

# Arjtech Private Ltd. Company Policy Document

## 1. Onboarding Policy

New hires will participate in a structured onboarding program designed to facilitate smooth integration into the company. This includes:

- **Orientation Sessions:** Overview of company culture, policies, and procedures.
- **Training Programs:** Instruction on key systems and tools relevant to their roles, including software development methodologies (e.g., Agile, Scrum).
- **Mentorship:** Each new employee will be paired with a mentor for the first three months to provide guidance and support.

## 2. Employee Benefits

Employees are entitled to a comprehensive benefits package, which includes:

- **Health Insurance:** 80% of premiums covered by the company for employees and their dependents.
- **Retirement Savings Plan:** Employees can contribute to a 401(k) plan with a 4% company match.
- **Paid Time Off (PTO):** 15 days of paid vacation per year, accrued monthly, plus paid holidays.
- **Professional Development:** An annual training budget of \$1,000 to support skill enhancement, including courses on emerging technologies (e.g., cloud computing, AI).
- **Employee Assistance Program (EAP):** Confidential support services available 24/7 for personal and professional challenges.
- **Bonuses:** Performance-based bonuses may be awarded annually, based on individual and company performance.

## 3. Leave Policy

Employees are eligible for various leave types:

- **Annual Leave:** 15 days of vacation time accrued monthly.
- **Sick Leave:** 10 days per year, with the option to carry over up to 20 days into the next year.
- **Parental Leave:** 12 weeks of paid leave for new parents, applicable for birth or adoption.
- **Unpaid Leave:** Unpaid leave may be requested for personal reasons and is

subject to management approval.

#### 4. Exit Policy

Employees are required to give a minimum of 2 weeks' notice prior to resignation. The exit process includes:

- **Exit Interview:** Conducted to gather feedback and insights for improvement.
- **Return of Company Property:** All company assets (e.g., laptops, software licenses) must be returned before the final paycheck is issued.

#### 5. Dress Code

Employees are expected to maintain a professional appearance appropriate for their roles. The standard is business casual attire, which includes:

- **Acceptable Attire:** Collared shirts, blouses, dress pants, and closed-toe shoes.
- **Department-Specific Guidelines:** Some roles, particularly client-facing positions, may require more formal attire.

#### 6. Safety and Health

Arjtech Private Ltd. prioritizes the safety and health of its employees by:

- **Safety Protocols:** All employees must follow established safety procedures and report any hazards immediately.
- **Training Sessions:** Quarterly safety training will be conducted to ensure awareness of best practices and compliance.
- **Remote Work Safety:** Employees working remotely must ensure their home office meets safety standards.

#### 7. Team Change Policy

Employees wishing to transition to a different team must submit a formal request to their manager. The process includes:

- **Review Criteria:** Requests will be evaluated based on performance, fit, and the availability of positions.
- **Transition Timeline:** Changes will typically be completed within 30 days to ensure a smooth handover.

#### 8. Termination Policy

Termination of employment may occur due to various reasons such as performance

issues or policy violations. The process includes:

- **Written Notice:** Employees will receive formal documentation outlining the reasons for termination.
- **Final Paycheck:** All due payments will be processed within one pay cycle as per state laws.

## 9. Gadget Policy

Employees may be provided with necessary gadgets (e.g., laptops, phones) for work purposes. The policy includes:

- **Usage Guidelines:** Gadgets must be used for business-related activities only.
- **Care and Maintenance:** Employees are responsible for the upkeep of company-provided gadgets.
- **Return Policy:** All gadgets must be returned upon termination or at the request of management.

## 10. Notice Period

Employees are required to adhere to the following notice periods:

- **Voluntary Resignation:** A minimum of 2 weeks' notice is required.
- **Involuntary Termination:** The notice period will be specified in the termination letter based on company policy and local laws.

## 11. Remote Work Policy

Given the nature of the IT industry, remote work is supported under the following guidelines:

- **Eligibility:** Employees may work remotely based on their roles and with managerial approval.
- **Communication Tools:** Employees are required to use company-approved communication tools (e.g., Slack, Zoom) to stay connected with their teams.
- **Performance Monitoring:** Managers will monitor performance and productivity through regular check-ins and project updates.

## 12. Data Security and Confidentiality

Employees must adhere to strict data security protocols to protect company information:

- **Confidential Information:** All sensitive company and client information must be

kept confidential.

- **Data Handling:** Employees must follow guidelines for data access and sharing, including secure password practices and encryption protocols.