journey tickets along with LTA tax exemption form which is available with payroll Department. The current block of 4 years commenced as 1st January, 2014 & will end on 31st December, 2017.
- **PROCEDURE FOR CLAIMING LTA:**
- LTA application as per the prescribed format dually signed by Reporting Officer along with the leave application form should be sent to corporate HR for processing through payroll.
- LTA is payable through payroll.
- Blank forms are available with Personnel/ HR Department at other locations with Admin./Personnel/ HR In-charge.

CMS Group Policy Manual Confidential & Private circulation only Page 1 06/05/2021 MATERNITY

BENEFITS POLICY OBJECTIVE: The objective of this policy is to define maternity benefits offered by CMS. CMS recognizes the physical, emotional and psychological demands of childbirth and childcare and considers that a period of leave is important for the wellbeing of both the mother and the child.

SCOPE: This policy applies to all eligible female employees of CMS. **RESPONSIBILITY:** • BU

Head/Departmental Head shall be responsible for approving the leaves for maternity other than as per act. • HR Head shall be responsible for final approval of the leave. • HR personnel shall be

responsible for controlling and monitoring the process. **MATERNITY LEAVE AS PER ACT:** • Eligible female employees are entitled for 26 weeks of paid leave as per The Maternity Benefit

(Amendment) Act, 2017. • This Leave cannot be availed before 6 weeks prior to the date of delivery.

• This Maternity Leave of 26 weeks is applicable upto 2 children. • In case of women having two children and is pregnant for the third time, the maternity benefit applicable in such cases would continue to be 12 weeks, which cannot be availed before 6 weeks prior to the date of delivery.

ADOPTION LEAVE AT CMS: Maternity Leave of 12 Weeks would be provided to mothers adopting a child below the age of three months as well as to the “commissioning mothers”.

FLEXI HOURS: In case of an emergency, a pregnant female employee can avail this facility and complete 5.5 working hours. This would be treated as full working day. At all times, employee should seek reporting manager’s, BU Head’s and HR Head’s approval on the same.

CMS Group Policy Manual Confidential & Private circulation only Page 2 06/05/2021 **TRANSPORTATION REIMBURSEMENT:** Pregnant employees carrying for more than 7 months can avail transportation reimbursement benefit with

the approval of BU Head and HR Head in case of emergencies. **EXTENSION OF MATERNITY LEAVE:** In addition to the Maternity Leave of 26 weeks, the organisation can provide an extension of 30 days as

Leave without Pay, in case the employee is medically unfit to join. This leave can be provided if appropriate certificate is provided from the doctor confirming the same. During such leave the

organisation would hold the position vacant for 30 days. However, on the completion of 30 days, if the employee is not able to join immediately, the organisation would start its process for filling-up the position. In this event, the employee should start looking out for any other position internally or externally. Note : This window will be of 30 days only after which the employment will be closed.

COMMUNICATION: Maternity Benefits should be communicated to all female employees at the time of appointment in the organisation. **ELIGIBILITY:** A woman must have been working as an employee in an establishment for a period of at least 80 days within the past 12 months..

Objective:

This policy defines the eligibility of reimbursement of expenses applicable to employees traveling within India on official duty. Employees are advised and instructed to “plan” their travel in advance so as to avoid last minute arrangements or excessive expenditure.

Scope:

This policy is applicable to all CMS Computers Ltd. Employees.

Explanation for various expense heads:

1. Hotel tariffs
2. Per Diem – Food etc.
3. Incidental expense allowance – minor expenses
4. Daily allowance (in lieu of hotel stay)

Mode of Transport:

The mode of transport will be applicable corresponding to the Hierarchy of the employees as per the table given below:

Designations	Mode Of Travel	Local Conveyance
CEO/COO/EVP/VP/Divisional Head/BU Head/DGM/ GM and Above	Air Travel	Cab/Street cab
Region Head/Sr. Manager/National Manager/RSM/RM/Operations Manager/Product Division	Air Travel	Cab/Street cab
Dy.Manager/ASM/Sr.ASM/Sr.PM/Sr.TM/Manager/BM/Team Lead/PM	II AC / Air Travel	Cab/Street cab
	II AC / Bus/ Air Travel	Auto / Street Cab/AC Bus only if project
Sr.Executive/TM/Specialist/Consultant/Sr.Developer/AM/EA/Team Lead/Sr.Tech Support/ Sr.Specialist(Sales/Projects/Operations/Engineers)	III AC / chair car / IIInd class	Auto/ Street cab/ AC Bus / Auto / bus
Officer/Sr.Officer/Executive/Traininee/Technician/Engineer/Sr.Engineer/Developer/ Sales Ops (Sales/Projects/Operations/Engineers)	III AC / chair car / IIInd class	Auto/ Street cab/ AC Bus / Auto / bus
Office Boy/Helper/Electrician/Jr.Engineer/Secretary/Asst. and Below	IIInd class / bus	Bus / Auto / bus

Please Note:

- Wherever feasible, especially, when duration of travel is less than 4 hours, employees eligible for air travel should avail train journey / AC bus.

e.g. Mumbai-Pune, Delhi-Chandigarh, Chennai – Bangalore

- In case travel is:
- Upto 100 kms -employee can use their own vehicle (Refer Vehicle Maintenance Policy for details/ claim procedure). In case employee does not possess his/her own vehicle local commute to be done as per entitlement of Local Conveyance (refer the above table).
- More than 100 kms – employee to take public transport like Volvo Bus/Shatabdi etc as per entitlement. Inter City car journey is strictly discouraged other than on emergency and available only for team lead/manager and above.
- **Hiring car/taxi is to be approved by the respective BU Head / Functional Head and only in case of emergency or project related exigency by everyone below GM.**

Eligibility: The eligibility for Hotel tariff and per diem expenses will be corresponding to the Basic Pay of the employees as per the table given below:

Designations	Hotel Tariffs* (in Rs.)			Per Diem* (in Rs.)		
	A	B	C	A	B	C
CEO/COO/EVP/VP/Divisional Head/BU Head/DGM/ GM and Above	450 0	350 0	300 0	Actual s or 700	Actual s or 600	Actual s or 500
Region Head/Sr. Manager/National Manager/RSM/RM/Operations Manager/ Product Division	350 0	250 0	200 0	600	500	400
Dy.Manager/ASM/Sr.ASM/Sr.PM/Sr.TM/Manager/BM/ Team Lead/PM	200 0	150 0	150 0	600	500	400
Sr.Executive/TM/Specialist/Consultant/Sr.Developer/AM/EA/ Team Lead/Sr.Tech Support/ Sr.Specialist(Sales/Projects/Operations/Engineers)	200 0	100 0	100 0	600	500	400
Officer/Sr.Officer/Executive/Traininee/Technician/Engineer/ Sr.Engineer/ Developer/ Sales Ops (Sales/Projects/Operations/Engineers)	150 0	100 0	800	500	400	350
Office Boy/Helper/Electrician/Jr.Engineer/Secretary/Assistant and Below	100 0	800	700	400	300	250

- **Category “A”:** All Metros i.e. Mumbai, Delhi, Chennai, Kolkata & Bangalore
- **Category “B”:** Other capital Cities/ Tier 2 cities like Kochin, Coimbatore, Mysor, Pune etc.
- **Category “C”:** All Other Cities
- **Hotel Tariffs* is exclusive of taxes**
- If employee holding designation as mentioned herewith (Officer /Sr.Officer/ Executive/ Trainee/Technician/Engineer/Sr.Engineer/Developer/ Sales Ops /Office Boy/ Helper/ Electrician/ Jr.Engineer/ Secretary/Assistant and Below) chooses to submit expenses at actual, incidental expenses allowance or additional Rs.100 can be claimed per day. This is to cover minor expenses incurred where bill might not be available.

For travel of duration:

8- 16hrs

50% of per diem can be claimed

16 and above hrs

As per one day's per diem can be claimed

Please note:

- For travel after completion of first 24 hrs, per diem at the rate of 50% of 'per day entitlement' for every completion of 12 hrs can be claimed

- All the above claims at actuals must have proper supporting documents
- The rates of 'per diem' applicable as per different hierarchies as mentioned in the above table. In case an employee has to travel by a mode of transport, which is more expensive than his/her eligibility as above, he/she will have to take approval from the Head of the Department.

Per Diem:

- The per diem includes personal and all other expenses including the following:

Ø Food expenses during travel from boarding place to reporting place

Ø Breakfast, Lunch, Snacks, Dinner, Tea

Ø Laundry

Ø Newspaper/ Magazine

Ø Portage charges for personal baggage, Bed roll, etc. and

Ø Other miscellaneous expenses

- Conveyance from station/airport to the place of boarding/reporting place & vice-versa will not be covered under per diem and is as per actual and as per policy

- If an employee makes his/her own stay arrangement where there is no company guesthouse then he is eligible for reimbursement @ 10% of his/her eligibility (hotel) during the travel period as daily allowance. Per-diem is extra as per Per-diem policy.

- For the purpose of computation of 'per diem' the period will be taken from the time when the employee leaves his /her office or residence in the place of posting till the time he reaches back to his/her place of work or residence in the permanent place of posting for every 24 hours so accumulated.

- Conveyance from residence/original reporting place to the place where he/she boards the train/flight and vice-versa is as per 'actual' and can be claimed separately. The local conveyance policy will be applicable for such travel.

- Where the client covers the expenses of boarding, lodging and conveyance, per diem allowance will not be applicable. The employee can claim incidental expenses allowance @ Rs.50 per day of travel.

Lodging Rules:

- Employees should stay in the company's guesthouse wherever available. If the employee makes his own arrangement at places where CMS has a guest house, he/she will be eligible only for per diem and no hotel stay.
- At places where there is no company guesthouse or no accommodation available in the guesthouse, the employee will be entitled to actual lodging expenses, subject to entitlement
- Employees must stay only in hotels, providing special discounts to CMS as the preferential place of stay. CMS will publish a list on the intranet.
- Wherever possible, employee should stay on a twin-sharing basis.
- Own arrangements are applicable only when the employee who is required to stay in a hotel makes his own alternate arrangements with prior approval from his/her manager. In such case, when the employee stays with family, relatives and friends, no supporting is required to claim incidental expense allowances. The employee and manager should

ensure that there would be no loss in efficiency or increase in travel costs by virtue of the location the employee has selected.

- In case the customer covers all the expenses; the agreement with the customer will nullify all the above rules. The employee cannot opt for “Own Arrangements” in such a case.

Important:

- For Planned travel, employee must inform the local admin department in advance, to arrange for the tickets, hotel/guest house accommodation.
- In case an employee misses his/her flight/train/bus from the scheduled time of department due to his/her negligence like – delay in reaching the travel place (airport/station/bus stand), the difference amount is to be borne by the employee and not by the company.
- Employee to ensure to reach the airport/station/bus stand in advance to avoid such situation. However, unforeseen conditions like riots/accidents can be considered subject to approval from manager and HR.

Accounting Procedures:

- All employees planning to travel should download and submit their “**Request for Travel Arrangement (RTA)**” form available on intranet portal and get the same approved by their reporting seniors. Approval in the above-prescribed format is a pre-requisite for submission of travel expense claims. In case of exceptions due to emergency/urgent travel, the travel expense claim should be submitted with all necessary approvals including the approvals required for ‘air travel’.
- The employees planning to travel should make an estimate of his expenses and get the same approved by the Group Head/Department Head and then may draw the amount against RTA. **RTA form** to include estimated expenses/ advance(s). The employee should normally give **48 hours**’ notice to get the necessary amount arranged for the expenses.
- **For all journey through air travel, all employees are advised and instructed to contact the Travel Desk - Central Admin Dept of CMSC.** The Travel desk will centrally book the tickets after seeking necessary approvals and send the same to the concerned employees.
- Employees in remote locations can take travel approval on email from their manager. However, at the time of claiming expenses, this should be attached with RTA – Request for Travel Approval form and clearly mention how approval was obtained (Email attachment). The email request should include reason for travel and day/date (s) of travel plus advance sought.
- The employee should submit the travel expense statement to the local accounts dept in the prescribed format within **1 week after returning from the journey with the necessary supporting documents.** The Accountant will verify the claim details such as entitlement(s) (with HR), supporting(s) and then forward the same to the employee’s reporting senior for approval and upon approval, will process the claim. In case of air travel, the used air ticket jacket along with the boarding pass should be attached to the expense voucher.

- If the mode of travel used is more expensive than permitted under these rules, the accountant shall verify whether permission has been obtained from the respective SBU Head/ HR Head.
- The accountant shall scrutinize the claim / entitlement and arrange for payment if any at the respective locations after adjusting the amount taken as IOU.
- Employee should submit the Supporting Bill(s) whilst claiming for expenses incurred
- The bill(s) submitted have to meet the "Pre Audit Requirement" which are:
 - Proper Supporting (originals)
 - No tampering or overwriting
 - As per eligibility and policy
 - Proper authorization

Project Allowance:

- Eligibility criteria: Only engineers and project based employees

Employees will be eligible for project allowance if they fulfill any of the below mentioned criteria:

- According to the recommendation received from clients/Project managers
- Project location for e.g. 100 KM from employees deployed at far off/distant location from his resident location
- Employees who are facing difficult living conditions for e.g. accommodation problem from his resident location
- Projects wherein the employee has to input more night working hours will be eligible for this allowance

Level	Night Shift	Distant Location	Accommodation difficulty
Manager/Operations Manager/Project Leads	500	500	500
Sr.TM/ Sr. Team Lead/ Sr. Specialist/ Sr. consultants	400	400	400
PE/SE/Specialist/Consultant/Sr. Developer/Team Lead/ Sr. Technician	350	350	350
Trainee/Technician/Engineer/Sr. Engineer/Developer	300	300	300
Office Boy/Helper/Electrician/Jr. Engineer/Secretary/Assistant and Below	200	200	200

Project allowance rate will be decided on basis of the recommendation amount received from clients and individual performance feedback received from each employee's immediate reporting head.

A performance improvement plan (PIP) is a process to address and resolve performance issues. This policy is an element of the Performance Management System.

PIP communicates the performance discrepancies when an improved level of performance is to be achieved and it defines the action steps for assisting the employee in meeting performance expectations.

Objectives:

To address performance discrepancies identified through the performance management process

To provide adequate descriptions of required performance improvements

To initiate action steps an employee might take to correct performance – including identification of training and other resources available.

To provide a timeline by which improvement will be necessary

To provide a statement of consequences that will occur if required improvement is not achieved

This Policy applies to all business units and corporate support groups (Full-time Permanent employees) at CMS Computers Ltd.

PIP should be implemented to aid in correcting performance challenges associated with the skills or expertise of employees.

Some examples of performance challenges include (but are not limited to):

Failure to meet deadlines

Poor work quality

Inappropriate work method

PIP cannot be implemented to correct inappropriate behavioral conduct or violation of work rules. For this, the reporting manager should follow the disciplinary process.

Some examples of behavioral challenges include (but are not limited to):

Refusal to complete tasks or assignments

Profanity in the workplace

Excessive absenteeism/tardiness

Theft

PIP Process:

Step 1: Plan

Reporting manager should clearly identify the specific area or areas in which the performance of the employee needs to be improved.

Step 2: Meet with the employee

Reporting manager should meet employee and explain what needs to be done to improve performance, along with what support will be provided (eg. Training, Feedback).

A reasonable time should be given to the employee to improve performance and a date or dates should be set for further review.

Consequences in case the performance doesn't improve should be clearly stated.

Both the employee and his/her reporting manager should sign and keep a copy of the PIP form (Appendix 1)

Step 3: Monitor

The performance of an employee should be monitored while the plan is in place. Reporting manager should regularly check-in with the employee over that period to discuss the progress.

Step 4: Review

After every set review meeting Reporting manager should update the plan to make sure it stays current (eg. to explain what your employee still needs to improve, and any further support that will be provided).

Period of PIP:

PIP will last for a minimum of six to eight weeks; during your final assessment, your Reporting Manager will decide the maximum length.

Start date and end date of the PIP should be clearly mentioned in the PIP form.

Consequences of PIP:

If an employee fails to meet the required performance outcomes stated in the PIP form by the final review date, without a reasonable excuse, an employee can be:

1. Given a final written warning
2. Suspended
3. Terminated

Magnificent ComeBack:

If an employee meets the required performance outcomes or perform out of the box he/she would be eligible to receive the Magnificent Comeback reward.

Important Note :

Performance Improvement Plan available in the “**HR FORMS**” Section under **Work@CMS**.

Mission Statement: The Mission of EPFO, is to extend the reach and quality of publicly managed Old Age income security programs through consistent and ever-improving standards of compliance and benefit delivery in a manner that wins the approval and confidence of Indians in our methods, fairness, honesty and integrity, thereby contributing to economic and social well-being of Indians. The Employees' Provident Fund came into existence with the promulgation of the Employees' Provident Funds Ordinance in Parliament on 15th Nov, 1951. It is now referred as The Employees' PF & Misc. Prov. Act, 1952, which extends to the whole of India, except Jammu & Kashmir. The Act came into force w.e.f. 04th March, 1952 under the supervision of Central Board of Trustees, EPFO. Since its enactment in 1952, the Act has been amended 15 times. Presently, the following three schemes are in operation under the Act: Employees' Provident Fund Scheme, 1952. Employees' Deposit Linked Insurance Scheme, 1976. Employees' Pension Scheme, 1995.(replacing the Family Pension Scheme, 1971) **The Employees' Provident Fund Organization of India, is one of the largest Provident Fund Institutions in the world in terms of members and volume of financial transactions that it has been carrying on. EMPLOYEES PROVIDENT FUND ACT 1952 Every Factories or Establishments employing 20 (Twenty) or more persons from the date of its setup are covered under the Act. Government of India after giving 02 Months notice may apply the provisions of this Act to Establishments where less than 20 persons are employed. Where an Establishment consists of different departments or has branches, whether situated in the same place or in different places, all such departments or branches shall be treated as parts of the same establishment, under Sec - 2A. Establishments to which this Act “Once Applies” shall continue to be Governed by this Act notwithstanding that the number of persons employed therein at any time falls below then 20 (Twenty) person. The Current Wages Ceiling Limit for coverage under the Act is Rs. 15,000/- (Basic + DA) p/m month w.e.f: Sep' 2014, (Earlier it was Rs. 6,500/- w. e. f.: June, 2001, & before that it was Rs. 5000/- p/m) APPLICABILITY PF Calculation Account-wise Employee's Share (to EPF Fund) AC: 01 Employer's Share (to EPF & Pen. fund) Ac :01 & 10 @12% of Basic @3.67% of Basic or (12% - Rs. 1250) @8.33% of Basic or Max Rs. 1250/- EPF Total @15.67% or (@12% +(12% - Rs. 1250/-) EPSTotal @8.33% or Max Rs. 1250/- Total Contribution to EPF & Pension Fund @15.67 +8.33) =24 % PF Administrative Charges in Ac: 02 @0.50 % of Basic) (Minimum Rs. 500/- functional & Rs. 75/- for non functional Org.) Contribution to EDLI, Ac: 21 @0.50 % Max upto on Rs.15000/ Total Monthly Contribution w.e.f:Jan 2015: (12%+12%+0.50%+0.50%) =@25.00 % What is EDLI ??? “Employee's Deposit Linked Insurance” is basically an “Life Insurance” for all covered employees under EPF & MP Act, 1952, Since Aug 01, 1976. Here deposit means Average Deposit in EPF A/c. When an employee dies while in service, his or her family will get some Compensation based on deposit in EPF Account. (Which will be Maximum upto Rs. 7 Lacs and minimum limit has 2.5 lacs. There is a bonus of Rs. 1,50,000/- available under EDLI. With effect from 28.04.2021 the bonus is increase 2.5 lacs. On behalf on Employees, the employer has to pay @ 0.50% of (Basic+DA) or Max upto on Rs.15000/- as its Monthly Contribution with total contribution, which make eligible employee's nominee to get the claim in case of death, while in service. Calculation { Average Monthly Salary of the Employee for the last 12 months (capped at Rs. 15,000/-p.m.)*30}+ Bonus Amount

(2,50,000/-). The Maximum payout under EDLI is capped at Rs. 7,00,000/-. Deposit-Linked Insurance Fund Account: The Amount Received as the Employer's Contribution and also the Central Government's contribution to the "Insurance Fund" under sub-section 2 and 3 of section 6C shall be credited to an account called the "DepositLinked Insurance Fund Account", and all expenses towards the Cost of any Benefits provided by or under the Scheme shall be met out of this account. EDLI Employees' Prov. Fund Scheme-1952 Retirement Medical Care Housing Loan Family Obligations Education of Children Financing of Insurance Policy Employees' Pension Scheme-1995 Monthly Member's Pension Scheme Widow & Children Pension Orphan Pension Reduced Pension Disablement Pension Type of Benefits Terms & Condition % of Share of Amt. 1. Withdrawal from the fund for a) The purchase of House b) Construction of House 5yrs. Of membership of the fund.(Min. balance in member's a/c should be Rs.1000/-) 36 months wages (Basic & D.A.) OR Member's own share & co's share of cont. 2. Advance from repayment of loan the fund for 10 yrs membership of the fund & member should have taken loan from Govt. Body. Same as above 3. Advance from the fund for illness viz hospitalization for more than a month, major surgical operation or suffering from T.B. . Cancer etc. Stay in month Hospital at least for a Stay in Hospital at least for a month 4. Advance from the fund for marriage of self/son/daughter/sister/ brother etc 07 years membership of the fund & min.bal.in members a/c should be Rs.1000/- 50% of member own share of contribution 5. Advance from the fund for education of daughter / son Same as above Same as above 6. Grant of advance in abnormal condition.(natural calamities etc.) a) Certificate of damage from appropriate authority. b) State Govt. Declaration Rs.500/- or 50% of member own share of contribution. (To apply within 4 months.) Note: The name and Date of Birth has to match in all the documents as the data gets synced online. Individual Employee can update all the records after generating UAN ID Employee can view all the details online including the amount deposited in their respective PF account. •Form 11 and form 02 •Aadhar & PAN card (compulsory) •Address Proof •Bank Details NEW EMPLOYEES * REGISTRATION •FORM 13 •Bank details (to be verified) •Online authorization by employer •In case of hard copy submission, blank cancelled cheque and aadhar , pan card copy to be attached •For Income tax declaration, form 15 has to be submitted PF TRANSFER (from previous to current company) 1. Employee can withdraw his or her EPF balance after remaining unemployed for two months. 2. If the employee leaves the services before 5 years, the amount of PF accumulation is taxable under Income tax act during the withdrawal 3. In case of employment with different employers, if the PF balance maintained with the old employer is transferred to the PF account of the new employer, it is considered a continuous employment. 4. If an employee has been terminated because of certain reasons beyond his or her control (such as ill health and discontinuation of business of employer), the withdrawal does not attract any tax, irrespective of the number of years of employment. 5. If employee delays the withdrawal after leaving employment, any interest accrued thereafter shall be taxed. 6. Partial withdrawal: An EPFO subscriber can take advance from EPF deposits for purposes such as purchase/construction of house, repayment of loan, non-receipt of wage for two months, for marriage of self/daughter/son/brother, for medical treatment of family member etc. For each type of partial withdrawal/advance, the amount varies and the employee needs to meet specific criteria to be eligible for the advance. One can also apply online through EPFO's member's portal for an advance/partial withdrawal. PROVIDENT FUND WITHDRAWAL To apply for withdrawal of EPF online through EPF Portal, make sure that following conditions are met: •UAN (Universal Account Number) is activated and the mobile number used for activating the UAN is in the working condition •UAN is linked with an individual's KYC i.e. Aadhaar, PAN and bank details along with the IFSC code If the above conditions are met, then the requirement of an attestation of previous employer to carry out the process of withdrawal can be done

awaywith. Steps to apply for EPF withdrawal online: Step 1: Go to the UAN portal (Refer the link below): <https://unifiedportalmem.epfindia.gov.in/memberinterface> Step 2: Login with your UAN and password and enter the captcha. Step 3: Then, click on the tab 'Manage' and select KYC to check whether your KYC details such as Aadhaar, PAN and bank details are correct and verified or not. Step 4: After the KYC details are verified, go to the tab Online Services' and select the option 'Claim' form the dropdown menu. Step 5: The 'Claim' screen will display the member details, KYC details and other service details. Click on the tab 'Proceed For Online Claim' to submit your claim form. Step 6: In the claim form, select the claim you require i.e full EPF Settlement, EPF Part Points to Remember before Making PF Withdrawal Claim Online withdrawal (loan / advance). Employees who resign from their service can withdraw 75% of their total provident fund after one month from the date of cessation of service to meet their monthly financial commitments Employees will continue to have the choice of withdrawing the entire amount, if they want to close the account, after two months Note : Employee can claim PF withdrawal only after (45 Days waiting period) starting from the last working date Employee can view their passbook through the link below: <https://passbook.epfindia.gov.in/MemberPassBook/Login.jsp> 75% PF withdrawal clause Forms for Employee (Online) Form - 19 :- Withdrawal Form for Provident Fund Amount. Form - 10C :- Withdrawal Form for Pension Scheme Amount. Form - 13 :- Form for Transfer of Provident Fund / Pension Scheme in New PF Account. Form - 31 :- Form for Application of Advance from Provident Fund. Form - 20 :- Application Form for Provident Fund (In case of Employee's Death). Form - 10 D:- Application Form for Pension to Nominee. (In case of Employee's Death). Form - 5 (IF) :- EDIL Claim Amount Form. (In case of Employee's Death). Form - 8 :- For Change the Nominee. Form - ASR :- To Receive the Claim cheques again of Settle Account. (In case of first cheque Rejected by Bank to EPFO) **EFFECTIVE DATE:** This policy is effective 1 August 2023 and supersedes all guidelines issued earlier

This policy extends to all employees including individuals coming to the workplace for employment or for any other purpose whatsoever including but not limited to visitors, vendors, contractual resources, trainees, interns, consultants and applies to any alleged act of sexual harassment against persons at workplace, whether the incident has occurred during or beyond office hours. This policy does not prevent any aggrieved person from taking recourse to the law

Definition:

"Sexual Harassment" includes any one or more of the following unwelcome acts of behavior (whether directly or by implication):

A. Any unwelcome sexually determined behavior or pattern of conduct that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely:

- (i) Physical contact and advances;
- (ii) Demand or request for sexual favours;
- (iii) Making sexually colored remarks or remarks of sexual nature
- (iv) Showing pornography;
- (v) Any other unwelcome physical, visual, verbal or non-verbal conduct of sexual

nature including cat-call, indecent jokes, letters, phone calls, messages, e-mails, gestures etc.

B. The following circumstances, among others, if it occurs or is present in relation to connected with any act or behavior of sexual harassment may amount to sexual harassment:-

- Implied or explicit promise of preferential treatment in employment; or
- Implied or explicit threat of detrimental treatment in employment; or
- Implied or explicit threat about the present or future employment status; or
- Interference with work or creating an intimidating or hostile work environment; or
- Humiliating treatment affecting any person's health or safety.

Sexual harassment can involve a series of incidents or it can be a one-off occurrence.

When:

- The conduct has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment; and/or.
- Submission to such conduct is either an explicit or implicit term or condition of employment; and/or.
- Submission to or rejection of the conduct is used as a basis for making employment decisions.

Responsibility:

1. All CMS members have a personal responsibility to ensure that their behavior is not contrary to this policy and the maintenance of a work environment free from sexual harassment.

2. Members of the managing body are responsible for:

- Discouraging and preventing employment-related sexual harassment;
- Investigating every formal written complaint of sexual harassment;
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment;
- Ensuring that all members and employees of the Company are aware of the problem of sexual harassment and their responsibilities with respect to preventing sexual harassment.

What to do when harassment Occurs:

Informal Resolution Options:

1. When an incident of harassment occurs, communicate your disapproval and objections immediately to the harasser and request the harasser to stop.
2. If the harassment does not stop or if you are not comfortable with addressing the harasser directly, bring your concern to the attention of the Committee Members. The Company will provide advice or support as requested and will undertake any investigation necessary to resolve the matter.

Formal Resolution Options:

1. Any member of CMS with a harassment concern who is not comfortable with the informal resolution options or has exhausted such options may bring a formal complaint to any of the designated advisors or to Committee member. All such complaints will be promptly investigated.
2. If after an investigation it is determined that an allegation of harassment is valid, appropriate corrective action will be taken.
3. Corrective action may include any of the following:
 - Formal apology
 - Counseling
 - Written warning placed in the employee's file
 - Change of work assignment/Location
 - Suspension or discharge of an employee

Confidentiality:

We understand that it is difficult to come forward with a complaint of sexual harassment and recognize the complainant's interest in keeping the matter confidential.

To protect the interests of the complainant, the person complained against and any others who may report incidents of sexual harassment, confidentiality will be

maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances

All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept confidential by The Company except where disclosure is required for disciplinary or other remedial processes.

No Reprisal:

The Company is committed to ensuring that no Company member who brings forward a harassment concern is subject to any form of reprisal. Any reprisal action will be viewed as a disciplinary matter.

Committee Members:

A Committee has been set to take an appropriate action against harassment.

Any member of CMS with a harassment concern can reach out the POSH committee members on posh@cms.co.in

Forms are available in [Work@CMS](#) under "**HR FORMS**" Section.

Procedures and Raising a Complaint:

Any aggrieved individual may make in writing, a complaint of sexual harassment to the Human Resources Department within a period of three (3) months from the date of incident and in case of more than one incident, within a period of three (3) months from the date of last incident. Complaints arising of incidents more than three (3) months old shall not be accepted. HR will officially forward the complaint to the Presiding Officer of Internal Committee (IC) within 7 days from the date of making of the complaint. The IC has been constituted to prevent sexual harassment and to receive and effectively deal with complaints pertaining to the same.

Employees of CMS Group. are liable to be transferred/ relocate anywhere in India, at any time, any period and as per requirement. Transfer/relocation is done with keeping in mind the best interest of the employee, with due regard to the principles of equity and transparency per se the employees.

Objective:

The objective of this policy is to facilitate and assist the employees' transfer from one location to another.

Scope:

This policy is applicable to all CMS Computers Ltd. Employees.

Responsibility:

- BU Head/Departmental Head shall be responsible for taking a decision on Transfer / Relocation
- Corporate HR shall be responsible for controlling and monitoring the process.

Entitlement and Procedure:**I. Entitlement:**

An employee who has been transferred is eligible for reimbursement of:

Transportation cost of household goods and vehicle (if any) subject to a maximum of one truckload / one container load by rail

Maximum entitlement eligibility is as follows:

Distance > 1000 km between the two locations -----> Rs. 25,000/-

Distance < 1000 km between the two locations -----> Rs. 15,000/-

If the actual cost is lesser than the eligibility, the least amount to be reimbursed in this case

(Please Note: The transportation expenses have to be authorized by the BU Head/ Head HR before the actual movement)

II. Procedure:

The following process to be followed whilst initiating the transfer:

For transportation by road:

The employee should submit separate quotations from 3 different vendors for:

Packing & Loading

Transportation & Unloading

For transport by rail:

Packing

Loading & Unloading

City Transport

Employee has to get the above sanctioned before initiating action

For the travel cost of the employee's dependents

For transport of vehicle, the reimbursement will be subject to approval of the BU Head

Transfer Leave: Employee is entitled to a maximum of 7 days leave including the travel. This may vary/ be less as per the discretion of his reporting senior

Reimbursement Claims: The claims to be reimbursed on voucher along with the following supporting attached:

Transport Bill, Delivery Challan, any another relevant

Octroi Receipt (if any)

Travel Tickets

Agent bills

The above vouchers have to be authorized by the Reporting Senior and BU Head

All the further processing of the claims to be processed by Corporate HR only

Transfer Letter for the same to be given to the employee by Corporate HR

Although we hope our employee continues to have a mutually rewarding experience, we understand that varying circumstances do cause employees to voluntarily resign employment. We are striving to provide a safe, welcoming and respectful work environment for all CMS employees. In order to accelerate such improvements to the work environment, as well as to address our recruitment and retention efforts, we are encouraging all department employees to complete an exit interview.

At CMS, our goal is to keep the resignation process clean and simple. Resignation process provides guidelines for employees and reporting seniors to be followed when submitting their resignation notice as well as detailed exit procedures.

Objective:

CMS aims to provide a clear and simple resignation process - wherein the employee decides to resign from the services of the employer.

Scope:

This policy is applicable to all CMS Computers Ltd. employees.

Definition: Employee resignation refers to the notification provided by an employee to resign from the services after completion of the period mentioned in the resignation letter.

Responsibility:

- BU Head/Departmental Head shall be responsible for accepting the resignation.
- Corporate HR / Local HR / Accounts personal shall be responsible for controlling and monitoring the process.

Policy Overview:

Employees in CMS Computers Ltd who wish to resign from their current services will have to

Provide their resignation notice mentioning notice period

Get it approved from their respective reporting head

To initiate the settlement process on CMS web-portal within 15 days from the date of resignation.

Job Abandonment – Responsibilities of HR:

Absenteeism from work for more than 10 days without information to office should be treated as Absconding and is liable for immediate action.

If any employee is absconding for more than 15 days without information, HR Representative should make a call to the respective employee and also check with the reporting senior for the absenteeism.

The employee should be contacted through telephonic calls, messages and emails in concurrence with his/her reporting senior. Records to be documented

- If there is no response for 3 days, then Corporate HR Representative should send a warning letter to his/her address through registered post asking him/her about his/her absenteeism from work and to report back to work immediately.

- If the employee is not reporting to work within 3 days after giving warning letter by receiving registered post, then second letter asking him/her to report on duty on immediate basis otherwise his/her services will be terminated.

In case no response from an employee a termination letter should be issued and sent by registered post and to be filed in our records. In the entire process his/her reporting senior should be marked in a copy.

No recruitment of replacements should be done without prior closing or completion of exit formalities of the employee.

Separation Procedure:

When an employee wishes to resign from his services, he needs to contact his/her reporting senior

An employee needs to submit a "Resignation Letter"

- "Stay Interviews" are supposed to be conducted at regular intervals as a retention tool for high performers, soon after the "Resignation Letter" is received, Reporting senior should conduct a formal "Stay Interview" where he/she needs to explore the reasons why the employee is leaving and suggest options or solutions to retain the employee.

If we are unable to retain the employee "Resignation Letter" has to be approved by the Reporting Senior.

An employee should complete the "Employee Separation Form" available on the Intranet portal

Once reporting senior approves the initiation form, an employee needs to complete the Transit and Exit Interview form.

The employee needs to take approval from respective heads of corporate department of the company (as mentioned on forms) for handover of company assets.

Respective senior to take the consent of Corporate HR in case of any further query per se resignation or settlement process.

In case the employee fails to initiate their Resignation process 15 days after the last working date, the company is not liable to do the Full & Final Settlement amount and give his / her Relieving & Experience certificate.

Download all separation forms from the intranet.

All the formalities need to be completed before the last day.

CMS strives to settle employee dues on the last day of the employee, depending on

All formalities completed on time

No outstanding recovery pending on employees name

No charges /disputes / Legal charges pending on employee

No absconding case

No termination case

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Owner HUMAN RESOURCES DEPARTMENT Policy Name WORK-FROM-HOME POLICY OBJECTIVE: For a variety of reasons, and with varying degrees of frequency, CMS staff may have to undertake some of their duties away from their normal place of work. Whilst there is an expectation that normally the staff will be in the workplace, it is accepted that there will be certain circumstances where working from home is mutually beneficial and on the need basis. PURPOSE: These guidelines define arrangements for working from home to perform company's work, set out entitlements if any, eligibility criteria and other conditions that apply, and have been developed to provide a clear approach to working from home .It provides a standard framework for reporting, monitoring and managing home working in line with business and individual need. It is designed to ensure that employees are aware of the necessity to present a positive image as representatives of the organization and maintain the highest standards at all times. SCOPE: These guidelines can be applied in principle to all company employees, regardless of contract type or duration, other than those employed on a casual basis, although it is recognized that because of the nature of some roles, W-F-H is not practical for all. There is no automatic right to work at home and such working is voluntary and by agreement with the line manager. Each individual request for working from home and will be considered on the role basis. SUITABILITY: Certain roles have aspects for which working from home would appear to be suited. The Reporting Manager should consider the general nature and requirements of the employees work duties and ability to work autonomously. An employee who requires close supervision or close interaction with other staff may not be suitable for the independent nature of a working from home arrangement. Positions with the following requirements will not normally be considered for home working: 1. Direct customer face to face contact on a frequent basis. 2. Being a member of a team who needs to have frequent face to face contact with other team members; 2 | Page - HRD - D R E S C O D E P O L I C Y D o c : C M S , B h a n d u p , M u m b a i 3. Servicing and serving other company's critical facilities or assets (e.g. security office, housekeeping etc) 4. A high level of supervision or line management responsibility; WORK-FROM-HOME a. Working from home means performance of company's work and duties for agreed hours from the home or another remote location. The arrangements are based on a trust and mutual benefit. The employee will retain a dedicated office workstation (or desk-sharing arrangement) at their normal place of work. b. An application for a Working from Home (W-F-H) arrangement is considered on a case by case basis by the Reporting Manager for a subsequent

consideration and with approval by the Head HR. c. The Reporting Manager is responsible for ensuring that the requirements under these guidelines have been set prior to approving an application for a W-F-H arrangement. d. The W-F-H agreement should outline the duties to be performed, the mechanisms for monitoring output, as well as the supervision arrangements, prior to the W-F-H agreement being put in place. e. All of the working conditions at the home based worksite need to be negotiated and thoroughly documented. At any given point of time, work from home; 1. should not create additional workload for other employees, or otherwise affect operational efficiency and effectiveness 2. Is not a contractual right through either express or implied terms. 3. will not alter an employee's terms and conditions of employment; 4. Does not attract subsidy since the benefits are seen as being mutual; does not normally mean that equipment will be provided by the company for use at home. 5. Arrangements will be subject to review to ensure that they remain appropriate for all parties and may be modified through discussion.

SUPERVISOR RESPONSIBILITIES

The Reporting Manager's must: - a. Monitor the W-F-H arrangements to ensure that agreed work outcomes are consistently being delivered; b. Schedule communication meetings, follow up calls including methods of disseminating information to staff who are working from home c. Review and sign off on records of hours worked (timesheets) as required; 3 | P a g e - H R D - D R E S C O D E P O L I C Y D o c : C M S , B h a n d u p , M u m b a i d. Monitor and review the W-F-H arrangements on a regular basis as recorded in the W-F-H agreement; e. Ensure that the team members are properly aware of the relevant company policies and procedures; f. Prior to approving a W-F-H arrangement, the reporting manager must ensure the team member has completed all pending and important tasks at the office. g. Provide equipment and tools required to perform the tasks required (does not include work station furniture additional services or costs); and, h. Accurately document the ownership and usage arrangements of the equipment and assets at the home based site in the W-F-H agreement.

EQUIPMENT AND TECHNOLOGY

The company may provide tools and equipment for employees to use in fulfilling their job responsibilities from a remote location. The equipment may include computer hardware, programs, connectivity to host applications, VPN support, and other applicable resources as deemed necessary. The use of these resources, when provided by the company for use at the remote work location, is limited to authorized persons for purposes relating to company business only. Not all on-site services are available or supportable when used from the employees home Based Worksite. The employee accepts this situation and agrees not to impose any overheads on the company for additional services. a. As the company campus remains a work base for the employee and a desk and equipment is provided on campus .The Company will provide the employee with additional IT equipment, phone, broadband connection or furniture to work from home only on case to case basis and on BU and HR approval. b. The employee is responsible for ensuring that they have suitable telephone and broadband services where required. It is not possible for the company to provide IT support for equipment owned by employees. C. Employees who are using company supplied and supported equipment can receive telephonic support from IT Services, but if the issue cannot be resolved by telephone, they will be required to bring the equipment on-site, as home visits are not possible. d. The IT help desk is available on CDL. You can also send email to IThelpdesk@cms.co.in e. All employees are required to use their own and supplied equipment correctly and to take reasonable steps to maintain any equipment provided, removing defective equipment from use and reporting defects on supplied equipment to their reporting manager. 4 | P a g e - H R D - D R E S C O D E P O L I C Y D o c : C M S , B h a n d u p , M u m b a i f. Company equipment may not be used by others i.e. family and friends etc. g. Employees can install applications on an individually owned computer or laptop only with the permission of IT

department. SECURITY OF INFORMATION / DATA PROTECTION a. Appropriate security must be obtained for Company information stored on a computer (including back-up arrangements) and there must be secure storage for any confidential information. b. Employees are responsible for ensuring the security of company's property and all the information, files, documents, data etc. within their possession, including both paper and electronic material. c. Employees should discuss the security implications of working from home with their local IT team. d. In most cases it will not be necessary for employees to transfer private or confidential information from the company to home as these files should be stored and accessed by using either: the External Access System to remotely access the data using the employee Desktop or work on the data in SAP, where the data is held securely and any communication over the internet is encrypted. e. Both of these methods avoid the need to store any data on the local computer. The computer must also be password-protected f. Email is also to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. g. Do not conduct personal business using the Company computer or email. h. Further guidance on the use and access of Company's IT resources when working from home and the required security steps to be taken is available on the IT Data protection and encryption facilities i. All home workers are required to adhere to the Company's Acceptable Use Policy and Data Protection Policy whilst undertaking company's business. COSTS/EXPENSES a. No contribution will be made by the company towards normal household expenses attached to home working, such as heating, lighting etc. b. When an employee is working at or from home, journeys made to the normal office base will not be reimbursed as normal home to work rules apply. COMPENSATION AND WORK HOURS The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the W-F-H program. 5 | Page - H R D - D R E S C O D E P O L I C Y D o c : C M S , B h a n d u p , M u m b a i The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the program.. WORKPLACE HEALTH AND SAFETY CONSIDERATIONS • Ensure the home based worksite complies with health and safety requirements at all times. The employee is responsible for all costs associated with compliance; • Report any health and safety risks in the home based worksite, and notify immediate reporting manager of any work related accident, injury, illness or disease arising from home based work; and, • Maintain a clear delineation of when they are working and when they are not working and maintain accurate records (timesheets). COMMUNICATION • The employee agrees to be contactable and available for communication with the Reporting manager and the other respective colleagues during the periods in which home-based work is carried out. • The methods of communication should be detailed in the W-F-H agreement form • The arrangements for contact should be agreed prior to working from home. The employee's home phone number and home address may not be divulged without their express permission. • Under no circumstances are arrangements to be made for vendors, clients or representatives to meet with the employee at their home. All such meetings should be carried out at the CMS office or a similar professional setting in order to maintain the necessary level of professionalism and safety TERMINATION OF W-F-H FACILITY Company may terminate the W-F-H facility. It is agreed that reasonable notice will be one week if the previously agreed period for working from home was for less than 3 months; or two weeks if the previously agreed period for home based work was less than six months. HUMAN RESOURCES RESPONSIBILITIES: To provide advice and guidance to managers and employees on how to effectively deal with W-F-H working at departmental or individual level. To assist managers with the fair and consistent application of the guidelines. PTO... 6 | Page - H R D - D R E S C O D E P O L I C Y D o c : C M S , B h a n d u p , M u m b a

i W-F-H BENEFITS & REIMBURSEMENTS W-F-H Benefits As Applicable Transport NA . Conveyance Reimbursement For Client Visits Only. R1 Approval Is Must. Reimbursement Will Be Done As Per The Policy. Communication & Internet Usage Rs.1,200/- Pm Shift Allowance NA. W-F-H Allowance Optional It Asset Maintenance Charges (As Per It Policy) Medical/GPA/GTI Insurance Yes EMPLOYEE CONDUCT AND PERFORMANCE WHILE W-F-H • Seek approval from their reporting manager in advance for any changes to the established work schedule, including the use of leave • Perform assigned duties and responsibilities with the highest degree of trust. • Devote full effort to job responsibilities during work hours. • Demonstrate respect for the Company and toward Company co-workers, supervisors, managers, subordinates and customers. • Use company equipment, time, and resources judiciously and as authorized. • Utilize leave and related employee benefits in the manner for which they were intended. • Resolve work-related issues and disputes in a professional manner and through established business processes. • Meet or exceed established job performance expectations. Each employee is evaluated on the regular basis of his/her performance with respect to the pre determined KRAs. • Make work-related decisions and/or take actions that are in the best interest of the Company CONFLICT RESOLUTION WHILE W-F-H Each person employed by Company shall not engage in any activity if it will: • Adversely affect on-the-job work performance, 7 | P a g e - HRD - D R E S C O D E P O L I C Y D o c : C M S , B h a n d u p , M u m b a i • Create a conflict with the business interests and purposes of the company or • Have a negative impact on the business or reputation of the company, its product or other company employees.