Employee Handbook – Enterprise HR Policies

Company: Acme Data Solutions Pvt. Ltd.
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1. Introduction

1.1 Purpose

This Employee Handbook defines the official human resources policies, employment terms, and workplace standards at Acme Data Solutions Pvt. Ltd. It is intended to answer day-to-day employee questions related to employment, compensation, leave, performance, conduct, and workplace practices.

1.2 Applicability

This handbook applies to all full-time, part-time, and contract employees based in India, unless otherwise specified in region-specific addenda.

1.3 Employment Relationship

Employment at Acme Data Solutions is governed by applicable labor laws and company policies. This handbook does not constitute a contract of employment.

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2. Company Values and Code of Ethics

2.1 Core Values

- Integrity in client and internal dealings
- Accountability for outcomes
- Respect for people and diversity
- Continuous learning and innovation

2.2 Code of Ethics

Employees must: - Avoid conflicts of interest - Not accept gifts above INR 5,000 from vendors or clients - Disclose any outside employment or consulting engagements

Violations must be reported to HR or through the Ethics Hotline.

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3. Employment Classification & Working Hours

3.1 Employment Types

Type	Description
Full-Time	40 hours/week
Part-Time	Less than 30 hours/week
Contract	Fixed-term engagement

3.2 Working Hours

Standard working hours are **9:30 AM – 6:30 PM IST**, Monday to Friday. Certain client projects may require flexible hours.

3.3 Overtime

Overtime must be pre-approved by the Reporting Manager and is compensated as per labor law or project policy.

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4. Compensation & Payroll

4.1 Salary Structure

Compensation consists of: - Fixed pay - Performance-based variable pay - Statutory benefits

4.2 Payroll Cycle

Salaries are credited on the **28th of every month**. Delays due to banking holidays are communicated in advance.

4.3 Variable Pay

Variable pay is linked to: - Individual performance rating - Project delivery metrics - Company financial performance

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5. Leave Policy (Specific)

5.1 Leave Entitlements

Leave Type	Entitlement
Earned Leave	18 days/year
Sick Leave	12 days/year
Casual Leave	6 days/year
Maternity Leave	26 weeks
Paternity Leave	10 working days

5.2 Leave Accrual & Carry Forward

Earned Leave can be carried forward up to **45 days**. Excess leave lapses at year-end.

5.3 Leave Application

All leave must be applied via the **HRMS portal** at least 3 days in advance, except emergencies.

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6. Attendance & Time Tracking

6.1 Attendance System

Attendance is tracked via biometric systems or HRMS login for remote employees.

6.2 Late Arrivals

More than **3 late arrivals in a month** may result in leave deduction.

6.3 Absconding

Unauthorized absence exceeding **5 consecutive working days** may be treated as absconding.

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7. Remote & Hybrid Work Policy

7.1 Eligibility

Hybrid work (3 days office, 2 days remote) applies to most delivery teams. Fully remote roles require HR and BU Head approval.

7.2 Remote Work Expectations

- Availability during core hours (11 AM – 4 PM IST)
- Secure internet and workspace
- Compliance with information security policies

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8. Performance Management

8.1 Review Cycle

Performance reviews are conducted **bi-annually** (June and December).

8.2 Rating Scale

Rating	Meaning
5	Exceptional
4	Exceeds Expectations
3	Meets Expectations
2	Needs Improvement
1	Unsatisfactory

8.3 Performance Improvement Plan (PIP)

A PIP typically lasts **60 days** and includes measurable improvement goals.

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9. Learning & Development

9.1 Training Budget

Each employee is eligible for an annual training budget of **INR 40,000**, subject to manager approval.

9.2 Mandatory Training

- Information Security Awareness
- POSH Training
- Code of Conduct

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10. Workplace Conduct & POSH

10.1 Professional Conduct

Employees must maintain respectful behavior at all times.

10.2 POSH Policy

The company has an Internal Complaints Committee (ICC). Complaints can be raised confidentially via HR.

10.3 Disciplinary Actions

Disciplinary actions may include warning, suspension, or termination depending on severity.

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11. Health, Safety & Wellbeing

11.1 Workplace Safety

Employees must follow safety protocols and report incidents immediately.

11.2 Health Insurance

The company provides group medical insurance coverage of **INR 5,00,000** per employee.

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12. Information Security & Confidentiality

12.1 Acceptable Use

Company systems must be used only for authorized purposes.

12.2 Confidentiality Obligation

Confidential information must not be disclosed during or after employment.

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13. Separation & Exit Policy

13.1 Notice Period

Level	Notice Period
Individual Contributor	60 days

Level	Notice Period
Manager	90 days

13.2 Exit Formalities

Employees must complete handover and asset return before final settlement.

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14. Policy Governance

14.1 Policy Updates

HR reserves the right to update policies with prior communication.

14.2 Employee Acknowledgement

Employees must acknowledge receipt and understanding of this handbook in HRMS.

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