



# HR POLICY



QUADWAVE CONSULTING PVT. LTD.

#1302, CSS TOWERS, HAL 3<sup>rd</sup> STAGE,

JEEVANBIMA NAGAR MAIN ROAD,

BANGALORE-560008

<b>Document Name</b>	HR Policy	
<b>Document type</b>	Master copy	
<b>Date Of Release</b>	13 <sup>th</sup> December, 2010	
<b>Originally Authored by</b>	Talent Management	Naintara S A
<b>Approved by</b>	Chief Operating Officer	Shreenatha M Narayana

## REVISION HISTORY

Ver	Revision		Author	Description of Revision	Date	Approved by
	From	To				
1.0	2010	2015	Sharan	Consolidated HR policies into a single document. Updated leave policy, guidelines for leave communication, exit policy		Shree
2.0	2015	2016	Sharan	Refer table of contents - Updated 1.5, Addition of 5.2, Addition of 2.0	24-Mar-16	Shree
2.1			Sharan	Updating of Maternity Benefit (Amendment) Act, 2016	21-Dec-16	Shree
3.0			Ruchi	Updated 3.2: Policy guide and Pointers	22-Nov-18	Shree



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# Work Culture



## 1 Work Culture

### 1.1 Equal opportunities

**Quadwave Consulting Private Limited (QUADWAVE)**, is an equal opportunity employer. This means that we will extend equal opportunity to all individuals without regard to race, religion, color, sex, nationality, age, disability, handicaps or veteran status. This policy affirms **QUADWAVE's** commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist. We encourage all employees to take advantage of opportunities for promotion, as they occur.

### 1.2 Open communication:

We expect open, honest and regular communication amongst all employees irrespective of the levels / ranks. We encourage one-on-one meetings between the employees and their managers.

These meetings are an opportunity for mutual learning and information exchange and they provide an opportunity to explore ideas and issues. Feel free to discuss candidly, complaints and concerns with the manager to prevent or resolve them quickly.

Generally, a thorough discussion of issue can solve job related problems. If the concerns are not resolved in an open discussion with the manager, the Talent Management staff can facilitate and offer advice for resolution.

We adopt open door policy, which ensures the availability of executives at all levels of management to voice employees' concerns. If a problem or an idea warrants the management review, employees may escalate it to the appropriate level without hesitation.

### 1.3 Smoking

**QUADWAVE** endeavors to provide a healthy environment, therefore prohibits any form of tobacco consumed in company buildings. Additionally, smoking is not allowed within five (5) feet of exterior entranceways.

### 1.4 Cubicle etiquette:

In any work environment, it is important to be respectful of your co-workers and the need for low noise levels. This need is amplified when the environment is a cubicle setting. Kindly follow these guidelines.

- Keep your voice level low.



- If music is played, it should be played through headphones and not through external speakers.
- Telephone handsets should be used and not speaker phones.
- Respect the privacy of other's paperwork and personal items.

## 1.5 Work from home

As a norm work from home is not permitted at Quadwave. However, under unavoidable circumstances if an employee is unable to travel to office but have to work on critical tasks, work from home is permitted as an exception if approved by department heads. Approvals must be taken by email and copied to [hr@quadwave.com](mailto:hr@quadwave.com). Employee has to submit a report on work done from home to their reporting manager by end of the day copying PMO/ department head for approval.

## 1.6 Zero Tolerance to Substance-Abuse

**QUADWAVE** takes seriously the problem of drug and alcohol abuse, and is committed to provide a substance abuse free work place for its employees. This policy applies to all employees of **QUADWAVE**, without exception, including contractors and apprentice trainees.

No employee is allowed to consume, possess, sell or purchase any alcoholic beverage on any property owned by or leased on behalf of **QUADWAVE**, or in any vehicle owned or leased on behalf of **QUADWAVE**. No employee may use, possess, sell, transfer or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity. The term drugs do not include the ones which are medically prescribed.

**QUADWAVE** will not tolerate employees who report for duty while impaired by use of alcoholic beverages or drugs. All employees should report evidence of alcohol or drug abuse to a supervisor or a Talent Management representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Employees who violate the substance abuse policy will be subject to disciplinary action, including even termination. It is our policy at **QUADWAVE**, to assist employees and family members who suffer from drug or alcohol abuse. You may be eligible for a medical leave of absence, and we encourage any employee with a problem to contact your personnel representative for details.



## 1.7 Suggestion program

As employees of **QUADWAVE**, you have the opportunity and responsibility to contribute to our success and growth, by giving suggestions for practical work – improvement or cost saving ideas.

A suggestion is an idea that will benefit **QUADWAVE** by solving a problem, reducing costs, improving Operations or procedures, enhancing customer service, eliminating waste, spoilage or making **QUADWAVE** a better or safer place to work. Statements of problems without accompanying solutions or recommendations concerning coworkers and management are not appropriate suggestions. Hence all suggestions should be accompanied with 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 employees have questions or need advice about their idea, contact HR department.

Proportional recognition and/ or an award will be given to employees whose suggestions are implemented.

Any mail in this regard can be sent to the mail id [hr@quadwave.com](mailto:hr@quadwave.com) without any hesitation.

## 1.8 Complaints and Queries:

We encourage employees to bring forward any of their complaints or Queries for discussion and resolution without delay. In case you are hesitant to come forward, you may write your concerns in a paper and drop in the complaint box at reception anonymously. Talent Management staff will collect such messages periodically and try to address the concerns.





# Attendance



## 2 Biometric attendance management system

Biometric fingerprint attendance recorder will be the default attendance management system. It is mandatory that everyone follow the below instructions to ensure your attendance is captured for salary processing. Anyone found to be absent for failure to register your "in time" and "out time" it will be considered as leave of absence.

Please note: The system has two functions:

1. Attendance management
2. Access control

### **Standard instructions:**

This machine will read the fingerprint of the employee, compare the same with the already stored fingerprint in the machine and record his/her attendance with time of arrival in the premises and time of leaving the premises.

Every employee is required to work for minimum of 40 hours per week excluding lunch and other breaks.

For a better understanding and smooth functioning of the new attendance and access system, following rules have been made -

1. The attendance recorded in the Biometric finger access and attendance recorder shall be base for ascertaining attendance to process individual's salary in a particular month. Therefore, each and every employee has to use the Biometric fingerprint attendance recorder for recording his/her time of '**entry**' and '**exit**' from the office without any choice of his own.

### **Exception:**

For the below mentioned exceptions, talent management needs to be instructed in advance with *dates, duration and time* so that such cases are marked into the system to ensure their attendance is captured.

- a) Employees working at client office.
- b) Traveling for office work.
- c) Employees taking approved compensatory off.
- d) Approved work from home.
- e) If biometric reader is unable to recognize employee's fingerprints due to injured hand or finger markings are unreadable.

2. In case, the Biometric finger access and attendance recorder is out of order and/or out of service due to any reason whatsoever, the procedure of signing manually shall have to be used. Please contact talent management team to sign into the register during such times.
3. In case of not using the Biometric finger access and attendance recorder by any employee on any particular date both time i.e., on 'entry' and 'exit' from office, the system reads it as absent. The same will be presumed by talent management team that the person has not come to office at all and she/he shall be treated and marked as complete absent.
4. In case of using the Biometric finger access and attendance recorder by any employee on any particular date for only one time either at the time of 'entry' in the office or at the time of 'exit' from the office, the system registers the attendance as absent. It shall be presumed that he/she has come to office but has left the office without doing any work in the office and the same shall be treated as absent.
5. In case, if any employee has come late or left early or left in between and the total number of work hours per week does not totaled 40 hours for that week, she/he shall be marked half day leave for every 2 hours of less logged hours.
6. Regular and punctual attendance shall have a bearing on results and that will finally have a bearing on annual appraisal.
7. In case of visitors visiting employees for personal or official meet, it is responsibility of that employee to accompany/ escort such visitor while they are in office premises.
8. For employees of clients/ vendors who are scheduled to visit and work from Quadwave on regular basis, identification and access will be provided for them individually for their period of work and renewed upon extension of work. It is the responsibility of respective account's project manager to request and get approval for such individual's access registration from Talent Management team. The validity of such visitor's access will be programmed for the duration of request by the account's project manager.



9. The management has full rights to make modifications/ alterations/ substitutions to any of the above provisions.

**Dos:**

- Always remember to sign in and sign out through biometric irrespective of the door being open or closed. Even if you need to step out for a smoke or a walk outside office premises, do sign in and sign out.
- Always close the door after you enter or leave.
- Be patient while signing in. It may take time to recognize your finger print in case you have not placed your finger into the reader correctly as registered.

**Don'ts:**

- Do not keep the door open while after you enter or leave the building.
- Do not tailback your friends without signing in/ signing out when the door is opened.



# Leave Policy



## 3 Leave Policy

QWC provides all its employees leave in order to maintain health and efficiency and to cater to illness and other exigencies. This policy outlines the conditions under which employees become eligible for leave.

### 3.1 Eligibility

- All Employees of QWC 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.

### 3.2 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.

### 3.3 Responsibility of an employee

- It is the responsibility of an employee to inform his or her reporting manager and get prior approval through Email.
- In case of absentia due to emergency, an employee should inform HR Department and their reporting manager through any mode before 10:00 AM.
- In case an employee avails leave, he / she should ensure that his / her leaves should be accepted and approved by his / her reporting manager before he / she proceeds 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).

### **3.4 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.

### **3.5 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 take approval of PMO before awarding compensatory off.
- Employees need to utilize their compensatory offs within 30 days and plan it in advance with their project managers.
- Compensatory offs will not be carried forward. Unutilized compensatory offs will lapse after 30 days.

### **3.6 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.

### **3.7 Paternity Leave**

Paternity leaves will be up to 5 working days and must be availed within 30 days of the child's birth and in continuation. Paternity leaves shall be restricted to two births during the period of employment.



# Guidelines for Communication during Leave





## 4 Guidelines for communication during leave

In case a resource is going on leave for a day and 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 you 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 a resource get their leave approved, do send out a meeting request with those dates included with subject "Santosh is on leave between 4-Aug-2015 Monday to 10-Aug-2015 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 person leaves for vacation.

### 4.1 Template for communication during leave

When a resource is on leave, he/she can set up an out-of-office note in Gmail/Outlook etc., here is the standard message:

"Hi,

Thank you for your email am not available starting from 4-Aug 2014 to 10-Aug-2014.

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 4-Aug 2014 to 10-Aug-2014.

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.

# Offsite Working



## 5 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.

### 5.1 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 kilometers X current auto-rickshaw rate).

### 5.2 Outside Bangalore

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

#### 5.2.1 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.

#### 5.2.2 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.



# Workplace Harassment



## 6 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.

This policy applies to:

- Workplace harassment from all sources such as peer employees, supervisors, employers, regardless of seniority or contractual status that is fulltime, 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, web-sites and emails.

### 6.1 Sexual Harassment:

#### 6.1.1 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; or
- Comments or conduct of a sexual nature resulting in the creation of a work environment in which the dignity of a person is impaired.

#### 6.1.2 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; or

- 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.

## **6.2 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.

### **6.2.1 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 the HR, this record will be helpful.

### **6.2.2 What action can be taken against the offender?**

- After it has been proved that the offender has indulged in sexual harassment in the work place, 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.

### 6.2.3 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.

## 6.3 Other forms of harassment

There are other forms of harassment, which equally can cause misery for those who suffer 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

## 6.4 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.

## 6.5 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 which 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.



# Non Compete Policy



## 7 Non-compete policy

All employees, contractors and affiliates are prohibited from accepting direct or indirect employment with any client of **QUADWAVE** during the period of employment, contract or affiliation with **Quadwave**. Violation of this policy will render the violator liable for prosecution.

This prohibition extends to accepting employment from any competitor of **QUADWAVE** and competitor of **QUADWAVE's** partners and clients during your employment with **QUADWAVE**.

Any additional honorary and voluntary positions and non-compete position may be held by an employee with complete disclosure to and written consent from QUADWAVE.

### 7.1 Non solicitation

#### Solicitation

Employees who have tendered their resignation from the company will not solicit existing employees in the company. Solicitation will result in legal action.

Employees are prohibited from soliciting other employees during the period of employment and for a period of 12 months, from the last day of employment in the company. Any violation of this policy will make employees and former employees liable for prosecution to the fullest extent permitted by law including compensatory and punitive damages.

Accepting employment at **QUADWAVE** and receiving salaries etc. each month indicate acceptance of this policy.

In the event any employee, contractor or affiliate is found to be in violation of this policy, the violator agrees to compensate **QUADWAVE** by paying monetary compensation equal to ten times the greater of annual CTC last drawn from **QUADWAVE**, or paid by the new employer. In the case of contractors and affiliates, this liability will extend to the employer of the contractor or affiliate.



# Exit Policy

## 8 Exit Policy

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

### 8.1 Probation

- As per the appointment letter every employee shall be on probation for 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.

### 8.2 Confirmation

- On confirmation of the services of the employee, either party reserves a right to separate the services by serving 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 notice period.

### 8.3 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 to the talent management staff, 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 relative department heads of IT-Infra, Finance.
- Leave balance will be nullified and any leaves taken during 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 COO / CEO and HR Head.

#### **8.4 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 overstay 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 his / her conduct render himself / herself 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.

#### **8.5 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 handover 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.