**Agaram Technologies**

**Vision -** A vision is a clear, inspirational, and long-term desired future state of what an individual or organization wants to achieve.

**Mission -** A mission is a concise explanation of an organization's or person's reason for existence like what they do, who they serve, and how they do it.

**VISION OF AGARAM TECHNOLOGIES**

To lead the global transformation of laboratory operations through innovative, fully digital, and compliant informatics solutions.

**MISSION OF AGARAM TECHNOLOGIES**

To empower laboratories and research organizations with intuitive, enterprise‑grade automation software that ensures data integrity, compliance, and seamless integration, while delivering exceptional user experience and support.

**HR POLICIES OF AGARAM TECHNOLOGIES**

**1.0 Introduction**

This document outlines the Human Resources policies of Agaram Technologies, designed to foster a professional, productive, and balanced work environment. These policies apply to all full-time employees and interns unless otherwise specified and are subject to change in accordance with company needs and legal requirements.

**2.0 Equal Employment Opportunity & Non-discrimination**

Agaram Technologies is an Equal Opportunity Employer. We are committed to a work environment free of discrimination and harassment. It is our policy to provide equal opportunity in all employment practices, including hiring, transfers, promotions, compensation, benefits, training, and termination, based on an individual's merit, skills, and performance. Discrimination based on any legally protected status, including but not limited to:

* Race
* Color
* Religion
* Sex
* Nationality
* Age
* Medical condition

is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

**3.0 Work Schedule and Work-Life Balance**

* **Standard Working Hours:** The standard working hours are from 10:00 AM to 7:00 PM, Monday to Friday.
* **Work-Life Balance:** The company is committed to promoting a healthy work-life balance for its employees.
* **Flexible Work Timings:** The company offers flexible work timings to support a balanced personal and professional life. Employees are expected to adhere to their agreed-upon schedules.
* **Work-from-Home (WFH) Policies:** Work-from-home policies are available to provide flexibility and support a modern work environment. Specific guidelines and eligibility criteria for WFH will be provided by the HR department.

**4.0 Leave Policy**

Agaram Technologies provides a comprehensive leave policy to support the well-being and personal needs of its employees. Leave types include:

* **Casual Leave (CL):** For unforeseen personal or family matters.
* **Privilege Leave (PL):** For planned vacations and extended breaks.
* **Maternity Leave:** Provided to female employees in accordance with applicable laws.
* **Paternity Leave:** Provided to male employees to support their partners and new children.
* **Sick Leave (SL):** For periods of illness, supported by a medical certificate as per company guidelines.

**5.0 Compensation & Benefits**

* **Competitive Compensation:** Agaram Technologies offers competitive compensation packages.
* **Medical Insurance:** Medical insurance coverage is provided to all full-time employees.

**6.0 Career Growth & Culture**

* **Flat Hierarchical Structure:** We promote a flat organizational structure to encourage transparency and open communication across all levels.
* **Core Values:** We are a company that values individual and professional growth, continuous learning, and team collaboration. We seek passionate, dynamic, customer-oriented, and tech-savvy candidates.
* **Promotions and Appraisals:** Employees generally report satisfaction with the company's appraisal and promotion processes. The company is dedicated to recognizing and rewarding significant contributions and performance.
* **Knowledge Sharing:** Agaram Technologies has a culture that encourages knowledge sharing and provides opportunities for employees to make meaningful contributions from the start of their tenure.

**7.0 Probation and Conversion Policy**

* **Probation Period (Full-Time Employees):** All new full-time employees are subject to a compulsory six-month probation period. During this time, performance, conduct, and fit with the company culture will be assessed.
* **Internship Program:** The company offers a six-month internship program. Upon successful completion of the internship and a satisfactory performance assessment, interns may be considered for full-time conversion.

**8.0 Escalation and Grievance Policy**

* **Escalation:** The company maintains an open-door policy. Employees are encouraged to first address issues with their immediate managers. If an issue remains unresolved or if an employee is not comfortable discussing it with their manager, a formal escalation process is available through the HR department. This process ensures that all employee concerns are heard and addressed appropriately.

**9.0 Privacy & Personal Data**

* **Data Handling:** Agaram Technologies has a published Privacy Policy that governs how all personal data, including that of employees and applicants, is handled. The company is committed to managing personal information securely and in compliance with all relevant data protection laws.