



## Employee Handbook

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**Review:** This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

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## Table of Content -

1

Consent and Information Sharing .....	7
Certification Policy .....	7
Purpose .....	7
Certification Policy .....	7
Eligibility .....	7
Approval Process .....	7
Re-imbursement Process:.....	7
Education Assistance Policy .....	8
Purpose .....	8
Scope .....	8
Eligibility .....	8
Course Pre-Requisites .....	9
Amount Of Benefit .....	9
Frequency Of Availing Benefit .....	9
Application Process .....	9
Approval Procedure .....	9
Documentation Required .....	10
Repayment Of Education Assistance .....	10
Terms & Conditions .....	10
APPENDIX A .....	11
Employee Undertaking Form .....	12
Name & Designation .....	13
Employee Referral Policy .....	14
Purpose .....	14
Guidelines .....	14
India guidelines .....	14
India Hiring .....	14
Onshore Guidelines .....	14
Onshore Hiring .....	15
Process .....	15
Escalation Matrix .....	15

<b>Flexible Benefits Plan Policy .....</b>	<b>16</b>
Flexible Benefits Overview .....	16
<b>Leave Policy .....</b>	<b>17</b>
Introduction.....	17
Purpose .....	17
Types Of Leaves And Holidays.....	17
Points to Note .....	19
Leave Without Pay .....	19
Sabbatical Leave .....	19
Duration Of Sabbatical .....	19
Academic Internships While On Sabbatical.....	20
Procedure To Apply for Sabbatical Leave Or Leave Without Pay .....	20
Scenarios With Respect to Sabbatical Leave Or Leave Without Pay .....	21
Special Scenarios .....	23
Terms And Conditions .....	23
Employee Reports Back in Time .....	24
Reduction In Sabbatical Leave Or LWP Period .....	24
Extension In Sabbatical Leave Or LWP Period .....	24
Entrepreneurial Aid .....	24
Leave Encashment .....	24
Un-Authorized Leaves .....	25
Resignation Subsequent to Leave .....	25
Leave During Notice Period.....	25
APPENDIX A: Clearance Checklist .....	25
<b>Maternity Leave Policy.....</b>	<b>26</b>
Purpose .....	26
Eligibility .....	26
Maternity Leave .....	26
Adoption Leave .....	27
Surrogacy Leave .....	27
Other Maternity Related Leave.....	27
Medical Bonus .....	27
Duties Of Employees .....	27
Paternity Leave.....	27
Crèche Facility.....	27
<b>Non-CTC Benefits &amp; Reimbursement Policy .....</b>	<b>28</b>

Internet Reimbursement .....	28
Documents required: .....	28
Team Lunch .....	29
<b>REWARDS &amp; RECOGNITION: ELITE ACHIEVERS.....</b>	<b>29</b>
Promotion Benefits .....	30
Claims Cycle .....	30
Frequently Asked Questions .....	30
<b>Relocation Policy .....</b>	<b>31</b>
Objective .....	31
Eligibility .....	31
Scope .....	32
Relocation within India .....	32
Relocation from outside India .....	32
Accommodation .....	33
Reimbursement Process .....	33
Employee Initiated Transfer .....	33
Process / Approval .....	33
Frequently Asked Questions .....	33
Amendments To Policy .....	34
<b>POSH Policy .....</b>	<b>34</b>
Purpose & Objectives .....	34
Applicability .....	35
Definition of Sexual Harassment .....	36
Based not on Intent but on Perception .....	37
The Applicable Law .....	38
Positive Obligations of Employees .....	38
Internal Complaints Committee .....	38
Complaints .....	39
Conciliation .....	39
Inquiry Process .....	40
Interim Relief .....	40

Malicious Complaints.....	41
Protection of the Aggrieved Individual.....	41
Attendance & Shift Allowance Policy .....	41
Attendance at Parkar .....	41
Working Hours .....	42
Transport Facility .....	42
<b>Working in Shifts .....</b>	<b>42</b>
<b>On Call Support.....</b>	<b>43</b>
<b>Work From Home Policy .....</b>	<b>43</b>
<b>Salary Advance Policy.....</b>	<b>44</b>
Purpose .....	44
Eligibility .....	44
Entitlement .....	44
Process.....	45
Repayment .....	45
Annexure 1 .....	45
SALARY ADVANCE UNDERTAKING FORM .....	45
<b>Acceptable Usage Policy .....</b>	<b>47</b>
Purpose .....	47
Scope .....	47
Acceptable Use .....	47
<b>Probationary Period .....</b>	<b>50</b>
<b>Performance Improvement Plan.....</b>	<b>51</b>
<b>Separation Policy.....</b>	<b>51</b>
PURPOSE .....	51
SCOPE.....	51
SEPARATION TYPES.....	51
VOLUNTARY SEPARATION: .....	51
INVOLUNTARY SEPARATION : .....	51
RETIREMENT .....	53

DECEASED EMPLOYEE SEPARATION:.....	53
COMMUNICATION OF SEPARATION:.....	53
EXIT INTERVIEW: .....	53
CLEARANCE FORMALITIES: .....	53
NOTICE PERIOD:.....	53
LEAVES: .....	53
FULL & FINAL SETTLEMENT: .....	54
NON-DISCLOSURE AND NON-COMPETITION AGREEMENT .....	54
General Terms.....	54
Violation Of Policy .....	54
Enforcement .....	54
Document Owner and Approval.....	55

### Consent and Information Sharing

As part of our business operations, there may be occasions where we share employee details, such as name, company email ID, employee ID, designation, and work location, etc., with third parties, when necessary.

Please be assured that we are committed to safeguarding your privacy, and any data shared will comply with applicable laws.

You acknowledge that you have read and understood the purpose of sharing your information and grant your consent for the same. If you would like to review, update, or request changes to your information, or if you prefer not to share your details, you can contact us at [hrops@parkar.digital](mailto:hrops@parkar.digital).

### Certification Policy

#### Purpose

This guide has been developed to set up the process on how to avail the benefits of Parkar Certification Policy.

#### Certification Policy

At Parkar, we believe in continuous learning and to value this spirit, we have "Certification Policy" in place which ensures that this purpose is fulfilled. Learning is a never-ending journey, and we want our Parkar Employees to be on that journey and keep learning. Below mentioned guidelines will help one understand how to avail yourself of this benefit.

#### Eligibility

All full-time employees who have spent 6 months in Parkar are eligible for this certification Policy. Any employee serving notice period is not eligible for the reimbursement of the certification cost.

#### Approval Process

Certification Benefit will provide career training opportunities for Parkar employees, by facilitating Certification and external training to help them achieve functional excellence. Employees need to obtain the following approvals prior to undertaking the Certification:

- a. Before enrolling for a certification, employee is required to initiate a discussion with their respective Reporting Manager and submit necessary details such as Certification Name, Business justification, Institute/Agency, Certification fee, duration of the certification course in an e-mail for approval.
- b. Reporting Manager to review the request and approve it.
- c. Post Successful completion of his / her Certification Course, Employee would be eligible to claim Certification Reimbursement.

#### Re-imbursement Process:

- On successful completion of approved Certification Programs, the employee will need to raise a Certification reimbursement claim in the HRMS.
- While raising this request, employee must upload the e-mail approval from the manager, the successful course completion certificate and the invoice.

- The request will then need to be validated and approved in the system by the Reporting manager as well as the Finance Team.

The claim disbursement will be done within the next Payroll Month from the date of approval of the request.

**Please note:**

- a) No recertification or renewal of certification is covered under this benefit.
- b) Parkar shall reimburse 100% of the certification fee. This reimbursement amount is not subject to tax.
- c) Only certification fee is covered under this benefit for a single attempt. It does not cover expenses incurred towards training or tuition or books or any form of study material or coaching for the certification.
- d) In a year's time, an associate can apply for more than one certification reimbursement as per business need.
- e) The company reserves the right to revise, supplement or rescind any provisions of the policy, as deemed appropriate, without any advance notice. Employees will be notified of such changes as they occur.
- f) If an associate separates (voluntary or involuntary) within 1 year of associate availing this benefit, the reimbursed amount will be fully recovered from the associate.

### Education Assistance Policy

**Purpose**

Parkar recognizes that appropriate continual learning can be valuable for the development and welfare of its employees. Appropriate education can contribute to the quality and competence of employees and in turn increase further the productivity and success of Parkar's business.

The objective of this policy is to outline the assistance Parkar may provide to employees who wish to undertake relevant continuing education courses with Parkar approval. This policy covers both financial assistance and assistance with working arrangements, which may be provided by Parkar, to assist employees balance the demands of work and further studies.

**Scope**

Parkar employees are encouraged to take the initiative to continue learning within their profession or career. Eligible full-time employees can receive tuition reimbursement for educational coursework directly related to their position or another position at Parkar. The objective of this program is to reimburse employees for coursework leading to a post-graduate or graduate level degree (both full-time and part-time). This policy does not cover costs for employees with professional seminars, conferences, or certification programs.

**Eligibility**

Employees will be eligible to apply for educational assistance where:

- The employee has been employed by Parkar for a minimum period of 12 months, prior to commencing the course of study; and
- The course directly relates to the employee's current/prospective job description and responsibilities with Parkar.



**Course Pre-Requisites**

- Courses must be taken for college credit and offered by an approved institute (e.g. an accredited school, college, or university). Whether the course(s) and institution are approved will be at the discretion of Parkar.
- The coursework must be related to the employee's current position or directly enhance the potential for advancement within the Company to a position that the individual, in the Company's discretion, has a reasonable expectation of attaining.
- The employee must successfully complete the course for which reimbursement is requested. Non-graded courses (those taken Pass/Fail) need certificates of successful completion. There will be no double payment under this policy. Tuition assistance from any other source will be considered in determining the amount eligible for reimbursement.

**Amount Of Benefit**

Financial Assistance is limited to a maximum of INR 4,00,000 / USD 5,000 for eligible employees.

**Frequency Of Availing Benefit**

The education assistance benefit can be availed once a year only and up to a maximum of two times during the tenure within the organization.

**Application Process**

Employees are required to share the duly filled in Application Form (Appendix A) with the HR Manager prior to enrollment.

**Approval Procedure**

Once an application has been received, the HR Manager will advise in writing whether Parkar will provide educational assistance, in what form this assistance will be provided, and over what period. For example, Parkar may choose to provide assistance on a term-by-term basis.

Any assistance provided is at the absolute discretion of Parkar and may be withdrawn at the end of the specified approved period without additional assistance being provided. As such, employees should bear this in mind prior to enrolling in an education course.

The employee will be required to incur all education costs upfront and Parkar will reimburse those approved expenses provided the employee has satisfied all other requirements.

The provision of assistance is also conditional upon the following:

- The employee passing the relevant units/subject for which assistance has been approved and provides evidence to Parkar's satisfaction of this;
- The employee has, during the course of study, consistently maintained a satisfactory or above standard in their work performance;
- The employee is still employed by Parkar, at the completion of the relevant course units/subject for which assistance has been approved; and
- The employee agrees to repay the financial assistance provided in the circumstances listed below.
  - Retrospective assistance will not be granted. Therefore, applications for financial assistance made after the completion of a course will not be accepted. An

employee is required to make an application in writing, notifying Parkar prior to enrolment in the course.

- Approval for educational assistance is valid for a maximum period of twelve months. Employees are required to re-apply at the end of the approval period, prior to re-enrolling in an education course. Continuation of assistance is subject to the satisfactory completion of course units in the prior approval period and the additional criteria listed above.

**Documentation Required**

After the delivery manager shares the approval with the employee, he or she must submit the below documentation with HR Team for further processing:

- Approval mail shared by Delivery Manager
- Acceptance letter/mail from the college/institute
- Fee break-up from school, college, or university
- Proof of payment, such as the original receipt or card statement

In the case of a course of a 2+ year duration wherein the fee for the next year/semester is to be paid the following year, the applicant may share the documents above with the 2<sup>nd</sup> year fee receipt to the HR Team in the 2<sup>nd</sup> year of the course.

**Repayment Of Education Assistance**

Where an employee ceases to be engaged by Parkar for any reason: while completing the education course; or within 2 years of completion of the education course or part thereof, for any part of which the employee has been reimbursed or had the fees otherwise paid by or on behalf of Parkar, the employee will be required to repay to Parkar as a debt, in accordance with the following scale, all relevant financial assistance provided by Parkar in connection with the education course:

- up to 12 months from the date of the relevant reimbursement date – 100% of the costs reimbursed by Parkar;
- from 12 months to 18 months from the date of the relevant reimbursement date -50% of the costs reimbursed by Parkar;
- from 18 months to 24 months from the date of the relevant reimbursement date -25% of the costs reimbursed by Parkar.

The employee agrees that any debt that the employee is due to repay to Parkar, may be deducted from the Full & Final settlement by Parkar on the date of termination of their employment. If no such monies are owed to the employee, the employee agrees to repay the debt immediately.

**Terms & Conditions**

- Any employee, having the above eligibility, ready to execute a Bond in favor of the organization for a period of minimum 2 years to undertake that he/she will serve the organization further at least 2 years after obtaining the higher education under this policy.
- He/she will be governed by the rules & regulations of the organization in force and as applicable from time to time.

- Before opting for any such course, the employee must get written permission(digital) from the Business and HR Leadership.

## APPENDIX A

## Education Assistance Request Form

Employee Education Assistance Form			
Name:		Delivery Manager:	
Employee Number:		Level:	
Current Project:		HR:	
Course Name:			
College/ Institute Location:			
Specialization:		Ful Time/Part-time:	
Start Date:		End Date:	
Course Fee (in words)			
Course Fee (in figures):			
<b>Course Fee break up</b> (an itemized list of the costs involved in completing the course (e.g. course fees and other expenses expected to be incurred such as textbooks, travel time etc.) <b>and evidence to confirm these costs:</b>			
<b>How does this course of study directly relates to employee's current/prospective job description and responsibilities and how it will contribute to the employee's career development</b>			
<b>How the course of study is relevant to the business objectives of Parkar</b>			
Eligible Amt:		Approved Amt:	
Approved By (Business Stakeholder):		Approved By (HR Head):	

**APPENDIX B****Employee Undertaking Form**

Date: <<Date Month Year>>

**Mr./Ms. <<Emp Name>> <<Emp ID>>**

<<Address>>

**Subject: Employee Education Assistance Undertaking**

Dear Mr./Ms <<Name & Surname of Employee>>,

We hereby place on record the terms on which you have been granted financial assistance for educational purposes at your request. This has been agreed upon by you on the following terms and conditions:

1. You will be subject to the provision of the Parkar Education Assistance Policy and the Leave policy of Parkar as may be applicable to you from time to time.
2. The company has granted you, financial assistance of INR. XXX to pursue <<Name of Degree>> hereafter referred to as Educational Program, at <<Name of university>> for the period of << From to year>>.
3. The financial assistance will be granted to you provided you will not avail/have not availed of any loan, advances, etc. to the extent of the assistance being provided by PARKAR, from any other source for the same purpose.
4. You will utilize this financial assistance solely towards paying Tuition Fees and/or Examination fees for the above-mentioned Education Program.
5. In order to ensure that the knowledge, skills and competencies that you have attained from the Education Program are utilized for the furtherance of the company's interests, you agree to, on completion of the course or on return to employment (if you have availed of LWP for the purpose of higher education) serve the company for a minimum period of 2years.
6. If, for any reason (other than resignation or termination), you are unable to complete the program successfully, the following will apply:
  - a. You will be required to repay the entire financial assistance to the company immediately. Alternatively, this will be recovered from your salary in a staggered manner at the total discretion of the company.
  - b. The mandatory service period will apply.

In case of resignation or termination before the completion of the Education Program and/or during the mandatory service period after completion, you will repay the entire amount of financial assistance to the company immediately. The company reserves the

right to recover the same from your full and final settlement dues and in case of a shortfall you will repay the balance immediately to the company.

7. Apart from the company's other rights in the event of your committing breach of the terms of this agreement, the company shall be entitled to obtain a prohibitory order, prohibiting you from serving and/or engaging yourself with any other company, establishment, firm, organization or institution and/or from doing any act or things which would be in breach of an/or in violation of this agreement.
8. In case of any dispute of disagreement over the interpretation of any of the terms herein above, the company's decision shall be final and binding upon you.

Yours faithfully,

For Parkar Global Technologies Private Limited.

#### **Name & Designation**

I, the undersigned ..... hereby confirm having accepted the terms and conditions of the AGREEMENT above.

Signature:

Name & Emp ID:

Place:

Date:

Witness 1 (Name & Address):

Witness 2 (Name & Address):

## Employee Referral Policy

### Purpose

A company's greatest advocate is its employees, and we place great importance on referrals because we trust our employees know what's best for our company.

We at Parkar believe that diversity in the workplace inspires employees to perform to their highest ability. We, therefore, encourage candidates not only from various backgrounds, skills, cultures but also, encourage referrals of women candidates to expand our gender diversity quotient at Parkar.

### Guidelines

#### India guidelines

- The hiring of a referred associate must occur within six months of the initial referral date.
- In case 2 or associates refer the same candidate, the first associate to refer will be eligible for the referral bonus provided the referee is shortlisted.
- All referrals will be evaluated as per Parkar's evaluation process.
- Once a referral is hired and completes 90 calendar days of service, the referee will receive the referral bonus along with that month's salary, provided the referee and the referral are effectively employed (on rolls) at Parkar, on the date of disbursement.
- The policy is applicable only when candidates are hired for a permanent position excluding GTE's. Associates in Level 9 and above and HR team members at Parkar would not be eligible to participate in the program; however, they may refer candidates for vacant positions. Associates can refer candidates who have worked with Parkar in the past; provided there is a minimum gap of 12 months from the date of separation for the rehire cases, else the associate will not qualify for the referral amount.
- The associate who refers the candidate would not be allowed to be a part of the interview / selection process

The following is the referral bonus:

#### India Hiring

Level	Male	Female
<b>L9, L10, L11</b>	INR 60,000	INR 65,000
<b>L7, L8</b>	INR 50,000	INR 55,000
<b>L3, L4, L5, L6</b>	INR 40,000	INR 45,000
<b>L1, L2</b>	INR 30,000	INR 35,000

\*The Referral Bonus is subject to tax deduction as per the income tax rules.

#### Onshore Guidelines

- An onshore referral bonus is applicable for W2/FTE's hiring only.

- The hiring of a referred associate must occur within six months of the initial referral date.
- In case 2 or associates refer to the same candidate, the first associate to refer will be eligible for the referral bonus provided the referee is shortlisted.
- All referrals will be evaluated as per Parkar's evaluation process.
- Once a referral is hired and completes 90 calendar days of service, the referee will receive the referral bonus along with that month's salary, provided the referee and the referral are effectively employed (on rolls) at Parkar, on the date of disbursement.
- Associates in Level 9 and above and HR team members at Parkar would not be eligible to participate in the program; however, they may refer candidates for vacant positions.
- The associate who refers to the candidate would not be allowed to be a part of the interview / selection process.

The following is the referral bonus:

### Onshore Hiring

Up to Project Manager/ Architect	USD 500
Above Project Manager / Architect	USD 1,000

\*The Referral Bonus is subject to tax deduction as per the income tax rules.

### Process

- India Talent Acquisition team (TA) / US India Talent Acquisition team will publish the list of open positions once in every month and on need basis.
- The associate can send an email to the email id mentioned in the communication.
- The TA SPOC will check the CV and provide feedback to the associate.

### Escalation Matrix

Level 1	TA SPOC
Level 2	TA Manager
Level 3	HR Head

### Flexible Benefits Plan Policy

#### Flexible Benefits Overview

Following is the Employee Flexible Benefits Overview at Parkar India:

No.	Flexible Benefits	Description	Eligibility
1.1	HRA	If an Employee is staying in a rented apartment, s/he can save tax by producing the rent receipts along with the valid rent agreement copy. HRA can be declared minimum 5% to maximum of 40% of basic salary.	Full Time Employees
1.2	Leave Travel Assistance (LTA)	LTA will be paid up to one month of basic salary. The amount of allowance is tax exempt as per the limits prescribed under the tax rules.	Full Time Employees
1.3	Meal Card	Employees will get INR 2200/- per month (INR 26,400/- PA) amount credited into their meal card, which will be tax exempt. Maximum balance of INR 10,000 can be kept in the meal card at any given point of time.	Full Time Employees

#### Note: -

- Employee will be required to declare their (Flexible Benefits Payout) FBP choices and amounts on ADP at the beginning of the financial year i.e. April of new financial year or the date of employment, as applicable;
- Effective 1<sup>st</sup> April 2018, (Fuel)Transport and Medical allowance INR 40,000 will be part of special allowance and flat deduction of the same will be available for tax calculation purpose.
- Voluntary Provident Fund (VPF) contribution is not part of the FBP, Employees will have to declare the VPF contribution separately by filling in a form which can be availed from HR Team at the beginning of new financial year or at the date of joining. Employees will not be able to change or opt out of the VPF program during the financial year. Maximum of INR 13,200 can be declared under VPF New joiners can declare their FBP and VPF choices on their first day of joining.
- An employee can only declare their choices once in the financial year when the FBP module is released and there can be no revisions to the declaration unless there is a change in the Employees Annual Salary. This is not applicable for VPF.
- An employee will be required to submit relevant bills and supporting receipts to substantiate the claim made on a periodic basis. HRA supporting by 20<sup>th</sup> Jan and LTA supporting by 15<sup>th</sup> March.
- In case of separation of the Employee from the company, Employee needs to submit the relevant bills and supporting receipts in ADP on or before the last working day. Final settlement will be made to the parting Employee based on the validity of such claims and appropriate taxes will be calculated accordingly;



- The decision of HR/ Finance department will be final and binding on all Employees in all matters relating to Flexible Benefit admission/re-admission.

*Disclaimer- The policy may be revised from time to time at the management's discretion to align with changes in tax laws or other government regulations or market practices.*

## Leave Policy

### Introduction

We recognize the importance of enabling flexibility to Employees while they take care of personal, domestic and social necessities. Parkar employees are eligible for paid leave for a fixed number of days as defined by Parkar internal policy and statutory requirements. However, there may be personal reasons, for example, prolonged illness of the employee, childcare, higher education and so on, wherein an employee may need additional time away from work.

### Purpose

The purpose of the leave policy is as follows:

- To extend support to employees during various life stages or during personal emergencies.
- To encourage employees to focus on continuous learning throughout their tenure in Parkar Global Technologies Private Limited by providing time away from work for further education.

### Types Of Leaves And Holidays

Leave Type	Details
Casual Leaves (CL)	CLs will be credited on pro-rata basis for the calendar year i.e. 1st January to 31st December. You can accrue a maximum of 8 CL in a calendar year depending on your date of joining. For New Joiners: CLs will be credited depending on the month of joining. If you join before 15th of the month, 0.67 leaves will be credited for that month. If you join post 15th of the month, 0.33 leave will be credited for that month. Not more than 3 CLs can be availed consecutively and cannot be combined with Earned leaves. CLs are not entitled for any year on carry over and encashment. Un-utilized CLs will be lapsed by year end.
Company Holidays	You will get 10 holidays (9 Fixed Holidays + 1 optional holiday). Employees can choose 1 holiday out of 2 festive days listed) Company Holidays. These are published and updated in the HR tool. All optional holidays must be planned and informed in advance (min 15 days prior).
Earned Leaves (EL)	ELs are calculated based on the calendar year, from 1st January to 31st December. You can accrue a maximum of 18 EL in a calendar year depending on your date of joining calculated on a pro-rated basis. For New Joiners: ELs will be credited depending on the month of joining. If you join before 15 <sup>th</sup> of the month, 1.16 leaves will be credited for that month. If you join post 15 <sup>th</sup> of the month, 0.58 leave will be credited for that month. All ELs must be planned (except illness, emergency) and informed in advance (min 15 days prior). ELs can be accumulated up to maximum of 45 days.

Maternity Leaves (ML)	<p>Expectant mothers not covered under ESIC and who have worked for a minimum of 80 days within the period of 12 months are entitled to 26 weeks of paid Maternity leave (including Week Offs). ML must be informed min 1 month prior.</p> <p>The number of leaves is also applicable for any illness arising due to pregnancy, premature childbirth etc.</p> <p>You can also avail this leave in conjunction with other leaves. While applying for this leave, we would expect you to submit the medical reports from a registered medical practitioner. Maternity Leave is not en-cashable.</p>
Miscarriage	You can apply for a leave of 6 weeks if there is an unfortunate event of miscarriage during your pregnancy.
Medical Bonus	You will be entitled to INR 5,000/- as a medical bonus over and above your salary. For additional details, please contact HR.
Tubectomy Procedure	In case a female employee undergoes a tubectomy operation, she may avail an ML of two (2) weeks.
Special Maternity Leave	An employee is entitled to up to a maximum of 30 days of paid Special Maternity Leave in case of any illness arising out of pregnancy, delivery, premature birth of child, miscarriage, tubectomy operation or medical termination of pregnancy. This will be approved on submission of relevant medical documents.
Adoption Leave	<p>Female employees are eligible for 6 weeks of Adoption leave. You can take this leave in conjunction with other leaves not exceeding the total beyond 9 weeks. You would need to submit the Child Foster Agreement, and completion of legal processes for the adoption needs to complete for this leave to be availed.</p> <p>Adoption Leave cannot be encashed.</p>
Paternity Leave	Male employees are eligible for 10 days of Paternity leave for up to 2 children. Paternity Leave cannot be encashed.
Adoption Leave	Male employees are eligible for 10 days of Paternity leave in case of adoption, for up to 2 children. Adoption Leave cannot be encashed.
Sabbatical Leave	<p>Under Sabbatical Leave policy, an employee wishing to continue his or her education while being employed with Parkar, would be eligible for Sabbatical Leave of a maximum of 730 calendar days in his or her tenure in the organization.</p> <p>These leaves are subject to timely submission of required documents and manager's &amp; HR Head's approval.</p> <p>The procedure &amp; terms and conditions to avail of these leaves have been elaborated ahead in this policy.</p>
Compensatory Off	<p>Employees can accrue a Compensatory off in case you have worked on the Holidays / over the weekends for a business need.</p> <p>Compensatory off needs to be availed within 2 months of the weekly off/holiday that you have worked. Approval of a comp off is at discretion of th manager. You will be entitled to apply for 1 Full day Compensatory off only if you have worked for more than 5 hours during the work off/holiday at the site and entitled to get half (½) day compensatory off in case of worked between 3 to 5 hours.</p> <p>Compensatory Off is not en-cashable neither subject to any carry forward except for working on any Holiday / during weekend for the month of November and December.</p>

Leave Without Pay (LWP)	In the scenario that an employee has exhausted all existing leaves, he/she can utilize Leave Without Pay(LWP) option.
Voluntary Leave Transfer Program (VLTP),	Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate Earned leave directly to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. The employee will be on unpaid leave during the extended leave period. Once back in office, the employees (donor and recipient) can mutually decide and take respective reporting manager's approval to complete the leave donation process and inform their HR for adjustments in HRMS (. The leave balances will show a reduction and increment accordingly in both the leave accounts. A single recipient can receive maximum up to 3 days of AL in a given calendar year. Donated leaves need to be utilized in the current year; no carry forward would be allowed. These leaves cannot be encashed.
Relocation Leave (RL)	RL is applicable for employees relocating from another city/state or country to join Parkar. Eligible employee can avail 5 continuous days of RL within 3 months from the Date of joining. RL will be credited to your HRMIS post your Reporting Manager Approval and HR Approval via mail. Please note that this leave is not en-cashable. This leave can run concurrent with other approved leaves.
Promotion Leave (Promo Leave)	Associates who have been promoted are eligible for Promotion Leave, which grants them an additional 2 days of paid time off upon their promotion. Promotion Leave must be utilized within the calendar year. Failure to utilize it within this period will result in forfeiture, and no extensions will be granted.

### Points to Note

All leaves must be applied in HRMS and should be approved by your Reporting Manager.

Weekly offs falling during the Earned leave / Casual Leave period will not be treated as leave availed and will not have any implication on the leave balance.

All leave requests must be submitted in the HRMS within 10 days of the incident. The system will not accept entries that are more than 10 days old.

### Leave Without Pay

At Parkar, we extend support to employees during various life stages or during personal emergencies (mentioned below). In such scenarios, all employees (FTEs) who have exhausted their Casual leaves and Earned Leaves may apply for LWP. The leave request would need to be discussed with and approved by the reporting manager and HR.

### Sabbatical Leave

Sabbatical leaves can be availed by Parkar employees who have completed a minimum of 2 years of service in the organisation and who wish to pursue their education relevant to further career options in Parkar.

### Duration Of Sabbatical

730 calendar days during an employee's tenure in Parkar or the number of days mentioned in the admission letter, whichever is less.

Irrespective of the number of times an employee avails Sabbatical leave, the total number of sabbatical days may not exceed 730 calendar days during his or her tenure in Parkar.

### Academic Internships While On Sabbatical

- a. The employee may connect with HR and request for project internship roles in Parkar.
- b. HR may in turn connect with the Department head to determine possible assignments in the organization.
- c. In case an employee who is studying abroad intends to complete academic internship in Parkar, HR may connect with the HR Head & Department head to facilitate accommodation of the request.
- d. All such requests (India or Onsite) will be evaluated by the HR Head based on available, appropriate requirements.
- e. In case there is no project requirement within Parkar, an employee may take up internship opportunities in any other organization; Due notification will need to be shared with the HR team on the same prior to proceeding with the internship.

### Procedure To Apply for Sabbatical Leave Or Leave Without Pay

	Process to apply for Sabbatical	Process to apply for LWP
1	Any education/ course should be planned well in advance and discussed with the manager so as to ensure smooth business continuity.	Any LWP should be planned well in advance (except in situations of a personal emergency wherein prior planning may not be possible). In case the duration of LWP is more than two weeks, the same should be applied at least four weeks before availing.
2	The employee can apply for Sabbatical Leave OR LWP through the HRIMS portal. Please note that all other leave types need to be exhausted prior to applying Sabbatical leave in the system.	
3	The employee completes the leave application form and submits the same for approval along with the following supporting documents: <ul style="list-style-type: none"> <li>• Admission letter</li> <li>• Fee receipt or Acceptance letter.</li> </ul>	Employee may be asked to share the supporting documents basis the reason for leave. E.g. For LWP for medical reasons, the medical documents may be requested to be shared with the HR.
4	The first level of approval goes to the immediate Supervisor to evaluate the employee's current work commitments.	
5	After the Supervisor's approval the request is forwarded to the HR Head for a due diligence on the leave request, eligibility of the employee and so on.	
6	After sabbatical leave is applied in the system, the employee needs to print out the Leave Undertaking form and share the signed soft copy with the HR.	
7	Once all checks are completed, employee will be notified of the approval or rejection of the request. Employee may proceed with clearance form process (in case the sabbatical is of more than 90 days).	
8	The system request needs to be approved at all levels before proceeding on Sabbatical/ LWP.	
9	The HR updates and maintains the Leave Undertaking duly signed by the employee in the employee's Personal file.	

## Scenarios With Respect to Sabbatical Leave Or Leave Without Pay

### 1. Exhaustion of Other Leave Types

An employee is required to exhaust all existing leaves before availing Sabbatical Leave or LWP for any of the mentioned reasons.

### 2. Clearances

In case the duration of the Sabbatical Leave or LWP is more than 60 days, it is mandatory for an employee to get a clearance from various teams like Admin, HR, IT, Finance, etc. before he or she proceeds on leave. In case the duration of the Sabbatical Leave or LWP exceeds 60 days, the employee needs to submit their assets as part of the clearance process. This is to ensure that no outstanding assets or dues are recoverable from the employee.

Clearances are required from:

- Admin Team, IT, HR, Finance Team
- Client clearance: For some projects, the client may mandate specific clearances for client supplied assets before the employee proceeds on a long leave. It is the responsibility of the Supervisor of that project to ensure that the client supplied assets are returned before the employee proceeds on LWP.

#### Note:

Approval of the Sabbatical leave or LWP request is subject to completion of the clearance process. In case the employee proceeds on leave without completing the clearance, the Sabbatical leave or LWP is considered as unauthorized absence, on account of which the employee is liable to face disciplinary action.

### 3. Employee Undertaking

Prior to proceeding on Sabbatical Leave or LWP, the employee is required to accept the terms and conditions of the leave policy by signing the Employee Undertaking with HR.

## 4. Compensation And Benefits During Sabbatical Leave Or LWP

### i. Compensation

The employee is not eligible for any component of Compensation for the duration of Sabbatical Leave or LWP.

### ii. Insurance Benefit

- a.** Insurance Benefit for self and beneficiaries who are covered (as of leave start date) will continue to be covered for the entire duration of the leave. The applicable premium for Sabbatical Leave or LWP period will be deducted after the employee reports back to work and the payroll processing starts. In case the employee fails to report back to work, the applicable premium will be recovered through their full and final settlement.
- b.** In case the employee resigns during leave or on completion of leave, prior to reporting back, insurance coverage will continue till the date of resignation. Outstanding premium if any, will be recovered during their full and final settlement
- c.** In case any modification required under the dependents category, the employee needs to update the HR for required changes to be made.

### iii. Retirals

**a.**

All contributions towards retires such as Provident Fund and Superannuation are suspended for the duration of the Sabbatical Leave or LWP.

**b. Continuity of Service for Gratuity calculation:**

- The Sabbatical Leave or LWP period will be counted as continuous service for the purpose of Gratuity calculation.

- However, if an employee does not return from Sabbatical Leave or LWP or resigns while on Sabbatical Leave or LWP then the leave period will not be counted as continuous service for the purpose of Gratuity calculation. In such cases, the last date of work, that is, prior to proceeding on leave, shall be treated as the cutoff date for the purpose of counting continuous service.

- In case of Leave Without Pay for medical reason; the period of leave will be counted as period of continuous service for the purpose of Gratuity, even if employee does not return from leave or resigns while on LWP. In such cases, the LWP end date or date of resignation, whichever is earlier, will be treated as the cut-off date for the purpose of calculating continuous service.

**5. Return To Work Process at The End Of Sabbatical Leave Or LWP**

a. An employee should report back to the base location, irrespective of where he or she is during the leave period.

b. On reporting back from leave, the employee is required to send an official '**Return to work**' communication of return to the HR mentioning the date of reporting. This mail once validated by the business team will trigger the employee's payroll and benefits, which are stopped during the leave period.

c. On reporting back, the treatment with respect to calculation of relevant experience, continuity of service and so on varies depending on the reason for leave as provided in the following table:

On reporting back	Sabbatical Leave	LWP Leave
<b>Re-fitment of Grade</b>	<p>A re-fitment may be done to make adjustments (wherever appropriate) to the designation &amp; level, compensation and benefits based on the enhanced educational qualifications, as per the policy applicable at that point of time.</p> <p>Any re-fitment is subject to:</p> <ol style="list-style-type: none"> <li>1. Type of course and relevance of the course to Parkar's business requirements at that point of time.</li> <li>2. Successful completion of the course with the required grades and qualification must be updated in the HRMS portal.</li> <li>3. Allocation to a role which in line with the enhanced qualification.</li> <li>4. Compensation re-fitment, if applicable, will be initiated, after the steps 2 &amp; 3, above are completed and will be effective after the date of above-mentioned role allocation.</li> </ol>	No re-fitment is done

<b>Compensation and Benefits</b>	May change based on the re-fitment and the organization's compensation policy applicable at the time of reporting back.	As per organization's compensation policy applicable for the financial year.
<b>Relevant Experience</b>	LWP period may be counted as relevant experience during re-fitment and during subsequent promotions.	LWP period greater than 90 days is not counted as relevant experience during subsequent promotions
<b>Continuity of Service for 'Service and Commitment Awards'</b>	LWP period is excluded from continuous service for the purpose of 'Service and Commitment Awards'.	

### Special Scenarios

#### a. Employee wants to reduce or extend the Sabbatical Leave or LWP period

The employee may reduce or extend the Sabbatical leave or LWP duration, subject to necessary approvals. (Refer to the Procedure section within this document)

#### b. Employee is serving the International Assignment Agreement and wants to avail Sabbatical leave or LWP

An employee is not entitled to Sabbatical leave or LWP when he or she is serving the International Assignment Agreement. In case of an emergency and based on approval from HR Head, the employee may avail of LWP; however, this LWP period is not considered as valid service towards the International Assignment Agreement.

#### c. Employee is serving the Notice Period and wants to avail Sabbatical leave or LWP

An employee who is serving notice period is not entitled to Sabbatical leave or LWP.

### Terms And Conditions

1. It is mandatory for an employee to apply for Sabbatical leave or LWP in the system and the same should be approved at all levels before he or she proceeds on leave. An employee must not proceed on leave unless the request has been approved by the HR head.
2. During the leave period, the employee should not take up any part time or full-time employment for remuneration or otherwise, for any reason whatsoever.
3. Parkar reserves the right to initiate exit procedures in case of the following:
  - a. The employee does not report back by the approved leave end date.
  - b. The employee does not have an approved return from leave record within five working days of leave end date.
4. If an employee resigns while on Sabbatical leave or LWP or does not report for duty after exhausting the leaves, then the last working day prior to proceeding on leave would be treated as date of separation for all purposes.
5. Sabbatical leave or LWP availed for more than ninety days by an employee during his or her tenure in Parkar is mentioned on the Service Certificate.
6. Parkar reserves the right to initiate disciplinary action (including termination of employment) against the employee, wherever it is found that any duration of the Sabbatical leave or LWP was utilized for a reason other than the approved reason OR in case of any violation of terms and conditions of the LWP Policy.
7. Parkar reserves the right to change or discontinue any/all provision(s) of this policy including but not limited to the entitlement and procedure, at any point of time.



**Employee Reports Back in Time**

1. Employee must formally communicate, 2 weeks in advance (in person, email or over the phone) to the HR about his or her expected reporting date.
2. The employee reports to the base location and drops a mail to the HR and manager for required validation on the day of reporting.
3. The supervisor would then confirm the employees return to work.
4. After this confirmation is received, HR would approve the same and the compensation and benefits of the employee are restarted from the date of reporting mentioned in the mail.

**Note:**

- i. In case any salary or pending dues have been paid which are pertaining to the LWP period (due to payroll processing before the LWP request has been approved), the surplus amount is recovered in the very first payroll as soon as the employee reports back.
- ii. In case the employee reports back but does not submit the mail for validation within five working days of end date of LWP, the employee is no longer considered to be on LWP and the HR initiates the necessary action including change of employment status and exit procedures.

**Reduction In Sabbatical Leave Or LWP Period**

1. If the employee wishes to report back earlier than the approved end date of leave, then the employee is advised to contact HR or the immediate supervisor prior to the proposed date of reporting. It is mandatory for him or her to complete the return-to-work formalities immediately on reporting back.
2. The approval process and initiation of payroll is the same as in case of reporting at the end of the leave period. The only difference is that once the return-to-work formalities are completed, the remaining days of leave are automatically cancelled.

**Extension In Sabbatical Leave Or LWP Period**

1. In case the employee who is currently on Sabbatical leave or LWP wants to extend the leave for the same reason, then it may be considered on request, subject to that provided it does not exceed the maximum limit permitted during the tenure, based on reason for leave.
2. In case the employee wants to avail LWP for a different reason than what he or she had already taken, then the employee should report back to work and proceed with return validation formalities. Once validated, the employee needs to fill a new request for LWP, provided the total number of LWP days does not exceed the maximum limit of 180 days permitted during the tenure.

**Employee Does Not Report Back**

In case the employee does not report to work within five working days of end date of LWP, the HR initiates exit procedures.

**Entrepreneurial Aid**

In you have a business idea, Parkar would love to be part of your journey into the entrepreneurial world. All you need to do is share your business idea with us for consideration and it would be our privilege to invest in your vision. ***Please refer to the Corporate Intrapreneurship Policy for more details on this.***

**Leave Encashment****1. General Policy**

Employees with an Earned Leave (EL) balance exceeding 45 days as at 31st December of the previous calendar year are eligible for leave encashment which will be included as a part of salary of January month of the succeeding year.



## 2. Policy in case of separation

In case of separation, the employees are entitled to encash Earned Leave balance pro-rated to their last working day. Encashment will be processed as part of the full and final settlement. Company reserves the discretion for encashment of leaves in case of separation caused on account of termination initiated by the Company.

Note: Leave encashment is calculated based on the basic salary component in accordance with applicable laws.

### Un-Authorized Leaves

An employee is considered on unauthorized leaves for the following reasons:

If he/she goes on leaves beyond the available balance without prior approvals or goes on leave without informing and taking the required approvals from the Reporting manager.

Overstays the period of leave originally granted or extended the leave without approval for 3 consecutive days or more.

An employee shall lose lien on his/her appointment and would be deemed to have voluntarily abandoned his/her services in the Company. An employee is liable for legal action on occurrence of unauthorized leaves

### Resignation Subsequent to Leave

An employee who proceeds on leave and does not resume duties thereafter, or submits resignation, is treated as having voluntarily abandoned the service. The employee will lose right to leave and will lose lien on the job. The resignation acceptance is at PARKAR's sole discretion and may be accepted from last working day at PARKAR notwithstanding the leave granted earlier.

### Leave During Notice Period

Availing leaves during your notice period is dependent upon the exigencies of work and your reporting manager's discretion. Availing leave on medical grounds while serving notice will strictly be based on medical certificate issued by registered doctor (general practitioner or a specialist). You can avail the compensatory offs during notice period. Any unauthorized absence during the notice period will be treated, as shortfall in notice period. In such cases, reporting manager in agreement with the Delivery Head reserves the right to extend the notice period.

## APPENDIX A: Clearance Checklist

<b>Name:</b>			<b>Supervisor:</b>		
<b>Employee Number:</b>			<b>LWP Start Date:</b>		
<b>Current Project:</b>			<b>HR Official: Branch Finance Officer:</b>		
Department	Branch Clearance		Clearance Authority		
	Remarks	Amt(INR)	Name	Signature	Date
Administration					
SIM Card					
ID card (*ID card is to be submitted only if the LWP					

duration is more than 365 days)					
Drawer/Cupboard Keys					
IT					
Laptop					
Laptop accessories (Charger, Adapter)					
Headphones					
Finance					
Outstanding Amt					
<b>Employee Signature</b>			<b>HR Approval</b>		
<b>Date</b>			<b>Date</b>		
Communication Address. Email (to contact during LWP)					

### Maternity Leave Policy

#### Purpose

Parkar provides maternity and childcare leave to enable mothers to care for their wellbeing as well as that of their newborn or newly adopted children. Maternity and childcare leave entitlements are subject to the provisions of the Maternity Benefit Act, 1961, as may be amended from time to time.

#### Eligibility

A woman employee who has completed 80 (eighty) days of employment with the Company in the 12 (twelve) month period immediately preceding the date of her expected delivery is entitled to maternity benefit under this policy.

#### Maternity Leave

- (i) The maternity leave may be availed by all female employees through the Company's HRMS System.
- (ii) Every woman employee having less than two surviving children shall be entitled to 26 (twenty-six) weeks of paid maternity leave, of which not more than 8 (eight) weeks shall precede the date of expected delivery.
- (iii) Every woman employee having two or more surviving children shall be entitled to 12 (twelve) weeks of paid maternity leave, of which not more than 6 (six) weeks shall precede the date of expected delivery.
- (iv) A certificate issued by a Registered Medical Practitioner indicating the likely delivery date should be submitted to the HR along with the application for Maternity Leave.

- (v) In the unfortunate event of a miscarriage or medical termination of pregnancy, female employees will be granted a leave of up to 6 weeks immediately following the day of miscarriage/ medical termination of pregnancy. Entitlement to such leave is subject to submission of a certificate granted by a registered medical practitioner.

**Adoption Leave**

A woman employee who legally adopts a child below the age of three months shall be entitled to paid maternity leave of 12 (twelve) weeks from the date the child is handed over to the adopting mother.

**Surrogacy Leave**

An employee who is a commissioning mother, i.e., a biological mother who uses her egg to create an embryo implanted in any other woman, is entitled to paid maternity leave of 12 (twelve) weeks from the date the child is handed over to her.

**Other Maternity Related Leave**

- (i) **Tubectomy**: In case of tubectomy operation, a woman employee shall be entitled to paid leave of two weeks immediately following the day of her operation. Entitlement to such leave is subject to submission of a certificate granted by a registered medical practitioner.
- (ii) **Maternity related leave**: In addition to the leave described in Sections 2(ii), 2(iii), 2(v) and 2(i), a woman employee suffering from any illness arising out of pregnancy, delivery, miscarriage, medical termination of pregnancy or tubectomy, shall be entitled to paid leave for up to one month. Entitlement to such leave is subject to submission of a certificate granted by a registered medical practitioner.

**Medical Bonus**

Every woman entitled to maternity leave shall be entitled to statutory medical bonus of INR 5,000.

**Duties Of Employees**

Employees must document with their Managers and HR the period of maternity and childcare leave at least one month in advance from the expected date.

On the arrival of a child in the employee's family, it is the responsibility of the employee to inform HR for leave and insurance purposes.

**Paternity Leave**

Male employees of the Company can avail 10 (ten) days of paid paternity leave at the time of childbirth/adoption, for up to 2 (two) children. The paternity leave is not en-cashable.

**Crèche Facility**

Crèche facility shall be made available during working hours to female employees as and when needed, in accordance with applicable laws. The facility is for children of the age group between 6 (six) months to 6 (six) years.

### Non-CTC Benefits & Reimbursement Policy

#### Internet Reimbursement

Monthly rental and usage charges will be borne by PARKAR as per eligibility mentioned below:

LEVEL	INTERNET-MONTHLY REIMBURSEMENT (MAX ELIGIBILITY PER MONTH)
<b>L7 and above</b>	At Actuals
<b>GTE(Graduate Trainee Engineers), MT(Management Trainee), L1, L2, L3, L4, L5, L6</b>	INR 1200/-

- The above eligibility amounts are inclusive of taxes as applicable.
- One-time installation fee for a home broadband connection or data card device charges can be claimed as part of internet reimbursement and is inclusive of the limit as per the eligibility criteria mentioned in the above table.
- If Employee is provided with dongle by Parkar, then internet reimbursement cannot be claimed.
- Employees can only claim monthly / or in advance for the semi-annual or annual internet plans.
- In the event of separation, the amount paid in advance will be prorated for the full & final settlement.
- If payments are made by e-wallet (e.g. Paytm), Employee needs to submit internet bill along with the receipt of payment and upload the receipt on HRMS while raising the expense claim.

#### Documents required:

##### For Post Paid

- Name of the Employee mentioned on the bill
- Bill period should be mentioned
- Payment receipt
- GST number mentioned on the bill

##### For Prepaid

- Name of the Employee mentioned on the receipt
- Service period to be mentioned
- GST number mentioned on the bill
- Invoices to be submitted within 30 days from the payment receipt
- Invoices without GST number will not be accepted
- In case of an exception, invoice without GST number will be accepted only when the payment proof is submitted along with the invoice.

**Team Lunch**

PARKAR believes in building an organization culture that operates on healthy and cohesive performing teams. As a step towards the same, every team in the organization is entitled Team Lunch. The budget for the same is to the tune of Rs.500 per person per quarter (inclusive of taxes).

**Note:**

- The team cannot claim reimbursement for the Member who was not present for the team lunch / dinner; it will be calculated on a per head basis.
- Expenses incurred towards alcoholic beverages will not be reimbursed.
- Employees should make their own transportation arrangements for any team lunch event.
- Only L1/L2 Manager can claim for Team Lunch reimbursement by raising the claim request on the HRMS within 30days of incurring the expense.
- Employee can only claim for a Team member after his/her Date of Joining
- Claims should contain the name of Employee's availing the benefit and the month in which the Team has availed the benefit.
- This benefit cannot be rolled over or combined with any other quarter.
- This benefit can be claimed for only team lunches and not individual expenses.
- Invoices to be submitted within 30 days from the payment receipt
- Invoices without GST number will not be accepted

**REWARDS & RECOGNITION: ELITE ACHIEVERS**

At Parkar, we believe in celebrating achievements, fostering a culture of appreciation, and recognizing contributions that align with our values and goals. Our Rewards & Recognition (R&R) framework includes monetary and non-monetary acknowledgments to appreciate employee performance and impact.

All recognitions—whether on-the-spot, milestone-based, or performance-linked—are disbursed via our virtual platform, Elite Achievers, which serves as the centralized system for both monetary and non-monetary recognition:

**1. Non-Monetary Recognition:** Peer-to-Peer appreciations and certificates acknowledging exemplary contributions.

**2. Monetary Recognition – Gems:** Reward points (“Gems”) are granted for impactful performance. These Gems can be accumulated and redeemed for a wide range of e-vouchers from leading brands and service providers via the Elite Achievers platform.

Please note that Gems granted through the Elite Achievers platform are non-CTC benefits.

Per the prevailing Indian income tax laws, all financial perks are taxable under the applicable Tax Regimes. The net tax impact on the employee may vary based on their chosen tax regime and overall income structure.

### Promotion Benefits

At Parkar, we value the growth and development of our associates. As part of our commitment to recognizing and rewarding talent, we offer promotion benefits to associates who demonstrate exceptional performance and dedication to their roles.

The following policy outlines the additional benefits that promoted employees are entitled to receive.

#### 1. Promotion Leave

Associates who have been promoted are eligible for Promotion Leave, which grants them an additional 2 days of paid time off upon their promotion. This leave can be used at the discretion of the associate, who should inform their manager accordingly.

#### 2. Staycation Reimbursement

Promoted associates can avail themselves of a staycation as part of their promotion benefits. The company will reimburse staycation expenses, including accommodation, meals, and activities, up to a maximum of INR 10,000 per associate. To claim reimbursement, associates must submit valid receipts and documentation of their staycation expenses in the HRMS.

#### Eligibility & Criteria:

All employees who have been promoted are eligible for the outlined benefits.

Promotion benefits must be utilized within the calendar year. Failure to utilize the benefits within this period will result in forfeiture, and no extensions will be granted.

#### Claims Cycle

All non-CTC claims should be raised on HRMS by uploading copies of the supporting document before the timelines mentioned below:

Claims	Timelines	Disbursement
Non-CTC	On the 15th of the month	20th of every month. (In case it is a non-working day, disbursement will be made on a working day.)

#### Note:

- Claims older than 30 days (should be claimed within the fiscal year i.e. April to March) shall not be reimbursed.
- Employees will be required to provide the hardcopies of the bill/supporting documents in case of any tax or audit requirement
- Employees are required to update the remark field

**ALL THE L1 Managers are requested to approve Reimbursements as per the specified details and within the Time duration of 10 Days.**

#### Frequently Asked Questions

1. Can I buy a dongle and get it reimbursed?

Ans: Yes, you can, however, we encourage you to buy a high-speed broadband connection to avoid any network issues.

2. Will my one-time installation cost of internet setup be reimbursed?

Ans: Yes, the reimbursement amount cannot exceed the eligibility limit as stated in the policy.

3. Can I claim internet expenses if I have been issued with company dongle?

Ans: No, since you already have a company-provided dongle you will not be eligible to claim the internet.

4. My vendor does not provide the GST bill, can I still claim the reimbursement for internet?

Ans: You can claim the reimbursement without GST invoice only when you provide the proof of payment e.g. NEFT transaction statement, Paytm statement. Payment made by cash for a non-GST bill will not be accepted

5. Can I claim internet reimbursement if the invoice is billed to my relative?

Ans: No, the invoice should be billed in your name.

6. My team did not avail itself of the Team lunch reimbursement benefit last quarter. We are going to lunch tomorrow and wanted to know if we can claim double the amount considering the benefit was not availed last quarter?

Ans: No, the benefit does not roll over to the next quarter. If not utilized within the same quarter, it would lapse and cannot be carried forward.

### Relocation Policy

#### Objective

To aid new joiners and existing full-time employees in the process of relocation to a new location within /from outside India at the Company's request.

The objective of this policy is:

- To enable new joiners to begin their career with the company with minimum cost and disruption to home life.
- To provide financial assistance for intercity movement to new joiners and movement from one Parkar Center to another for existing full-time Employees of Parkar by covering expenses in the areas of initial stay, travel, conveyance, transportation of household goods and vehicle and insurance costs

#### Eligibility

All full-time employees of Parkar

- Relocation assistance will be offered to new joiners, only if specifically agreed and stated in writing by Talent Acquisition at the time of the selection process with the prior approval of Head People Practice before any expenditure is incurred. Similar approval will be required for existing employees.
- Relocation benefit is applicable for distance exceeding 100 kilometer.

- Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. Parkar will reimburse expenses only if an Employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 90 calendar days of the date the expense was incurred.

## Scope

### Relocation within India

#### Travel

Air: In case the relocation distance is more than 350 kilometers, one-time Economy class Air travel for self & family (spouse and 2 children / parents).

Rail / Road: In case the relocation distance is within 350 kilometers, Up to 3 tier AC or AC Bus for self and family. Employee can even claim separate travel for self & family.

#### Company Accommodation / Hotel Stay (in case of non- availability of Guest house) Packers & Movers

Up to 15 days accommodation for self and immediate family in a company provided accommodation. Prior approval is required from HR Head.

Company will provide for packaging and transportation of household goods of Employees for one truckload and one personal vehicle if any. Employees are required to arrange for packers and movers for shifting on their own and claim it via reimbursement. For all payments above INR 10,000 employee should

- Make payment via / net banking/ cheque / DD and acquire payment receipt, and
- A copy of the Pan card of the vendor to be attached with the claim

#### Relocation Leaves

All Employees are eligible for a 5 day relocation leave. The leaves should be availed within 90 days from DOJ.

### Packer & Movers Cost (max cap)

LEVEL	REIMBURSEMENT LIMIT
L9 & above	Up to INR 1,50,000/-
L7 & L8	Up to INR 1,00,000/-
L2 to L6	Up to INR 65,000/-
L1	Up to INR 35,000/-
GTE/ MT (if residing outstation)	Up to INR 35,000/-

**Note:** Any exception needs to be approved by Head – People Practice and Finance Head before the cost is incurred

### Relocation from outside India

- Expense reimbursement from international location is only available to new hires
- Reimbursement of Airfare for self and family (family would include spouse and kids).
- 2 week Stay in Company's Guest House along with family.
- Transportation of household goods and related insurance.



**Accommodation**

- Accommodation benefit is strictly to the tune of the number of days specified.
- In case of requests regarding overstay/ extension of stay, the acceptance of such requests would be chargeable and as per availability of company accommodation. Employees must make such requests at least 5 days before the checkout date.
- All such exceptions will have to be approved by the Director of People Practices.
- For transportation of personal effects /vehicle, three quotations need to be submitted before finalizing.
- Quotation must be sent to [admin@parkar.digital](mailto:admin@parkar.digital) and should seek an approval before booking the packers.

**Reimbursement Process**

- Employees send the movement request to the Manager and the Manager has to accept and forward it to HR SPOC for final approval. In the case of candidates, who would be relocating to join Parkar, needs to make travel arrangements on their own.
- Employee / external candidate to identify vendors for packaging / moving on own
- Employee / external candidate will raise the claim in HRMS as per actual invoice within 90 days of incurring the expense and send the claim (original payment receipt and bills) along with above mentioned approvals.
- Preferably all payments to the vendor should be done through DD / Cheque / Credit card / Bank transfer.

**Employee Initiated Transfer**

If the transfer is initiated by an Employee and approved by Parkar, Parkar will pay for only the travel cost of the employee (as per the above packer/movers cost) and all other cost must be borne by the Employee. All other relocation related benefits are applicable for Parkar initiated transfers only.

**Process / Approval**

Finance to ensure that all relocations must be approved and signed off by the

- Delivery Manager & Business Unit Head
- HR Head

In case an employee resigns within 12 months of relocating, the relocation expenses paid to the employee will be recovered from the employee.

**Frequently Asked Questions**

Q: I do not have any goods to transfer to the new location. Can I still claim the relocation benefit provided for transfer of goods?

A: No. It can be claimed only against original bills and claim submitted through HRMS

Q: Will the Company pay for the travel of my in-laws?

A: Company will cover the travel expenses of self plus family. (spouse & 2 children OR parents). It can be either set of dependent parents.

Q: Where do I need to send the claimed documents?

A: Employee will raise the claim in HRMS and send the claim (original payment receipt and bills) along with required approvals to Finance team.

Q: When can I avail my relocation benefit?

A: Relocation benefits need to be availed within 90 days of joining Parkar. E.g. Employee joins on Jan 1st, 2018, relocation benefit needs to be availed before 31st March 2018.

Q: I joined on 1st Jan 2018; I shifted my goods on 1st Mar 2018. In this case when I claim reimbursement of expenses related to relocation?

A : Expenses need to be claimed within 90 days of date of invoice. In this case, claim should be initiated before 31st May 2018.

Q: Can I claim both extra baggage allowance and transportation of household goods allowance?

A: No, you can either claim extra baggage upto INR 5,000/- or transportation of household goods allowance of only one truckload with max cap as specified in the policy,

### **Amendments To Policy**

The company reserves the right to amend, modify and interpret appropriately any or all clauses mentioned above depending upon market practices or exigencies of business.

## **POSH Policy**

### **Purpose & Objectives**

- 1.1 **Parkar Global Technologies Private Limited** (hereinafter referred to as "**Parkar**" or "**Company**") follows the philosophy of respecting the dignity of all individuals and providing equal opportunities to everyone at the Workplace. Sexual Harassment at the Workplace is an affront to, and seriously undermines the dignity of the victim and can potentially vitiate the work environment. Such conduct is, therefore, wholly incompatible and irreconcilable with the policy of Company to provide a work environment which is safe, positive, secure, and happy, free of harassment of any kind including sexual harassment, intimidation, insult, prejudice, and bias / discrimination based on any physical / mental or other bodily impairment, gender, race, religion, caste, culture, nationality or any other personal attribute or characteristic.
- 1.2 The instant policy is formulated under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the '**SH Act**') along with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 (hereinafter referred to as the '**SH Rules**').
- 1.3 The instant Policy defines the implications and outcome of sexual harassment at the Workplace and the objective of Company is to prevent and prohibit sexual harassment at the Workplace and if it does occur, then to provide appropriate redressal in accordance with the law. The procedure and mechanism of complaint redressal has been detailed in this Policy. It is imperative in this regard that all Employees of Company are aware and sensitized about sexual harassment at the Workplace. Company also provides protection against victimization / reprisal of and retaliation against the complainants, witnesses, committee members and other Employees involved in prevention and complaint resolution processes.
- 1.4 Company practices zero tolerance with regard to sexual harassment and therefore any act of sexual harassment, in any form, (or related, direct or indirect retaliation resulting from complaints thereof) against any Employee (full time and contractual), candidate, customer, contractor, consultant, supplier or client (or vice versa) shall be treated as a

direct violation of this policy entailing consequences as stipulated hereunder and/or in accordance with applicable law, in this regard.

- 1.5 All rights to modify, update and amend this policy or any part of it are reserved with the Company.
- 1.6 Company will notify this policy to all Employees each time it is updated / amended / modified and make a copy available with the HR Department for ready reference for all Employees at all times.

### Applicability

- Company, being progressive in its approach has made this policy applicable to all genders - Male, Female and Transgender.
  - This policy is applicable to the Employer as well as all the Employees of Company.
- 1.7 An '**Employer**' at Company would mean any person on Company's Board of Directors and/or any person responsible for the management, supervision and control of the Workplace or part thereof and responsible for discharging contractual obligations with respect to the Employees.

Provided further that the personnel covered by the term 'Employer' defined supra shall also be treated as Employees (defined infra) wherever the context so requires for the purpose of compliance with the instant policy.

The duties and responsibilities of the Employer(s) at the Company have been detailed in Annexure – A attached to the instant policy.

- 1.8 An '**Employee**' of Company would include all personnel employed for any work whether on full time / part time / permanent / temporary / ad hoc / daily wage basis either directly or through an agent including a contractor with or without the knowledge of the principal Employer whether for remuneration or not or working on a voluntary basis or otherwise whether the terms of employment are express or implied and includes a co-worker, contractor, contract worker, consultant, sub-recipient, probationer, trainee, apprentice, intern, volunteer, fellow, individuals seconded to Company and anyone working on behalf of or representing Company at the Workplace, in the field and/or at outstation sites (hereinafter collectively referred to as the 'Employees').
- 1.9 This policy will also be applicable to all affiliates, clients, suppliers, visitors and/or any other business / professional Employees of Company wherein it is emphasized that Company will not tolerate any incidents of sexual harassment perpetrated by such other / Third Parties.
- 1.10 Workplace, as used herein, means, and includes Company's office space; any premises where Company conducts business; and:
  - a) All spaces or locations where work-related activities take place including, but not limited to, conferences, seminars, camps, and meetings held and/or work performed at any other site away from the office premises.

- b) Any social, business, or other event where the conduct or comments of an Employee of Company or a contractor, vendor, consultant, business Employee of Company may impact the work environment, professional relationships and/or reputation of Company and its Employees.
  - c) All travel undertaken in connection with any official purposes including travel to and from the Workplace and/or any offsite location.
- 1.11 Social events which are not organized by the Company and are not covered under 2.6 b) above, are excluded from the ambit of the policy. However, all Employees are expected to maintain an appropriate standard of behavior and conduct themselves in a decent, cordial, and courteous manner at all times.
- Further, in the event that an incident of sexual harassment transpires at such events, then the same may be treated as misconduct and disciplinary proceedings can be instituted against such person in accordance with the Service Rules.
- 1.12 An '**Aggrieved Individual**' shall mean to include a person, whether or not an Employee of Company, who files a complaint of sexual harassment at the Workplace.
- 1.13 A '**Respondent**' shall mean the person against whom a complaint of sexual harassment has been lodged.

#### Definition of Sexual Harassment

- 1.14 Sexual Harassment at the Workplace is one or a series of incidents involving unwelcome conduct including but not limited to the following:
- a) Any physical contact or advance which is sexual in nature and/or makes a person feel uncomfortable in any manner.
  - b) Any language or advance (verbal, non-verbal, written, or physical) which is abusive, sexual in nature and/or makes a person feel uncomfortable in any manner.
  - c) Any direct, indirect, or implied demand or request for sexual contact, or any such expression of an interest in the same.
  - d) Making sexually colored remarks.
  - e) Showing pornography.
  - f) Any other type of unwelcome verbal, non-verbal, written, or physical conduct of sexual nature; and
  - g) Non-verbal or verbal conduct or 'making jokes' that are gender-based or of sexual nature.
- 1.15 Sexual Harassment may emanate from any one person to another, regardless of position, employment status and/or title. Acts of sexual harassment may include inter alia but not be limited to, the following instances:

- a) Any of the above-mentioned acts (Clause 3.1).
- b) Any of the above-mentioned acts (Clause 3.1) when done / committed after offering of an implied or explicit promise of preferential treatment in one's employment or generally in connection of one's work, threat of detrimental treatment in one's employment (current and future) or generally in connection of one's work, etc.
- c) Suggesting implicitly or explicitly that a condition of employment, including but not limited to hiring, firing, promotion, performance appraisal, payment of performance linked incentive or bonus, grant of a project/assignment/ fund(s) for specific work(s) would be based on the Employee's agreement to have sexual contact/ provide sexual favors.
- d) Touching, close physical proximity while standing or sitting, assaulting, causing injury, isolation, impeding / blocking movement, leaning over or across, stalking, making sounds which have explicit and/or implicit sexual connotation / overtone, molestation, etc.
- e) Asking sexually oriented questions, cracking jokes with sexual connotations and making seemingly harmless innuendoes, using 'colorful' language, comments about one's body or clothes, conversations with double meaning and sexual innuendoes, marring personal / professional reputation through rumors / gossip / ridicule, persistent invitations, etc.
- f) Making sexually colored remarks including but not limited to vulgar / indecent jokes, letters, phone calls, text messages, instant messages, emails, gestures, social media updates etc.
- g) Staring at a person or parts of his / her body and making suggestive body movements and / or gestures.
- h) Displaying sexually explicit pictures or objects which embarrass or humiliate Employees in a work area.
- i) Verbal and non-verbal communication which offends the individual's sensibilities and affects his/her performance and has a sexual nature / connotation / overtone.
- j) Any conduct that 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 making submission/non-submission to such conduct as either an explicit or implicit term/condition of employment and/or submission or rejection of the conduct if used as a basis for making work-related decisions.

**Based not on Intent but on Perception**

It is important to understand that perception takes precedence over the intent. Even though the intent of certain conduct may not be Sexual Harassment and/or to create a hostile or uncomfortable work environment, however, it may still constitute Sexual

Harassment based on how the same is perceived by the recipient and/or other affected persons who is/are person(s) covered by this Policy.

### The Applicable Law

- 1.16 The SH Act and SH Rules mandate that all Employers will maintain a work environment free of sexual harassment of women at the Workplace, prohibit sexual harassment of women at the workplace and provide for redressal of complaints of aggrieved women.
- 1.17 The SH Act and SH Rules are only applicable to complaints of sexual harassment at the workplace lodged by aggrieved women. The instant policy is gender neutral. Complaints of Sexual Harassment at the workplace can be lodged by male and/or transgender Employee(s), under this policy.
- 1.18 With regard to allegations of sexual harassment by any third parties, vendors, visitors, consultants, contractors, fellows, contract workers, clients, etc. who are either male or transgender, against Company Employees whether or not at the workplace or at Company sponsored / organized events, Company will initiate appropriate disciplinary proceedings as in the case of any other misconduct, in accordance with service rules.

### Positive Obligations of Employees

- 1.19 All Employees should know and understand the laws and the policy of Company and must ensure that their behavior is not in violation of the instant policy.
- 1.20 All Employees shall strive towards the maintenance of a friendly, congenial, welcoming work environment free from all kinds of sexual harassment and/or related retaliation.
- 1.21 All senior Employees should monitor their respective work areas and regularly counsel and educate their team members to create awareness regarding Sexual Harassment as well as gender sensitivity.
- 1.22 Employees must contact any of the members of the Internal Complaints Committee (hereinafter "**ICC**") as soon as they are made aware of any conduct that could possibly be considered as Sexual Harassment.
- 1.23 Subject to reporting of the incident, all Employees and ICC members are under an obligation to maintain confidentiality with regard to any alleged incident of Sexual Harassment that they may come across and/or deal with.

### Internal Complaints Committee

- 1.24 Company has constituted an Internal Complaints Committee ("**ICC**") comprising of the following members, for enquiring into and for the redressal of sexual harassment complaints. In accordance with the SH Act, not less than one half of the members appointed shall be women.

1. Zara Morghade - Presiding Officer	<a href="mailto:zmorghade@Parkar.digital">zmorghade@Parkar.digital</a>
2. Namita Chaudhari - Member	<a href="mailto:nchaudhari@parkar.digital">nchaudhari@parkar.digital</a>

3. Prosenjit Das - Member	<a href="mailto:pdas@parkar.digital">pdas@parkar.digital</a>
4. Chaula Patel – External person	<a href="mailto:chaulap@yahoo.com">chaulap@yahoo.com</a>

You can e-mail the details of the complaint at [speakup@Parkar.digital](mailto:speakup@Parkar.digital) or [ethics@Parkar.digital](mailto:ethics@Parkar.digital)

- 1.25 The members of the ICC shall not hold office for a period exceeding three years from the date of their appointment. The company may at its discretion choose to reconstitute the ICC at any time prior to the expiry of such term and/or to nominate afresh the same members upon expiry of their original term.
- 1.26 The duties and responsibilities of the ICC have been detailed in **Annexure – B** attached to the instant policy.

### Complaints

- 1.27 If an Aggrieved Individual believes that they have been subjected to Sexual Harassment, the Company encourages such an Aggrieved Individual to file a written complaint with the ICC. The complaint shall contain details of circumstances giving rise to the complaint, the date of alleged occurrences, names of witnesses, if any and shall be signed by the Aggrieved Individual. At the time of filing the complaint, the Aggrieved Individual shall submit 6 (Six) copies of the complaint along with supporting documents and the names and addresses of the witnesses to the ICC.
- 1.28 The written complaint with the aforementioned particulars may be submitted physically to any ICC member or electronically by the Aggrieved Individual within a period of 3 (Three) months from the date of the incident and in case of a series of incidents, within a period of 3 (Three) months from the date of the last incident. However, the ICC reserves the right to extend the aforementioned time period further by not more 3 (Three) months if it is satisfied that the circumstances were such which prevented the Aggrieved Individual from filing a complaint within the aforementioned period. Such reasons for extension in time should be recorded in writing by the ICC.

### Conciliation

- 1.29 Prior to initiating an inquiry into the complaint made, the ICC may, at the Aggrieved Individual's request, take steps to settle the matter before the Aggrieved Individual and Respondent through conciliation. However, no monetary settlement shall be made as a basis of such conciliation.
- 1.30 In the event that a settlement has been reached, the ICC shall record the settlement so arrived and forward the same to one of the directors of the Company, to act as specified in the recommendation.
- 1.31 The ICC shall also provide the copies of the settlement as recorded to the Aggrieved Individual and the Respondent. Once a settlement is arrived at no further inquiry shall be conducted by the ICC, however, the Aggrieved Individual can further refer the same to the ICC for redressal if the terms of settlement have not been complied with.



**Inquiry Process**

- 1.32 The ICC is required to make an inquiry into the complaint filed by the Aggrieved Individual in accordance with the principles of natural justice. In conducting the inquiry, a minimum of 3 (Three) members of the ICC including the Presiding Officer/the Chairperson are required to be present.
- 1.33 The inquiry process has been set out below:
- a) On receipt of the complaint, the ICC shall send one of the copies received from the Aggrieved Individual to the Respondent within a period of 7 (Seven) working days.
  - b) The Respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding 10 (Ten) working days from the date of receipt of the said documents.
  - c) The inquiry has to be completed within a period of 90 (ninety) days from the receipt of the complaint from the Aggrieved Individual.
  - d) Upon completion of the inquiry, the ICC shall prepare a report of findings based on the complaint received by it and submit it to one of the directors of the Company within a period of 10 (Ten) days from the date of completion of the inquiry and such report be made available to the concerned parties.
  - e) The Company is required to act on the recommendations of the ICC within 60 (Sixty) days of its receipt.
  - f) Appeal against the decision of the committee is allowed within 90 (Ninety) days from the date of recommendations.

**Interim Relief**

- 1.34 During the pendency of an inquiry, on a written request made by the Aggrieved Individual, the ICC may recommend to one of the directors of the Company to take the following interim measures:
- a) transfer the Aggrieved Individual or the Respondent to any other workplace.
  - b) grant leave to the Aggrieved Individual up to a period of 3 (Three) months.
  - c) restrain the Respondent from reporting on the work performance of the Aggrieved Individual or writing his/her confidential report, and assign the same to another employee of the Company; or
  - d) grant such other relief to the Aggrieved Individual as it may deem fit.
- 1.35 The leave granted to the Aggrieved Individual, as an interim relief, shall be in addition to the leave she would be otherwise entitled.

**Punishment & Compensation**

- 1.36 If the ICC arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to one of the directors of the Company no action is required to be taken in the matter. However, if the ICC is of the opinion that the allegation against the Respondent has been proved, it shall recommend to one of the directors of the Company:



- a) to act for Sexual Harassment as a misconduct including a written apology, counselling, written warning to the perpetrator (with a copy maintained in the relevant employee's file), reprimand or censure, transfer, withholding of pay rise or increments and/or promotion, transfer, community service, suspension or termination depending upon the severity of the incident of Sexual Harassment.
- b) to deduct from the salary of the Respondent such sum as it may consider appropriate to be paid to the Aggrieved Individual.

### **Malicious Complaints**

- 1.37 This policy shall not be used by Aggrieved Individuals for raising false or malicious complaints.
- 1.38 If the ICC arrives at the conclusion that the allegation against the Respondent is malicious or the Aggrieved Individual has made the complaint knowing it to be false or the Aggrieved Individual has produced any forged or misleading document, the ICC may recommend that disciplinary action be taken against such Aggrieved Individual as indicated in paragraph 12.1(a) of this policy.

### **Protection of the Aggrieved Individual**

- 1.39 The Company recognizes the sensitivity attached to matters pertaining to Sexual Harassment and the importance of ensuring that the complaint and connected information is kept confidential. Therefore, to protect the interests of the Aggrieved Individual, confidentiality will be maintained throughout the investigatory process to the extent practicable.
- 1.40 The Company will provide security to the Aggrieved Individual if such a need is felt and take necessary action against any employees attempting to intimidate such Aggrieved Individuals. This will help instill confidence in other employees to come forward if they believe they have been subjected to Sexual Harassment.
- 1.41 The penal consequences of Sexual Harassment and the order constituting the ICC will be displayed at conspicuous places in the Workplace (including the places the Employees of the Company frequent to) to help strengthen this, Policy.

## **Attendance & Shift Allowance Policy**

### **Attendance at Parkar**

Adhering to the stipulated working hours is important in order to plan projects and their implementation as per timelines. Parkar has both, general shift as well as rotating shifts. Parkar aims at providing employees with flexibility without hindering business needs and expects employees to manage time effectively and bring in a balance between their professional and personal life.

**Working Hours**

- The expected working hours are 45hrs weekly. The general shift timings would fall between 7am and 8pm.
- Generally, Parkar has 5 days of working. Regular working days would be from Monday to Friday. However, the weekly off and the shift timings and working hours may change based on the project/business needs.
- The weekly off will depend upon the shift; it may or may not fall on a Saturday and/or Sunday. In case of project requirements and deliverables, change of shift timings would be acceptable after L1/ Reporting Manager's approval.
- In case we have employees working at the client's office or at an external location, they are required to strictly follow the working hours applicable to the employees of the client/external location.
- The timesheets must be approved by your reporting manager or resource manager in the HRMS.
- Access card for security and attendance purpose will be provided to everyone.
- All employees should swipe their access cards while moving in and out of the office premises and the system will calculate the attendance hours based on the swipe in and swipe out data.
- In case an employee is working for half day, he/she will need to apply and get the same approved in the HRMS. Please note that one has to productively work for at least Five hours (5) on that day to qualify for half-day.

**Transport Facility**

- In case any female Employees are retained beyond 8.30PM for work during a working week, the company shall arrange for transportation with appropriate security personnel.
- Notice of transport requirement needs to be provided along with necessary approvals at least 1 day in advance to the Admin Team.

Note: Please refer to the Company Transport / Cab Availability Guidelines for more details.

**Working in Shifts**

Parkar may require employees to work regularly in shifts, including night shifts, based on business need.

General Working hours and shift hours have been mentioned below:

Shift	Timing
General	11:00 AM to 08:00 PM
Shift 1	05:00 AM to 02:00 PM
Shift 2	02:00 PM to 11:00 PM
Shift 3	06:00 PM to 03:00 AM
Shift 4	08:00 PM to 5:00 AM

Employees may be assigned work schedules or 'shifts' outside the normal office hours based on business and client needs.

Employees may be required to work permanently in evening/night shifts as part of the below roles/ teams:

Service Desk, Application Support, Production Support, Operations, US IT Recruitment, US Sales, Pre-sales etc.

This is applicable to employees who are specifically recruited to work in the evening/night shift and the same is discussed and agreed by the employee at the time of hiring process. In these scenarios an Employee will not be eligible for any shift allowance.

### **On Call Support**

You may be rostered to provide On-Call support to any issues/tickets post working hours or on weekends/holidays. If you are rostered for On-Call Support, you should be available over phone as well as able to connect to the office network as required to attend to issues/tickets.

**Operations Support Team:** An Employee scheduled for on-call support would receive an allowance of INR300 per day. Compensatory leave would be applicable basis hours worked. i.e.

- If an Employee is scheduled for on-call support and does not receive any call/ticket during on call then he/she would not be eligible for a compensatory off.
- If an Employee is scheduled for on-call support for 3 to 5 hours, he/she will be eligible for half day compensatory leave.
- If an Employee is scheduled for on-call support for more than 5 hours, he/she will be eligible for full day compensatory leave.

**Development Team:** An Employee scheduled for on-call support would receive an allowance of INR 2500 per day. Employee would also be eligible for compensatory leave within 30 days of your shift day.

**Please note: On-Call Allowance shall be applicable to confirmed Employees only**

### **Guidelines for On Call Support Allowance**

1. L1/ Reporting Manager is required to periodically update the shift roster and keep HR Team intimated.
2. L1/ Reporting Manager will be responsible to review the activities performed during on-call support. Compensatory off will be granted to eligible Employees based on the work performed during on-call support.

### **Work From Home Policy**

We are committed to provide a convenient working environment to our employees in roles which require them to work from office regularly. WFH request can be considered post necessary pre-approvals.

#### **Guidelines:**

- The approval will be accorded on a case-to-case basis with primary focus on an employee's job role and the ability of PARKAR to attain a balance between the business needs vis-à-vis the employee's needs.
- In case of an inter-department, transfer or change in business unit of a WFH Status employee, the new L1 Manager should be informed, and fresh approval should be taken for the WFH Status Cancellation/Extension of the WFH status needs to be applied in HRMS by the Employee well in advance.
- The working hours for WFH Employees will depend on project requirements and shift schedule, and this schedule will be managed by the RM/L1 Manager.
- The Employee would be required to adhere to the same. Employees need to ensure that they are fully equipped with the required infrastructure to execute the projects or deliverables E.g. Internet Connectivity, while availing WFH benefit.

HR department of Parkar reserves all the rights to make necessary changes in above policy matters as and when required and it shall accordingly be communicated to employees at the earliest possible time.

Policy shall be considered as Guidelines for working hours and other related matters. The L1 Manager is empowered to withdraw the WFH facility if there is any impact on the project deliverables because of infrastructure or any other issues.

**NOTE : all types of leave requests, work-from-home requests, and attendance regularizations must be applied for within 10 days from the incident. The system will not permit the addition of backdated entries beyond this 10-day period.**

### Salary Advance Policy

#### Purpose

Parkar is in a continuous process to build and sustain Employee morale, engagement and loyalty, the organization may provide necessary aid to its employees in times of exigencies and special occasions. The Employee salary advance policy has been conceptualized to financially support the Employee wherever possible.

#### Eligibility

Advance salary may be sanctioned for exigencies and special occasions only (this can be defined as medical purpose, Marriage of self/immediate family member, Rented House Deposit, Education of self/dependent or other exigencies approved by the Human Resources and Finance).

#### Entitlement

- Employees should have completed at least one month of continuous service in the Company.
- Employee should have settled any/all other advance(s) that he/she may have availed earlier from the organization.
- Employees can avail themselves of an interest free advance facility, which should not exceed his/her one (1) month's gross salary.

- The interest concession availed by an Employee on such an advance is subject to Income Tax in the hands of Employee as per the Income Tax Rules.  
For availing the salary advance, Employee will have to submit all relevant documents as mentioned in the form.

**Process**

1. Application for salary advance needs to be sent to the HR Team along with any relevant documents attesting to the necessity of the same.
2. Post discussion and scrutiny of the documents (if applicable), HR shall approve the request as per policy guidelines and Employee will need to share the duly signed undertaking (Annexure 1) at this time.
3. Once the undertaking is received, HR shall send the same to Finance for salary advance disbursement through bank transfer only.

**Repayment**

The advance amount so disbursed will be recovered in 6 equal monthly instalments commencing immediately from the next month in which loan is sanctioned. On Completion of the recovery, Finance Department will provide information to HR and the Employee.

**Annexure 1****SALARY ADVANCE UNDERTAKING FORM**

I request you to sanction salary advance for INR ..... To me from Date .....

I am in need for the same for the purpose of .....

I request you to kindly debit the amount in 6 equal installments from my salary starting from ..... (Date + 1month).

I assure you that I shall abide by the policies laid down by the company in this regard and submit all the documents to prove that the advance is taken for the above mentioned purpose. I also assure you that in case of my resignation or termination from my services at Parkar India, as per my employment contract agreement, I shall pay the balance amount before my last working day in the company. You are authorized to recover the balance amount from my Full & Final settlement or take necessary steps to recover the balance amount in case I fail to do so.

Any and all taxes due as a consequence of this request will be entirely in my account. I will continue to be liable for all income taxes on my salary and these amounts paid to me in advance and hereby irrevocably authorize the company to deduct the same.

Regards,

Employee Name:

Employee ID:

Contact number:

Alternate contact number:

Date:

## Acceptable Usage Policy

### Purpose

The purpose of this policy is to define acceptable usage of assets for users while accessing Organization computing resources. A clearly defined and enforced Acceptable Usage policy (AUP) is critical to maintain information security requirements. Internal practices that are inappropriate or insecure may compromise the overall information security posture.

### Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers, including all third parties having access to the organization information and systems, Internet access and electronic communication services. This policy applies to all organization Information Systems owned, leased or used by PARKAR as well as any non-Organization owned system device that connects to the organization resources.

### Acceptable Use

#### 3.1 General Use and Ownership

- Employees shall NEVER share their personal passwords to any organization's system, and employees shall not attempt to gain access to another employee's organization's systems and messages. The organization, however, reserves the right to access any organization system including but not limited to, email and voice mail messages at any time, without notice to the employee.
- Users shall not seek to avoid and should uphold PARKAR anti-malware policy and procedure, shall not intentionally interfere in the normal operation of the network or take any steps that substantially hinder others in their use of the network, and shall not examine, change or use another person's files or any other information asset for which they don't have the owner's explicit permission.
- The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material, software or other material shall be expressly prohibited. While PARKAR management desires to provide a reasonable level of privacy, users should be aware that the data they create on the organization's Systems remains the property of PARKAR. The organization reserves the right to access and disclose all Data that is sent, received or accessed by the organization's systems for any purpose. All such data, regardless of content or the intent of the sender, are a form of corporate correspondence, and are subject to the same internal and external regulation, security and scrutiny as any other corporate correspondence.
- All communications including but not limited to text, images, photos, videos may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. PARKAR may review communications and logs to maintain system-wide integrity and ensure that users are using the Systems in accordance with PARKAR policy. While transmitting sensitive information, users shall notify the recipient or other designated person beforehand of incoming document(s) such that the receiving party should pick up the documents immediately following the transmission.

- Users shall not carry out any other inappropriate activity as identified from time to time by PARKAR and shall not waste time or resources on non-organization business. This includes downloading bandwidth intensive content such as streaming video and MP3 music files, sharing digital photographs, etc.
- Employees are responsible for exercising good judgment in the personal use of organization systems. In the absence of specific policies regarding personal use of organization systems, employees should consult their supervisor or manager for guidance. The distribution of any information through the Internet (including by e-mail, instant messaging systems and any other computer-based systems) may be scrutinized by PARKAR and also reserves the right to determine the suitability of the information. Information processing facilities, assets including PCs, Laptops, iPads, tablets, mobile devices, workstations and network devices shall only be used by authorized personnel upon the approval of the respective owner.
- Critical technologies usage:
  - Explicit approval from authorized parties to use the technologies.
  - All technology use shall be authenticated with user ID and password or other authentication item
  - A list of all devices and personnel authorized to use the devices.
  - A method to accurately and readily determine owner, contact information, and purpose.
  - Acceptable uses for technology.
  - Acceptable network locations for the technology.
- PARKAR reserves the right to audit networks and organization systems on a quarterly basis to ensure compliance with this policy.

### **3.2 Security and Proprietary Information**

- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords shall be changed in accordance with PARKAR Password Policy.
- All PCs, laptops, iPads, tablets, mobile devices and workstations that access PARKAR network or systems shall be secured with a password-protected screensaver with an automatic activation feature when the device will be unattended. Because information contained on portable devices is especially vulnerable, special care should be exercised. Users shall protect portable devices in accordance with the PARKAR Mobile Device Policy.
- Postings by employees from PARKAR email addresses to newsgroups or social media networks such as Facebook & Twitter should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of PARKAR, unless posting is in the course of business duties in accordance with PARKAR social media Policy.
- Users shall use discretion when discussing Organization "Confidential" information. When possible, specific references to names and other identifiers should be excluded.
- Employees shall not disclose Organization information over voice systems without identifying the caller. If the caller requests for "Confidential" information, users shall adhere to PARKAR's Data Classification policy for dissemination.



- Users shall use voice systems only for business usage.
- All devices used by the employee that are connected to organization systems, whether owned by the employee or PARKAR shall comply with all PARKAR Policies.
- Employees shall use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.
- While printing "Confidential" information, users shall be aware of the printer location and its vicinity and ensure that printed documents are retrieved immediately.
- User shall use printer only for department usage.

### **3.3 Unacceptable Use**

- Under no circumstances is an employee of PARKAR authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing organization systems. For guidance in such matter's employees should consult their supervisor or manager.
- The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities.
- The list below is by no means exhaustive, but attempts to provide a framework for activities, which fall into the category of unacceptable use.
  - Sending or posting discriminatory, harassing, or threatening messages or images
  - Stealing, using, or disclosing someone else's code or password without authorization
  - Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
  - Sending or posting messages or material that could damage the organization's image or reputation.
  - Participating in the viewing or exchange of pornography or obscene materials.
  - Sending or posting messages that defame or slander other individuals.
  - Attempting to break into the computer system of another organization or person refusing to cooperate with a security investigation.
  - Jeopardizing the security of the PARKAR Systems.
  - Sending or posting messages that disparage another organization's products or services.
  - Unauthorized use of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation or distribution of any copyrighted software for which PARKAR or the end user does not have an active license.

### **3.4 System and Network Activities**

The following activities are strictly prohibited:

- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to the export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a PARKAR computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

- Making offers of products, items, services; or engaging in commercial activities originating from any PARKAR account unless it is part of normal job duties.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning shall be expressly prohibited unless prior notification to PARKAR Management is made and approved.
- Executing any form of network monitoring which shall intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Network.
- Providing information about, or lists of, PARKAR employees to parties outside PARKAR.
- Use of organization systems by anyone other than the authorized employee, unless required for performance of job, such as allowing access to a vendor/contractor if required. This restriction includes but is not limited to use by family members of organization systems.

### **3.5 Email and Communications Activities:**

Email and communication activities are defined in PARKAR Email Use Policy.

### **3.6 Internet Use**

Internet usage policy is defined in PARKAR Internet Use Policy

### **3.7 Blogging**

Policy is documented in PARKAR Social Media Policy.

### **Probationary Period**

You shall be on probation for a period of 3 months commencing from your date of joining ("Probationary Period"). The organization shall monitor and assess your performance during the Probationary Period. If the organization determines, at its discretion, that your performance is satisfactory, it shall confirm your employment in writing at the end of the Probationary Period. The organization reserves the right to extend the Probationary Period for an additional period of 3 months at its discretion. Until confirmed in writing, your employment shall not be deemed confirmed. The organization may terminate your employment upon fifteen (15) days' notice during the Probationary Period.

### Performance Improvement Plan

**Performance Concerns:** Parkar seeks to help employees who may have difficulty meeting the company's performance expectations. In cases where low performance is noticed, the employee will be warned that their performance is unsatisfactory and will be counseled on the specific changes that are required to bring their performance to satisfactory levels.

If the employee's job performance continues to be unsatisfactory, he/she will be placed on a Performance Improvement Plan (PIP). A PIP extends over a minimum period of 30 days. PIP is a process that:

1. Reminds you about what areas of your performance need improvement.
2. Provides you with the opportunity to bring your performance to satisfactory levels and informs you of the consequences of failing to meet these performance expectations.

If the employee's performance during the PIP does not improve, he/she may be reassigned to a different project or the employment contract will be terminated. If the performance improves satisfactorily, the PIP will be concluded as successful. Any subsequent reversion to unacceptable work performance, however, may result in an immediate discharge without further notice. Please note that the standard notice period observed by the organization would not be applicable in the case of a PIP in progress. In case the employee resigns during the course of the PIP, the organization reserves the right to either process the separation immediately or ask the employee to complete the remainder of the PIP period.

### Separation Policy

#### PURPOSE

The Policy defines set procedures for handling all aspects of employee resignation or termination. It is aimed to ensure smooth separation of the Employees from the organization. When an employee decides to separate from the organization it is essential to identify and analyze the reasons of employee separation & also to try and retain good performers. The policy helps in ensuring the exit, termination and separation of Employees is managed efficiently and effectively.

#### SCOPE

All full-time Employees of Parkar. The exit policy would be applicable whenever Employees cease employment with Parkar. This includes the termination of employment through resignation, retirement, or dismissal.

#### SEPARATION TYPES

##### **VOLUNTARY SEPARATION:**

A voluntary separation is when an Employee submits resignation to immediate manager in e-mail communication or through HRMS.

##### **INVOLUNTARY SEPARATION :**

An involuntary separation of employment is a company-initiated dismissal of an employee. This may take place due to reasons like,

1. **Performance Concerns:** Parkar seeks to help employees who may have difficulty meeting the company's performance expectations and follows the procedure described in this policy to help the employee improve their performance. If the employee's performance does not improve satisfactorily, then the Company reserves the right to terminate the employment in which case the employee will be required to serve a notice period as provided in this policy.
2. **Disciplinary concerns:** The following acts or omissions on the part the Employees shall amount to serious misconducts & may result in an immediate discharge without further notice:
  - o Violates any of the PARKAR's policy/policies
  - o Falsifying or withholding information on your employment application that did or would have affected Parkar's decision to hire you (this conduct will result in your immediate termination)
  - o Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records
  - o Failure to complete required time records or falsification of such time records
  - o Insubordination
  - o Negligence in the performance of duties likely to cause or causing personal injury or property damage or work in progress;
  - o Fighting, arguing or attempting to injure another
  - o Destroying or willfully damaging the personal property of another, including Parkar's property
  - o Breach of confidentiality
  - o Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the public or disclosing such information that damages the interests of Parkar or its customers or vendors
  - o Placing oneself in a position in which personal interests and those of Parkar are or appear to be conflict or might interfere with the ability of the Employees to perform the job as well as possible;
  - o Using Parkar property or services for personal gain or taking, removing or disposing of Parkar material or equipment without proper authority
  - o Gambling in any form on Parkar property
  - o Any form of Theft
  - o The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Parkar premises at any time
  - o Carrying or possessing firearms or weapons on Parkar property
  - o Engaging in discriminatory or abusive behavior, including sexual harassment.
  - o Collection of any money without the permission of the management within the premises of the establishment
  - o Commission of any act subversive of discipline or good behavior on the premises of the establishment.
  - o Failure to observe safety instructions or interference with the safety device or equipment installed in the establishment.

**3. Termination of services due to uninformed absence from work**

If an Employee fails to report to work for 3 consecutive working days without informing her/his reporting manager, the Employee will be considered absconding.

In case the Employee does not respond to the first absconding letter/e-mail within 24 hours from the date of the letter/email, she/he would be served with a termination letter and the Employee would be separated from the system as a terminated Employee.

**RETIREMENT**

All Regular Employees would be considered as retired from employment from the date of attaining the age of 58 years as per the company records.

**DECEASED EMPLOYEE SEPARATION:**

Exit due to the death of an Employee, separation will be effective from the date of death. The HR Team will facilitate the claims of personal accident insurance/hospitalization and medical expenses insurance upon intimation. The immediate relatives of the deceased/nominees would be contacted for the settlement of dues. The payment would be made as per the nomination forms that the Employee had filled-in at the time of joining. Any advances given to the Employee will be waived off in the case of such an eventuality.

**COMMUNICATION OF SEPARATION:**

An Employee should raise a separation request in the HRMS portal. Manager's acceptance of resignation and the mutually agreed relieving date to be intimated to HR via e-mail for further processing.

**EXIT INTERVIEW:**

The employee is required to undergo the exit interview via HRMS.

**CLEARANCE FORMALITIES:**

- On the last working date, Employees need to return all company assets which includes any equipment, documents, or materials assigned to them during their tenure.
- Respective departments are required to promptly update the clearance form on the HRMS portal to finalize the clearance process.

**NOTICE PERIOD:**

- For Employees on probation, 15 days' notice period is to be served.
- For confirmed Employees 60 days' notice period shall be applicable.
- In case the company grants the employee a waiver or reduction on the notice period, there will be a recovery for the balance days which will be deducted from the Full & Final settlement. This recovery is done over the gross salary. For e. g. –  $(\text{Gross} / 30 * \text{Number of days})$ .
- In case the company terminates the employment services of an employee, Company will make the payment to the employee in lieu of the notice period, unless the termination is on account of one of the grounds described under Involuntary Separation, in which case, the organization will reserve the discretionary power with respect to notice period/payment in lieu of notice period.
- The company has the right to waive off the notice period in case of resignation/termination.
- Accrued earned leaves will be adjusted against the notice period.

**LEAVES:**

As per leave policy, an Employee may not avail of leaves while on notice period. In case of exigencies, the leaves availed would be treated as leave without pay and salary would be deducted accordingly during the full and final settlement. This deduction would be calculated on the basic salary. Employees are not required to apply for leave in such a scenario.

Any or all un-availed earned leave as on the last working date shall be encashed and payable as part of the full & final settlement, post serving mandatory notice period days. Leave encashment will be calculated basis the basic salary of the employee.

**FULL & FINAL SETTLEMENT:**

- If the relieving date of the Employee is on or before 15th of the month, the full and final settlement will be processed in the same month payroll cycle.
- If the relieving date of the Employee is after 15th of the month, then the full and final settlement would be processed in the subsequent month's payroll cycle.
- If any Employee was paid Relocation Allowance, Relocation expenses including travel, Retention bonus, advance loan or Notice period buyout then the amount will be recovered in full in case Employee leaves the employment due to any reason whatsoever within 1 (one) year of joining. Training or certification costs will be recovered from the date of expenses incurred by the company.
- In case of resignation or termination on disciplinary grounds within 1 (one) year from the date of joining, the entire joining bonus amount will be recoverable from the Employee (in case the Employee was paid joining bonus at the time of joining). In such a scenario, the Organization shall be entitled, at its discretion, to waive off/adjust the joining bonus against the salary in lieu of notice payable (if any) at the time of resignation/termination (as the case may be).
- Service Tax, if applicable on notice period recovery amount, will be adjusted in the notice period itself.
- The full and final settlement amount payable to the Employee would be directly credited to her/his salary account.
- For cases which result in recovery, the recoverable amount will be deducted from the Full and Final settlement. A soft copy of a duly signed Relieving letter would be emailed to Employee, on the employee's personal email ID on company records, post receipt of the dues in full.

**NON-DISCLOSURE AND NON-COMPETITION AGREEMENT**

On the termination of employment or on resignation the Employee shall not disclose any sensitive commercial intelligence and intellectual property and any other confidential information and trade secrets of the Company. Additionally, employee will also remain bound by the non-solicitation, non-compete, and non-disclosure obligations set forth in employee's agreement with the Company in this regard. Employees disobeying this clause shall be prosecuted by Parkar at the appropriate court, in addition to availing such other remedies as may be available to the Company under the applicable laws.

**General Terms****Violation Of Policy**

All employees are obligated to report violations of this policy to [hrops@Parkar.digital](mailto:hrops@Parkar.digital) immediately. The HR Head and Finance Head must approve any exceptions to this policy in advance.

**Enforcement**

Failure to comply with this policy may result in:

- a. Withdrawal, without notice, of access to information and/or information resources.
- b. Disciplinary action, up to and including termination.
- c. Civil or criminal penalties as provided by law.

**Document Owner and Approval**

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff in a secured centralized location with appropriate access control.