



XPERTEEZ TECHNOLOGY PRIVATE LIMITED

WEBEL IT PARK, RAJARHAT, UNIT 209 PHASE II, NEWTOWN DH BLOCK, AA 1, KOLKATA 700156

EMPLOYEE HANDBOOK

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1. Introduction

Purpose of the Handbook

This Employee Handbook serves as a guide for Xperteez Technology Pvt. Ltd. employees and is not restricted to interns/trainees to understand the company's policies, procedures, and expectations. It has been designed to clarify company practices and ensure a uniform understanding of workplace behaviours, values, and operational guidelines. The handbook sets expectations for conduct, job responsibilities, performance standards, and other important aspects of employment at Xperteez Technology. Every employee is expected to read, understand, and adhere to the policies outlined herein. Please note that company perks and benefits, including certain clauses, are applicable upon successful six-month probation and subject to a positive performance evaluation.

Company Overview

Founded with a vision to lead the IT and recruitment industries, Xperteez Technology Pvt. Ltd. specializes in delivering innovative IT solutions and strategic talent acquisition services. Our mission is to build enduring partnerships with clients by providing cutting-edge technological advancements and recruitment strategies tailored to their unique business needs. We take pride in empowering businesses to overcome challenges and achieve sustainable growth.

We foster a workplace culture that emphasizes collaboration, innovation, and results. As part of our commitment to inclusivity and professional growth, we actively invest in employee development, offering comprehensive resources and training programs to help every team member unlock their full potential.

Core Values

Our core values are integral to our business strategy and day-to-day operations:

1. **Integrity:** We believe in conducting business ethically and transparently.
2. **Excellence:** We strive to exceed expectations, ensuring the highest standards in everything we do.
3. **Collaboration:** We encourage teamwork and open communication within the company and with our clients.
4. **Innovation:** We embrace change and continuously seek ways to enhance our solutions and services.
5. **Accountability:** Everyone is responsible for their actions, and we uphold strong accountability standards within the team.

Vision and Mission

Our vision is to become a leading global provider of IT and recruitment consulting services, recognized for our commitment to excellence, innovation, and customer satisfaction. Our mission is to empower businesses with the best technology solutions, delivered by a passionate, skilled, and motivated workforce.

2. Code of Conduct

General Expectations

At **Xperteez Technology**, we expect all employees to maintain the highest standards of conduct, both in the workplace and in their professional interactions. Employees are expected to behave with respect, professionalism, and integrity always, upholding the values of the company. The code of

conduct applies to all employees, contractors, and affiliates, whether they are working from the office or remotely.

Respectful Behaviour

We believe in promoting a **respectful, professional environment**. All employees are expected to:

- Treat others with respect and dignity.
- Refrain from discriminatory behaviour based on race, gender, sexual orientation, religion, or disability.
- Maintain positive interactions and open communication channels with colleagues and clients.

Workplace Integrity

Employees are expected to act with honesty and integrity, ensuring that their actions reflect positively on both employees and the company. Employees must:

- Follow all company rules and regulations.
- Avoid situations where personal interests may conflict with company interests.
- Never engage in **fraudulent activities**, including falsifying documents or misrepresenting information.

Professional Behaviour with Clients

Employees must maintain a high level of professionalism when interacting with clients. This includes maintaining confidentiality, being responsive, and delivering high-quality services. Employees must always represent **Xperteez Technology** in the best possible light.

Personal Appearance and Grooming

Employees are expected to maintain a professional appearance, adhering to the company's dress code. While business casual attire is generally acceptable, employees in client-facing roles or meetings may be required to dress more formally.

Conflict Resolution

Conflicts can arise in any workplace. Employees should address conflicts respectfully and try to resolve them in a manner that promotes mutual understanding. If direct resolution is not possible, employees should approach management or HR for mediation and guidance.

Use of Company Resources

Employees are entrusted with company resources, including office equipment, IT devices, and intellectual property. These resources must be used responsibly for business purposes only. Personal use of company resources is discouraged and should be kept to a minimum.

Reporting Violations

Employees are encouraged to report any violations of the company's Code of Conduct. Reports can be made confidentially through HR or anonymous feedback channels. Whistleblowers will be protected from retaliation.

3. Confidentiality Policy

General Confidentiality Expectations

As an employee of **Xperteez Technology Pvt. Ltd.**, you are expected to handle all confidential information with the utmost care and discretion. Confidentiality is essential to maintain trust with clients, employees, and business partners. This policy applies to all forms of confidential data, including paper documents, digital records, verbal discussions, and emails.

Types of Confidential Information

1. **Client Data:** Information about our clients, including contracts, financial data, proprietary software, and other sensitive materials.
2. **Company Data:** Internal business strategies, financial reports, employee records, and intellectual property.
3. **Employee Data:** Personal and professional information about our employees, including health information, salaries, and performance reviews.
4. **Vendor Data:** Any sensitive information provided by vendors or partners related to their services or products.

Handling Confidential Information

Employees must ensure that all confidential information is securely stored and accessible only to authorized individuals. This includes:

- Locking all physical documents in secure filing cabinets.
- Using strong passwords and encryption for digital files.
- Ensuring that confidential information is not left unattended in public spaces.

Non-Disclosure Agreement (NDA)

All employees are required to sign a Non-Disclosure Agreement upon joining the company. This agreement legally binds employees to confidentiality obligations both during and after their employment.

Breach of Confidentiality

A breach of confidentiality can have serious consequences for the company, its clients, and employees. Employees found in violation of the confidentiality policy may face disciplinary actions, up to and including **termination**. Legal action may also be pursued if the breach results in financial loss or reputational damage to the company.

4. Zero Tolerance Policy (ZTP)

Overview of ZTP

At **Xperteez Technology Pvt. Ltd.**, we operate under a strict **Zero Tolerance Policy (ZTP)** for misconduct. This policy is designed to ensure a safe, professional, and ethical workplace for all employees, clients, and stakeholders. The ZTP covers a wide range of violations, from workplace harassment to financial fraud, and emphasizes the importance of maintaining company standards.

Violations Under ZTP

The following actions are considered **immediate grounds for termination** under the ZTP:

1. **Harassment:** Any form of harassment, whether verbal, physical, or sexual, is not tolerated. This includes harassment based on race, gender, sexual orientation, or disability.
2. **Substance Abuse:** The use or influence of drugs or alcohol during working hours is prohibited.
3. **Fraud and Theft:** Employees involved in fraudulent activities, or the theft of company resources will be terminated immediately.
4. **Poaching:** Any employee found attempting to poach clients, candidates, or staff members from **Xperteez Technology** for personal or professional gain will face immediate dismissal. This includes the solicitation of employees or business contacts for personal or professional gain during or after employment.
5. **Misleading Senior Staff:** Employees who deliberately mislead their managers or senior staff, especially to the detriment of the company's interests or operations, will face immediate termination.
6. **Violence or Threatening Behaviour:** Any act of violence, physical altercation, or threats against another individual in the workplace will lead to immediate dismissal.
7. **Misuse of Company Resources:** Using company resources for personal gain, unauthorized activities, or illegal operations will lead to severe disciplinary action, up to termination.
8. **Insubordination:** Refusal to comply with company policies, instructions from management, or refusal to fulfil job responsibilities will lead to termination.
9. **Data Breach or Unauthorized Access:** Unauthorized access to or sharing of sensitive company or client information will result in immediate dismissal.

5. Anti-Poaching Policy

Policy Overview

The **Anti-Poaching Policy** aims to prevent employees from enticing current employees, clients, or candidates to leave the company for a competitor or to start their own business. This behaviour undermines the company's efforts and violates ethical standards.

Scope of the Anti-Poaching Policy

This policy prohibits any activities where an employee:

- Solicits a colleague to leave **Xperteez Technology** and join a competitor.
- Attempts to recruit employees, clients, or candidates for personal business ventures.
- Shares confidential company information to gain a business advantage or poach talent or clients.

Consequences of Violations

Employees involved in poaching will face **immediate termination** and may be subject to legal action, including claims for damages.

6. Data Protection and IT Policy

Purpose

The purpose of this policy is to ensure the protection, confidentiality, and integrity of data handled by **Xperteez Technology Pvt. Ltd.** This includes both personal data of employees and sensitive business data. The policy ensures that all data is managed by relevant data protection laws and regulations.

Data Protection Principles

Xperteez is committed to ensuring that all personal data is:

- **Collected fairly:** Data must be collected for legitimate purposes and in a lawful manner.
- **Used appropriately:** Data should only be used for the purpose it was collected.
- **Accurate and up to date:** Employees and management must ensure that data is kept accurate.
- **Secure:** All data must be protected against unauthorized access or corruption.
- **Retained only as long as necessary:** Data must not be kept longer than required.
- **Transferred safely:** Data transfers must comply with all relevant protection regulations.

Employee Data

Employees are expected to handle their personal information, such as contact details, health records, and performance data, with care. This information should be updated regularly and shared with the HR department when necessary.

Access to Information

Employees must restrict access to sensitive company or client data. Only authorized personnel should access confidential information, and they must follow internal procedures for accessing and sharing such data.

IT Usage Policy

- **Acceptable Use:** Company-issued devices and systems are intended for business use only. Employees must avoid using IT resources for personal or non-business-related activities.
- **Software Licensing:** Employees are prohibited from using unlicensed software or downloading unauthorized applications on company devices.
- **Network Security:** Employees must follow company procedures for secure network access. This includes using strong passwords, logging out of shared devices, and avoiding unsecured networks for company-related tasks.
- **Data Encryption:** Sensitive data must be encrypted when stored or transmitted across company networks.
- **Monitoring:** The company reserves the right to monitor employee activities on company devices to ensure compliance with IT policies.

Breach of Data Security

Any breach of data security should be reported immediately to IT or the designated data protection officer. Employees found negligent in protecting data or involved in a breach may face disciplinary actions, including termination.

7. Leave Policy

Types of Leave

Xperteez Technology Pvt. Ltd. offers a variety of leave options to ensure the well-being and work-life balance of employees, as updated on the attendance tracking platform:

1. **Sick Leave:** Employees are entitled to sick leave in the case of illness or medical emergencies. A doctor's note may be required for extended sick leave.
2. **Casual Leave:** Employees may take casual leave for personal or emergency reasons. It should be pre-approved unless the situation is urgent.
3. **Maternity Leave:** As per statutory requirements, female employees are entitled to maternity leave and related benefits.
4. **Unpaid Leave:** If an employee exhausts all paid leave, they may request unpaid leave, subject to approval by management.

In accordance with the Maternity Benefit Act, 1961, and related regulations in India, the Company provides maternity benefits to our female employees, timely intimation is an essence. As an expectant mother, female employee shall entitle to avail maternity leave and benefits as stipulated by the applicable laws. The details of maternity leave entitlement, including the duration and compensation, are outlined in our Leave & Attendance Policy.

Leave Carryover: Employees are allowed to carry over a limited number of unused leave days to the following year. However, excessive carryover may result in forfeiture.

Leave Application Procedure

Employees must submit leave requests at least one week in advance (except in emergencies). Leave requests can be submitted via the company's attendance tracking platform and email to ops@xperteez.co.in for request/approval.

Approval Process

- Leave must be approved by the employee's immediate supervisor before it can be taken.
- Employees should not assume leave is approved unless they receive confirmation.

Leave Without Pay

Unpaid leaves will be deducted from the employee's salary.

Absence Without Leave

You must obtain prior written approval from your immediate superior before availing of leave. Absence without prior approval is a serious issue and may result in disciplinary action.

8. Attendance and Working Hours

Working Hours

- **Regular Working Hours:** The standard working hours are 9:30 AM to 6:30 PM from Monday to Saturday. Any work beyond these hours will be compensated or considered overtime, as per company policy.
- **Flexible Hours:** If the company offers flexible working hours or remote work options, employees should adhere to the terms outlined.
- **Breaks:** Employees are entitled to a 1-hour lunch break. Breaks for personal reasons should not exceed 30 minutes per day unless otherwise approved.

Punctuality

Employees are expected to arrive on time for work and adhere to the company's attendance guidelines. Late arrivals will be documented and may result in disciplinary actions for frequent tardiness.

Attendance Tracking

Attendance is tracked through a digital clock-in system. Employees should ensure they are logged in at the start of their workday and out when they leave for the day.

Absenteeism

Repeated absences without valid reasons may lead to warnings or disciplinary actions. Employees should notify their managers as soon as they are aware they will be absent.

9. Recruitment and Selection Guidelines

Recruitment Process

The company follows a structured recruitment process to ensure that we hire the best talent:

1. **Job Posting:** Roles are advertised internally and externally. Applications are reviewed based on qualifications and experience.
2. **Interview Process:** Shortlisted candidates are invited for an interview with HR and relevant department heads.
3. **Selection Criteria:** Candidates are assessed on their skills, cultural fit, and potential for long-term success at Xperteez.

Non-Discriminatory Practices

Xperteez Technology is an equal-opportunity employer. We do not discriminate based on gender, race, age, religion, or disability during the recruitment process.

Offer and Onboarding

Once selected, candidates will be given a formal job offer. The onboarding process includes training, introduction to company policies, and completing necessary documentation.

10. Training, Probation, and Confirmation Policy

Training and Development

Continuous learning is encouraged at Xperteez Technology. All employees are required to undergo initial training and participate in professional development programs throughout their tenure.

Probation Period

New employees will undergo a probation period of six months. During this time, their performance will be assessed, and based on this evaluation, they will either be confirmed as permanent employees or terminated

Performance Reviews

Performance reviews are conducted at regular intervals during the probation period. Feedback is provided to employees to help them improve their performance.

Your performance will be calculated basis the quantum of minimum activities completed by you. As on date of this Letter, the activity requirements for your level are:

Daily	Working Hours (Between Check-in and Check-out)	Min Activities Per Day
Full Day	8 Hours	10 Input activities as per KRA
Half Day	4 Hours	8 Input activities as per KRA

Confirmation

At the end of the probation period, employees will either be confirmed (based on Expected Monthly Business or EMB and Daily Input Activities) or, if their performance does not meet expectations, their employment may be terminated.

11. Performance Management and Appraisals

Performance Expectations

Employees are expected to meet performance goals that are outlined at the beginning of each year. Regular feedback and appraisals are conducted to evaluate progress.

Appraisal Process

The performance appraisal process involves self-assessments, manager assessments, and setting new objectives for the next review period.

Continuous Improvement

Employees who do not meet performance standards are placed on a **Performance Improvement Plan (PIP)**. During this time, they receive coaching and additional training.

12. Workplace Safety and Security

Safety Guidelines

Employee safety is a top priority at Xperteez. Employees should follow safety procedures at all times and report any hazards or unsafe practices immediately.

Security Measures

Access to the office building and sensitive areas is restricted. All employees must adhere to the company's security policies, including wearing ID badges and following protocols for office entry.

13. Grievance Redressal Mechanism

Reporting a Grievance

Employees who have concerns regarding workplace issues should first address the matter with their immediate supervisor. If the issue is not resolved, they can escalate the issue to HR.

Investigation Process

HR will investigate grievances fairly and transparently and take appropriate actions as necessary.

14. Exit Policy

Exit Procedure

Employees who resign or are terminated will undergo an exit formality, return company property, and settle any financial dues before leaving.

The **exit procedure** at **Xperteez Technology Pvt. Ltd.** ensures a smooth and professional transition for employees who are resigning or whose employment has been terminated. This procedure is designed to address all operational, legal, and financial matters related to the employee's departure while maintaining a respectful and efficient process.

Full and Final Settlement (FNF) is 45 Days.

1. Notice Period

1.1 Standard Notice Period:

Employees are required to serve a **30-day notice period** before leaving the organization, whether through resignation or termination.

1.2 Adjustment of Notice Period:

- The notice period can be adjusted against earned but unused leaves, subject to approval from the reporting manager and HR.
- If an employee wishes to shorten the notice period, the decision is at the discretion of the management. The employee may need to pay compensation equivalent to the unserved notice period as per their contract terms.

1.3 Waiving the Notice Period:

- The company reserves the right to waive the notice period in exceptional cases based on business requirements.

The Company may during your employment and its termination as specified in deduct from your salary or from full and final settlement (FNF), any amounts that you may owe to the Company including, but not limited to, advances, excess holiday and overpayments of salary, recovery of devices and equipment, as applicable, except for amounts the Company is by law not entitled to setoff. You agree to make any payment to the Company of any sums owed by you to the Company upon demand by the Company at any time and that any such sums will be recoverable by the Company as a debt. This sub clause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.

You will be entitled to reimbursement for authorized expenses on submission of receipt of your expenditure, as set out in the Company's corporate policy on Employee Expense Claims which may be amended by the Company from time to time. You shall use your best endeavours to keep the amount of such expenses to a minimum.

15. Employee Referral Program

The Employee Referral Program at **Xperteez Technology Pvt. Ltd.** is designed to encourage and reward employees who bring new, qualified talent into the organization. This program offers an incentive to employees who refer candidates who are successfully hired and employed by the company.

Eligibility

This policy applies to all **Full-Time**, **Part-Time**, and **Intern** employees, excluding **C-Level Management** and the **Management/HR Department**, who may not participate in the referral program.

Referral Process

1. **Communication of Open Positions:** Management and HR will regularly communicate open positions through the company's internal channels or via email to all employees.
2. **Submission of Referrals:** Employees who wish to refer a candidate should upload the candidate's most recent CV/resume using the **Employee Referral Form**. Employees may refer as many candidates as they wish.
3. **Multiple Referrals for the Same Candidate:** If the same candidate is referred by multiple employees, the first employee who submits the referral will be considered for the referral incentive.
4. **Review and Shortlisting:** The recruitment team will review the resumes for suitability. If the referred candidate meets the job description and requirements, the recruitment process will proceed.
5. **Communication of Results:** Once the candidate has successfully passed all interview rounds and been offered the position, the recruitment team will notify the referring employee.
6. **Note Submission:** Employees are encouraged to include a note explaining why the candidate is a good fit for the role in their referral submission. This helps the recruitment team better understand the potential candidate's strengths and fit within the team.

Referral Structure

The referral bonus is structured in two stages, paid based on the referred candidate's successful employment milestones:

1. **Referral Bonus:** The total bonus for a successful referral is INR 5,000.
 - **INR 2,000** will be paid after the candidate completes **3 months** of employment.
 - **INR 3,000** will be paid after the candidate completes **6 months** of employment.
2. **Payment Schedule:**
 - The bonus will be paid in two instalments: INR 2,000 after 3 months and INR 3,000 after 6 months.
 - The referring employee must still be actively employed by the company at the time the referral bonus is paid.

How to Refer a Candidate

To refer an internal candidate, employees must complete the **Employee Referral Form**, which can be found at the following link: [\[Referral Form Link\]](#).

Additional Guidelines

- **Engagement:** The referral bonus will be paid in parts, according to the candidate's employment milestones (3 and 6 months).
- **Limitations:** No referral bonuses will be paid if either the referring employee or the referred candidate leaves the company before completing the specified employment periods (3 or 6 months).
- **Referral Notes:** Employees are encouraged to provide a note or brief explanation of why they believe the candidate would be a good fit for the company. This information can help the hiring team understand the candidate's strengths and the reason for the referral.

Review and Updates

This policy will be reviewed periodically and updated as necessary to ensure that it aligns with the company's objectives and best practices within the industry. Any changes to the referral policy will be communicated to employees promptly.

16. Confidentiality Policy

At **Xperteez Technology Pvt. Ltd.**, confidentiality is a cornerstone of our operations. We are committed to protecting the sensitive information of our employees, clients, and business partners. This policy outlines the importance of confidentiality and establishes guidelines for handling confidential and proprietary information.

Confidential Information

Confidential information refers to any data, material, or intellectual property that is not generally available to the public and which the company wishes to keep private for business, legal, or competitive reasons. This includes, but is not limited to:

- **Client Information:** Any data related to clients, including their business strategies, financials, or proprietary data.
- **Employee Information:** Personal details, medical records, salary information, performance evaluations, and any other sensitive data related to employees.

- **Business Operations:** Strategic plans, financial records, marketing strategies, project details, or any internal information that could give competitors an unfair advantage.
- **Intellectual Property:** Trade secrets, patents, trademarks, copyrights, software code, or proprietary business methods that are central to the company's competitive edge.

Obligations of Employees

All employees are required to respect and maintain the confidentiality of the information they are exposed to during their employment. The following guidelines should be followed:

1. **Non-Disclosure:** Employees must not disclose any confidential information to unauthorized individuals, either inside or outside the company.
2. **Use of Confidential Information:** Confidential data should only be used for purposes directly related to the employee's job responsibilities. Employees should never use confidential information for personal gain.
3. **Security Measures:** Employees should ensure that confidential information is securely stored, both physically and digitally. This includes locking files, using strong passwords for digital systems, and ensuring confidential materials are not left unattended in shared spaces.
4. **Sharing Information:** Employees should only share confidential information on a need-to-know basis within the company. Any sharing outside of the organization must be approved by senior management.
5. **No Unauthorized Copying or Distribution:** Employees must not make unauthorized copies of confidential documents, files, or materials, nor should they distribute such materials without proper authorization.

Handling Breaches of Confidentiality

Any unauthorized disclosure of confidential information is considered a serious violation of company policy. If an employee is found to have breached confidentiality:

- **Investigation:** The company will conduct a thorough investigation into the breach.
- **Consequences:** Depending on the severity of the breach, the employee may face disciplinary actions, including but not limited to written warnings, suspension, or immediate termination.
- **Legal Action:** If the breach is deemed severe, the company reserves the right to pursue legal action to recover damages.

Post-Employment Confidentiality

Even after the termination of employment, employees are bound by the confidentiality agreement for a specified period as defined in their contract. Employees must continue to respect the confidentiality of any sensitive information obtained during their tenure, even if they leave the company.

Confidentiality Agreement

All employees are required to sign a confidentiality agreement upon joining **Xperteez Technology Pvt. Ltd.**, affirming their commitment to maintaining confidentiality both during and after their employment.

By adhering to this policy, employees help safeguard the integrity, trust, and competitiveness of **Xperteez Technology Pvt. Ltd.** and ensure the protection of valuable business assets.

17. Employee Acknowledgment

All employees are required to sign an acknowledgement form confirming that they have read and understood the Employee Handbook and agree to comply with all company policies.

By signing this handbook:

I. I acknowledge that I have reviewed the above-listed policies and guidelines of the Company and understand my responsibilities.

II. I agree to report any actual or potential situation or incident that may be contrary to the above policies as soon as I become aware of it.

III. I agree to abide by the aforementioned policies, and I understand that my failure to follow the policies may result in disciplinary action, up to and including dismissal.

Employee Name : Debankur Chatterjee

Designation : Web Design & Development (Wix)

Date : 09/06/2025

Debankur Chatterjee

Signature