



EMPLOYEE HANDBOOK

Welcome to BYTECIPHER PVT. LTD.

On behalf of our colleagues, we welcome you to BYTECIPHER PVT. LTD. and wish you every success here.

At BYTECIPHER PVT LTD, we believe that each employee contributes directly to the growth and success of the company. and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should become familiar with the contents of the employee handbook as soon as possible. It will answer many questions about employment with BYTECIPHER PVT LTD.

We believe that professional relationships are easier when all employees are aware of the culture and values of the organization. This guide will help you to better understand Our vision for the future of our business and the challenges that are ahead.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, Welcome!

ASHOK PATEL
President & CEO

1. Organization Description

1.1 Introductory Statement

This handbook is designed to acquaint you with BYTECIPHER PVT LTD and provides you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and Comply with all provisions of the handbook describes many of your responsibilities as an employee and outlines the programs developed by BYTECIPHER PVT LTD to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy as BYTECIPHER PVT LTD continues to grow the need may arise and BYTECIPHER PVT LTD reserves the right to review, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

1.2 Customer Relations

Customers are among our organization's most valuable assets. Every employee represents BYTECIPHER PVT LTD to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Our personal contact with the public, our manners on the telephone, and the communications we send to clients are a reflection not only of ourselves but also of the professionalism of BYTECIPHER PVT LTD. Positive customer relations not only enhance the public's perception or Image of BYTECIPHER PVT LTD, but also pay off in greater customer loyalty and increased sales and profit.

1.3 Products and Services Provided

You will find more information about our products and services by reading the BYTECIPHER PVT. LTD. Corporate Brochures.

1.4 Facilities and Location(s)

Head Office: INDORE

601, SEKHAR CENTRAL, MANORAMA GANJ, PALASIA SQUARE

INDORE, (M.P.) INDIA 452001

EMAIL: hello@bytecipher.net

1.5 The History of ByteCipher Pvt Ltd.

It all started with a dream – to design and develop web and mobile apps that help companies grow their business by ensuring customer delight and ease of use. After all, in this era of customer-centricity, what organizations sought were technology tools that helped them understand what their buyers thought and sought.

Driven by this vision, in 2016, Ashok Patel started ByteCipher. Starting with a small team, today the company has grown to encompass over 35 software developers which is combination of mobile app developers, quality assurance, project managers, designers, customer servicing agents as well as sales and marketing professionals who go the extra mile to ensure that their clients get exactly what they seek for their customized web, mobile and software solutions.

We build software solutions using emerging technologies for startups and enterprise customers. We are the designers and developers who have designed and built various software platforms for startups and enterprises. Our goal is to help companies adopt new technologies and simplify complicated issues that arise during technology evolution.

ByteCipher is a team that has a passion for developing and delivering enterprise-grade applications. With the vision of Conceive Believe Achieve, our team knows how to take custom software application ideas from concept to delivery. Holding the experience of working with 30+ fortune 500 companies, we have developed applications that are now being used by millions of consumers worldwide. We understand how to build successful software products and with all your help we are striving to achieve it.

1.6 Management Philosophy

BYTECIPHER PVT LTD management philosophy is based on responsibility and mutual respect. Our wishes are to maintain a work environment that fosters personal and professional growth for all employees, maintaining such an environment is the responsibility of every staff person. Because

of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

People who come to BYTECIPHER PVT LTD want to work here because we have created an environment that encourages creativity and achievement. BYTECIPHER PVT LTD aims to become a leader in Software Service and Product Industry. The mainstay of our strategy will be to offer a level of client focus that is superior to that offered by our competitors.

To help achieve this objective, BYTECIPHER PVT LTD seeks to attract highly motivated individuals that want to work as a team and share in the commitment, responsibility, risk-taking, and discipline required to achieve our vision. Part of attracting these special individuals will be to build a culture that promotes both uniqueness and a bias for action. While we will be realistic in setting goals and expectations. BYTECIPHER PVT LTD will also be aggressive in reaching its objectives. This success will In turn enable BYTECIPHER PVT LTD to give its employees above average compensation and innovative benefits or rewards, key elements in helping us maintain our leadership position in the worldwide marketplace.

1.7 Goals

Our aim is to deliver customized software solutions to our clients that meet their business requisites and help them in accelerating their business growth as their success is our achievement.

2. The Employment

2.1 Nature of Employment

Employment with BYTECIPHER PVT LTD is voluntarily entered and the employee is free to resign at any time, with or without cause, however they have to serve an official notice period. Similarly, BYTECIPHER may terminate the employment relationship at will at any time, with or without notice or cause. so long as there is no violation of applicable FEDERAL AND OR PROVINCIAL/STATE law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between BYTECIPHER and any of its employees. The provisions of the handbook have been developed at the discretion of management and except for its policy of employment-at-will, may be amended or canceled at any time, at BYTECIPHER sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of Mr. Ashok Patel.

2.2 Employee Relations

BYTECIPHER believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that BYTECIPHER amply demonstrates its commitment to employees by responding effectively to employee concerns.

To protect and maintain direct employer/employee communications, we will do anything we can to protect the right of employees to speak for themselves.

2.3 Equal Employment Opportunity

To provide equal employment and advancement opportunities to an individual, employment decisions at BYTECIPHER will be based on merit, qualifications, and abilities. BYTECIPHER does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the [HUMAN RESOURCES DEPARTMENT OR OTHER]. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.4 Diversity

We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary will be treated fairly and with respect. When

BYTECIPHER selects candidates for employment, promotion, training, or any other benefit, it will be based on their aptitude and ability.

BYTECIPHER committed to:

- Create an environment in which the individual differences and contributions of all team members are recognized and valued;
- Create a working environment that promotes dignity and respect for every employee;
- Attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside;
- Ensure appropriate selection criteria based on diverse skills, experience, and perspectives are used when hiring new staff including Board members. Job specifications, advertisements, application forms, and contracts will not contain any direct or inferred discrimination;
- Ensure that applicants and employees of all backgrounds are encouraged to apply for and have fair opportunity to be considered for all available roles;
- Provide, to the greatest extent possible, universal access to safe, inclusive, and accessible premises that allow everyone to participate and work to their full potential;
- Comply with equal opportunity and anti-discrimination legislation;
- Not tolerate any form of intimidation, bullying, victimization, Verfication, or harassment and to take disciplinary action against those who violate this policy;
- Provide training, development, and advancement opportunities for all staff based on merit;
- Ensure each gender represents at least 30% of the management team.
- Encourage anyone who feels they have been discriminated, to express their concerns so that we can take corrective action;
- Encourage employees to treat everyone with dignity and respect;
- Regularly review all our employment practices and procedures so that fairness is maintained at all times;
- Ensure to the area, test extent possible that all panels that BYTECIPHER.

2.5 Business Ethics and Conduct

The successful business operation and reputation of BYTECIPHER is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of BYTECIPHER is dependent upon our customer's trust and we are dedicated to preserving that trust. Employees owe a duty to BYTECIPHER, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

BYTECIPHER will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal activity, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Ashok Patel, Amit Sanvedi or Rakesh Palotra, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every BYTECIPHER employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

2.6 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Although BYTECIPHER has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, BYTECIPHER will take prompt action, and this can include reassignment.

Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

2.7 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which BYTECIPHER wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of BYTECIPHER. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of BYTECIPHER business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of BYTECIPHER as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a firm with which BYTECIPHER does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving BYTECIPHER.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your manager.

2.8 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of BYTECIPHER. Such confidential information includes, but is not limited to, the following examples:

<ul style="list-style-type: none"> ★ Compensation data ★ Computer processes ★ Computer programs and codes ★ Customer lists ★ Customer preferences ★ Financial information 	<ul style="list-style-type: none"> ★ Pending projects and proposals ★ Proprietary production processes ★ Research development strategies ★ Scientific data ★ Scientific formulae ★ Scientific prototypes
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All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

2.10 Disability Accommodation

BYTECIPHER is ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

BYTECIPHER is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

BYTECIPHER will follow any provincial or local law that provides individuals with disabilities greater protection.

This policy is neither exhaustive nor exclusive, BYTECIPHER is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with all applicable federal, provincial, and local laws.

2.11 Job Posting and Employee Referrals

BYTECIPHER provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although BYTECIPHER reserves its discretionary right to not post a particular opening. Job openings will be posted on the employee bulletin board and/or in the email system, and normally remain open for 15 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and Qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the HUMAN RESOURCES DEPARTMENT OR OTHER listing job-related skills and accomplishments. It should also describe how their current experience with BYTECIPHER and prior work experience and/or education qualifies them for the position.

BYTECIPHER recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

BYTECIPHER, also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should

obtain permission from the individual before making a referral. share their knowledge of the organization. and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the HUMAN RESOURCES DEPARTMENT OR OTHER for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

2.12 Whistleblower Policy

BYTECIPHER is committed to conducting its business with honesty and integrity at all times. If at any time, this commitment is not respected or appears to be in question, BYTECIPHER will endeavor to identify and remedy such situations. Therefore, It is the company's policy to ensure that when a person has reasonable grounds to believe that an employee, manager or any other person related to the company has committed or is about to commit an offense that could harm the company's business or reputation, it denounces the wrongdoers in question.

The whistleblowing policy has been put in place, to:

- Encourage employees, partners or managers to disclose this informal behavior; Protecting complainants from reprisals;
- Treated all parties to an investigation in a fair, and equitable manner;
- To ensure confidentiality as much as possible
- Take corrective and disciplinary action if wrongdoing is discovered.
- It is the duty of all employees, contractual third parties or partners to report misconduct or suspected misconduct, including fraud and financial impropriety to the board. This includes misconducts such as but not limited to:
- Providing false or misleading information, or withholding material information on COMPANY NAME financial statements, accounting, auditing or other financial reporting fraud or misrepresentation;
- Pursuit of material benefit or advantage in violation of BYTECIPHER's Conflict of Interest Policy; Misappropriation or misuse of BYTECIPHER resources such as funds, supplies or other assets:
- Unauthorized alteration or manipulation of computer files;
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of federal, provincial or state law or regulations or otherwise obstructing, influencing, or impeding any official proceeding, in violation of federal, provincial or state law or regulations;

- Violations of federal, provincial or state laws that could result in fines or civil damages payable by BYTECIPHER, or that could otherwise significantly harm BYTECIPHER's reputation or public image;
- Unethical business conduct in violation of any BYTECIPHER policies and/or BYTECIPHER Code of Conduct;
- Danger to the health, safety, or well-being of employees and/or the general public;
- Forgery or alteration of documents;
- Authorizing or receiving compensation for goods not received or services not performed, or paying for services or goods that are not rendered or delivered,
- Authorizing or receiving compensation for hours not worked;
- Embezzling, self-dealing, or otherwise obtaining an unlawful private benefit (i.e., BYTECIPHER assets being used by anyone in the organization improperly for personal gain).

2.13 Accident and First Aid

BYTECIPHER believes that the best practice in case of an accident, is to ensure staff has access to a trained First Aider or someone who can take charge in the event of an accident.

Details of these trained staff will be displayed by your line manager and you should familiarize yourself with names and contact details.

An Accident Book is also available from your line manager and it is the responsibility of everyone to report and record any accident involving personal injury.

Employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

3. Employment Status and Records

3.1 Employment Categories

It is the intent of BYTECIPHER to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and provincial wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and provincial laws. EXEMPT employees are excluded from specific provisions of federal

a Ad provincial wage and hour laws. An employee's EXEMPT or NONEXEMPT classifications may be changed only upon written notification by BYTECIPHER PVT. LTD. management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probation status and who are regularly scheduled to work BYTECIPHER full-time schedule. Generally, they are eligible for the BYTECIPHER benefit package. subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probation status and who are regularly scheduled to work less than 28 hours per week While they do receive all legally mandated benefits, (such as Social Security and unemployment insurance), they are ineligible for all of BYTECIPHER, other benefit programs.

PROBATION is those whose performance is being evaluated to determine whether further employment in a specific position or with BYTECIPHER is appropriate. Employees who satisfactorily completed the probation period will be notified of their new employment classification.

CONTRACTUAL employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project.

Employment assignments in this category are of limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for all of BYTECIPHER's other benefit programs.

CASUAL employees are those who have established an employment relationship with BYTECIPHER but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits, they are ineligible for all of BYTECIPHER other benefit programs.

3.2 Access to Personnel Data

BYTECIPHER maintains personal data on each employee. The personnel file includes such information as the employee's job application, resume, records of training, education certificate, medical fitness documents, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of BYTECIPHER, and access to the information they contain is restricted. Generally, only supervisors and management personnel of BYTECIPHER who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the HUMAN RESOURCES DEPARTMENT OR OTHER. With reasonable advance notice. Employees may review their own personnel files in BYTECIPHER office and in the presence of an individual appointed by BYTECIPHER to maintain the files.

3.3 Personnel Data Changes

It is the responsibility of each employee to promptly notify BYTECIPHER of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the (HUMAN RESOURCES DEPARTMENT OR OTHER)

3.4 Probation Period

The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. BYTECIPHER uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a probation basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend the probation period by the length of the absence. If BYTECIPHER determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period.

During the probation period, both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice.

Please take note that your manager's role is to support you in developing and transferring your knowledge, skills, and abilities to be successful in your job. We suggest you take advantage of this resource.

Upon satisfactory completion of the probation period, employees enter the "regular" employment classification.

During the probation period, new employees are eligible for those benefits that are required by law, such as unemployment insurance and Social Security. After becoming regular employees, they may also be eligible for other BYTECIPHER provided benefits. subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

3.5 Employment Applications

BYTECIPHER relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

3.6 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way. The annual salary review of all employees is based on performance and is evaluated on a yearly basis and effective of the current year.

3.7 Job Descriptions

BYTECIPHER makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section. a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience,

language skills, mathematical skills, reasoning ability, and any certification required). a physical demands section, and a work environment section.

BYTECIPHER maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The HUMAN RESOURCES DEPARTMENT OR OTHER and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the HUMAN RESOURCES DEPARTMENT OR OTHER if you have any questions or concerns about your job description.

3.8 Salary Administration

The salary administration program at BYTECIPHER was created to achieve consistent pay practices, comply with federal and provincial laws, mirror our commitment to Equal Employment Opportunity and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success.

BYTECIPHER is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, essential duties and responsibilities of the job and salary survey data on pay practices of other employers. BYTECIPHER periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall profitability of BYTECIPHER and based on each employee's individual contributions to the organization.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The accounting department is also available to answer specific questions about the salary administration program.

3.9 Professional Development

At the discretion of your manager/supervisor, employees may be able to attend conferences, courses, seminars, and meetings, identified through the annual work plan and performance reviews, which may be beneficial to the employee's professional development. When these opportunities are directly related to the employee's position or are suggested by the manager/supervisor then BYTECIPHER will cover the cost of registration, course materials, and some travel expenses.

If BYTECIPHER has agreed to pay for a course, the fees will be paid on evidence of successful completion. If BYTECIPHER sponsors a course (or courses) and the employee departed (THE ORGANIZATION) within a year of completion, the course fees will become repayable in full.

4. Employee Benefit Programs

4.1 Employee Benefits

Eligible employees at BYTECIPHER are provided a wide range of benefits. Several programs (such as unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

Eligible employees are provided with the following benefits:

- Medical Insurance
- Life Insurance
- Long-Term Disability

The NAME OF YOUR GROUP INSURANCE COMPANY benefit programs require contributions from the employee of PERCENT% of the applicable premiums.

4.3 Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees. but do not require them to provide paid leave. The Company respects your religious beliefs, however, and therefore, will provide one (1) day of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation. Employees who require additional time off may use vacation and/or personal days. This leave must be requested through the department manager two weeks prior to the event.

4.4 Holidays

BYTECIPHER will grant holiday time off to all employees on the holidays listed below:

<https://docs.google.com/spreadsheets/d/18ASAM8e6mvMijrONAb3y6vsEkrFqjTPt7ZlqjRpmel0/edit?usp=sharing>

BYTECIPHER will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

To be eligible for holiday pay. employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

4.5 Sick Leave Benefits

BYTECIPHER provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees

Eligible employees will accrue on a pro-rated basis sick leave benefits at the rate of (INDICATE OF DAYS) per year. Sick leave benefits are calculated based on a "calendar year: the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one half-day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may need to be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and maybe required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms Of compensation, such as incentives. commissions, bonuses. or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as BASIC EMPLOYMENT INSURANCE. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from provincial disability insurance, workers' compensation, or BYTECIPHER provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave will be written off to the active employees at the end of the calendar year. Employees who quit or that are terminated are not entitled to be paid any unused sick days upon termination of employment.

4.6 Health Insurance

BYTECIPHER health insurance plan provides employees and their dependents access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between BYTECIPHER and the insurance carrier.

Information on the cost of coverage will be provided in advance of enrollment to eligible employees.

Contact the HUMAN RESOURCES DEPARTMENT OR OTHER for more information about health insurance benefits.

4.7 Marriage, Maternity and Parental Leave

Marriage

Two paid working days are allowed for the marriage of the employee or one of his children. An employee may take one (1) day leave of absence for the marriage of a parent, brother, sister, or child of joint sound.

Maternity Leave Admissibility

The employee is entitled to a maternity leave according to:

Current Government legislation entitles employees to a combined Maternity Parental leave, without pay, of up to 52 weeks. However, during this leave of absence, employees may be eligible to receive EMPLOYMENT INSURANCE benefits in accordance with EMPLOYMENT INSURANCE eligibility rules. Employees that wish to benefit from Parental Leave only are entitled to a leave of absence, without pay, of up to 37 weeks.

Notice:

a) The employee must provide in writing to the company, at least three weeks in advance the date of the beginning of her maternity leave and the date envisaged of her return to work. A medical certificate attesting of the date envisaged of the birth must accompany the notice.

b) The notice can be less than 3 weeks if the medical certificate attests need for the employee to cease working within less time. If physical dangers are possible, the employee will be assigned to other tasks while preserving the rights and preferences connected to her regular position.

Complications:

If the employee or the child suffers from complications preventing the return to work at the end of the maternity leave, the employee will have to forward a medical certificate to the company. The employee will be entitled to a prolongation of her maternity leave, which can reach a 52-week maximum including the parental leave.

Return to work:

a) The employee must provide in writing to management the expected date of her return to work and this, three (3) weeks before returning from his maternity leave or parental leave.

b) The employee who does not present himself to work five (5) days after the expiration of his maternity leave or parental leave may be known to have resigned.

c) The direction can require the employee who returns to work two (2) weeks after her childbirth, the production of a medical certificate attesting of its sufficient re-establishment to resume work.

d) At the end of its maternity leave, or parental leave not exceeding 12 weeks, the employee will be reinstalled in her regular function and will be entitled to all the advantages of which it would have profited if she had remained with work.

e) If the regular job of the employee does not exist anymore on her return, the direction will recognize all the rights and preferences that she would have profited at the time from the disappearance of her job if she had then been with work.

4.8 Employee Welfare

Employee can avail / participate in various type of welfare scheme once they are eligible for it:

- a. Home loan facility
- b. A child school fee
- c. Vehicle loan
- d. Vacation with Family

Eligibility Criteria:

After spending 3 years with company an employee is eligible to avail above benefits. They can opt maximum 1 (one) option from it.

Under option (a. Home Loan) maximum limit of amount is 3,00,000/-

Under option (b. child school fee) maximum limit of amount is 50,000/- per annum

Under option (c. Vehicle Loan) maximum limit of amount is 2,00,000/-

Under option (d. Vacation with family) maximum limit of amount is 50,000/- (within in India) and 1,00,000/- (outside India) bi-yearly.

After taking above benefits employee need to further stay with company for the next 3 year and after completing 6 years with company you (employee) is again avail any one benefits from above.

For further information and terms and condition for this benefits you can contact to HR or Management.

5. Timekeeping/ Payroll

5.1 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state/provincial laws require BYTECIPHER, to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records. or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

5.2 Paydays

All employees are paid monthly on every 10th. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive payment on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to BYTECIPHER. Employees will receive an itemized statement of wages when BYTECIPHER makes direct deposits.

5.3 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Termination for Cause: An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice, or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Termination Without Cause: An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of (notice or payment of notice instead, and severance pay if applicable, as is minimally required by the law, as amended from time to time.

5.4 Administrative Pay Corrections

BYTECIPHER takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the CONTROLLER OR OTHER so that corrections can be made as quickly as possible.

6. Work Conditions and Hours

6.1 Work Schedules

The normal work schedule for all employees is 9 hours a day, Monday to Friday with alternate Saturdays. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

6.2 Absences

As an employee, you will be treated as a professional, which means that you will be expected to complete your work on time and at the expected level of quality. If extra hours are needed to complete your work, you will be expected to put in those extra hours. If, on the other hand, you can complete your work in less than a standard workweek, you are free to use those extra hours as you see fit. In return for being treated as a professional, we expect you to behave like one and not to abuse these privileges.

Even though you will be treated as a professional and will presumably behave as one, general absence guidelines are nevertheless necessary to ensure that we are able to conduct business in a predictable manner. Although we are not interested in monitoring your comings and goings, we need to know, in advance where possible, when you will be absent from work. Here are those guidelines:

Absences

Employees are expected to be at work and to work a full workweek, except for authorized absences. Authorized absences include the following:

- vacation time scheduled in advance.
- sick leave
- time off for a workers' compensation injury.
- a death in your family
- jury duty.
- time off to vote
- emergency situations beyond your control

Notification procedure

To obtain an authorized absence, call-in, where possible, and let the appropriate person know that you are unable to come to work. The call should be made if possible, no later than your regular starting time.

As for notifying someone that you will be late to work or will be leaving early in the event your work has been completed, we ask that you use your best judgment. If you know someone is likely to need to know that you will be coming in late or leaving early, you should call that person and let him or her know.

Failure to notify

If you don't come to work and don't call in, at some point we have the right to determine that you're not coming back. Thus, our rule is that unauthorized absences of three or more consecutive days without notice will be considered as a voluntary termination, and we will remove you from the payroll.

If you are repeatedly absent without authorization, you could be subject to counseling, suspension, and termination.

6.3 Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse BYTECIPHER for any charges resulting from their personal use of the telephone.

The use of BYTECIPHER, paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use an approved greeting and speak courteously and professionally. Please confirm information received from the caller and hang up only after the caller has done so.

6.4 Smoking

In keeping with BYTECIPHER intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, customers, and visitors.

6.5 Meal Periods

All employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

6.6 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

6.7 Telecommuting

Employees allowed to telecommute from home or off-site, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the employee handbook and elsewhere. In addition to their existing obligations and responsibilities telecommuters must agree to do the following:

- Maintain a regular work schedule and an accurate accounting of what they work on and when.
- Comply with all of the safety regulations that apply to an office. That means having a safe work environment free of clutter, exposed wiring, slippery surfaces, etc. Any employee who telecommutes grants a license to the company to inspect their work premise during normal work hours.

- Not allow business visitors to their home or off-site work location without the express written permission from their supervisor
- Understand that the policies and procedures relating to legal compliance and ethics obligations remain in full force and effect while off-site.
- Be responsible for any company equipment used off-site. The employee may be responsible for the cost of repair or replacement of any equipment if handled carelessly or recklessly. The company is not responsible for personal equipment used without express written authorization from the company.
- Maintain their work product in a safe and secure environment. Any confidential materials, trade secrets or proprietary information should be maintained under lock and key and appropriately discarded.

Remember that you are a representative of this company no matter where you are. Please use your best judgment at all times.

6.8 Business Travel Expenses

BYTECIPHER will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved should make all travel arrangements through BYTECIPHER travel department. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by BYTECIPHER. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following: -

- Airfare or train fare for travel in coach or economy class.
- Car rental fees, only for compact or midsize cars;
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel;
- Taxi fares, only when there is a no less expensive alternative.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings;

- Cost of meals, no more lavish than would be eaten at the employee's own expense,
- Charges for telephone calls and similar services for business.
- Charges for one personal telephone call each day:
- Charges for laundry and valet services, only on trips of five or more days (Personal entertainment and personal care items are not reimbursed).

Employees are encouraged to use their cellular telephone or calling cards when traveling, as hotel charges are excessive.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by BYTECIPHER may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

6.9 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at BYTECIPHER, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter BYTECIPHER at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on BYTECIPHER premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

6.10 Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are valuable, vital assets and BYTECIPHER property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

BYTECIPHER has the right to monitor all of its information technology systems and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed, or transmitted via those systems.

BYTECIPHER strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, BYTECIPHER prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

6.11 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by BYTECIPHER to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of BYTECIPHER and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of BYTECIPHER. As such, BYTECIPHER reserves the right to monitor Internet traffic and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other

comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrights, trademarks, or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create the material, do not own the rights to it, or have not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by BYTECIPHER in violation of law or BYTECIPHER policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- Sending or posting messages or material that could damage the organization's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another organization or person;
- Refusing to cooperate with a security investigation;

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the organization's electronic communications systems;
- Sending or posting messages that disparage another organization's products or services.

6.12 Workplace Monitoring

Workplace monitoring may be conducted by BYTECIPHER to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers' image of BYTECIPHER as well as their satisfaction with our service.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect the confidentiality of an ongoing investigation.

Because BYTECIPHER is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

6.13 Workplace Violence Prevention

BYTECIPHER is committed to preventing workplace violence and to maintaining a safe work environment. BYTECIPHER has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts

of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, provincial, or local law.

7. Employee Conduct Disciplinary Action

7.1 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, BYTECIPHER expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of the property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct.

7.2 Sexual and Other Unlawful Harassment

BYTECIPHER is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct includes making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words, or suggestive or obscene letters or invitations;
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) submission or rejection of the conduct is used as a basis for making employment decisions; or,
- (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be

inappropriate to contact that person, you should immediately contact the HUMAN RESOURCES DEPARTMENT OR OTHER or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the HUMAN RESOURCES DEPARTMENT OR OTHER or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

7.3 Attendance and Punctuality

To maintain a safe and productive work environment. BYTECIPHER expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on BYTECIPHER. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

7.4 Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image BYTECIPHER presents to customers and visitors.

During business hours or when representing BYTECIPHER, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

- Jeans, Bermuda, T-shirt, and shorts do not present appropriate professional attire;
- Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance;
- Offensive body odor and poor personal hygiene is not professionally acceptable;
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours;
- Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours;
- Visible excessive tattoos and similar body art must be covered during business hours.

7.5 Return of Property

Employees are responsible for all BYTECIPHER property, materials, or written information issued to them or in their possession or control. Employees must return all BYTECIPHER property immediately upon request or upon the termination of employment. Where permitted by applicable laws, BYTECIPHER may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. BYTECIPHER may also take all action deemed appropriate to recover or protect its property.

7.6 Resignation and Retirement

- Resignation is a voluntary act initiated by the employee to terminate employment with BYTECIPHER.
- BYTECIPHER requests at least 2 months' written notice of resignation from employees.
- Before an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.
- In line with actual legislation, BYTECIPHER does not have an age where it expects employees to retire. It is however our policy to have discussions with all our staff where they can discuss their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so.
- You should ensure that you inform your line manager at least TWO months before you plan to retire to ensure that all appropriate arrangements are made (ex: sourcing a replacement etc.)

7.7 Security Inspections

BYTECIPHER wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, BYTECIPHER prohibits possession, transfer, sale, or use of such materials on its premises. BYTECIPHER requires the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices may be provided for the convenience of employees but remain the sole property of BYTECIPHER. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of BYTECIPHER at any time, either with or without prior notice.

7.8 Progressive Discipline

The purpose of this policy is to state BYTECIPHER position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced comes from good leadership and fair supervision at all employment levels.

BYTECIPHER's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent a recurrence, and prepare the employee for satisfactory service in the future.

Although employment with BYTECIPHER is based on mutual consent and both the employee and BYTECIPHER have the right to terminate employment at will, with or without cause or advance notice, BYTECIPHER may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps - verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

BYTECIPHER recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses. but maybe examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage. benefiting both the employee and BYTECIPHER.

7.9 Problem Resolution

BYTECIPHER is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problems. the complaint, suggestion, or question receives a timely response from BYTECIPHER supervisors and management.

BYTECIPHER strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with BYTECIPHER in a reasonable, business-like manner. or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents a problem to the immediate supervisor after an incident occurs. If a supervisor is unavailable or the employee believes it would be inappropriate to contact that person, an employee may present a problem to HUMAN RESOURCES DEPARTMENT OR OTHER or any other member of management.

2. Supervisor responds to a problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents a problem to HUMAN RESOURCES DEPARTMENT OR OTHER if a problem is unresolved.
4. HUMAN RESOURCES DEPARTMENT OR OTHER counsels and advises employees, assists in putting the problem in writing, and visits with employee's manager(s), if necessary.
5. Employee presents a problem to the President In writing.
6. The President reviews and considers the problem. The President informs the employee of the decision and forwards a copy of a written response to HUMAN RESOURCES DEPARTMENT OR OTHER for the employee's file. The President has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction. but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

7.10 Workplace Etiquette

BYTECIPHER strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention, in-most cases, common sense will dictate an appropriate resolution. BYTECIPHER encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the HUMAN RESOURCES DEPARTMENT OR OTHER if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Return copy machine and printer settings to their default settings after changing them;
- Replace papers in the copy machine and printer paper trays when they are empty,
- Retrieve print jobs in a timely manner and be sure to collect all your pages;
- Be prompt when using the manual feed on the printer:

- Keep the area around the copy machine and printers orderly and picked up;
- Be careful not to take or discard others' print jobs or faxes when collecting your own;
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor;
- Try to minimize unscheduled interruptions of other employees while they are working;
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace;
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone Or to others in open areas.

7.11 Suggestion Program

As employees of BYTECIPHER, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit BYTECIPHER by solving a problem. reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making BYTECIPHER a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the President and, after review, they will be forwarded to the Direction. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition may be given to employees who submit a suggestion that is implemented.

IF YOU HAVE ANY COMMENTS OR SUGGESTIONS REGARDING THE CONTENT OF THE EMPLOYEE HANDBOOK, PLEASE DIRECT THEM TO HUMAN RESOURCES DEPARTMENT OR OTHER.

WISHING YOU A LONG AND REWARDING CAREER AT BYTECIPHER PVT.

Acknowledgment of Receipt

I acknowledge that I have received a copy of the BYTECIPHER, Employee Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the Company.

I also understand that the purpose of this Handbook is to inform me of the Company's policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or any Company employee, nor is it intended to create contractual obligations of any kind. I understand that the Company has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgment and return it to Human Resources. Retain a second copy for your reference.