



**Vassar**  
**--LABS**

# **EMPLOYEE Handbook -2023**

## **Policy & Guidelines**

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HR guidelines applicable for all permanent employees of Vassar Labs

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## **II. General Administrative Matters**

### **A. Working days**

The working days at the Company will be from Monday through Friday.

Unless otherwise stated, workdays/hours would be as follows:

Days	Monday - Friday
Timings	10.00 hrs. To 18.30 hrs.
Lunchbreak	30 minutes

Owing to work exigencies, an employee's working hours maybe vary slightly from the timings mentioned above.

### **B. Weekly off**

Saturday and Sunday will be ttle weekly holidays.

Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday.

### **C. Late arrival**

#### **Office**

Latest OfficeStart	10.30 AM
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Any delays beyond 10.30AM unless approved by the Manager will be marked as half day leave. All employees must swipe in access at start of day and swipe out at end of day. Access Point records will be downloaded towards end of month and checked for late arrivals and leaves.

#### **Meeting**

Employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival he/ she must inform the immediate manager (or a colleague in case ttle immediate manager is not available) in advance to allow for schedule changes and to handle coverage of working hours. Repeat challenges withlate arrivals will be recorded as misconduct in the employee's file. All employees working with customers must ensure that all meeting commitments are met on time. Lapses in punctuality will not be acceptable.

### **D. Absence from office during work hours.**

- Any employee, who is outside ttle office during working hours, should ensure that the immediate manager (or a colleague, if the immediate manager is not available) is aware of his /h er whereabouts. Unauthorized absence from office, or absence from office with out prior approval from the immediate manager, will be recorded as misconduct in ttle employee's file.
- Unauthorized absence will be treated as Loss of Pay (LOP).
- Employee should email the respective Manager and HR about the time and duration of absence during office hours.

## **E. Dress code**

### **Men**

Formal / smart casual shirts, trousers and shoes.  
Formal clothes are mandatory for sales personnel; and others when meeting customers / visitors.

### **Women**

Formal/Casual Western ( shirts, slacks, pants,)/  
Indian (saree, salwar) business wear

Employees are expected to use their discretion in determining what appropriate office wear is.

## **F. Swatch Vassar**

- Cleanliness is Next to Godliness: One should maintain the cleanliness of their desk, and also premises of the Organization. If you and your premises are clean you will find it more encouraging to work and also it be convenient to work for other employees.
- Clean up after you eat. Employees are requested to use a paper towel / napkins to gather their left over food, spillage or other thrash and dump them into the bin immediately after the meal/ snack. This will avoid bad odor and decay material in the pantry area and also ready the environment for the next lot of users.

## **III. Leave Policy**

### **A. General**

- For the purpose of calculating leave accounts, "year" shall mean the calendar year commencing on the first day of January and ending on the last day of December of the next year.
- Leave, other than maternity leave, cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to sanction leave, to refuse or revoke leave at any time, depending on exigencies of the company's work.
- Any unused leave can be carried forward or accumulated into the next year or encashed at the time of termination.
- Maximum leaves that can be accumulated is 10 days(From year 2022). Beyond this the accrued leaves will lapse.

### **B. Annual / Privilege Leave:**

*An employee will be entitled to Annual leave up to 20 working days in a year (exclusive of intervening weekends or public holidays) .*

- Employees may take leave only after obtaining permission. In the event an employee goes on leave without notifying the company, it will be deemed that the employee has been absent from work without permission, and the period of absence will be treated as leave without pay.
- Earned leave entitlement will be on a pro-rated basis for employees joining during the year.
- Earned leave will can be accumulated up to a maximum of 30 days after which any further accruals will lapse.

### **C. Sick Leave:**

*An employee will be entitled to Sick leave up to 4 working days in a year (exclusive of intervening weekends or public holidays)*

- The employee is entitled for four (4) medical leaves in a year.
- For availing sick leaves of 2 days or more the employee shall have to produce certificate from Registered Medical Practitioner, Nursing Home or Hospital or Doctor Prescription.
- Unutilized sick leaves will lapse at the end of the year.
- The sick leaves are not cashable.

### **D. Compensatory off**

*An employee will be entitled to get compensatory off if he/she works on a public holiday or during weekends.*

- You are eligible to avail compensatory off, only for the follow up tasks or the new tasks assigned by your manager which have to be completed before the stipulated time.
- You would not be eligible to avail or apply for compensatory off, if you are working on the pending tasks of the week either on holiday or weekends.
- To avail compensatory off you should clock in minimum of 6.5 hours.
- Any Compensatory off to be utilized within 60days from the day you worked on any holidays or weekends else the same will be lapsed if not utilized within the time span.
- Compensatory Off requires 2 levels of Approval.
- Compensatory offs cannot be encashed or carry forwarded.

### **E. Maternity Leave Twenty-Six Weeks**

- Subject to the provisions of the Maternity Benefit Act, 1961, women employees will be allowed maternity leave on full pay for up to Twenty-Six (26) weeks,
- This benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).
- An applicant for maternity leave must give notice to the company supported by a medical certificate not less than 8 weeks prior to the start of the leave period.
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### **F. Paternity Leave Policy:**

- Paternity leave for male full time and confirmed employees (those having completed probation period) for a total period of 5 days to take care of his wife and newborn child.
- These leaves are applicable for up to the second child only. He can avail this leave 1 week before or within 3 months from the date of delivery of the child.
- This leave can be availed in full at one go or broken into max of 2 rounds for a total not exceeding 5 days as provisioned.
- The employee must inform the Human Resources and reporting Manager that he intends to take paternity leave. The employee should also inform Human Resources when his baby was born as soon as possible after the birth.
- If such leave is not availed within the period, it shall be treated as lapsed. Happy Parenting!!

### **G. Public holidays: 12 days**

- Twelve public holidays (12 Fixed) may be availed, as notified by the company at the beginning of each year (Please check with your HR Team for the Holiday List).
- In case the working of the office is likely to be hampered on account of strike, power cut, etc, the company may declare, a public or a weekly holiday (except national holidays) to be a normal working day and declare the affected day to be a holiday.

### **H. Unauthorized absence**

- Unauthorized absence refers to absence from work without requisite approval.

- The employee will need to offer an explanation to the immediate manager in the event of any unauthorized absence.
- The employee will not be eligible for payment of salary for this period of absence.

## **I. Leave during Notice Period**

- Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as leave on loss of pay.

## **J. Leave Approvals**

- All leaves must be approved by the respective manager and the approvals must happen in advance as stated below.
  - o For short term leaves / vacation like for 1 or 2 days, must be approved at least a week in advance.
  - o For Long vacations, the approvals must happen 6~8 weeks ahead.
  - o Only in exceptional situation of emergencies or sudden health deterioration, may be intimated on the same day or at very short notice.

## **K. Leave Encashment:**

- The encashment of leave shall be regulated, based on the last pay drawn which includes basic pay.
  - The encashment benefit shall not be considered as Wage/ Salary.
- CLARIFICATION:**
- The leave to be encashment under these rules would be Earned Leave only and not any other kind of leave.
  - The encashment benefit will be regulated, based on the last pay drawn which should be the monthly rate of pay of the employee immediately before proceeding on leave.
  - Employees can avail maximum of 30 Days of Earned Leave as Leave Encashment.
  - A month will generally be a calendar month of 30 days.

**Illustration:** (Last actual Basic pay X no. of days for which encashment allowed) / 30.

## **IV. Internet Use Policy**

### **J. General**

- Company supports the use of the Internet to conduct business by or on behalf of Company. Because the Internet provides access to a worldwide audience, Company associates should act at all times as if they are representing Company to the public and should preserve Company's system security and protect Company's name and trademarks. Company associates must act responsibly and adhere to all laws and Company policies when using the Internet to conduct business by or on behalf of the Company and/ or when the Company or its products or services are identified.
- This Policy applies to all business units, Company associates and consultants with access to the Internet from any computer used to conduct business by or on behalf of Company (on Company premises or from home or any other location), or under any circumstances in which Company's name or its products or services are used.

## **K. The Policy**

- The Company recognizes that the Internet can be a helpful tool in dealing with family and other personal matters; however, its use must not interfere with work responsibilities, conflict with business needs, or violate any Company policy or law. Company reserves the right at all times to monitor, access and decrypt associates' use of the Internet, Company property, equipment, phone lines, computers (including disks, drives, storage media, electronic mail, etc.) and information.
- All users are expected to use good judgment when using the Internet. Company strictly prohibits:
  - displaying, uploading, downloading, disseminating, participating in bulletin board or electronic forum discussions regarding subject matters containing inappropriate materials or information that may be offensive to others;
  - in accordance with the Company's standards of business conduct, hacking or other attempts to penetrate non-public systems or any dishonest, defamatory, fraudulent, immoral, illegal and /or unethical activities; and
  - using Company's name or property or a Company -provided Internet access ID to conduct business on behalf of an entity other than Company or on behalf of any individual, including yourself; to represent yourself as someone else; or to solicit Company associates.
- All users must respect Company's, its affiliates' and third parties' intellectual property rights (patents, copyrights, trademarks, trade secrets, as well as rights of privacy and publicity) and must take precautions to protect software, information and data that are owned, licensed or managed by Company. No software, information or data may be used or distributed in a manner that infringes upon any intellectual property right or violates a license agreement or jeopardizes Company 's trade secrets.
- No one may conduct business by or on behalf of Company with third parties using personal access accounts or IDs.
- Misuse of Company resources and conduct in violation of Company policy will result in disciplinary action in accordance with the Company policy, up to and including termination.

## **V. Communication**

### **a. "All Hands-on Deck"**

- To bring the entire team up to speed wrt. to the Sales, Delivery and Team updates , New client Acquisition and Hiring there will an " All Hands on Deck " meet each month.
- This will be on the 1st Friday following the 5" of each month.
- Generally this will be between 4 and 5 pm but the exact timings will be communicated by the **HR** team ahead of the meet.

## **VI. Employee Welfare**

### **a. Women's Safety ( during night shift)**

- This all important issue of women's safety responsibility will lie with the respective Managers.



- The Managers must do the following
  - Plan deliverables such to try and avoid have women working late nights ( after 9 PM )
  - When it is imperative for women to work late, the Manager will mandatorily be present in office with the team.
  - The Manager will have the responsibility of dropping off the women(s) employee home ( through cabs or personal vehicle).
  - The Manager must ensure they are the last to reach home after all women colleagues have been safely dropped off.

#### **b. Health and Accident Insurance**

- The company also covers you under The Group Mediciclaim Policy with a maximum sum insured for Rs.5,000 00 / - .
- Some conditions do apply as per the policy schedule. Please contact the Office Administrator for further details.

#### **c. Pantry**

- There will be a full stacked pantry "with Microwave and Beverage Vending Machine.
- Dinner will be reimbursed for employees who are on extended working hours ( beyond the 8 mandated working hrs ) and are still continuing work past 9 pm at night,

#### **d. Weekly Snacks**

- Ahead of the weekend on Fridays in the evening snacks will be served to all employees

#### **e. Quarterly Outings**

- To foster team spirit and enable bonding within teams there is the "Quarterly Outing "
- This Outing could be a lunch, movie, games or any other social event planned over the weekend.
- The allocated Budgets for the outings will 1k/ team member.
- The Leads / Managers along with their teams will decide the venue and agenda for the Outing.
- Alcohol and Alcoholic beverages and cab bills are not reimbursable.
- The Quarterly outings must be availed each quarter else it will lapse.

#### **f. Annual Picnic**

- There will be a company picnic organized in Sep each year.
- The dates, Venue and arrangements will be organized by the Company HR team and communicated well ahead.

#### **g. Meal Reimbursements - Working Late Nights and on Weekends**

For employees who are needed to work late or over the weekend from the office premises , the company offers meal reimbursement. This note is to help outline the specifics of the Meal Reimbursement policy .

- Employees working past 9 PM are eligible for Meal Reimbursement.
- Meal expense limit @ Rs 250/ meal person
- Needs Approval from respective Manager.
- **Bill** submission within a week from expense date.

## **VII. Travel Policy**

### **a. Sales, Installation and Hardware Team**

- Two grades for reimbursement - Grade 1 and Grade 2. Specific reimbursement grade for an employee to be communicated by the manager.
- Work related travel to be reimbursed at the rate of Rs10/km for Grade 1 with a cap of Rs 10000 per month and for Grade 2 it is a flat rate of 3000Rs per month. This is applicable for only Sales people designated by Managers to be eligible. For New Delhi the reimbursement limits are Rs 12000 per month. Tolls are not included in this cap.
  - o For Hardware installations and Maintenance related work - travel, meals and lodging expense if any needs to be kept to the minimum. All expenses related to Hardware installation and maintenance need prior approval.
  - o All out of town travel needs to be in train or bus except in cases where flight travel is approved by the employee manager. This will be reimbursed at actuals
  - o Branch Expenses will need approval from a designated authorized person/ Manager of that location, before sending out expenses to finance team for reimbursement.

### **b. Development Team**

- Company will arrange for travel and stay for outstation travel.
- All commute will be reimbursed at actuals (bills from Uber, Ola). Any unbilled from Auto-rickshaws etc should be comparable and below cab share costs.
- As much as possible cab share/ pool must be availed for all individual travel. Group travel can book exclusive cab on hire,
- Each developer will be entitled a per-diem of INR 1,000 per day to cover food expenses. This is an allowance, and no proof of expenditure is required.
- Employees can draw an advance to cover their travel expense to be settled immediately on reporting back at base.

## **VIII. Anti-Harassment Policy**

- Vassar has a zero tolerance towards any form of workplace harassment.
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- Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination. Vassar prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.
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- An extensive Anti-Harassment Policy is published separately that outlines the objectives, definition of harassment and details of the committee as well as the process for resolution of workplace harassment.

## **IX. Deputation Relocation Policy**

### **a. Definition**

Essentially this is a temporary transfer of an employee to meet business objectives for a period generally not exceeding 6 months and not less than 20 days, when employee is rushed to a new place. The period of 6 months limit can be extended based on project or business needs and management discretion. If the temporary period ends and the employee is permanently relocated to the new place, this policy does not apply.

### **b. Travel**

- Travel reimbursement for employee and family members ( direct dependants like spouse and children only and not exceeding a total of four members including employee) .
- To & Fro travel both at the start and again at the end of relocation .
- Mode of travel based on rank and distance from base location.
- Employees who are not married or those married but not relocating their family will automatically become eligible for travel allowance to base location @ 1 round trip per month.

### **c. Accommodation**

- Bachelors are directed to look for PG accommodation and married employees are suggested to look for furnished apartments with reasonable costs.
- Relocation also additionally includes a maximum 15 days of lodging, boarding and local conveyance expenses at new location till long term accommodation is finalised

### **d. Relocation Allowance**

- Employee will be eligible for Deputation allowance @ 30% of the Basic payroll structure and subject to limits.
- Allowance will be capped by limits of Rs 15,000 on the minimum and Rs 40,000 on the maximum.
- Revised payroll structure will be prorated for the exact period of deputation relocation.
- Compensation will revert to original structure at close of deputation period.

All other terms of employment remain unchanged and as per the company policy through the period of deputation relocation.

## **X. Transfer Relocation Policy**

**a. Definition**

Essentially this is a permanent or long-term relocation of an employee to meet business objectives for a period generally exceeding 6 months or more.

**b. Travel**

- Travel reimbursement for employee and family members (direct dependents like spouse and children only and not exceeding a total of four members including employee) .
- Travel reimbursement at the time of transfer relocation.
- Employee can choose to shift his family on a date subsequent to the date of transfer due to the reason of children's schooling etc, shall be entitled for travel reimbursement for the family members not availed initially.
- Mode of travel based on rank and distance from base location.
- The employee may choose to drive down his vehicle and claim reimbursement of fuel expenses at actuals.

**c. Accommodation**

- Employee will be provided a maximum 15 days of lodging, boarding and local conveyance expenses at new location till long term accommodation is finalized.

**d. Transportation of Household Goods**

- Limited to actuals covering Freight / Transportation charges for household and vehicle transport, including insurance, packing, Re-packing, Loading and Unloading charges
- The employee under transfer shall obtain at least two quotations for freight and packing etc. and submit for approval before effecting transfer.

**XI. Notice Period:**

- Every employee at Vassar Labs needs to serve 2 Months' or 3 months' notice period as per Offer Letter.
- Leave Balance cannot be utilized towards Notice Period. During notice period Employees are not eligible to apply for Leave. In case of any emergency, the Reporting Manager will approve Leave, which is Loss of Pay.

- If an employee wishes to leave the company during employment, a minimum of 3 months' notice must be given in writing or salary equivalent to three months should be deposited to the company after obtaining the consent, in writing, from the Management of the Company.
- The Company has the right to waive this notice period if it desires so.
- A sum equivalent to the unserved period will be deducted from any of the pending amount of the employee with the Company.

**Illustration:** (Gross Salary \* No of days Unserved Notice Period )/ 30

## **XII. Full and Final Settlement:**

- The period of Settlement can be anywhere between 35 - 45 days from an Employee's last day at the Organization.
- If an employee serves Notice Period as per Company Policy, he / she is entitled to get full payment for the Period he /she in Notice Period and after submitting No Due Certificate to HR.
- If an employee leaves the Company, without serving Notice Period, he / she needs to Pay to the Company, the no. of Days of Notice Period, which is unserved. Company has all rights to recover unserved Notice Period from Employee.
- Once Employee resignation Accepted, the Company will hold the Salary of employee until F & Fis processed or last 45 days of Salary.

All other terms of employment remain unchanged and as per the company policy.