



EMPLOYMENT POLICY

Employment Policy

A. Purpose

Codeable believes in establishing a relationship with people which is mutually beneficial, long term and focused on development. This policy aims at setting employment guidelines for permanent and contractual, management and non-management employees at all levels across Codeable.

B. Scope

This policy aims at setting employment guidelines for permanent and contractual, management and non-management employees at all levels across Codeable.

C. Guidelines

1. Offer Letter Email

Each successful candidate will receive a formal offer letter from Codeable's Talent Acquisition team via email, this document will highlight the key terms and conditions of an individual's employment, including but not limited to:

- a) Division
- b) Department
- c) Line Manager
- d) Monthly Remuneration
- e) Location
- f) Expected Joining Date
- g) Standard Benefits etc

2. Appointment

a) On the day of joining each candidate will receive the following documents, which need to be signed for acknowledgement and acceptance purposes:

- o Appointment Letter
- o Welcome Letter

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- o Legal Documentation
- o Benefits Enrollments Details

b) These documents will contain information regarding monthly remuneration, nature of employment and any other terms applicable to the employment of the individuals at Codeable.

c) These documents should be duly signed via e-sign and returned via email to the Rewards & HR Ops team at hroperations@codeable.com.

d) Upon joining, an employee will be eligible for benefits being offered by Codeable to the candidates in their offer session. For details, please refer to benefits related policies.

e) An employee must provide all the documents requested by HR Department including but not limited to:

- Copy of National Identity Card
- Photographs
- Experience Letters
- Reference Letters
- Educational Certificates

3. Timings

a) All management employees must adhere to the official timings which are 9:00 am to 6:00 pm with 30 minutes flexibility.

b) Lunch break is one hour from Monday to Thursday and a two hour on Friday to accommodate for Friday prayers.

c) For teams working late during the night on projects depending on the client or are required to work till late due to business needs, must inform their Project Managers to have flexibility of timings provided they have a prior approval from their Line Manager.

d) Timings for Admin staff may vary as per their designated shifts.

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4. Probation

a) There is no probation period and the employee shall be considered a permanent employee upon his/her joining unless otherwise specified in the offer/appointment letter.

5. Leaving Codeable (Termination and Resignation)

a) Either party can give a notice of termination of employment contract to the other party at any point in time.

b) Employment may be terminated by either party giving notice period mentioned in the appointment letter or paying a sum equivalent to the monthly remuneration of the period stipulated in lieu of such notice.

c) An employee who is dismissed for misconduct, fraudulent behavior and/or professional negligence shall not be entitled to any notice or equivalent pay, and will be asked to exit the organization without Notice Period.

d) In case of resignation from services, an employee must serve the notice period as per the appointment letter unless agreed otherwise. The resignation must be submitted to the Line Manager who may accept or reject it. Upon acceptance, the Line Manager will share it with the HR department for further processing. The day on which the notice is given will be included in the notice period.

e) An employee cannot avail casual, sick or annual leave during the notice period. Any leave taken during notice period, regardless of the leave type, shall be deducted from the final settlement.

f) Employees who have resigned and are on notice period at the time of increment/bonus disbursement are not eligible for any increment/bonus.

g) Employees have to be on payroll when the increment/bonus is being disbursed.

h) Any Line Manager at his/her own discretion cannot waive his or her team member's notice period. Exceptions to this rule can only be approved by the HR. In case the notice period is not waived and the

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employee does not serve a full notice period, a maximum of 5 annual leaves (in case of one month notice period as per appointment letter) and 10 annual leaves (in case of two months notice period as per appointment letter) can be adjusted against notice period, the remainder of the notice period will be adjusted (to be paid by the employee) in the Final Settlement of the employee.

i) Company reserves the right to waive off the notice period of any employee based on project allocation and other factors. In case notice period is waived off by the company, there shall be no deduction against notice period and employees shall be paid till their last working day.

j) Employees who are not enrolled in Provident Fund and/or who have any outstanding payable to the company, their last salary will be released with the full & final settlement.

k) The separating employee must undertake an exit interview with the HR personnel to share his/her feedback on the experience at Codeable. This feedback enables the organization to bring in further improvements.

l) Upon separation the company will provide the employee with a standard experience letter.

6. Return of Property

a) Employees must return Codeable's property on their last working day upon resignation or termination of employment. This includes laptops, written material or any other asset which is issued to the employees or are in his/her control.

b) Where permitted by applicable laws, Codeable may withhold from the employee's salary or final settlement, the cost of any item that is not returned when requested. The company may also take any action it deems appropriate to recover or protect its property.

7. Retirement

a) Employees shall retire at the age of 60.

b) As part of your retirement benefits, Codeable offers a Provident Fund where an employee contributes a portion of his/her salary on a monthly basis towards the retirement fund which is equally matched by the employer as well.

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c) At the time of separation from the organization, the exit checklist will be rolled out on behalf of employees by the HR Ops Department. Once the checklist is filled, final settlement will be processed.

d) Final settlement cheque will be processed in 25 working days after the last working day and employees will be informed once the settlement is deposited in their accounts.

e) Employees will be asked to sign a No Objection Certificate (NOC) to close the Final Settlement Process after the final settlement is deposited.

f) Once an NOC is signed by employees, an experience certificate will be issued to them.

8. Request for References

a) In an effort to protect and respect every member of the Codeable family, employees should refrain from providing information of any sort to their fellow colleagues.

b) Any employee who receives a request for information concerning a past or present employee should redirect inquiries to the HR Department at hroperations@codeable.com.

c) HR Department will verify any employment related information of present or past employees. Information pertaining to current employees will be cross confirmed prior to being shared with the outside entity.

D. Policy Administration

Human Resources will be the custodian of this policy. Employees must adhere to this policy. Any violation of this may result in disciplinary action up to and including immediate termination. This policy will be effective from 1st August 2021, and shall supersede all previous written and verbal policies.

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