
ANNEXURE-C

COMPANY POLICIES

Employees are expected to adhere to all the terms and conditions of this policy. Compliance with these terms is crucial for both individual success and the overall success of the organization. During the employment with Alferix Infotech Private Limited, employees will be governed by the company's policies listed below, as well as any amendments made to them over time.

1. Responsibilities:

In view of the employee's position, the employee must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. The employee is expected to consistently maintain exemplary conduct and decorum. We at Alferix are committed to ensure "Integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of the terms of employment with Alferix.

2. Hours of work:

The standard working day comprises eight hours plus a one-hour lunch break. Normal hours are 9:00 a.m. to 6:00 p.m., Monday through Friday, but shifts may vary based on project needs and can be scheduled anytime, 24/7, year-round. The company may adjust working hours as per the project needs. Employees must work shifts assigned by their Reporting Manager, with any changes communicated in advance.

3. Salary:

The Company will provide salary as outlined in the appointment letter, payable on a regular monthly basis before the 5th of each month.

4. Performance Review

The employee's growth in terms of role, compensation etc. in the Company will solely be based on the successful performance of their duties and responsibilities in the company. All employees will undergo a **probationary period of six months**.

If the employee's performance is unsatisfactory during probationary period, the company can release them from employment without any notice period. Performance and compensation reviews will be conducted annually for all employees. In case of any specific clauses mentioned in the appointment letter, those will take precedence.

5. Dress Code

Belonging to a professional organization demands always maintaining high personal standards, including strict adherence to the company's dress code. When hosting or attending client meetings or formal events, opt for formal attire to align with our standards of professionalism.

For Men:

Half or full-sleeved collared shirts, collared t-shirts, formal trousers, or single-colored full-length jeans with appropriate footwear. Avoid wearing t-shirts without collars. Footwear such as sandals or flip-flops is not permitted.

For Women:

Options include sarees, salwar suits, leggings with kameez, kurtis, tops, collared shirts/t-shirts, formal trousers, or single-colored full-length jeans with appropriate footwear.

6. Conflict of Interests:

All the employees are required to engage themselves exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly. The employees shall ensure that they shall not directly or indirectly engage in any activity or have any interest in or perform any services for any person who is involved in activities, which shall conflict with the interests of the company.

During the employment period and for a period of one year from the cessation of your employment with Alferix (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage any employee of Alferix to terminate their employment with Alferix.

7. Restrictive Covenants:

The Employee acknowledges that the Company holds commercially valuable proprietary information vital to its success. The Employee, due to their position, may access this information and must keep it secret and confidential during and after their employment. Disclosure of such information will be considered a criminal breach of trust, leading to legal action.

Additionally, any process, procedure, invention, or software developed or improved by the Employee while employed at Alferix is the Company's intellectual property. The Employee will not claim rights or disclose these developments and agrees not to seek IPR, patents, or trademarks for any work created during their employment.

8. Notice Period:

If an employee decides to resign, they are required to serve a 90-day notice period starting from the date of resignation.

The Company may, at its sole discretion, allow an early release by:

- Adjusting accumulated paid leave towards part or all the notice period, and/or
- Permitting the employee to compensate the Company for the notice period by paying the 'Basic' component of their salary.

Any request for early release is entirely at the Company's discretion. The Company reserves the right to either disburse or deduct salary in lieu of the notice period.

If the company chooses to relieve an employee from their position, they can do so by offering compensation equal to three months of the basic salary component. However, if the termination is due to misconduct, misdemeanor, unsatisfactory performance, or disciplinary issues, the company may terminate the employee immediately without notice or compensation.

9. Assistance in Litigation:

Upon reasonable notice, the Employee shall provide the Company with any necessary information and appropriate assistance in connection with any litigation involving the Company, either during or after the term of their employment.

10. Severability:

If, for any reason, any provision of this policy is held invalid, all other provisions of this policy shall remain in effect.

- 11. Gift policy:** The Company strictly prohibits employees from accepting gifts in any form from the Company's clients and vendors. This policy is in place to maintain the highest standards of integrity and professionalism, ensuring that business decisions are made impartially and free from any potential influence or bias.

12. Holiday and Leave of Absence:

Refer to the ANNEXURE – D for more details

Company Holidays: The Company will announce the list of holidays observed each year for 10 days. This list for the next calendar year will be released in the first week of December.

Each active employee who has been with the company will be entitled to the following Leave benefit. Approval of leave rests with the respective reporting manager. Employees are expected to give a oral/email communication/apply in HRMS portal to the Reporting Manager prior to taking leave.

i. Casual Leave: Employees are entitled to a total of 12 Casual Leaves per calendar year (Jan to Dec).

ii. Earned Leave: Each employee accrues 1 Privilege/Earned Leave per month, which can only be taken after it has been earned. Unused Earned Leaves can either be encashed at the end of the year or carried over to the next year.

iii. Bereavement Leave: In the unfortunate event of a loss or demise in the immediate family, employees are eligible for 3 days of Bereavement leave.

iv. Maternity Leave: Maternity leave is granted to women employees with a minimum service period of 18 months, subject to ESI policy.

v. Special Occasion Leave: Employees with a minimum service period of 12 months are entitled to 5 days of paid leave for their wedding.

Employees must communicate with their client reporting manager about their scheduled leave and holidays at least a week in advance.

If an employee takes **uninformed leave for one week**, it will be treated as unpaid leave for 9 days covering both the weekends, even if CL/PL are available.

If an employee takes **uninformed leave for two consecutive weeks**, the employee will be relieved from their duty without any compensation or notice period.

I have completely read this employment policy, and the ramifications of this policy have been fully explained to me and understood by me. I further agree, without reservations, to adhere to this agreement.

Agreed and accepted,

Signature:

Name:

Date:

ANNEXURE-D

LEAVE, ATTENDANCE & WFH POLICY

All leave requests /WFH requests must be submitted and approved via the HRMS portal-KEKA

Bereavement Leave

In the unfortunate event of a loss or demise in the immediate family, employees are eligible for 3 days of Bereavement leave.

- A total of 3 days of leave will be allocated in a year beginning January till December.
- Bereavement leave can be applied by an individual or by a manager on behalf of the individual.
- Both full-day and half-day bereavement leave can be requested.
- An individual can apply for leave for a past day, but not beyond 28 calendar days back.
- Bereavement Leave requires comment while applying leave.
- Bereavement Leave cannot be applied when in notice period.

Casual Leave

Casual leave is general leave. This leave is for an employee to attend to his/her personal tasks, etc. Casual Leaves are intended for situations beyond an employee's control, such as illness or attending to personal matters.

- An individual is allocated a total of 12 days of leave in a year beginning January 2024 till December 2024.
- They can consume this leave in the same year it is accrued or credited.
- Employees joining in the middle of the year will receive Casual Leave on a prorated basis. Casual Leaves cannot be carried forward and must be utilized within the same year. Encashment for Casual Leaves is not permitted.
- Approval from the reporting manager must be obtained on the initial day of reporting after utilizing casual leave.
- Employees departing from the company during the year, regardless of the reason, will be eligible to receive prorated casual leave based on their months of service.
- Casual leave can be applied by an individual or by a manager on behalf of the individual. Both full-day and half-day casual leave can be requested.
- An individual can apply for leave for a past day, but not beyond 5 calendar days back.
- Casual Leave requires comment while applying leave.
- All Leave balances expire or get reset at the start of year.

Paid Leave/ Earned Leave

This leave will be paid when not used and employees can avail 1 Paid Leave /month.

- An individual is allocated a total of 12 days of leave in a year beginning January 2024 till December 2024. They can consume this leave in the same year it is accrued or credited.
- While an individual's annual quota is 12 days, they are not eligible to consume all of those leave right away. Accrued leave balances are the leave available for them to consume at any time. As per their leave plan, Paid Leave/Earned Leave accrues once every month on the last day. So their leave quota of 12 leave will be accrued once every month at the rate of 1 day.
- At any given time, they are limited to applying for those many leave days that got accrued as of the date when a leave request is made and not on a future day for which leave is applied. For example, if an individual is applying for leave on March 01 for a leave on April 12th, leave accrued as of March 01 are considered.
- Paid Leave/Earned Leave can be applied by an individual or by a manager on behalf of the individual. Both full-day and half-day of Paid Leave/Earned Leave can be requested.
- For applying for a leave duration of 2 or more days, they need to apply at least 7 calendar days before, of which there must be at least 4 working days.
- For applying for leave duration of 1 or more days, they need to apply at least 3 calendar days before, of which there must be at least 2 working days.
- An individual can apply for leave for a past day, but not beyond 28 calendar days back.
- Paid Leave/Earned Leave requires a comment when applying for leave.
- At the end of leave calendar year which is (Dec 2024), all Leave balances get paid to the employee.

Unpaid Leave

Unpaid leave refers to "Loss of pay"

- Unpaid Leave can be applied for by an individual or by a manager on behalf of the individual. Both full-day and half-day of Unpaid Leave can be requested.
- An individual can apply for leave for a past day, but not beyond 28 calendar days back.
- Unpaid Leave requires a comment when applying for leave.

Comp Offs

This leave type is used to provide additional leave for the work done by employees on off/holidays.

- Comp Offs can be applied by the individual themselves or by their manager on their behalf.

- Comp Offs can be applied for both full day & half-day.
- Comp Offs requires comment while applying leave.
- An individual can apply for leave for a past day, but not beyond 5 calendar days back.

Remote Punches/Clock-In

Attendance is tracked through clock-in/out actions performed using the Keka mobile app. Continuous punches (every 30-minute interval) to track location have been enabled. This service will start when an individual clocks in using the Keka mobile app.

Work from Home (WFH)

- Employees are permitted to work from home (WFH) for up to 4 days per month, not more than 2 days per instance.
- Requests for WFH must be for full days only and require approval from their respective Reporting Manager at least 3 days before.
- Additionally, employees must notify all project heads and HR about their WFH requests.
- When working from home, employees must maintain their productivity, utilize their time effectively, and ensure they do not miss any calls or meetings.
- Travel cannot be used as an excuse for absences, and missing meetings during WFH is strictly prohibited.
- Effective July 1, 2024, all employees designated to work from the office as specified during hiring are required to report to the office without exception.

Regularization & Partial Day

- In case of penalization due to attendance discrepancy, an individual is allowed to request regularization. They are allowed to raise regularization requests for the past 3 days.
- Additionally, they are permitted to apply for the following partial workday requests, based on the number of instances in a month:
 - 2 instances of late arrival: An individual is allowed to request for 120 minutes each instance of late arrival (after shift start time).
 - 2 instances of early leaving: An individual is allowed to request for 120 minutes each instance of early leaving (before shift end time).
 - Anytime during the shift: You are allowed to request for 60 minutes (each instance) of partial day leave (during the shift)
- Approval is required for all Regularization/Partial Day requests.

ANNEXURE-E

SECURITY PROTOCOLS

Adherence to Company's Client Security Requirements

When working for any of the Company's clients, the employees shall ensure full understanding and compliance to all applicable security requirements, policies, standards, and procedures of Company's client.

Protection of Information

Employees shall ensure the Company's and its client's processes and security requirements are adhered, required security controls and practices are followed to ensure confidentiality, integrity and the availability of Company's and its client's information or data are always protected.

The employees shall ensure the Company's and its client's information or data that are entrusted to them is always secured and protected from unauthorized, malicious, fraudulent access and/or usage.

Do's and Don'ts

- ✓ Ensure strong passwords are set for their working environment. Do not reveal Company or client passwords (credential of Active Directory / email, VPN, applications, database etc.) to others or allow use of Alferix/client's IT Resources by others. This includes managers, team members, auditors, family, friends, or any other.
- ✓ Due care (not saving information or data locally, not saving passwords, removal, and deletion of sensitive information or data, avoiding sensitive transactions etc.) shall be taken while using shared/public machines (kiosks) while accessing the company information or data.
- ✓ Use your Alferix/Client email ID only for official purposes and shall not share the same in online forms/forums etc.
- ✓ Beware of phishing emails and other fraudulent methods used by hackers like social engineering (the use of deception to manipulate individuals into divulging confidential or personal information or data that may be used for fraudulent purposes), etc.

- ✓ Do not forward chain mails. Do not click on spam or phishing or suspicious email links, attachments, or suspected malware. Always promptly report them to the respective authorities.
- ✓ Do not indulge in any form of fraudulent activities, like outsourcing the work to unauthorized individuals/groups by means of sharing information or data over screen share, e-mail etc.
- ✓ Always use only licensed and authorized software. Do not violate the licensing terms and conditions and download unauthorized software even if it is for a business-critical need.
- ✓ Refrain from using Unauthorized Peer to Peer (P2P) software and sharing folders.
- ✓ Do not attempt to modify or disable the security tool installed in your laptop like anti-virus etc.
- ✓ Do not share any Personally Identifiable or sensitive Information or data (Including, but not limited to email id, contact number, health information or data, financial information, or data etc.) of any individual, including Alferix employee(s) /third parties'/Alferix clients with any unauthorized recipients and/ or without the express consent of the concerned individual (s).
- ✓ Do classify all documents, information, and data as per the sensitivity and adopt appropriate protection measures
- ✓ Do follow the secure coding practices applicable to the project.
- ✓ Do lock the screen of your computer when unattended or before going away.
- ✓ Do discuss with your Alferix manager if any query on your security responsibilities, process to follow, etc.

Reporting of Security Incidents

The employees shall immediately notify any actual or potential incident that might impact confidentiality and/or integrity and/or availability of the company or Company's client information or data or asset and might lead to a security or data breach. The employees shall notify the incident to his or her Alferix Reporting Manager or email to hr@alferix.com

Disciplinary Action

Any employee found violating any security requirements in this document and/or misusing any of company's or its client's IT resources and infrastructure (like email, internet, instant messaging, collaboration platforms, desktop/laptop, mobile devices, etc.) and/or engaging in unethical, illegal, defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, fraudulent activities, unauthorized outsourcing of work activities, impersonation, malicious activities, unauthorized usage or sharing of information or

data and/or access, or any action that violates the security requirements in this document and/or impacts reputation and goodwill of Alferix or its clients, and/or not in the best interest of Alferix and its clients, will be subject to strict disciplinary and/or legal actions as applicable and relevant.

Employees shall be responsible for all losses which Alferix, or its clients may face due to any breach or violation of security requirements in this document, or any malicious activity listed in the above point, which is attributable to the subcontractor and the company may initiate appropriate disciplinary and/or legal action as applicable.

Signature:

Name:

Date:

ANNEXURE-F

ANTI- SEXUAL HARASSMENT POLICY

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013(hereinafter referred to as the 'Act') is the law that provides protection to women against sexual harassment at workplace in India and details the mechanism in place to deal with complaints of sexual harassment.

Sexual Harassment is defined under the Act to mean the following unwelcome acts or behavior, amongst others:

- (a) Physical contact and advances; or
- (b) A demand or request for sexual favors; or
- (c) Making sexually colored remarks; or
- (d) Showing pornography; or
- (e) Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

The Act provides for the constitution of an Internal Committee by every organization, to which an aggrieved woman can complain to, if she is subjected to sexual harassment.

During the pendency of the inquiry before the Internal Committee, the employer can grant the following reliefs:

- (a) Transfer the complainant or the respondent to any other workplace; or
- (b) Grant leave to the complainant for a period up to 3 months; or
- (c) Recommend restraining the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report and assign the same to another officer.

Under the Act, an inquiry must be completed by the Internal Committee within 90 (ninety) days. On completion of the inquiry, if the Internal Committee concludes that the allegation of sexual harassment stands proved, then the Internal Committee can direct the employer to take any one of the following actions:

- (a) Written Apology
- (b) Warning to the Respondent
- (c) Reprimand or Censure
- (d) Withholding of promotion or pay rise or increments.
- (e) Terminating the Respondent from service

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- (f) Undergoing a counselling session
 - (g) Carrying out community service.

I hereby acknowledge that I have read and understood the above note that details the key features of the Act and the mechanism in place to deal with complaints of sexual harassment. I further acknowledge that while the Act is restricted to sexual harassment faced by women in a workplace in India, I am entitled to approach appropriate forums under the law for any harassment that is not specifically covered under the provisions of the Act.

Signature:

Name:

Date:

ANNEXURE G

SEPARATION PROCEDURES

On termination of employment for any reason, Employee will comply with the Company's termination procedures, sign all documents, and return all Company property. Upon Termination of employment, the Employee will forthwith deliver to the company all documents, data, records, equipment's, computer programs, software codes and information acquired or coming to the knowledge and custody of the Employee in connection with the Employee's activities as an Employee of the Company.

The employee is required to fulfill the notice period diligently and return all assets on the final day of the notice period.

The Company will not be obliged to pay the dues, if any, till the Employee has completed all the separation procedures. The experience letter and full and final settlement for the employee will be processed within 30 days following the return of assets in satisfactory condition.

The separation procedure, following the submission of a resignation, involves the following steps:

1. Complete Notice period
2. Get RM-NOC from Reporting Manager
3. Handover the devices & get HR-NOC from HR for devices & claims
4. Submit the RM-NOC & to HR-NOC on or before final reporting day.
5. Full & Final settlement in 30 days.

Employees who have regularly worked from home are required to send their laptops back safely via courier. The laptops must be properly packed using appropriate packing materials and placed in a suitable box. If the laptop is damaged during transit, the cost will be deducted from the employee's final settlement. The company will cover the courier charges during the final settlement, provided the laptop arrives safely at the office. Additionally, the laptop should not be formatted.

Signature:

Name:

Date:

ANNEXURE-A- COMPENSATION DETAILS

ANNEXURE-B- DOCUMENTS NEEDED

ANNEXURE-C – COMPANY POLICIES

ANNEXURE-D- LEAVE, ATTENDANCE & WFH POLICY

ANNEXURE-E-SECURITY PROTOCOLS

ANNEXURE F- ASH POLICY

ANNEXURE G- SEPARATION PROCEDURES

SEPARATE DOCUMENT - EMPLOYEE BENEFITS