



Handbook
for
SIGNAL TECH SOLUTIONS LLC

PREPARED BY: SANDHYA K A
HR ASSOCIATE

Revision History

Version Number	Name of the Author	Revision Date	Reviewed by
1.0	Sandhya	19/01/2022	Avudaiyappan
2.0	Sandhya	21/01/2022	Nithya
3.0	Sandhya	28/01/2022	All Team Leads
4.0			

Table of Contents

About Signa	4
Signa's Values.....	4
Chairman's Message.....	4
Company's Structure	5
Working Hours	5
Dress Code	5
Timesheet Policy	6
Attendance Policy.....	6
Leave Policy.....	6
Work From Home	6
Medical Allowance	7
Asset Handling.....	7
Anti-Harassment.....	7
Confidentiality Policy	7
Clear Desk	7
Email Policy	8
Internet Usage Policy.....	8
Travel Policy	8
Employee Recognition Award	8
Statutory Deductions	8
Important Links	8
Escalation Detail	9

About Signa

Signa Tech was founded out of a desire to transform the way people work by leveraging the power of IT. We specialize in working with small to mid-sized companies who are dealing with mounds of data, multiple systems, inefficient processes and a lack of support.

Business intelligence and digital transformation are our specialties, but we also provide BPO services and infrastructure support.

Signa's Values

We treat each employee equally, with mutual respect and provide him or her with the required input to excel in the assigned task, as well as ongoing encouragement, thereby achieving our service goals through committed delivery.

Employees at Signa Tech will treat each other fairly, respect each other, foster a collaborative environment and prevent the appearance of unethical or compromising behaviours.

Chairman's Message

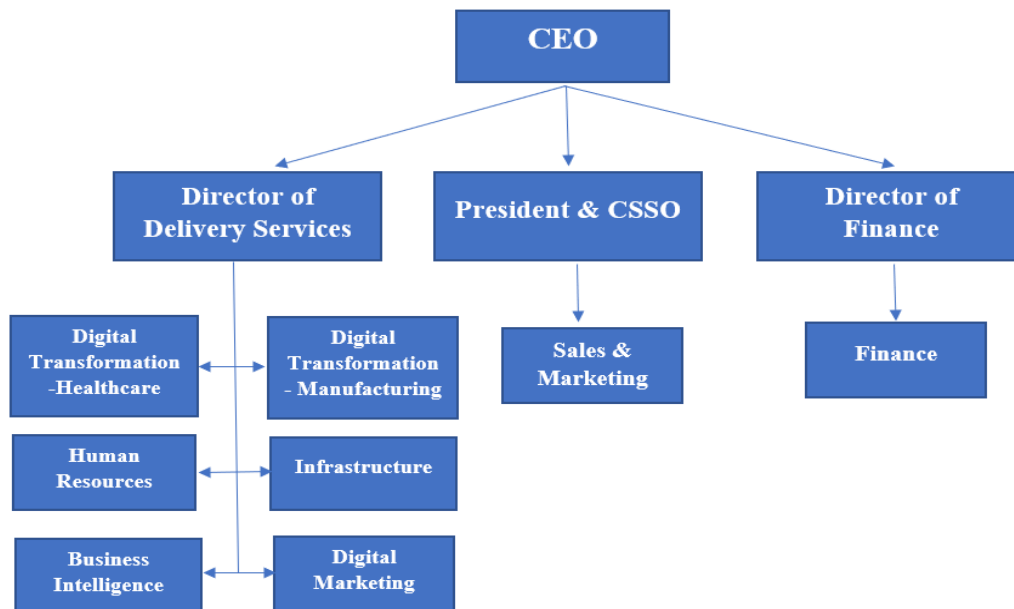
Often, small and mid-sized companies are the result of a dream – years of hard work, determination, sweat, and tears.

Our mission is to enable these dreams and simultaneously lighten the load of them.

We believe that as an owner/manager, you shouldn't be spending your time on the (necessary) but time-consuming administrative tasks that weigh down your day – you should be focusing on value-add activities: being strategic & proactive, driving revenue growth, reducing costs, and going home on time.

Signa Tech's suite of services are designed to simplify and streamline your day-to-day operations.

Company's Structure



Working Hours

We Work on Indian Standard Time (IST)

The weekday starts from Monday to Friday

Standard Office Timing: 10.00am to 7.30pm including Lunch, Snacks & Bio break

The working hours are designed to meet and exceed customer requirements. Employees may be required to extend working hours accordingly to the requirement.

Dress Code

Employees are expected to come in formal wear on the weekdays (Monday to Friday). Fridays are observed as casual day where in employees are allowed to wear business casuals. As classified below

i) Men's Dress Code

Long-sleeved shirt with collar properly ironed and Leather shoes, socks are essential.

ii) Women's Dress Code

Salwar kameez / Saree / Shirts with formal pants

i) Men Business Casuals

Casual shirts, T shirts with Collar (No Printed wordings on it), sweaters, denims, pants
Conservative athletic or walking shoes, sneakers.

ii) Women Business Casuals

Casual shirts, T-shirts, kurtis, casual dresses, skirts that are below the knee, denims,
Conservative athletic or walking shoes, sneakers.

Timesheet Policy

Employees are required to fill out a timesheet daily for internal management reference.
Timesheet will be assessed on weekly / Monthly basis.

Attendance Policy

All employees are required to give biometric twice a day (while entering office and while leaving after work). Any absence which is not regularized after two email reminders will be treated as leave.

Leave Policy

All leaves should be applied on Portal a week before proceeding on leave. In the event of an emergency, a telephonic information to the immediate reporting manager should be made, and it must be regularised on Portal within two days of resuming duty.

Earned Leave (EL) can be taken for a total of 15 days in a calendar year, with 5 days carried over to the following year and a maximum of 4 days combined. Earned Leave will be updated monthly to reflect the time off taken during that month. It will be credited at a monthly rate of 1.25 leave.

If an employee's existing leave balance is debited and he or she needs leave due to unforeseen circumstances, the employee can take unpaid leave.

Work From Home

Employees are permitted to work from home for a maximum of two days per month in unavoidable circumstances, which must be approved by the individual leads and ensure reflecting in HR Portal.

The employee should be available in teams throughout working hours to communicate with other team members. They should attend all meetings in a virtual capacity with camera on and a team's background in place.

Medical Allowance

All employees are covered under health insurance where company pays 50% of the insurance and the rest is paid by the employee themselves.

Asset Handling

Employees to take utmost care in maintaining their assets that is allocated to them, Assets are allocated only to perform official activity.

In case of any damage happened to the allocated assets due to negligence, mishandling or by any other means the company will repair / replace the asset and the employee has to borne the cost.

Request should be raised in the portal for any new / replacement of asset and the same will be fulfilled based on the approval.

Anti-Harassment

We are committed to ensure a work environment, free of any harassment and other forms of discrimination for all workers. Employees are expected to maintain a professional demeanour and demonstrate consideration for their co-workers.

Our goal is to establish an environment where employees are respected, regardless of their gender, greed, caste, or other factors. Signa has ZERO tolerance on Sexual Harassment, and it will be dealt with strict action.

All the employees should feel protected from any kind of physical / mental harassment / abuse at work.

Employees are asked to promptly notify HR of any such conduct; upon verification, company will take action based on the policy or by the decision of the management.

Confidentiality Policy

All employees are responsible for maintaining sufficient security and confidentiality. Any breach should be reported as soon as possible to the Human Resources department or their manager. Anyone who disobeys this policy will face disciplinary action as well as the possibility of legal action. Company property encompasses both tangible and intangible assets, such as desks and computer terminals, as well as information and data on those terminals.

Clear Desk

Employee should make sure that any sensitive / confidential material (hardcopy / Softcopy) is not kept in the desk. It should be kept in drawer and locked.

Computer workstations must be locked when workspace is unoccupied. Computer workstations must be shut down completely at the end of the workday.

Email Policy

Signa Tech email accounts should be used exclusively for Signa Tech business objectives only.

All use of email must be consistent with Signa Tech policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices. All Signa Tech data contained within an email message or an attachment must be secured according to the Data Protection Standard.

Internet Usage Policy

Internet usage is granted for the sole purpose of supporting business activities necessary to carry out job functions. All users must follow the corporate principles regarding resource usage and exercise good judgment in using the Internet.

Travel Policy

Travelling to customer location is allowed only with proper business justification. Before starting, travel requests should be submitted and approved from all relevant departments. No travel can be undertaken without the proper approval. Travel Claim will be reimbursed within 30 days.

Employee Recognition Award

This is to build a culture, where due appreciation and recognition is given to deserving employees to motivate them. The types of awards are as follows:

1. On the Spot Recognition
2. Employee of the Month
3. CEO Award
4. Team Player
5. Employee Service Award

Statutory Deductions

Signa follows all the government norms and guidelines towards the statutory deductions.

Important Links

- i. Email – <https://office.com>
- ii. Time Sheet – To update your Effort - <https://timesheet.signatechservices.com/Views/index.html#!/>
- iii. HR Management – For Leave & Salary - <https://apps.paybooks.in/mylogin.aspx>
- iv. Asset Management – For asset request - <http://192.168.1.20:8080/login>
- v. AD self-service Portal – To reset & unlock your account - <https://adselfservice.signatech.com/authorization.do>

Escalation Detail

Question related to	Mail id	Escalation	Email id	Contact Number
Infrastructure	techsupport@signatech.com	Avudaiyappan	avudaiyappan.ar@signatech.com	+919499018021
HR & Admin	hr@signatech.com	Nithya	Nithya.r@signatech.com	+919486114014
Harassment / Discrimination	incident@signatech.com	1. Nithya 2. Pavan 3. Siva 4. Girija	Nithya.r@signatech.com pavan.k@signatech.com sivapunniyam@signatech.com Girija.j@signatech.com	+919486114014 +919880274759 +12629555234 +12629555235
Any Other Issues	Respective Supervisor	Pavan	pavan.k@signatech.com	+919880274759