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**US 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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# INTRODUCTION

This “Employee Handbook” is a summary of the guidelines, procedures, and practices related to human resource management at Parkar Consulting Group LLC (henceforth referred to as Parkar).

The HR Team will be available to answer any inquiries (contact hrops@parkar.digital) or provide clarification on any content in this manual.

# WHO WE ARE

Founded in 2015, Parkar is a Hybrid-first company dedicated to hiring, retaining, and developing high-performing employees and teams with diverse backgrounds. We are a digital transformation and software engineering company headquartered in Atlanta, USA, and have our engineering teams across India, Singapore, Dubai and North America.

# MISSION

Creating a new paradigm & defining our karmic culture.

# VISION

The PARKAR paradigm is to be a catalyst for customer success by harnessing unlimited passion for

our people & innovation.

# OUR VALUES

**COMMITMENT**

Create a WOW factor! Good, just isn’t good enough

**INNOVATION**

Be bold & bring ideas where creativity meets usability

**INTEGRITY**

Think Right!

Feel Right!

Act Karmic!

**PASSION**

Be Nerdy,

love what you do

**DIGINITY**

**& RESPECT**

Blend your confidence with your humility

## 

# Equal Opportunity Employer

Parkar is an Equal Opportunity Employer (EOE). We are committed to hiring, training, promoting, and compensating employees based on their qualifications, skills, and experience without regard to race, color, national origin, age, religion, gender, disability, sexual orientation, or any other characteristic protected by law. This policy applies to all aspects of employment, including recruitment, hiring, promotions, transfers, layoffs, compensation, benefits, and terminations.

# Employee Classification

Employees at Parkar are classified into the following categories:

* Full-Time Employees: Employees who work 40 hours or more per week.
* Part-Time Employees: Employees who work fewer than 40 hours per week.
* Exempt Employees: Employees who are exempt from overtime under the Fair Labor Standards Act (FLSA).
* Non-Exempt Employees: Employees who are eligible for overtime pay as per FLSA guidelines.
* Temporary Employees: Employees hired for a specific project or a limited period.

# Salary Remittance

The organization shall pay employees on a bi-weekly basis, with the necessary statutory and other deductions made in accordance with federal and state laws, as well as the Employer’s standard payroll practices. These payroll practices may be updated at the Employer’s sole discretion. If the scheduled payday falls on a federal holiday, payment will be processed on the preceding business day.

# Performance Evaluation

All employees will undergo performance reviews mid-year and annually. The performance evaluation process will be managed through the HRIS (PMS portal), where goals will be set, tracked, and accessible for review throughout the appraisal period.

At Parkar, we emphasize a continuous feedback mechanism to foster seamless communication between managers and employees, enabling timely course corrections and performance improvements. These reviews also provide an opportunity for both employees and managers to discuss professional development, identify skill enhancement areas, and recommend growth opportunities within the organization.

# Discipline

Discipline at Parkar shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may be:

1. Verbal Warning
2. Written Warning
3. Dismissal Warning

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault or wilful neglect of duty. In all those cases, documentation would be included in the employee’s personnel file.

# Working Hours

The working hours are 40 hours weekly (Monday through Friday) inclusive of breaks. All employees are expected to work 8 hours per day.

Employees are required to notify their supervisor, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee’s reporting manager as soon as can reasonably be expected. At the discretion of the reporting manager, depending on circumstances, employees may be allowed to work from home for specific periods of time. As a courtesy, the functional manager should also be notified of absences.

# Paid Time Off (PTO) and Holidays (2025)

* **Vacation Days**: Full-time employees are eligible for [15 days] of paid vacation per year, accruing monthly. Employees must submit vacation requests at least [2 weeks] in advance for approval.

These vacation days are calculated based on the calendar year, running from January to December. For those who join the company mid-year, the paid vacation will be prorated according to their start date. It is important to note that any unused annual leave remaining at the end of December will not be carried over into the next calendar year, nor will it be eligible for encashment. Any remaining vacation days will lapse if not utilized by the end of December.

* **Holidays**: The Company observes the following paid holidays:

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Holiday** | **Date** | **Day** |
| USA | New Year's Day | 01-Jan-25 | Wednesday |
| USA | Memorial Day | 26-May-25 | Monday |
| USA | US Independence Day | 04-Jul-25 | Friday |
| USA | Labour Day | 01-Sep-25 | Monday |
| USA | Thanksgiving | 27-Nov-25 | Thursday |
| USA | Thanksgiving (Friday after) | 28-Nov-25 | Friday |
| USA | Christmas Eve | 24-Dec-25 | Wednesday |
| USA | Christmas | 25-Dec-25 | Thursday |

* These holidays are updated annually and displayed on Keka.

# Health and Safety

* The Company is committed to providing a safe and healthy work environment for all employees. Employees are required to follow safety protocols and report any unsafe conditions or accidents immediately to HR or their supervisor.
* In compliance with the Occupational Safety and Health Act (OSHA), the Company will ensure that workplace conditions are safe and that employees are properly trained to use equipment safely.
* The Company also complies with Georgia’s workers' compensation laws and provides workers' compensation insurance to employees who are injured on the job.

# CESSATION OF EMPLOYMENT

Employment with Parkar would be at-will employment. Cessation of employment is an inevitable part of personnel activity within any organization. Below are examples of some of the most common circumstances under which employment may be terminated:

* Resignation - voluntary employment termination initiated by an employee.
* Discharge - involuntary employment termination initiated by the organization.
* Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
* Retirement - employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

# 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:

* Violates any of the PARKAR’s policy/policies
* 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)
* Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records
* Failure to complete required time records or falsification of such time records
* Insubordination
* Negligence in the performance of duties likely to cause or causing personal injury or property damage or work in progress;
* Fighting, arguing or attempting to injure another
* Destroying or willfully damaging the personal property of another, including Parkar’s property
* Breach of confidentiality
* 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
* 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;
* Using Parkar property or services for personal gain or taking, removing or disposing of Parkar material or equipment without proper authority
* Gambling in any form on Parkar property
* Any form of Theft
* 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
* Carrying or possessing firearms or weapons on Parkar property
* Engaging in discriminatory or abusive behavior, including sexual harassment.
* Collection of any money without the permission of the management within the premises of the establishment
* Commission of any act subversive of discipline or good behavior on the premises of the establishment.
* 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.

## **RESIGNATION**

Employees must give the Employer two [2] Month(s) notice of resignation. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived.

# Insurance Policy

All statutorily mandatory insurance policies for employees will be taken by Parkar in accordance with applicable laws.

# Bench Policy

Employees who are not assigned to a project will be placed on bench status for a maximum period of 60 days. During this time, they are expected to actively participate in upskilling programs, internal projects, or any assigned training to enhance their readiness for upcoming opportunities.

Company reserves the right to either move the associate to other projects within or outside US, within Parkar Group) post the bench period. Further employment arrangements will be determined based on business needs and available opportunities at that time.

# CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

## Confidential Information

From time to time, employees of Parkar may come into contact with information that is deemed confidential, including but not limited to information about Parkar’s employees, suppliers, finances and business plans. Employees shall not disclose such information for whatever reason.

Furthermore, any such confidential information, obtained through employment with Parkar must not be used by an employee for personal gain.

## Intellectual Property

Any intellectual property, such as, business plans, trademarks, copyrights and patents, and any work created by an employee during the course of employment at Parkar shall be the sole property of Parkar and the employee is to waive all rights in favour of Parkar. Salary paid to the employee while at Parkar shall be considered an adequate consideration for the purpose of assignment of the intellectual property in favour of Parkar or any such entity or person nominated by Parkar.

## IT Information Storage and Security

Any storage devices (CD, USB, etc.) used by employees at Parkar, located at Parkar address are considered the property of Parkar. Furthermore, it should be understood by employees, that company assets should be used for company business only during normal working hours. Downloading of personal materials on company assets can be harmful to said equipment and should not be done.

# 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**

**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.

**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.

**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.

**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.

**Email and Communications Activities:**

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

**Internet Use**

Internet usage policy is defined in PARKAR Internet Use Policy

**Blogging**

Policy is documented in PARKAR Social Media Policy.

# HARRASSMENT

Parkar works hard to create a harassment-free environment for its employees. Mutual respect, along with cooperation and understanding, must be the basis of interaction between all staff. Parkar will neither tolerate nor condone behaviour that is likely to impact the dignity or morale of an individual, or create an intimidating, aggressive or offensive environment.

Harassment can be defined as:

* Any *unwelcome action by any person*, whether verbal or physical, on a single or repeated basis, which humiliates, degrades or makes the other person feel uncomfortable. “Unwelcome”, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.
* *Racial harassment* is defined as any unwelcome comments, racist statements, slurs, jokes, literature or pictures and posters which may intentionally or unintentionally offend another person.
* *Sexual harassment* is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like pictures, physical contact of any kind.

# AMENDMENTS TO POLICY

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

# 

# VIOLATION OF POLICY

All employees are obligated to report violations of this policy to [hrops@parkar.digital](mailto:hrops@parkar.digital) immediately.

# 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. The current version of this document is available to all members of staff in a secure centralized location with appropriate access control.

**IF YOU HAVE ANY COMMENTS OR SUGGESTIONS REGARDING THE CONTENT OF THE EMPLOYEE HANDBOOK, PLEASE DIRECT THEM TO THE HR TEAM. WISHING YOU A LONG AND REWARDING CAREER AT PARKAR!**