



Executive Summary

This document outlines Conrad Labs' policy on the lifecycle of employees' laptops. This is intended to minimize the company's exposure to information security risk, increase the user's personal safety, and safeguard the company's hardware investment.

This document is governed by the framework outlined in [Appendix A](#).

Laptop Policy

Scope

Whether you're a full-time stalwart, a part-timer juggling multiple roles, or one of our valued contract associates, if Conrad Labs has entrusted you with a laptop, this policy is for you. No matter where you're tuning in from - be it the bustling office, the comfort of your home, or a cozy coffee shop in town - the laptop's security rests on your shoulders. Our guidelines aren't just a fancy list; they're the backbone of our digital integrity. Every one of you, from corner office executives to remote freelancers, is required to familiarize yourself with and strictly follow our laptop usage restrictions. It's a shared responsibility that ensures our collective success.

Laptop Ownership, Usage, and Replacement

Starting June 01, 2023, any laptop you receive remains the property of Conrad Labs, no exceptions. Periodically, based on a laptop's condition or the demands of a project, we might decide to replace it. If you think you need an upgrade or replacement, just drop an email to HR explaining your needs, and remember to CC your Team Lead for a smoother process. HR, in tandem with Leadership, will assess your request and get back to you. One crucial point to remember: our laptops are tools for work. Please use them responsibly and in line with our company values. Any misuse that goes against our policies will not go unnoticed. Should you find yourself puzzled about any aspect of this, don't hesitate to reach out to either HR or your Team Lead.

At the time of upgrade or replacement, you may request to buy the laptop being replaced. The company, at its sole discretion, may allow this at the prevailing market rate.

Laptop Security Policy

When Conrad Labs hands you a laptop, think of it as handing you a digital vault. Whether you're working from our office, lounging at home, taking calls in a hotel, brainstorming in a conference room, or even catching a quick email check at the airport or in your car, that laptop's security is in your hands.

What does "security" mean here? For starters, it's like locking your house before you leave. Every laptop should be secured with a unique username and password and never left unattended without a lock screen. But don't stop there! Just like you'd want an extra lock for precious belongings, make sure you activate 2FA (two-factor authentication) for all our company services on your laptop, from emails to tools like AWS. Remember, any action taken using your ID is your responsibility.

For additional details on our security policy, security threat assessment and response, and data loss and recovery practices, please refer to the [CLI Cyber Security Framework](#) and your project-specific security documents.

Physical Security, Theft Prevention and Damage

Receiving a Conrad Labs laptop is a sign of trust, and with it comes certain responsibilities. Here's what we need from you:

1. **Ownership:** When you have our laptop, treat it as if it were your own. It's essential to be proactive and mindful of its security.
2. **Public Places:** Working outside the office? Great! Just make sure to keep an eye on that laptop, especially in high-traffic spots like cafés or airports.
3. **In Transit:** If you've got the laptop in your vehicle, make sure it's not visible from the outside. Best to stow it away safely. Windows have been broken in the past to steal a MacBook.
4. **Protection:** A padded laptop bag isn't just stylish—it helps shield our tech from the unexpected. Also, the laptop is not a food/coffee tray; keep it safe from spills and crumbs.
5. **Fixing Issues:** If something seems off with your laptop, reach out to the Facilities and Administration team first. They're here to help and guide you on repairs.
6. **Routine Wear:** Standard wear and tear? Don't fret. We've got those costs covered. But if the laptop's seen some tough love due to carelessness, those repair costs will be on you.
7. **Warranty Cover:** Accidents happen. If your laptop faces any non-accidental issue, the company has your back, covering the cost of the repairs - unless they fall into the category of carelessness or abuse.
8. **Loss or Damage:** If our laptop gets lost or is damaged because of any risky endeavors, the costs to get things right are on you.
9. **Leaving Conrad Labs:** If the time comes for you to move on from Conrad Labs, ensure the laptop is returned in tip-top shape. If there are any issues, there might be a fee.

Your cooperation ensures our equipment remains in the best condition, making work smoother and more efficient for all of us. Thanks for your understanding and adherence to these guidelines.

Use of Unauthorized Software and Content

1. **Software:** Please refrain from downloading or installing any software that hasn't been approved. Let's keep our systems clean and optimized. If there is software that is required, we will get a licensed version for it.
2. **Content:** Naturally, any material that could embarrass or offend our team, the company, or third parties is a no-go. Let's uphold our company's reputation.
3. **Confidential Info:** Here's the deal—[we all signed an NDA](#) when we joined Conrad Labs. That NDA governs anything electronic you come across on our system. Whether it's emails, documents, business plans, client lists—you name it—it's all Confidential Information. Using this info should align strictly with our company's guidelines.
4. **Oops Moments:** If you stumble upon something on your laptop and aren't sure about its sensitivity, raise a flag. Get in touch with your leads, and always assume it's confidential. And please, avoid any personal use of this kind of info.

Thanks for being vigilant and taking these guidelines to heart. It helps keep our operations smooth and our reputation solid!



Entertainment

The culture at Conrad Labs has been built around a balance between working hard and having fun.

The company often organizes celebrations and events. In some of the events your spouses will be invited and some events will be purely company events and it will be specified in the invitations you will receive.

Annual Trips

The company organizes an annual trip for all team members. Due to the expanding demands and necessities of our growing business, accommodating all team members on a single trip might not be feasible. In such instances, the team will be organized into two groups, with each group embarking on their annual trip at different times. This approach ensures that everyone has the opportunity to participate while aligning with our business's evolving demands. Those employees who are serving their notice periods are not eligible to avail this benefit. Those who wish to take their spouses and children with them are more than welcome to do so, however, you will need to sponsor their trips.

Inhouse games

The company also provides opportunities to the employees to go head-to-head in a quick game of ping pong, foosball, carrom, or a matchup on the PS4. In consideration of all the employees whose workstations are close to these facilities, it is advised to adhere to the following timings: lunch hour (1:15 pm - 2:30 pm) and after-work hours (7:00 pm onwards)

The upkeep and maintenance of these facilities is the responsibility of everyone who uses them.

The Company will provide new or replacement equipment as and when required.

Team Activities

Effective **01-Oct-2023** all teams have a budget of **PKR1500/-** per person per quarter. This will be renewed every financial year and will be subject to revision, if required, at the same time as well. Team Leads have the option to consolidate the expenses of 2 or 3 quarters to organize activities collectively rather than utilizing the budget each quarter. Credits will be transferable within the financial year.

All expenses of such activities will be reimbursed in arrears.

Team Leads are responsible for keeping track of the expenses, attendance at the activity and sharing it with the HR for reimbursement.

In the event of a team member transferring from one team to another, the funds allocated to that team member will remain with the previous Team Lead. This arrangement ensures that the former Team Lead can organize a farewell lunch, dinner, or activity for the departing team member.



Home-office Setup

Home Office Setup

At Conrad Labs, we understand the importance of providing a comfortable and efficient work environment for our employees, even when they work from home. To support this, we offer a Home Office Setup policy that covers the basic essentials required for a productive remote work setting. This document is governed by the framework outlined in [Appendix A](#).

Eligibility

Permanent Confirmed Employees - Once during their tenure with the company.

Home Office Essentials

This policy encompasses the provision of the below-mentioned provided it does not exceed the reimbursement amount:

1. Work desk,
2. Ergonomic chair,
3. An additional screen,
4. A pair of headset,
5. And any necessary cabling.

Reimbursement Amount

The company will reimburse eligible employees up to PKR 110,000 for their home office setup expenses after they have successfully completed their probationary period. The receipts of the purchase will need to be submitted for reimbursement.

Probationary Equipment Purchase

If an employee chooses to purchase home office equipment during their probationary period but fails to clear the probationary requirements, the company will not be liable for any expenses incurred. It is essential to complete the probation to be eligible for reimbursement successfully.

Maintenance and Repairs

The home office setup is a courtesy extended to employees. The setup is the employees property and they are responsible for repairs and maintenance.

Important Note

- This is a one-time facility provided once during the employment tenure.
- The reimbursement amount is subject to potential revisions for various reasons, and any changes will be communicated in advance. These changes will take effect from the date of implementation unless an alternative date is specified, and they will apply exclusively to employees who have not yet availed themselves of the facility.



Internet Policy- Work from Home

Executive Summary

Internet access is part of the basic necessities in this age. As a company, we follow a hybrid-friendly working model. This policy is intended to help cover those scenarios where employees working from home would/may need to use a personal internet connection to conduct official business. This document/policy is governed by the framework outlined in [Appendix A](#).

Reimbursement

- If the primary internet at home is not sufficient, or there are genuine reasons for not being able to get good internet access at home, Team Leads can petition the management to sponsor internet access for the affected team members. The company will reimburse the price for a wifi device and up to **PKR 2500** per month for internet services. The wifi device will still belong to the company, and the users should use this strictly for official purposes.
- In a situation where the primary internet at home is deemed sufficient by the employee or has been enhanced (increase of bandwidth) to accommodate official needs, the company will reimburse up to **PKR 2500** per month for internet services.
- All claims will be processed against the relevant bill or invoice, which clearly shows that it is the bill or invoice for internet services.

Some Guidelines

- Apart from internet access at home, everyone should enable their phones to serve as a hotspot in cases of emergency. All telecom providers have packages for prepaid daily/weekly and monthly internet access that can be enabled on demand. This is a cost-effective solution for backup internet services in times of need.
- If backup internet service also fails, there should be an option to dial into the meetings. The only issue with this is the fact that most client meetings have a dial-in number that is US-based. Dialing in from the phone will require enabling international dialing through your provider. Everyone should verify that they can call an internet number using their phones and should use that feature if both internet connections fail, and attending the calls is mandatory.
- Finally, if you know in advance that you will have to play a key role in a given meeting and there are issues with internet connectivity (or power) at home, it might be worth going to the office for such calls.

Important Note

- In light of all of the above, the Company will not take excuses to the contrary lightly and would rightly expect all of its employees to have a good internet connection to ensure that all official tasks and/or communication are being taken care of in the most efficient manner possible.



Leaves

Executive Summary

The purpose of leave policy is to help all eligible employees of the Company balance their personal and work lives. Leave balances (when and where applicable) are renewed every calendar year.

This document is governed by the framework outlined in [Appendix A](#).

Paid Time Off (PTO) - Philosophy and Objectives

Paid Time Off (PTO) is designed to provide you with paid time away from work to pursue your interests, spend valuable time with family and friends or simply relax and renew your enthusiasm. Conrad Labs strives to provide you with as much flexibility as possible so you can manage and use your paid time off for maximum personal benefit.

Eligibility & Entitlement

You are eligible for PTO if you are a permanent employee of the Company and have completed your probationary period. A permanent employee is someone who is gainfully employed to work a regular set of hours per week other than on a temporary, contract, or seasonal basis.

You have an opportunity to earn 15 days of PTO each calendar year if you are a regular and confirmed employee.

However if you have joined during the calendar year, your PTO will be prorated as per your date of joining provided you have completed your probation. Example:

Say you joined on any date from the 1st to the 30th of July and have successfully completed your probation period, your leaves for your first year of employment will be calculated as follows:

$15/12 = 1.25 \times 6$ (July to December=6 months) which will make you eligible for 7.5 days for that year.

Only working days taken off will be counted as leave.

During the probation period, your salary would be subject to adjustment, and your probation will be subject to extension based on your time off.

Unused leaves at the end of the calendar year will be carried forward (See section The Carryover Schedule below)

Using PTO

Before making a holiday commitment, employees must consult with their team leads. A holiday/leave request form should be completed and submitted to the lead. Whenever possible, employees are expected to apply for PTO in advance, ensuring that the impact on their team's plans and commitments is minimal. An employee must receive prior approval from the team lead before proceeding on any PTO.

Usually, the following notice is required:

Leave: $\frac{1}{2}$ - 1 day --- Advance Notice: a 2 hour notice (verbal) would suffice. Said leave however must be entered/documentated into the HRIS system in place within 1 week of availing it. In case the employee forgets to do so the TL may apply on the employee's behalf or inform the employee/HR to do so.

Leave : 2 days --- Advance Notice: 2 days

Leave: 3-5 days --- Advance Notice: 2 weeks

Leave: 6+ days --- Advance Notice: 1 month

Other considerations

All PTO, irrespective of the advance notice, will need to be aligned with Project deadlines, Code Freeze, and Releases. People in responsible positions may be asked to be available on call, in case their absence affects the business continuity of customers.

Employees need to inform their team lead before 10 AM that they will not be able to come to work. Failing to inform in time may be considered a half-day off.

All leaves are approved at the team lead's discretion. Every effort will be made to accommodate employees' requests, but in certain instances, employees will be required to make alternative arrangements if their absence causes operational difficulties.

If an employee uses all of their leave and vacation time and needs additional time off, the Management may, at their discretion, allow for unpaid leave.

In the event of leaving the Company, there is no cash-out of unused PTO.

PTO cannot be availed after resignation during the notice period. If at any point during the year you decide to resign and you've availed more leaves than your pro-rata entitlement up to that time, please understand that the company will make a deduction for the excess leave days from your final settlement.

The Carryover Schedule

Up to 8 unused PTO days will be carried over to the next year. Excess leaves will be forfeited at the end of the year.

Medical Leaves

Eligibility & Entitlement

All regular full-time employees are eligible for paid medical leaves of 5 days per year. When medical leave is used by an employee, only the number of actual working days is treated as medical leave.

Using Medical Leave

The employee must inform the Leadership and/or team lead to apply for medical leave. Relevant documentation may be requested for, and the employee must submit a medical certificate from a doctor or hospital advising inability to work on medical grounds.

If an employee requires an extension of medical leave, they must give a medical certificate along with the leave application, requesting such an extension. Medical Leave extension shall not be beyond a maximum of 5 days per year.

Unavailed Medical Leave cannot be accumulated or encashed and shall lapse at the end of the calendar year.

Compensation Leave

Compensation leave is awarded to employees when they are required to work on their designated day/s off due to business needs. This requires prior approval from the relevant authority. Compensation leaves are added to the employee's PTO balance and will follow the standard PTO policies and regulations.

Compassionate Leaves

Eligibility & Entitlement

Regular full-time employees that experience the death of an immediate family member may be granted a paid compassionate leave in keeping with the specific circumstances, not exceeding 3 days.

Using Compassionate Leave

While using compassionate leave, employees must be on active pay status the work day before and after the required leave period.

For this policy, immediate family members include Children, Parents, Spouse, Parents-In-law, Grandparents, Grandparents-In-Law, Son, Son-In-Law, Daughter, Daughter-In-Law, Brother, Brother-In-Law, Sister, Sister-In-Law, Aunt, Uncle, Niece, Nephew, and a Grandchild.

The Compassionate leave should be approved by your Team Lead on the HRIS system being used.

Compassionate leave cannot be accumulated or encashed.

Maternity Leaves

Eligibility & Entitlement

The Company recognizes that some female employees may need to take time off for their confinement and post-natal care. All female employees who have been regular full-time employees for over 1 year with the Company can use paid maternity leave up to a maximum of 3 calendar months.

Using Maternity Leave

A female employee desirous of maternity leave shall inform the respective lead and HR, at least 3 months before the planned date of going on maternity leave. This is to give enough time to make alternative work arrangements during the absence of the employee while on maternity leave. Maternity Leave cannot be extended beyond the 90-day period. However, if the employee is in need of an extension, she may use PTO out of her PTO balance, with permission from her lead.

Paternity Leaves

Eligibility & Entitlement

All male regular full-time employees of the Company can use paid paternity leave for up to 5 working days.

Using Paternity Leave

A male employee desirous of paternity leave shall inform the respective lead at least 2 weeks before the planned date of going on leave.

Hajj Leaves

All regular full-time employees are entitled to 15 working days of paid leave to fulfill their religious obligations after completing one year of employment. This leave can be taken only once during the tenure of employment.

Umrah Leaves

All regular full-time employees are entitled to 5 working days of paid leave for Umrah after completing one year of employment.

* Umrah and Hajj leave cannot be taken in the same calendar year. Umrah leave can be taken only once every five years during the tenure of employment.

Matrimonial Leaves

All regular full-time employees are entitled to 5 paid days of leaves for their marriage after completing one year of employment.

Unpaid Leaves

In case all leaves for the employee have been exhausted and the employee has to take leave due to circumstances beyond their control, the employee's team lead, in consultation with the Leadership, can grant the leave without pay on a discretionary basis up to a maximum of 15

consecutive days. Any leave beyond this will be dealt with by the Leadership on a case-by-case basis.

In case of unpaid leaves beyond one calendar month, the following terms will also be applicable Employee benefits i.e. Medical outpatient etc. will be calculated on a pro-rated basis.

Employee's increment will also be calculated on a prorated basis (after an employee joins back, days of unpaid leaves will be deducted from the service period for calculation purposes).

General Rules for Applying for Leave

Absence without permission or sanction will be without pay, whether leave is due or not.

Team leads and the Leadership are responsible to make sure that the leave process is duly followed.

Leaves of any kind must be sanctioned before being taken. Such sanction must not be assumed or taken for granted. All reasonable requests for leave will be considered. It will be granted, keeping work issues in mind.

For using leave, the employee must get every leave approved by their lead (on the HRIS in place) at least one day in advance of taking such leave.

Leadership reserves the right to refuse, alter, revise, curtail, or revoke any leave at any time, as may be deemed necessary or expedient, except as contrary to local law.

All employees shall resume duty immediately on expiry of leave sanctioned to them unless an extension has been applied for in advance and sanctioned in writing by the Company. If a sanction with respect to an extension of leave is not received by the employee, it must be presumed to have been refused.

Note: In case there is no designated lead for an employee, the leadership will assume that role for the purpose of leave management workflow.

If time off (of any kind as mentioned above) is availed during the probation period, salary of the relevant month would be subject to adjustment, and the probation will be subject to extension based on your time off.



Loans / Salary Advance

Executive Summary

This policy is intended to let you know of the Loans/Salary Advance policy we have in place. This document/policy is governed by the framework outlined in [Appendix A](#).

Loans/ Salary Advance

Conrad Labs offers its employees interest-free Loans and Advance Salaries in accordance with the following loan program. All Loan and Salary Advance requests will be considered on a case-by-case basis. Approval and disbursement are subject to management approval and the availability of funds.

Loans

- All full-time employees who have completed two years of continuous employment can apply for a loan for up to 3 salaries or PKR 500,000, whichever is less.
- Interest-free loans are subject to income tax and may impact monthly tax deductions. Employees are encouraged to consult the accounts department before submitting a loan request.
- The maximum repayment period for any loan is 12 months. Loans extending beyond the financial year boundary are subject to interest at KIBOR rates per state policy.
- The loaned amount shall be repaid through monthly deductions from the employee's salary.
- In no case will a new loan be issued to repay an existing loan and/or to create a larger new loan.
- The loan, if approved, will be given through a cross-check drawn in favor of the employee.
- In case of resignation or dismissal of an employee, any remaining amount will be due in full on the date of resignation or dismissal. Said amount will be adjusted from the final settlement if not paid upfront by the employee.

Salary Advance

- Regular full-time and part-time employees with more than one year of continuous employment can request up to 1 salary advance.
- Salary Advance will be given only once in a fiscal year.
- For repayment, the disbursed amount will be adjusted from the employee's salary.
- In case of resignation or dismissal of an employee, any remaining amount will be due in full on the date of resignation or dismissal. Said amount will be adjusted from the final settlement if not paid upfront by the employee.

Medical Coverage

Medical Coverage

Medical coverage for all eligible employees commences on their date of joining.

Outpatient (Company Covered)

- Regular full-time employees (working 75% and above) are eligible for medical reimbursements provided directly by the Company, amounting to PKR 150,000 per calendar year. The remaining balance, if any, will not be carried forward.
- Part-time employees can avail up to 50% of the outpatient limit.
- Medical expenses incurred for doctor's consultations, lab tests, minor operations, physiotherapy, dental and eye care are reimbursable as Outpatient coverage (against receipts).
- This benefit covers the medical expenses incurred on behalf of spouse, children and dependent parents.
- The Company is not liable to pay for the snacks or any other unnecessary item purchased from the pharmacy under OPD insurance.
- To claim outpatient expenses, please submit the claim on Simplistic -> Members Lounge ->Reimbursement. **Please do not forget to attach the relevant receipts along with the claim. Please do ensure that the receipts attached are clear, eligible and complete.**

In-patient (Group Medical Insurance)

- Permanent employees and their parents, spouse and dependent children, with certain restrictions, are covered by a group medical insurance scheme that covers in-patient expenses.
- Contractors are not eligible for this coverage.

- If an employee's in-patient (Group Medical Insurance) amount does not cover treatment, he or she can use his/her outpatient (Company covered insurance) balance. After paying the exceeding bill to the hospital, they can claim reimbursement of the amount via simplistic. .
- The employee can collect and fill out a pre-authorization form from the Admin Department for planned expenses.
- Some built-in benefits that are (in our provider's words) different from other insurance providers:
 - Medical Emergencies as well as accidental ones are also covered even if the patient does not get admitted (usually, insurance companies only cover accidental ER treatments).
 - We have 300+ [OPD Discount Centers Updated.pdf](#) where our covered members can get discounts on out-patient charges and dental services on presentation of our health card.
 - We provide a web portal facility to all our customers to track their claims online and also do a disease management program. We have an android based application [Elaaj](#) for all your employees, and they can view and monitor their limits, claims, info related to panel hospitals, and other updates through this application.
 - We provide international coverage for All Emergency Treatments.
- The benefit details of all the plans are given as under:

BENEFIT DESCRIPTION			
Hospitalization Limits			Covered Upto Age 75
Category	Room & Board	Hospital Care	Major Medical
Plan A	Rs. 8,000	Rs. 200,000	Rs. 300,000
Plan B	Rs. 4,000	Rs. 100,000	Rs. 150,000

Maternity Limits Covered Upto Age 45			
Category	Room & Board	Normal Delivery	Complicated / Multiple Births Delivery
Plan A	Rs. 8,000	Rs. 80,000	Rs. 150,000
Plan B	Rs. 4,000	Rs. 40,000	Rs. 80,000

SALIENT FEATURES			
<ul style="list-style-type: none"> ▶ More than 240+ network hospitals for easy access country wide and more are being added to the Network ▶ 400+ OPD Discount Centres on Pak Qatar Health Cards ▶ Dental Discount Centres ▶ Web Portal facility to track all your claims record online ▶ Mobile Application for all individual customers (ELAAJ) ▶ Enhancement of H&R Limit 100% in case of Accidental Injuries ▶ Emergency Dental Treatment due to Accidental Injuries ▶ Health Awareness Sessions 			

Maternity Expenses

- Permanent employees are eligible for maternity expense reimbursement. Incidence-based limits are shown in the table above
- Some additional Maternity benefits (verbatim from Pak Qatar):
 - Maternity coverage includes all out-patient mat charges for nine months, including routine visits, medicines, and diagnostics on an out-patient basis without any sub-limit.
 - Cases of miscarriages/abortions/multiple births are covered by C-section limits.
 - Insurance Company enhances the maternity limit if C-section is done while we enhance the limit not only for C-section but also for complicated normal deliveries that's why we call it a complicated delivery limit, e.g. if a lady has been admitted prior to delivery for excessive vomiting or due to low Hb but ultimate mode of delivery is normal, we consider it as a complicated delivery.
 - In case of Maternity, we don't bar room rent limits and upgrade the rooms without any hesitation if mat limit is available, while other insurance companies do not allow this and make deductions from room rent charges if the room is upgraded.
- Pre-existing Maternity Exclusion Clause is applicable on the Group Health Insurance policy.
- The employee can collect and fill out a pre-authorization form from the Admin Department for planned expenses.

Dental Charges Discount Units

OPD Discount Units

Preferred Partner Network (2023)

Day Care Surgeries (New)

Standard Exclusions

Travel

Executive Summary

This document outlines Conrad Labs' Official Travel policy and is designed to establish guidelines for employees traveling on business, ensuring cost control, safety, and compliance. It defines approval procedures, booking processes, and expense reporting, fostering consistency and fairness.

This document is governed by the framework outlined in [Appendix A](#).

Official Travel Policy

In our commitment to supporting your official journeys, we're pleased to introduce the Travel Expense Reimbursement Policy. This comprehensive policy has been crafted to ensure a seamless and efficient process for managing your official traveling expenses.

Definition of Official Travel

Official travel refers to journeys or trips that employees are required to undertake on behalf of the Company to fulfill specific business needs. This includes travel necessary for the fulfillment of job responsibilities, representation of the organization, attendance at approved conferences or events, client visits, training, and any other activities directly aligned with professional duties. Only travel falling within the scope defined above will be eligible for reimbursement in accordance with the provisions outlined in this travel policy. In situations where an employee opts to relocate from the city of initial employment to another locality, the company will not assume the costs associated with the employee's travel to the office in the city of initial hiring.

Eligibility

Employees embarking on authorized business trips are entitled to reimbursement for their travel expenses. Please remember to secure the required approval from your Team Lead using the Travel Request Form (link provided) before proceeding with your travel plans.

 [Travel Request Form](#)

Authorized Expenses

Let's delve into the expenses that fall within our coverage to facilitate your business travels:

Traveling

Air Travel: For destinations exceeding a distance of 500 km one way or those where road travel is deemed impractical, air travel is a viable option. This applies to both domestic and international travel. Select flights that are not only cost-effective but also adhere to safety standards, opting for economy class in all instances. Flight arrangements should preferably be coordinated through the Administration for your convenience.

Road Travel: Trips within a 500 km range are best suited for road travel. Toll Tax expenses will be reimbursed upon presentation of original receipts. Commuting from home to the office (round trip) is covered, as per the [Reimbursement Claim Table](#); however, detours or additional stops that increase the distance will not be considered.

Other Modes: Should you choose to utilize alternative modes of transportation, such as buses (e.g., Deawoo) or AC Sleeper trains, the actual incurred costs will be reimbursed. Kindly attach the relevant tickets to your reimbursement claim. It's worth noting that train travel is not the recommended mode according to Company policy.

Accommodation

In the event that your trip necessitates an overnight stay, the responsibility of booking hotel accommodations rests with the Company Rep/Administration Department (subject to location). However, personal expenses such as minibar usage and room service are not eligible for reimbursement.

Daily Allowance

To address your daily expenses during official travel, we provide a daily allowance, also referred to as per diem. This allowance encompasses the below mentioned and does not require receipts.

- a) **Meals:** Your daily allowance covers expenses for breakfast, lunch, and dinner during the entirety of your travel.
- b) **Incidental Expenses:** Minor expenses like tips and necessary small purchases are well within the scope of the allowance.
- c) **Miscellaneous Expenses:** We also acknowledge and cover unforeseen daily living expenses that might arise during your travel, such as personal hygiene items and this is also covered in the ambit of your daily allowance.

- d) **Intracity Travel:** All intracity travel (i.e. within the city you have traveled to) which includes the cost of your Uber or Careem rides from the bus or train station to the office (and back, of course) or from the hotel to office etc. or the travel using your personal vehicle will be covered by your daily allowance.

Claim Submission

For a prompt processing of your reimbursement, we request that you submit your claims through Simplistic at your earliest convenience. Rest assured, your reimbursements will be efficiently processed and will coincide with your subsequent salary disbursement.

Please attach receipts of all claims (except Daily Allowance and Fuel) when processing your travel claims in Simplistic. You are also requested to attach the approved Travel Request form along with the post travel portion duly filled out. Please note that all travel claims will be processed if it is the approved travel request form.

 [Travel Request Form](#)

Non-Reimbursable Expenses

It's important to clarify that expenses of a personal nature, including non-essential upgrades, personal shopping, and expenses incurred by family members, are not eligible for reimbursement under this policy.

Reimbursement Claim Table

Travel Entitlements (Across the Board)		
Travel by Air	Economy Class	To be booked by Company
Travel By Road	Own Car	PKR25/KM
Travel By Bus	Deawoo - Executive	At Actual
Travel by Train (Not recommended)	AC- Sleeper	At Actual
Hotel Stay	Per the room booked	To be booked by Company
Daily Allowance	With-in the country	PKR7000/- Day
Daily Allowance	International Travel - USA	USD75/- Day (Or Equivalent)
Daily Allowance	International Travel - KSA	USD50/- Day (Or Equivalent)

Referral Bonus

Executive Summary

This policy is intended to let you know of the referral bonus we have in place. This document/policy is governed by the framework outlined in [Appendix A](#).

Referral Bonus

Since you are already part of the Conrad Labs family, we are sure you have great friends and peers who would be fantastic additions to our team when there are open opportunities. To help us grow the team with exceptional talent like yourself, we have a referral bonus that works as follows:

- If you refer an awesome candidate and they are hired, then you receive a PKR 50,000 bonus once the new team member has completed their probation period.
- Candidates added during the Lead Generation effort conducted by the HR or the team leads will not be considered for this benefit.



Employment Termination

Executive Summary

The purpose of the Employment Termination policy is to establish structured procedures for employees leaving the organization. Its objectives include ensuring a smooth exit process, addressing final compensation and benefits, and safeguarding sensitive company information and assets.

This document is governed by the framework outlined in [Appendix A](#).

Resignation

All confirmed, regular employees are expected to notify their immediate supervisor and the Human Resources department in writing if they intend to resign. The Human Resources department must receive a written notification (via Email) at least "one" calendar month before the intended last day of service. The Company reserves the right to extend the notice period for up to 60 days after the submission of resignation. This decision is based on the criticality of the role and level of responsibility.

An employee who has resigned is not eligible for PTO, company trips or loans during the notice period.

Contractual Employees and Interns are expected to notify their immediate supervisor and the Human Resources department in writing (via Email) if they intend to resign. The terms and conditions of their notice period will be governed by their employment contract. However, the Company reserves the right to extend their notice period for up to 60 days based on the criticality of the role and level of responsibility.

An unconfirmed employee can resign from service, at any time without notice and without assigning any reason.

Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. However, in the case of rehiring, you may be considered a new employee with respect to vacation time, benefits and seniority, and might be required to go through the hiring/interview/probation process.

Discharge

An employee may be discharged for reasons that include, but are not limited to, violation of the company rules, poor performance, and unsatisfactory performance.

Exit Interview

Employees who leave Conrad Labs employment, whether voluntarily or involuntarily, are required to fill out the exit interview form and when and, if required, attend an exit interview meeting with HR. The exit interview, if held, will be at any time during the last week of employment.

Exit Clearance

Transition of Work Responsibilities

Upon separation from employment for any reason, the employee is requested to facilitate a seamless transition of their work assignments. The employee is expected to create a transition plan, and get it reviewed and approved by their immediate supervisor. This plan should include creation of documentation of their ongoing tasks, projects, and pending assignments, documentation around processes and client assets they own and manage and relevant documentation around any other official responsibility they have. It is advised for the employee to communicate with their colleagues about their departure, delegate tasks when feasible, and arrange resources for convenient accessibility. If applicable, the employee should collaborate with their successor, offering insights and guidance to ensure a smooth handover.

Property and Information Handover

Human Resources will also have the employee get clearance from various departments to ensure that they have returned all the company property. Therefore it is important that upon separation from employment for any reason, the employee must ensure that all keys, cellular phones, Handbooks, letters, notes, notebooks, reports, computers and accessories, electronic storage media of any kind, and all other material and records of any kind, and all copies thereof, that may be in the possession of, or under the control of the employee pertaining to the Company, particularly any confidential information acquired by the employee during the term of the employee's employment, is handed over. In addition to that, the employee shall also handover any and all passwords to Company operated equipment or accounts. It is the

combined responsibility of the resigning individual and their respective lead / manager to ensure a successful handover of property and information.

Final Settlement:

An employee shall be paid gratuity for every completed year of service and any portion thereof in excess of 6 months. Details below:

- Gratuity is calculated starting from your confirmation date and is applicable if you complete a full year of service from that date. It is not tied to the calendar or financial year; instead, it depends on the anniversary of your confirmation.
- Service periods longer than 1 year, yet with less than 6 months following that period, are not factored into gratuity calculations.. For instance, if you have 14 months of service (excluding the probation period), it is equivalent to 1 year of service for gratuity calculation.
- If your service duration exceeds one year but is between 6 and 11 months following that period, your gratuity calculation will be adjusted proportionally. For example, if you have 18, 19, 20, 21, 22, or 23 months of service (excluding the probation period), the gratuity will be calculated on a prorated basis.

However, the final dues of an employee shall only be settled after he/she has handed over all Company property in his/her possession and obtained clearance from relevant departments.

All outstanding dues, i.e. loans, advances, etc., will be adjusted against the outstanding balance of salary and gratuity, or any other dues available to the employee at the time of final settlement if such outstanding dues have not been paid off already.