

SoluLab



EMPLOYEE RULES & REGULATIONS HANDBOOK

Effective from: Jul 1st, 2021

WELCOME & INTRODUCTION TO SOLULAB EMPLOYEE HANDBOOK

Welcome to the "SoluLab" family.

This handbook is intended to help you get acquainted with SoluLab Inc., and its philosophies, beliefs, and, in general terms, our employment guidelines. We hope that it will serve as a useful reference document throughout your employment with SoluLab Inc. Also, please understand that the handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable employment contracts or other obligations on the part of or to change the nature of any employment relationship.

Please do contact the HR Department if you seek any more information

ABOUT US

---SoluLab Inc. was formed in 2015 and is a leading Blockchain, AI, IoT, Mobile & Web Development Company. Our offices are located in New York, Los Angeles, Dubai with the headquarters in Ahmedabad, India. SoluLab has more than 150 professionals taking its journey forward. Our business is primarily about helping small to midsize companies to provide competitive advantages by building next generation Blockchain products and AI/ML/IoT Solutions for them.

INDUCTIONS/ ORIENTATION

Joining process

The joining process of an employee begins with the induction process itself.

Please submit the following documents to HR department:

1) Relieving/ Experience letter from previous employers,

- 2) Bank statement of last three Months- Salary Proof,
- 3) Copy of educational certification- Bachelors & Masters,
- 4) Passport size photograph,
- 5) Copy of ID proof- Voter ID, Driving Licence, **Adhar Card (must)**
- 6) Address Proof
- 7) HDFC Bank Account and PAN details for Salary

Salaries will be processed only if the above mentioned documents are received by HR.

Induction Process

An Induction program offers a new employee a chance to familiarize himself with the organization and processes. It helps them to get used to the Organization's policies, structure and business. It allows the new employee to assimilate and find his place in the organization.

- The schedule would include Introduction Session with HR, followed by sessions with the various Heads and their team members and introduction to the senior management.
- HR person will create your ID's like email, Skype and Top Tracker etc
- As this job is permanent work from home , everyone must run the Top tracker while he/she start work otherwise it will considered as absent (Mandatory for all Intern/Freelancer/FTE)

Below is the link :-how to use Top Tracker :

https://docs.google.com/document/d/1Rm8WzdbaD2XaWEWdFolGfPmIobTA0pl_4O-F_VDXdbg/edit?usp=sharing

GENERAL POLICIES

Working Hours :

- The core working hours would be between 10:00 AM to 7:00 PM from Monday to Friday.
- Depending on work exigencies, employees may be required to work beyond the above mentioned timings.
 - If any employee works less than 4.30 hours then it will be considered as Full day leave.
- If any employee works less than 9 hours but more than 4.30 hours then it will be considered as half day.
 - The Lunch break would be between 1:30 PM to 2:10 PM followed by Tea break from 5:00 PM to 5:15PM.

➤Late-Log In & Early - Logout:

Each employee must record their attendance through Top Tracker as per the prescribed work-timings, failing which is considered a deviation. A total of 2 times for male employees and 3 times for female employees of up to 20 minutes comprising of Late-Login/ early-logout are permissible per month, after that half day leave will be deducted for each late or early going.

➤As this job is permanent work from home, everyone must run the Top tracker while he/she starts work otherwise it will be considered as absent (Mandatory for all Intern/Freelancer/FTE)

➤Standup call is a must to attend in morning and evening

➤Need to update task in evening to your reporting head (In group /mail)

➤For leave employee needs to apply 3 working days prior if required 1 day through mail at hr@solulab.com and Cc to TL/RM/PM

Any leave request made without 3 working days of notice will be considered as Leave without Pay (LWP) unless it's for medical reason

➤Salary:

We have a Monthly payroll cycle; Intern/Freelancer will get salary in between 5 to 7 of every month and Full Time employees get 1st of every month if one has an HDFC Account and on till 3rd if non HDFC account. SoluLab will provide Form 16 at the end of year for your Tax filing purpose.

➤Overtime And Additional Hours:

Overtime is work which is performed at the direction of the management, and which is in excess of your contracted hours of work. If you are unavailable to work for any reason, you must inform your reporting manager as soon as practicable with the reason as to why.

➤Reimbursement Of Travel:

SoluLab reimburses to its employees for pre-approved expenses properly incurred in the proper performance of their duties. Reimbursement will be subject to employees providing the practices with receipts or other evidence of

payment and the purpose of each expense, in a form reasonably required by the company.

- Employee should approve arrange travel and accommodation through HR or their reporting manager prior to departure.

Other Benefits and Highlights :

SoluLab provides COVID insurance to all of their full time employees. SoluLab also offers 1L INR accidental insurance and 5L INR air travel insurance to all full time employees.

SoluLab sponsors online Yoga classes- twice in a week (Timing in between 8am to 10 am). Anyone who is interested in Yoga classes, please get in touch with HR to register their names

SoluLab sponsors technical certificates like AWS training, PMP etc. Employees can opt in for 100% exam fees and 50% of books and materials needed to prepare for the exam.

In addition to technical certificates, SoluLab also invests in various Soft Skill Trainings for the employees. Each year, management picks up 20% of the staff and puts them through required soft skills training managed by an external agency.

Onsite Opportunities: SoluLab provides onsite USA or Canada visits opportunity to top 5 employees each year. SoluLab applies for a 10 year multiple entry USA business visa for top 5 employees each year. Once your VISA is approved by the US Embassy, you will get a chance to work from a USA or Canada office for a 3 to 5 months period. SoluLab sponsors return flight tickets, insurance and phone bills during your trip. SoluLab also offers 1000 to 1500 USD additional allowance each month on top of your salary to manage accommodation and food during your stay.

HDFC salary account and up to 3X salary instance of credit card limit

Permanent Work from Home Flexibility

Birthday Celebration - 2hour early off to spend time with your near ones and send cake or chocolate

Volunteer CSR activities during the weekend every quarter. SoluLab has strategic partnerships with various NGOs in each major city and you can leverage this partnership to participate in various CSR activities.

Weekly employee engagement activities - SoluLab recognises the importance of employee engagement activities in this Work From Home environment to build strong bonding and relationships with other employees.

Yearly team get together, lunch /dinner sponsored by SoluLab to get an opportunity to meet your colleagues in person

Leave Policy

- All the employees are eligible for 12 paid leave each year, One will get 3 leave in every quarter after completion of probation period. (No Paid leave in probation period)
- Employees will get 12 paid leaves in a year, along with that all get 12 fixed national holidays each year (below listed).
- 3 special paid leave if someone's immediate family member got dismiss.
- 3 special paid leave if employee found Covid + (Need to provide test report)
- If PM/RM/TL will not approve the leave then it will be counted as unpaid leave
- No new leave will be added during Notice period but will be eligible for special leaves
- If one need 2-3 days leave then he/she needs to apply 1 week in advance and for more than 3 days leaves, everyone have to apply 3 weeks in advance
- Paternity leave- 3 Paid leaves
- Maternity leave - 6 weeks paid leave (SoluLab will pay this 6 weeks payment when employee will rejoin the company and will complete 3 month working).
- SoluLab provides 1 week of unpaid leaves (leave without pay) for Holidays once in a year (Applicable for those who completed 2 year with SoluLab)
- Birthday Leave - 2hour early off to spend time with your near ones

HOLIDAYS LIST - 2021			
No	HOLIDAY	DATE	DAY
1	Makar Sankranti / Pongal	14-01-2021	Thursday
2	Makar Sankranti- 2nd Day	15-01-2021	Friday
3	Republic Day	26-01-2021	Tuesday
4	Holi 2nd Day / Dhuleti	29-03-2021	Monday
5	Janmashtami	30-08-2021	Monday
6	Samvatsari / Ganesh Chaturthi	10-09-2021	Friday
7	Dussehra / Dussehra (Tikka)	15-10-2021	Monday
8	Diwali / Kali Puja	04-11-2021	Thursday
9	Vishwakarma	05-11-2021	Friday
10	After Diwali	08-11-2021	Monday
11	Maha Ashthami	13-10-2021	Wednesday
12	New Year / Govardhan Puja	31-12-2021	Friday

Performance Management/ Appraisal

The purpose of performance management is to improve employee skill sets and make SoluLab more competitive. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, employees can also give management feedback on performance. SoluLab will do half yearly reviews and Increment once in a year.

- Appraisal meetings will be conducted once a year to review the performance and salary increments would be decided according.

Process: One needs to do self assessment and TL/PM will provide the same assessment for him/her (HR will send assessment form)

After that PM/RM/HR will have a meeting for discussion performance, set next milestone and salary discussion.

- Employee/Intern of the month: based on monthly performance and achievements PM/TL/RM will recommend the name. Winner will get Certificate and a gift voucher.

Anti Harassment Policy

Our objective is to create an environment in which employees feel respected as individuals, irrespective of their Gender, Grade, Caste, etc., All the employees should feel protected from any kind of physical and/or mental harassment and/or abuse at work. Towards this end, management has decided to introduce the policy.

All may please note, the following practices are strictly prohibited.

- Verbal Communications, such as use of foul language or making graphics or degrading comments about an individual and/ or personal and/ or physical characteristics or using epithets or derogatory comments or slurs.
- Written Communications, such as sending inappropriate jokes or comments in print or email or graffiti in and around office premises.
- Visual acts or displays, such as derogatory cartoons, or drawings or posters or inappropriate gesture.
 - Making unwelcome signs, advances or gestures of pervasion towards any

gender of employees. *Please note that indulgence in any such act/s will bear severe repercussion.*

- Employees are requested to inform the HR immediately of occurrence of any such acts, on verification of authenticity, suitable warnings, and fines would levied and/or immediate removal from job.

Exit Process

After receiving resignation by mail, HR will reply within 48 hour on that mail mentioning the last working day. Only once management approves the resignation, your 2 months notice period will start. Any leaves during notice period will extend the last working day accordingly.

On Last Working day HR needs to prepare the checklist of below before doing Full and final settlement:

1. Complete handover of all KT
2. Handover Laptop/Mobile/any other device
3. Remove all email id or change password if not deleting
4. Remove him/her from all skype/whatsapp group
5. Maintain his data in exit list (Personal: Phone number, Email, Skype , His DOJ/LWD Last drawn salary)
6. Ask for his feedback on glassdoor and other platform
7. Give all documents (Experience letter , Relieving letter and three month salary slip) after he/she return all device of SoluLab

Termination Process

---- It is the policy of SoluLab to ensure that employee terminations, including voluntary and involuntary are handled in a professional manner with minimal disruption to the workplace.

At-will Employment

Employment with SoluLab is voluntary and subject to termination by the employee or company at will, with or without cause, and with proper notice period, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment at will status of SoluLab employees.

Voluntary Termination

A voluntary termination of Employment occurs when an employee submits a written or verbal notice of resignation or when an employee is absent at work for three consecutive days and fails to inform HR or his/her supervisor.

Procedures

Employees are requested to provide a minimum two months of written notice of their intention to separate from the company to allow a reasonable amount of time to transfer ongoing workloads.

Involuntary Termination

An involuntary termination of employment, including layoffs of over 15 days, is a management initiated dismissal with or without cause.

The inability of an employee to perform the essential functions of his or her job with or without reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, including but not limited to: misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform.

Full n Final Pay

An employee who resigns or is discharged will be paid through the last business day of the month, less outstanding loans, advances or other agreements the employee may have with the company, in compliance with state laws. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under law.

Employee Declaration

I have read and understand the contents of this manual along with the above policies and I agree to the terms of conditions of these documents.