



Quadwave Consulting Pvt. Ltd.

Employee and Workplace Policies





Quadwave Consulting Private Limited

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1 Human Rights

1.1 Introduction

Respect for human rights is a fundamental value of Quadwave. We strive to respect and promote human rights across all our global sites. Quadwave is committed to upholding human rights guidelines, National/International laws (EU directives, ILO mandates, Modern Slavery Act etc.) within our geographies and maintaining and improving systems and processes to avoid complicity in human rights violations. We conduct due diligence to identify and prevent human rights risks to people in our business and value chain. Quadwave is committed to providing for, or cooperating in, the fair and equitable remediation if any violations are caused by the Company's business activities or through our relationships with third parties.

1.2 Purpose

The purpose of this policy is to solemnly affirm Quadwave's unyielding commitment to upholding the fundamental principles of human rights. It establishes a clear and ethical framework for operations, ensuring compliance with international laws and norms, mitigating risks, and promoting responsible business practices.

1.3 Scope and Applicability

This policy applies to the directors, all employees both permanent and contractors, trainees, suppliers, subsidiaries, distributors, business contacts, agents, advisers, business associates, including current and potential clients, customers and others acting on the Company's behalf.

1.4 Definitions

"Company"/"Organization"/"Quadwave" refers to the Quadwave Consulting Pvt. Ltd.

"Employee (s)" refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

"Trainee(s)"/"Interns(s)" refers to all individuals undergoing training or internship at Quadwave.

"Consultant(s)"/"Contractor(s)" refers to all individuals working for a short period of time either directly or indirectly (through a vendor).

“Director(s)” refers to the member of the Board of Directors.

“Associate(s)”/“Individual(s)” refers to all directors, employees (permanent, trainees, contractors, advisors, interns, consultants, casual workers, and agency staff, and anyone acting on behalf of Quadwave.

“Third Party”/“Business Partner” refers to any individual or organization engaged with Quadwave, including actual or potential clients, customers, suppliers, distributors, business contacts, agents, advisers, business associates (including rainmakers etc.), government, non-government organizations, public bodies, including their advisers, representatives and officials, politicians, and political parties.

“Human Rights” refers to fundamental rights and freedoms to which all individuals are entitled, irrespective of their race, nationality, gender, religion, or any other distinguishing characteristic, as enshrined in international agreements and declarations.

“Stakeholders” refers to Individuals, groups, or entities affected by or having an interest in the Company’s operations, including employees, customers, suppliers, investors, and local communities.

“Value Chain” refers to the full range of activities and stakeholders involved in producing, distributing, and delivering a product or service, including suppliers, manufacturers, distributors, and customers.

“Modern Slavery” refers to the use of forced labor, human trafficking, or any form of coerced or involuntary work, violating human rights and labor standards.

“Discrimination” refers to unjust or prejudicial treatment based on factors such as race, gender, religion, age, disability, or other protected characteristics, violating human rights.

1.5 Policy Statement

1.5.1 Safe and Healthy Workplace

We are dedicated to ensuring a productive workplace by actively minimizing the risk of accidents, injuries, and potential exposure to health hazards. We hold a strong commitment to involving our employees in an ongoing journey to enhance health and safety within our workplaces. This includes thoroughly identifying potential hazards and swiftly remedying any health and safety issues that may arise, promoting a culture of continuous improvement and well-being for all.

1.5.2 Diversity

At Quadwave, we firmly reject discrimination and harassment, and maintain work environments that are devoid of bias or harassment based on attributes such as race, color, religious creed,

national origin, gender, sex, pregnancy or parental status, sexual orientation, gender identity, gender expression, medical condition, physical or mental disability, genetic information, age, military or veteran status, ancestry, marital status, or any other status protected by applicable laws.

We firmly stand against any form of disrespectful or inappropriate conduct, unjust treatment, or reprisals. We find harassment unacceptable within the workplace and in any work-related context beyond its confines. These principles extend to our employees and encompass our relationships with the business partners with whom we collaborate.

1.5.3 Workplace Security

Our dedication lies in upholding a workplace environment devoid of violence, harassment, intimidation, and any form of unsafe or disruptive circumstances arising from internal and external threats. We ensure that the necessary security measures for our employees are made available and will be upheld, always considering the privacy and dignity of our workforce.

1.5.4 A Flexible Work Culture

Quadwave firmly believes in the positive impact of creating a flexible work environment, which not only aids in retaining our top talents but also keeps our workforce consistently motivated and engaged. We offer an array of adaptable work arrangements. These include benefits such as parental leave (paternity and maternity), sabbatical, personal leave, time off for individual corporate responsibility and corporate social responsibility activities, and the option to Work from Home (WFH).

1.5.5 Child Labor, Forced Labor, and Human Trafficking

The Company refrains from hiring minors or children in any facet of its operations and diligently endeavors to guarantee that its suppliers and clients do not engage in any form of child labor within their supply chains or business activities.

The Company refrains from employing forced, bonded, compulsory labor or any form of human trafficking, allowing its employees to terminate their employment with reasonable notice.

1.5.6 Working Hours, Wages, and Employee Benefits

Our commitment extends to providing our employees with wages that are both competitive within the industry and aligned with the standards of the local labor law.

We diligently endeavor to maintain full compliance with all relevant regulations governing wages, working hours, and employee benefits.

1.5.7 Data Privacy

We respect individual privacy expectations and protect the personal information we collect, use, and disclose in connection with our business.

1.5.8 Raising Concerns

We firmly believe that an empowered workforce is the most effective means of obtaining feedback and pinpointing areas for improvement. Our Whistleblower Policy is a vital channel for stakeholders to report real or suspected violations.

2 Confidentiality Policy

2.1 Introduction

At Quadwave, we recognize the importance of safeguarding sensitive information and proprietary data. This Confidentiality Policy is instituted to reinforce our commitment to the secure handling of confidential information.

2.2 Purpose

The primary purpose of this policy is to articulate the principles, expectations, and obligations governing the handling, sharing, and protection of confidential information within our organization. It seeks to preserve intellectual property, client privacy, and the security of business-sensitive data. This policy is designed to balance the essential need for information sharing and the imperative of maintaining confidentiality.

2.3 Scope and Applicability

This policy applies to all employees, contractors, trainees, and any other individuals who have access to confidential information through their association with Quadwave.

2.4 Definitions

“Company”/“Organization”/“Quadwave” refers to the Quadwave Consulting Pvt. Ltd.

“Employee (s)” refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

“Trainee(s)”/ “Interns(s)” refers to all individuals undergoing training or internship at Quadwave.

“Consultant(s)”/ “Contractor(s)” refers to all individuals working for a short period of time either directly or indirectly (through a vendor).

“Director(s)” refers to the member of the Board of Directors.

“Associate(s)”/“Individual(s)” refers to all directors, employees (permanent, trainees, contractors, advisors, interns, consultants, casual workers, and agency staff, and anyone acting on behalf of Quadwave.

“Third Party” refers to any individual or organization engaged with Quadwave, including actual or potential clients, customers, suppliers, distributors, business contacts, agents, advisers, business associates (including rainmakers etc.), government, non-government organizations, public bodies, including their advisors, representatives and officials, politicians, and political parties.

“Confidential Information” refers to all data, knowledge, trade secrets, proprietary techniques, customer information, intellectual property, business strategies, and any other information that is not publicly available. It constitutes the core of our organization’s competitive advantage and must be safeguarded diligently.

“Authorized Personnel” refers to individuals who are permitted to access and handle confidential information as a component of their job responsibilities. These individuals are bound by this policy and are required to maintain the highest standards of confidentiality.

“Unauthorized Disclosure” refers to the sharing, distribution, or use of confidential information by individuals who lack the explicit authorization to do so. It includes unintentional breaches, negligent handling, and deliberate misconduct.

2.5 Policy Statement

2.5.1 Handling of Confidential Information

Authorized personnel are expected to handle confidential information carefully and diligently. This means they should treat sensitive data with the highest attention and caution.

Handling includes securely storing confidential information. This involves using approved methods of storing digital files, such as encryption and password protection, to prevent unauthorized access. In the case of physical documents, ensuring that they are kept in secure, locked areas is equally important.

Transmitting confidential information should only occur through authorized and secure channels. It is crucial to use encrypted communication methods when sharing sensitive data. Email and messaging systems that are protected and monitored should be used for this purpose.

Confidential information should only be shared with individuals who have a legitimate need to know. This principle underscores the importance of practicing the principle of least privilege, ensuring that access is granted on a need-to-know basis.

2.5.2 Confidentiality Agreement

All employees and authorized personnel are bound by a confidentiality agreement signed at the time of joining. These agreements serve as formal contracts that explicitly state the individual's commitment to safeguarding confidential information.

- During employment with Quadwave, employees will have access to confidential information. (e.g., include information relating to existing and prospective customers, pricing and sales figures, profit margins, technical information, security arrangements, and contact details for colleagues and associates. This list is not exhaustive.)
- To protect the business of Quadwave, employees are expressly forbidden, either during or after their employment, to disclose any confidential information relating to Quadwave either verbally or in writing to any person or Company, or make use of any such information without the prior written consent of a Director of Quadwave.

2.5.3 Unauthorized Disclosure

This policy prohibits discussing confidential matters in public areas or overheard conversations and sharing information with colleagues or external individuals who do not have a legitimate need to know the information.

Using personal or unsecured communication channels, such as personal email accounts, to share confidential information is also considered an unauthorized disclosure and is strictly prohibited.

2.6 Consequences of Violations

Violations of this policy may lead to disciplinary actions, including but not limited to warnings, termination, and potential legal actions, depending on the nature and severity of the violation and its impact on the Organization's interests. Also, Quadwave reserves the right to seek adequate compensation and an injunction against an employee and any third party if this obligation is not fulfilled.

3 Background Verification Policy

3.1 Introduction

This policy aims to ensure that our hiring decisions are aligned with our values and requirements. We aim to assess the accuracy and reliability of the information provided by individuals, verify their qualifications, and safeguard our workplace and stakeholders. Our background verification process is conducted without any form of discrimination. It is designed to be fair and objective, ensuring that all candidates are treated equally.

3.2 Purpose

The primary purpose of this policy is to ensure that Quadwave can make informed decisions when considering the suitability of individuals for employment, contractual engagements, or other affiliations.

This policy is designed to govern the process of scrutinizing and assessing the qualifications, integrity, and background of individuals associated with Quadwave, including employees, contractors and trainees.

3.3 Scope and Applicability

This policy applies to all individuals who seek or maintain an affiliation with Quadwave, including job applicants, employees, contractors, and trainees.

3.4 Definitions

“Background Verification” refers to the process of researching and confirming the information provided by individuals seeking employment or affiliation with Quadwave. It encompasses various checks, including but not limited to criminal history, employment history, educational qualifications, reference checks, credit history, and other relevant information.

“Candidate” refers to the individual subject to a background verification check. This could be a job applicant, an existing employee, a trainee, a contractor, or any other person associated with Quadwave.

3.5 Policy Statement

3.5.1 Legal Compliance

Quadwave is committed to ensuring that every background verification procedure is carried out with the utmost respect for the privacy and dignity of the individuals being assessed.

3.5.2 Transparency and Consent

Prior to initiating any background verification process, the candidates who are the subjects of these verifications will be provided with a transparent and comprehensive understanding of the process. This will encompass an explanation of the information to be collected and the verification’s purpose.

Talent Management will diligently obtain clear, unambiguous, and voluntary consent from candidates or subjects before embarking on any aspect of the verification process. The consent process aims to empower individuals, ensuring they are informed participants in the verification process.

3.5.3 Data Accuracy and Protection

All data gathered during background verification will be accurate, sourced from reputable channels, and meticulously maintained to ensure that it remains secure and confidential.

3.5.4 Fair and Unbiased Evaluation

All candidates or subjects will be treated equally, without discrimination or bias of any kind. The verification results will be examined objectively, free from any influence that could compromise the fairness of the evaluation.

3.5.5 Types of Verification

At Quadwave, we conduct the following background checks, including the following but not limited to

- **Criminal Background Check:** We examine a candidate's criminal history to ensure a safe and secure work environment.
- **Educational Qualifications:** We verify the academic credentials provided by candidates to confirm their qualifications for the respective roles.
- **Employment History:** We validate the employment history supplied by candidates to ensure their professional experience meets our standards.
- **Reference Checks:** We conduct reference checks to gain insights into a candidate's work ethic, attitude, and performance.

3.6 Consequences of Discrepancy

In the event that any material misrepresentation or discrepancy is discovered during the background verification process, Quadwave reserves the right to take appropriate action, including but not limited to termination of employment. We hold this right with the utmost seriousness, as it is essential to maintain our organization's credibility, protect our stakeholders' interests, and uphold our values of transparency and trust.

We also recognize that circumstances may vary, and we will take into account any mitigating factors when making such determinations.

4 Dress Code Policy

4.1 Introduction

In professional conduct, the attire we choose to wear serves as a powerful form of non-verbal communication. It embodies our respect for the workplace, our colleagues, and the values and expectations of our organization. The “Dress Code Policy” is a document that articulates Quadwave’s standards and guidelines regarding attire in the workplace. It is a foundation for mutual respect and embodying our values and principles, which we expect all employees to embrace.

4.2 Purpose

This Dress Code Policy is to establish a framework that ensures a consistent and professional appearance among employees. This policy is intended to define appropriate “Business Attire” or “Smart Casuals Attire” during normal business operations and working hours. It is designed to:

- Reflect Quadwave’s identity, values, and corporate culture.
- Promote respect and professionalism in the workplace.
- Define guidelines for appropriate attire, including clothing, footwear, and personal grooming.
- Foster a positive, non-discriminatory work environment.

4.3 Scope & Applicability

This policy applies to all employees, contractors, and trainees. It encompasses the attire and grooming standards expected in all professional settings within Quadwave.

4.4 Definitions

“Company”/“Organization”/“Quadwave” refers to the Quadwave Consulting Pvt. Ltd.

“Employee (s)” refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

“Trainee(s)”/“Interns(s)” refers to all individuals undergoing training or internship at Quadwave.

“Consultant(s)”/“Contractor(s)” refers to all individuals working for a short period of time either directly or indirectly (through a vendor)

“Business Formal” refers to a dress code category denoting formal, professional attire.

“Smart Casual” refers to dress code category denoting professional yet relaxed attire.

4.5 Policy Statement

Quadwave is committed to maintaining a workplace that reflects professionalism, respect, and corporate identity. Employees are expected to adhere to the specified dress code, be it business formal or business casual, as appropriate to their roles and responsibilities. An employee should always keep in mind that they are representing the Company.

Appropriate Business Attire

Men:

- Formal suits
- Formal shirt and pant
- Formal shoes
- Professional accessories

Women:

- Formal suits
- Formal shirt and pants
- Below knee-length formal skirt with formal shirt
- Salwar kameez, churidar set, cotton kurti
- Formal footwear
- Appropriate accessories

Appropriate Smart Casual Attire

Men:

- Casual blazer, casual shirt, t-shirt, polo neck t-shirt
- Jeans pant, chinos, corduroy pant, khaki pant
- Loafers, sports shoe

Women:

- Casual blazer, casual shirt, kurti, t-shirt, casual shirt
- Jeans pant, chinos, corduroy pant, Khaki pant
- Below knee-length skirt

For client meetings (on any day of the week)

Men:

- Formal shirt and pant is a must. Formal blazer suits can be optional.

Women:

- Formal shirt, pant, or traditional wear (saree or salwar kameez).

Inappropriate Attire (What Not to Wear):

- Casual or Athletic Wear: Attire such as shorts, sweatpants, yoga pants, tank tops, graphic t-shirts.
- Overly Revealing or Ill-Fitting Clothing: Tight, revealing, or excessively baggy clothing that is not in line with professional standards.
- Distracting or Offensive Clothing: Clothing with offensive language, logos, or graphics, as well as excessive jewelry.
- Beachwear or Sleepwear: Swimsuits, beach cover-ups, and pajama-like clothing.
- Hats and Headgear.
- Footwear: Flip-flops, beach sandals, and athletic shoes.

4.6 Consequences of Violations

Dress code violations will be addressed with discretion and may result in disciplinary actions.

5 Attendance Management

5.1 Introduction

Reliable attendance is the foundation of a productive and efficient workplace. It ensures the smooth functioning of our organization and plays a crucial role in meeting our commitments to clients, colleagues, and stakeholders.

This policy serves as a testament to our dedication to creating an environment where every employee understands the significance of their presence and participation in the workplace. It addresses the challenges of attendance-related issues and offers a framework that outlines our expectations and guidelines.

5.2 Purpose

The Attendance Policy aims to establish a framework that promotes reliable attendance and punctuality among employees. This policy serves to:

- Ensure the efficient operation of Quadwave by minimizing disruptions caused by absenteeism and tardiness.
- Encourage a culture of accountability where employees understand the impact of their attendance on their colleagues, the organization, and its stakeholders.
- Define clear guidelines for reporting absences and addressing attendance-related issues.

- Encourage a workplace that values punctuality, commitment, and professionalism, thus enhancing overall productivity.

5.3 Scope and Applicability

This policy applies to all employees of Quadwave, including full-time and trainees.

5.4 Definitions

“Company”/“Organization”/ “Quadwave” refers to the Quadwave Consulting Pvt. Ltd.

“Employee (s)” refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

“Trainee(s)”/“Interns(s)” refers to all individuals undergoing training or internship at Quadwave.

“Punctuality” refers to the act of arriving and commencing work at the designated time or within an acceptable grace period.

“Absence/Absent” refers to a situation in which an employee is not present at work during scheduled working hours.

5.5 Policy Statement

Employees at all levels of Quadwave are responsible for adhering to this policy and supporting its successful implementation.

5.5.1 Punctuality and Reliability

Quadwave’s goal is to ensure that all employees consistently arrive at work on time and remain committed to their roles, contributing to the efficient operation of our organization. Reliable attendance is the key aspect of our productivity and success.

- Employees must start their work at their defined time.
- Employees must work at least 40 hours per week, excluding lunch and other breaks.

5.5.2 Accountability and Responsibility

We encourage employees to understand that their presence or absence profoundly impacts their colleagues, the Organization, and our stakeholders.

- Employees are expected to maintain regular and consistent attendance. This includes reporting to work on time, adhering to scheduled work hours, and notifying their immediate manager/client of any anticipated absence or tardiness.

- Support for Employee Success: We understand that life's circumstances may sometimes challenge an employee's attendance. In such cases, we aim to provide support while upholding our operational needs.

5.5.3 Attendance Management Tool

To provide real-time visibility into attendance data, we have Zoho attendance recorder.

Managers can instantly access information about who is present, who is absent, and who might be arriving late.

It is mandatory that everyone follow the below instructions to ensure your attendance is captured for salary processing.

- Employees should do regular "check-in" and "check-out" as per their defined timings.
 - If an employee fails to "check-in" and "check-out", it will be recorded absent in the tool.
 - In case if any employee misses a check-in or check-out or the Zoho access is out of order for any reason, the employee should do the attendance regularization within 3 working days.
 - During the closure of the month (last working day of the month), if an employee is on leave, it is the manager's responsibility to apply the employee leave on the employee's behalf and/or perform regularization for the previous day(s) if required.
 - Talent Management has full rights to make modifications/alterations/substitutions to any of the above provisions.

5.6 Consequences of Violations

Unexcused or excessive/repetitive absenteeism may result in disciplinary action.

6 Leave Management Policy

6.1 Introduction

Quadwave recognizes the significance of effective leave management in promoting a harmonious work-life balance for employees while ensuring the continued smooth operation of the business. The "Leave Management Policy" is a comprehensive framework designed to govern the various aspects of employee leaves.

This policy embodies our commitment to creating a supportive work environment where employees can effectively manage their personal and professional responsibilities. It addresses the diverse types of leaves, procedures for requesting leaves, and the Organization's responsibilities in granting and managing leaves.

6.2 Purpose

The purpose of the Leave Management Policy is to establish a structured framework that:

- Balances the need for employees to manage their personal and professional lives while ensuring operational efficiency.
- Ensures fair and consistent treatment of all employees regarding leaves in accordance with legal requirements.
- Provides guidelines for the different types of leaves, such as earned leave, maternity/paternity leave, compensatory offs, and other approved leaves.
- Fosters a culture of trust, transparency, and accountability in managing employee leaves.

6.3 Scope and Applicability

The Leave Management Policy applies to all full-time employees within the organization. It encompasses various leave types and outlines the procedures for requesting, approving, and managing leaves.

6.4 Definitions

“Company”/“Organization”/ “Quadwave” refers to the Quadwave Consulting Pvt. Ltd.

“Employee (s)” refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

“Trainee(s)”/“Interns(s)” refers to all individuals undergoing training or internship at Quadwave.

“Maternity Leave” refers to a type of leave that is granted to female employees who are expecting or have recently given birth. It allows them to take time off work to care for and bond with their newborns.

“Paternity Leave” refers to a type of leave granted to male employees. It allows fathers to take time off work to support their partners during childbirth and care for their newborns.

“Leave Request” refers to a leave request as a formal submission made by an employee to request time off from work for a specific period, including the type of leave requested and the desired dates.

“Compensatory Off”/“Comp Off” refers to a form of paid time off granted to an employee in lieu of extra hours worked beyond their regular schedule. It is typically given as compensation for

overtime work or additional hours worked during irregular shifts or on designated days, such as holidays or weekends.

“Bereavement Leave” refers to a type of authorized paid time off from work that is granted to employees to allow them to grieve, attend to family matters, and make funeral arrangements following the death of a close family member or loved one.

6.5 Eligibility

- All employees are covered under this policy, except “trainees” and “consultants”.
- Trainees cannot avail the benefit during their training period (3 months/6 months as communicated through formal communication) and any leaves taken during that period is considered as loss of pay for that duration.

6.6 Policy Guide and Pointers

- As per policy, all employees earn 2 days of leaves on a pro-rata basis after successful completion of their service every month which accumulates to 24 days for twelve months.
- Leaves will be calculated from January to December every year.
- Employees cannot carry forward their leave balance for the next calendar year.
- No leaves will be en-cashable.
- Project managers are advised to ensure their team members plan and enjoy leave benefit to maintain health and spend time with their family. Employees are advised to manage their leave plans throughout the year such that, they do not accumulate leaves till end of year and lapse them in case approvals are denied due to project needs.

6.7 Responsibility of an Employee

- It is the responsibility of an employee to inform their reporting manager and get prior approval through Zoho.
- In case of absentia due to emergency, an employee should inform Talent Management and their reporting manager through any mode before 10:00 AM.
- In case an employee avails leave, they should ensure that their leaves should be accepted and approved by their reporting manager before they proceed for vacations.
- If an employee goes off on leave for emergency like medical treatment, death of close relative etc., the employee should apply on the first day of return from vacation.
- Vacations availed not complying with the above will be deemed as absent and leave without pay/Loss of Pay (LOP).

6.8 Procedure for Availing Leave(s)

- An employee intending to go on long leave will have to apply at least 2 weeks in advance.
- The reporting manager, depending on the exigencies of work will consider and approve/reject the leave applied for.
- An employee who has availed any kind of emergency leave should apply for leave within one working day from the date of his return to work.

6.9 Policy for Working Over Weekends or General Holidays

- Compensatory offs are eligible for employees who have been asked to work during weekends or general holidays by the respective project manager, based on the project requirements.
- Project managers are accountable for work plans during weekend and general holidays. It is their responsibility to award compensatory off.
- Employees need to utilize their compensatory offs within 45 days and plan it in advance with their project managers.
- Compensatory offs will not be carry forwarded. Unutilized compensatory offs will lapse after 45 days.

6.10 Wedding Leave

- At Quadwave, we are committed to supporting our employees during their joyous occasion of wedding by offering a comprehensive Wedding Leave Policy.
- To avail of wedding leave, employees should have worked in the organization for a minimum period of not less than 6 months.
- Wedding leave can be availed up to consecutive 5 days of paid leave.
- To avail the wedding leave, employees must provide 3 months of advance notice to their managers and Talent Management.

6.11 Maternity Leave

- All female employees will be entitled to the maternity leave with the full pay for a total period of up to 26 weeks on production of necessary medical certificates.
- The total leaves pre and post-natal, shall not exceed 26 weeks provided such employees should have worked for a minimum period of not less than 6 months in the organization.
- Maternity leaves shall be restricted to two births during the period of employment.
- In case of miscarriage, up to 4 weeks paid leave from the date of miscarriage or medical termination of pregnancy shall be granted subject to submission of medical certificate. However, any voluntary abortion will not be covered under the Maternity Leave Policy and instead be treated as normal leave.

6.12 Paternity Leave

- Paternity leaves will be up to 10 working days and must be availed within 90 days of the child's birth and in contiguous of 5 days. Paternity leaves shall be restricted to two births during the period of employment.

6.13 Sabbatical Leave

- Quadwave offers eligible employees a Sabbatical Leave Program. This program is a part of the Quadwave's Wellness Care Program and is in addition to the regular Leave Policy. The program allows you to take extended time off to relax, recharge, and re-energize for your return to work with a renewed commitment to supporting Quadwave's future success.
- This program offers eligible employees up to 3 months of time-off. Please refer to the Sabbatical Leave Program document for more information.

6.14 Bereavement Leave for Immediate Family

- In the wake of a loss, Quadwave extends its deepest condolences to our employees and their families. To support our employees during such difficult moments, we have established a bereavement policy that reflects our commitment to their well-being and provides them with the necessary support and time for grieving. This policy applies to all full-time employees.
- Immediate family members covered by this policy include the employee's spouse, children, stepchildren, parents, parents-in-law, stepparents, and siblings.
- Employees who experience the loss of an immediate family member are entitled to up to 3 consecutive paid days off to cope with their loss.
- Employee is expected to notify their manager or Talent Management as soon as possible to discuss their need for bereavement leave.
- Employee should apply the leave on the first day upon returning to work.

6.15 Guidelines for Communication During Leave

In case an employee is going on leave for a day or more, here are the following steps to be followed:

- Those who are interacting with the client/stakeholder on daily basis, when they are going to be on a planned leave then kindly put the leave information in the signature of the email e.g. If employee had two or more planned leave, put the information in the signature somewhere a week or two before. i.e. "Not available from dd-mm-yyyy to dd-mm-yyyy (date has to be mentioned).
- When an employee get their leave approved, they should send out a meeting request with those dates included with subject "Santosh is on leave between 04-Aug-2023 Monday to

10-Aug-2023 Sunday”, with meeting invite for whole day and showing up as Free on the calendar with about 40 hours reminder. Then the concerned people get a reminder in time to get any stuff done before the employee leaves for vacation.

Template for communication during leave

When an employee is on leave, they can set up an out-of-office note in Outlook, here is the standard message:

“Hi,

Thank you for your email. I am not available starting from 04-Aug 2023 to 10-Aug-2023.

I will not have access to phone and email. I will respond to your email as soon as I am back at work, please contact <mention the name of the person who can address or respond to client>at < email id of that person> for immediate response.”

For Example:

“Hi,

Thank you for your email. I am not available starting from 04-Aug 2023 to 10-Aug-2023.

I will not have access to phone and email. I will respond to your email as soon as I am back at work, please contact Abhay at <abhay@Quadwave.com> for immediate response.”

If you have any queries to setup or configure out-of-office email, please contact Admin/IT.

7 Employee Record-Keeping Policy

7.1 Introduction

Employee Record Keeping Policy serves as a comprehensive guide to outline the principles, guidelines, and standards that govern the collection, storage, and maintenance of employee information within Quadwave.

7.2 Purpose

This policy is established to ensure the accurate, secure, and confidential handling of all employee-related documents and information. It aims to facilitate compliance with legal requirements, protect employees’ privacy, and provide a structured framework for accessing and maintaining these records.

7.3 Scope and Applicability

This policy applies to all employee records, whether in physical or electronic format, generated and maintained by Quadwave. It encompasses records from the recruitment and hiring process,

employment contracts, personal information, performance evaluations, salary and benefits details, and any other records related to the employment relationship.

7.4 Definitions

“Company”/“Organization”/“Quadwave” refers to the Quadwave Consulting Pvt. Ltd.

“Employee (s)” refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

“Trainee(s)”/“Interns(s)” refers to all individuals undergoing training or internship at Quadwave.

“Consultant(s)”/“Contractor(s)” refers to all individuals working for a short period of time either directly or indirectly (through a vendor).

“Employee records” refers to all documentation and data associated with an individual’s employment, covering aspects such as personal information, employment contracts, performance evaluations, compensation details, training records, disciplinary actions, and any other documents relevant to the employee’s tenure with the organization.

“Sensitive data” refers to any information within employee records that could lead to potential harm, identity theft, or privacy breaches if disclosed or accessed by unauthorized parties.

7.5 Policy Statement

7.5.1 Data Security and Confidentiality

Employee records will be kept confidential and stored securely to prevent unauthorized access, usage, or disclosure. Access to these records will be limited to authorized personnel, including Talent Management and relevant management.

7.5.2 Access Control

Employees possess the right to access their own records and request corrections. Third-party access to employee records will occur only when mandated by law, authorized by the employee, or deemed necessary for business purposes, always with appropriate safeguards.

7.5.3 Reporting

Employees must promptly report any breaches, unauthorized access, or suspected data security incidents regarding employee records to Talent Management, which will then take the necessary steps.

7.5.4 Accuracy

Employees are responsible for ensuring data accuracy by promptly reporting any changes to their personal or professional information.

7.5.5 Retention and Disposal

Employee records will be retained strictly in accordance with the mandates of applicable legal requirements and industry best practices. Our commitment extends to the secure disposal of records once their retention period expires.

7.6 Consequence of Violations

Failure to adhere to this Employee Record Keeping Policy may result in disciplinary action, up to and including termination of employment.

8 Email and Internet Policy

8.1 Introduction

At Quadwave, we recognize the importance of electronic communication and internet access in facilitating effective communication and enhancing productivity. This policy helps to even the advantages of digital communication with our commitment to safeguarding security, privacy, and the Organization's reputation.

8.2 Purpose

This Email and Internet Policy is established to outline the guidelines and expectations regarding the appropriate and responsible use of company-provided email accounts and Internet access.

8.3 Scope and Applicability

This policy is applicable to all employees, trainees, and contractors.

8.4 Definitions

"Company"/"Organization"/"Quadwave" refers to the Quadwave Consulting Pvt. Ltd.

"Employee (s)" refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

"Trainee(s)"/"Interns(s)" refers to all individuals undergoing training or internship at Quadwave.

“Consultant(s)”/“Contractor(s)” refers to all individuals working for a short period of time either directly or indirectly (through a vendor).

“Director(s)” refers to the member of the Board of Directors.

“Email Resources” refers to all email accounts, addresses, software, and systems provided or approved by Quadwave for work-related communications.

“Internet Resources” refers to any network access, browsing tools, applications, and websites accessed via Quadwave’s network infrastructure or work-provided devices.

8.5 Policy Statement

8.5.1 Data Security

Employees must exercise utmost care in handling confidential information when using email and internet resources. Sensitive data should not be shared or transmitted via unsecured channels, and appropriate encryption methods should be employed when necessary.

- Employees who send confidential information through email must secure it by including it in a file and protecting it with a password. Then, the sender must provide the password by means of other communication, for instance, by telephone.

Quadwave has the right to utilize software that identifies and blocks access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

8.5.2 Usage

Quadwave reserves the right to monitor and log any/all aspects of its computer system, including, but not limited to, monitoring email, internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by employees. Employees must not expect privacy in anything they create, store, send, or receive on the Company’s computer system.

8.5.3 Respectful Communication

Employees are expected to maintain a professional tone and demeanor in all communications conducted through company-provided email accounts.

Harassment, offensive language, or any form of disruptive behavior is strictly forbidden. Users must understand that emails can serve as permanent records and should exercise prudence and courtesy in all digital communications.

8.6 Consequences of Violations

Violations of this policy may result in various consequences, depending on the nature and severity of the violation.

Verbal or Written Warnings:

More significant violations may result in verbal or written warnings, emphasizing the importance of adhering to the policy.

Access Restrictions:

Repeated or serious violations may lead to access restrictions, such as limitations on certain internet resources or email privileges.

Legal Action:

Violations that result in legal non-compliance, such as data breaches or online harassment, may lead to legal actions with potential legal consequences.

Termination of Employment or Contracts:

In cases of severe or repeated violations that compromise the Organization's integrity or data security, individuals may face termination of employment or contract termination.

9 Work from Home Policy

9.1 Introduction

At Quadwave, our Work from Home Policy shows our commitment to remain at the forefront of innovation and employee well-being. It underscores our resolve to adapt to the ever-changing landscape of the modern workplace. It signifies our faith in our employees, acknowledging their ability to excel irrespective of their physical location.

9.2 Purpose

The Work from Home Policy of Quadwave is established to provide guidelines for employees who may perform their job responsibilities remotely. Its primary purpose is to facilitate a flexible work environment and maintain productivity while ensuring that work-from-home arrangements align with the Quadwave's mission, values, and legal requirements.

9.3 Scope and Applicability

This policy applies to all employees of Quadwave who are eligible for work-from-home arrangements.

9.4 Definitions

“Company”/“Organization”/“Quadwave” refers to the Quadwave Consulting Pvt. Ltd.

“Employee (s)” refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

“Trainee(s)”/“Interns(s)” refers to all individuals undergoing training or internship at Quadwave.

“Consultant(s)”/ “Contractor(s)” refers to all individuals working for a short period of time either directly or indirectly (through a vendor).

“Director(s)” refers to the member of the Board of Directors.

“Remote Work/Work from Home” refers to a work arrangement in which employees perform their job responsibilities outside the traditional office environment, often from their homes or other remote locations.

9.5 Policy Statement

9.5.1 Eligibility and Approval

Employees interested in remote work should submit a formal request to their manager outlining their proposed remote work arrangement.

Remote work eligibility will be determined by department leaders in consultation with Talent Management. Not all positions may be eligible for remote work, and eligibility may change based on job and Quadwave’s business requirements.

9.5.2 Home Office Setting

Employees are expected to establish a dedicated and professional home office environment. This space should be conducive to focused work, well-organized, free from distractions, and comfortable to support their well-being. It should mirror the standards and professionalism maintained within the physical office, ensuring that work quality and efficiency remain consistent.

9.5.3 Equipment and Technology

Employees should have a reliable high-speed internet connection and any other tools, software or equipment required for their tasks. Quadwave is committed to supporting remote employees by ensuring they have access to essential systems, such as secure VPN connections and remote access to company servers, to ensure they can perform their duties seamlessly from their remote locations.

9.5.4 Work Hours and Communication

Unless otherwise specified and approved, employees are expected to adhere to their regular work hours, aligning their schedule with their in-office team members.

It is essential that remote employees participate in virtual meetings, be accessible by phone and email during core business hours, and promptly respond to communications. Employees should actively participate in collaborative activities as required.

Employees must notify their respective managers when they need to temporarily step away from their workstations.

9.5.5 Data Security

Employees are held to the same high data security standards as their in-office counterparts. They must rigorously adhere to all data security protocols and policies, including the protection of sensitive and confidential information. This entails using secure network connections, safeguarding equipment from theft or unauthorized access, and promptly reporting any security incidents. By doing so, remote employees play an integral role in maintaining the integrity of the Quadwave's data assets.

9.6 Consequences of Violations

Unauthorized Absences

If employee fails to inform their manager about their absence from their designated work area as per this policy may result in disciplinary actions depending on the extent and frequency of the violation.

Negligence of Security and Confidentiality

Any breach in maintaining the security and confidentiality of Organizational data, whether intentionally or through negligence, will result in disciplinary actions ranging from warnings to termination, depending on the severity of the violation and the impact on Organizational security.

Failure to Meet Performance Expectations

Consistently failing to meet performance expectations while working remotely may lead to reevaluation of work-from-home eligibility or, in severe cases, termination of the work-from-home arrangement.

Non-Compliance with Policies

Any violation of the Company's policies, Code of Conduct and Ethics while working from home may result in consequences, ranging from revocation of remote work to disciplinary actions.

10 Employee Progressive Discipline Policy

10.1 Introduction

Quadwave is committed to maintaining a professional and respectful workplace where employees are held to high standards of ethics and conduct. The "Progressive Discipline Policy" is a comprehensive framework designed to guide the process of addressing employee behavior and ethical issues. This policy is rooted in our belief in fairness and the principle of providing employees with opportunities for improvement and growth.

Progressive discipline is a structured approach to help employees understand their responsibilities, address issues, and align their actions with the Organization's expectations.

10.2 Purpose

The Progressive Discipline Policy aims to provide a clear and structured approach to addressing and resolving employee behavior and ethical issues/misconduct.

It offers employees opportunities for improvement and growth through guidance and support while ensuring fairness and consistency in addressing disciplinary matters and promoting a harmonious work environment.

10.3 Scope and Applicability

This policy applies to all employees within the organization, including full-time, part-time, contract, and trainees. It encompasses various aspects of employee conduct and performance, including but not limited to attendance, productivity, behavior, and adherence to workplace rules and policies.

10.4 Definitions

"Company"/"Organization"/"Quadwave" refers to the Quadwave Consulting Pvt. Ltd.

"Employee (s)" refers to all full-time employees (including employee (s) undergoing probation) at Quadwave.

"Trainee(s)"/"Interns(s)" refers to all individuals undergoing training or internship at Quadwave.

“Consultant(s)”/“Contractor(s)” refers to all individuals working for a short period of time either directly or indirectly (through a vendor).

“Director(s)” refers to the member of the Board of Directors.

“Associate(s)”/“Individual(s)” refers to all directors, employees (permanent, trainees, contractors, advisors, interns, consultants, casual workers, and agency staff, and anyone acting on behalf of Quadwave.

“Progressive Discipline” refers to a structured approach to managing employee performance and conduct issues. It typically involves a series of steps, including verbal warnings, written warnings, and potential suspension or termination, designed to guide employees toward improvement.

“Verbal Warning” refers to an informal discussion between a manager and an employee, highlighting performance or behavior concerns and providing guidance on necessary improvements.

“Written Warning” refers to a formal document that outlines performance or behavior issues, expectations for improvement, and potential consequences if improvements are not made.

10.5 Policy Statement

If an employee fails to comply with Quadwave’s policies and guidelines, we are committed to taking appropriate disciplinary action. These actions are not meant to be punitive but are designed to address the issue, guide the employee toward compliance, and uphold the integrity of our workplace.

We want to allow our employees to correct their behavior when possible and assist them in the process. We also want to ensure that serious offenses are thoroughly investigated and dealt with.

Quadwave follows a progressive discipline approach, which typically includes the following:

- Verbal Counseling: An informal discussion to address the violation and provide guidance.
- Written Warning: A formal written notice specifying the violation and outlining expectations for improvement.
- Final Written Warning: A more serious notice outlining the final warning with a deadline to show the improvement.
- Termination: Employment separation when other corrective measures have been exhausted or for severe violations.

10.5.1 Privacy and Confidentiality

Information related to disciplinary matters will be treated with the utmost confidentiality, shared only with individuals who have a legitimate need to know.

'Misconduct' includes the following but not limited to:

- Negligence in the performance of duties of the position held.
- Refusal to carry out lawful and responsible instructions that are consistent with the services to be rendered by the employee/ third party in the normal course of Company's business.
- While using social media platforms for personal purposes, making any reference that could be linked to the name of the Company, including disclosing one's affiliation with the Company.
- Doing private work or getting team members to do personal work during official working hours.
- Smoking on the Company's premises, where it is prohibited.
- Unethical behavior within the Company's premises.
- Habitual late coming or absenteeism without information.
- Habitual negligence towards work assigned resulting in rejection of the same in excess of permissible percentage.
- Obtaining leave by mentioning a false reason.

'Serious misconduct' includes the following but not limited to:

- Misstatements in the application for employment.
- Misbehavior or a serious breach of any provision of the Company's policies, including the Code of Conduct and Ethics.
- Engaging in any other employment while absent from duty.
- Borrowing money from colleagues.
- Engaging in any behavior that could be deemed as sexual harassment under the Company's Policy relating to Sexual Harassment at the workplace.
- Committing any act of theft or fraud, whether in relation to the Company, or otherwise.
- Committing any act that is likely to harm or endanger the Company's property or cause imminent and serious risk to a person's health or safety or the reputation, viability, or profitability of the Company.
- Engaging or abetting in abuse and/or physical violence towards any other employee.
- Unauthorized possession of a lethal weapon on the Company's premises.
- Being intoxicated at work.
- Gambling within the Company's premises.
- Using the Company's electronic system/ technology to send offensive/abusive nonwork-related emails to others in or outside the Company.
- Creating or supporting conflict of interest.
- Damage, misuse, or acts of dishonesty in relation to the Company's property and facilities.

10.5.2 Progressive Discipline Procedure

Verbal Counseling:

When an employee violates a policy or misconduct, Talent Management or manager (if appropriate) discusses the situation with the employee, stating the violation and explaining our progressive discipline steps.

- Employees are provided with a specific timeline to correct their behavior.

Written Warning:

Talent Management discusses corrective actions with an employee. Employee receives actionable written feedback on how to deal with an unintentional violation.

- Employees are provided with a specific timeline to correct their behavior.

Final Written Warning: Employee receives a formal written reprimand. Talent Management informs them that if they do not correct their behavior within a specific timeline, it will lead to termination.

Termination: Employees who continue to violate our policies, either voluntarily or involuntarily, even after verbal and written warnings, or who are guilty of severe violations or felonies will be terminated.

10.5.3 Retaliation

We strictly prohibit any form of retaliation against those who make good-faith reports, express grievances, or engage in activities protected by law or company policy. Retaliation against individuals who come forward with genuine concerns is not tolerated and will be met with appropriate disciplinary actions. We believe that creating a culture of trust and accountability is essential for the success of our Company, and we are dedicated to upholding these principles in every aspect of our operations.

11 Offsite Working Policy

As part of their work, employees at Quadwave may sometimes be required to relocate to client locations. The offsite and weekend working policy will apply to those employees who work at client locations within Bangalore, anywhere within India or at international locations. The per diem figures will be adjusted at an annual interval, based on changes in the cost of living. Unless a new version of the policy is published, this version published is applicable.

11.1 At Bangalore

If the work is at a client site or any other site other than Quadwave, then it is treated as the work location for the day. If this location is more than 15km from Quadwave, then the employee can claim travel expenses, by auto, bus or taxi. If the employee is using his/her own vehicle, then the

maximum amount he/she can claim is an auto fare (number of kilometres X current auto-rickshaw rate).

11.2 Outside Bangalore

If an employee travels outside of Bangalore to execute some work, then the following will be provided:

Per Diem

As in the table below, based on the geography, (including all calendar days, be it weekend or public holiday or short leaves of 1-3 days, as long as the employee is working at the customer site).

	Daily	Weekly	Monthly
USD	50	350	1500
GBP	30	210	900
Euro	40	280	1200
Rs.	500	3500	15,000

Note: If an employee is traveling to a location that has a currency other than the currencies listed above, then the Talent Manager will communicate the per diem before the travel to the Employee.

Travel fare

Travel fare two-way to the location by air/rail/bus, in that preference order and the travel to the airport/rail station/bus station from their residence.

12 Workplace Harassment

Quadwave Consulting Private Limited (QWC) will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment by anybody at QWC. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment.

12.1 This Policy Applies to

- Workplace harassment from all sources such as peer employees, supervisors, employers, regardless of seniority or contractual status that is full-time, part time or trainee employees.

- All persons dealing with the Company, clients, customers, suppliers, and with whom employees interact personally or by telephone, or by electronic communication, including written communication, websites and emails.

12.2 Sexual Harassment

12.2.1 Sexual Harassment Inclusions

Sexual harassment includes, but shall not be limited to

- A sexual demand, the non-compliance of which could result in certain actions being taken by the harasser.
- Comments or conduct of a sexual nature which that harasser reasonable ought to have known would be objectionable to the harassed employee or person.
- Comments or conduct of a sexual nature resulting in the creation of a work environment in which the dignity of a person is impaired.

12.2.2 Instances of Sexual Harassment

Sexual harassment may consist of any or all of the following, and may be of a serious or less serious nature.

- Unwanted sexual advances, requests for sexual favors in return for employment benefits.
- Verbal abuse having sexual overtones, innuendoes, including remarks or insinuations about a person's sex life or private life.
- Unwanted infringement of an individual's personal space, which leads to discomfort.
- Suggestive comments about a person's appearance, body or clothing which makes the person uncomfortable.
- Physical contact, including touching, obscene gestures, indecent exposure, staring, leering, whistling.
- Any physical or computerized display of sexually offensive or explicit material.
- Direct sexual propositioning, continued pressure for dates and/or sexual favors.
- Letters or calls of a sexual nature.
- Any of the above as a form of coercion or blackmail for advancement, or in the event of the recipient's refusal, resulting in a lack of advancement or dismissal.
 - a) In cases of sexual harassment, the consequence (not the intentions) is of prime importance. This means that the severity of the harassment is largely determined by the impact it has on the victim and not by the intent of the perpetrator.
 - b) In every instance in which sexual harassment is or could be experienced, employees ought to indicate that they do not approve of what is being said, done or suggested. This is important, since everyone's perception of sexual harassment differs, and what constitutes sexual harassment for one person may not necessarily be experienced as such by another.

- c) Sexual harassment does not refer to behavior or occasional compliments which are acceptable to the recipient. Neither can the mutual attraction between two persons be regarded as sexual harassment, as this is a private matter between them.

12.3 Constitution of Women Sexual Harassment Committee

- The management shall constitute an Anti-Sexual Harassment Committee ["Committee"] when a complaint of sexual harassment is received from any woman employee.
- The Committee shall be formed in accordance with the following conditions:
 - a) The Committee shall have minimum of three (3) members.
 - b) At least two third (2/3) of such members shall be women.
 - c) The Committee shall be headed by one member ["Chairperson"]; who shall mandatorily be a woman.

12.3.1 What Should you do if you are Sexually Harassed?

- Do not feel ashamed. Tell the harasser very clearly that you find his/her behavior offensive.
- Do not ignore the harassment in the hope that it will stop on its own. Come forward and complain to the Complaint Committee.
- Keep a record of all incidents of sexual harassment. If you feel the need to register a formal complaint later with HR, this record will be helpful.

12.3.2 What Action Can Be Taken Against the Offender?

- After it has been proved that the offender has indulged in sexual harassment in the workplace, appropriate disciplinary action would be taken against him/her irrespective of his/her status in the organization.
- Care shall be taken by the committee to ensure that the victims of sexual harassment and the witnesses shall not be victimized while dealing with the complaint.

12.3.3 The Role of the Committee

- To act as Inquiry Authority on a complaint of sexual harassment.
- To ensure that victims and witnesses are not victimized or discriminated because of their complaint.
- To take proactive measures towards sensitization of the employees on gender issues.

12.4 Other Forms of Harassment

There are other forms of harassment, which equally can cause misery for those who suffer from them. Such harassment may occur in any working or teaching environment used by staff including the telephone and electronic communication. It may include:

- Bullying, intimidation, haranguing, threats, abuse or victimization.
- Insults or ridicule about a person's work, attitudes, character or personal life.
- Derogatory remarks concerning personal or physical characteristics or appearance.
- Persistent teasing, constant unfounded criticism of the performance of work tasks.

12.5 How to Deal with Any Kind of Harassment at Workplace

Definitions

Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

- **Conciliation** is the process through which the parties involved in any allegation, with assistance from a neutral person (a conciliator), discuss the issues in order to develop options and consider alternatives with the goal of reaching a consensual agreement or outcome.
- **Conciliator** is a person appointed by the Head, Human Resources to conciliate between the parties in a non-judgmental and independent manner. In some circumstances, an external person may be appointed as a conciliator.
- **Grievance** is a concern or complaint about an act, behavior, omission, situation or decision, which an individual believes is unfair or unjustified.
- **Investigator** is a person appointed by the Head, Human Resources to investigate a formal complaint. In some circumstances, an external person may be appointed as an investigator.
- Respondent is the person(s) against whom a complaint is made.

This process is designed to ensure that all grievances are effectively dealt with in a sensitive, timely and confidential manner, and in accordance with the principles of moral and professional ethics. There are several options for dealing with complaints of discrimination and harassment. Multiple options may be appropriate in some circumstances, and procedures may commence in any order or at any stage. Individuals should choose the option with which they feel most comfortable. At any time, an individual may contact their manager or Talent Management staff for assistance.

12.6 Procedures

Informal Procedure:

- **Option 1:** Deal with matter individually: An individual may attempt to resolve the matter personally. In this option, an individual will complain or object to the behavior or action directly with the respondent (s) involved, making it clear that the behavior or action is offensive and unacceptable. This may be done in writing, e.g. by email, or directly in person, in which case it is recommended that the complainant keep a record of the discussion.

- **Option 2:** Contact the Head, Human Resources directly. The Head, Human Resources may assign a conciliator. The Head, Human Resources or the conciliator will approach the respondent and detail the complaint. All parties will be given the opportunity to state their case and how they would see the situation being resolved. The conciliator will assist the parties to attempt to reach a mutually acceptable solution. Depending on the circumstances, the identity of the complainant(s) will not be disclosed to the respondent unless agreed by the complainant(s).

Formal Procedure:

A formal complaint may be made in writing, by the complainant, to the Head, Human Resources.

- The complaint must contain sufficient details for consideration of any allegations by the Head, Human Resources. In cases where the complaint is considered lacking in sufficient detail, the complainant may be advised to furnish all the details.
- In the case of a complaint against the Head, Human Resources, the complaint should be made to the CEO.
- The Head, Human Resources will acknowledge receipt of the written complaint within 5 working days. The particulars of the complaint will be provided to the respondent.
- The Head, Human Resources may establish an investigation to be conducted by a suitable person (the Investigator) unless there are reasonable grounds for believing that the complaint is ill founded. The Investigator will have had no former involvement in the complaint and they will have access to all persons and information they consider relevant, including the respondent(s) to the complaint.
- If the Head, Human Resources decides whether the complaint constitute a breach of the Company's Discrimination and Harassment Policy. If it does not, the Head, Human Resources will inform the complainant in writing that no further action will be taken and the reason(s) for the decision.
- Should a formal complaint be made before the informal procedures are followed, the Head, Human Resources can try to resolve the matter informally.
- If the Head, Human Resources decides that the complaint does constitute a breach of the Company's Workplace Harassment Policy, the Head, Human Resources may commence misconduct proceedings. Any respondent found to have engaged in such misconduct will be subject to immediate discipline up to and including discharge from duties.

Respondent Support: The respondent to a formal or informal complaint of discrimination or harassment can seek assistance from the Head, Human Resources.

Record Keeping:

- Under informal procedure for options 2, a confidential 'Incident Report' must be compiled by Talent Management staff, or conciliators for all complaints. An incident report will not include any identifying material, but will include the status as appropriate, of the complainant and respondent, as well as the nature of the complaint and the action taken.
- In the case of formal complaint, the finding, the action taken and all other documentation relating to the complaint will be kept in a confidential file with access restricted to persons specified by the Head, Human Resources. If a complaint is subsequently lodged with an external body, records may need to be accessed in order to demonstrate that reasonable steps were taken to deal with matter.
- Management is responsible for ensuring that the allegations are dealt with timeously, with due seriousness and confidentiality; and that the allegations are dealt with in a manner which achieves a resolution of the behavior, rather than in a mechanistic procedural manner.
- We, at Quadwave do encourage a friendly environment for our employees; however, management is also sensitive to acts of conduct that may be considered offensive by fellow employees and committed to address such incidents. It is, also, expressly prohibited for an employee to retaliate against employees who bring sexual harassment/ any other discrimination charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

13 Exit Policy

This policy shall facilitate an employee to understand the process/procedure while leaving/resigning from the services of the Company.

13.1 Probation

- As per the appointment letter, every employee shall be on probation for a period of maximum of 6 months from the date of joining. The services shall be confirmed in writing upon satisfactory completion of the probationary period.
- Employer reserves the right to terminate the services of an employee during probation in case of non-performance or any discrepancies found during background verification without any notice. However, an employee needs to serve 3 months' notice to separate or discontinue the services in writing during the probationary period.

13.2 Confirmation

- On confirmation of the services of the employee, either party reserves a right to separate the services by serving a notice period of 3 months. In case it's a voluntary resignation by the employee, the Company reserves the right to pay or recover salary in lieu of the notice period.
- The definition of the salary shall be only **"gross salary"**; no other allowances or reimbursement as mentioned in the appointment/ increment letter shall be applicable for computation of the notice period.

13.3 Other Conditions

- An employee shall attain superannuation and retire from the services of the Company on attaining the age of 58 years.
- On resignation/termination of the employment or contract of service, the employee must surrender identity cards, insurance cards etc. and anything else deemed to be company property or belonging to the Company such as all necessary correspondence, software, hardware, books, documents, literature etc., to Talent Management and relative department heads of IT-Infra, Finance.
- Leave balance will be nullified and any leaves taken during the notice period will be deemed LOP (Loss of Pay). Also, the employee shall not be sponsored for any training or development program. Any such deviation shall be approved by the functional head in consultation with the COO/CEO and HR Head.

13.4 Termination

The Management shall terminate the services of an employee in the event:

- If the information/particulars given at the time of application or at the time of interview is incorrect/false.
- If an employee is absent without prior intimation and approval of leave for a continuous period of three (3) consecutive working days from employment or overstays the sanctioned leave for three (3) consecutive working days without giving any reason either in writing or verbally. The management reserves the right to terminate the services without assigning reasons thereof.
- If an employee by their conduct renders themselves incompetent to perform duties or if found to be dishonest, disobedient, intemperate, irregular in attendance, sexual harassment, commit unprofessional conduct and any breach of the terms and conditions of the appointment or any of its conditions, or conviction by any court of law for any offense, the Company shall be entitled to terminate employee from the employment without assigning any notice or payments in lieu of notice and also to deduct from employee's salary or final settlement (if any) due to employee the amount of any loss the Company may have sustained.

13.5 Guidelines for Separation

- An employee shall provide and serve the notice period of 3 months as per the company policy. In case of any early date of relieving, the Company reserves the right to recover the shortfall in the notice period by deducting the equivalent amount from the full and final settlement.
- The employee shall obtain "No Dues" clearance from various departments before exiting the organization.
- On the last working day, he/she shall have the exit interview done by the Talent Management staff. The employee shall hand over the company assets to the talent management staff before leaving the Company.
- The finance department shall prepare the full and final settlement and make the final settlement as mentioned in the Final Settlement Sheet.