



Mansharp Technologies Private Limited

Internal Rules & Regulations

➤ Office Working Hours

Mansharp Technologies Private Limited adheres to the following office working hours:

- Work Week: Monday to Saturday (6 days per week)
- Working Hours: 10:00 AM to 7:00 PM (Monday to Saturday)
- 2nd and 4th Saturday of every month will be off/holiday.
- 1st, 3rd, and 5th Saturdays will be working days with full-day working hours.

Lunch Break:

- A dedicated lunch break is provided from **1:00 PM to 1:30 PM** during each workday.
- A dedicated Tea break is provided from **10:30 to 10:45** and **4:00 PM to 4:15 PM** during each workday.
- Employees are encouraged to use this time to rest, recharge, and enjoy their meal break.

Please note:

- This schedule applies to all employees unless otherwise specified by their department or Director.
- We encourage employees to maintain a healthy work-life balance and utilize breaks effectively within these working hours.

Time Management:

- Employees are expected to manage their time efficiently to complete their assigned tasks within the designated working hours, excluding the lunch break.
- Meetings and appointments should be scheduled during working hours whenever possible, with due consideration for lunch breaks.

Communication:

- If you anticipate working outside of standard office hours, please communicate this clearly to your supervisor (Manager) in advance.
- The company will communicate any changes to the office working hours through official channels well in advance.

➤ **Leave Policy:**

Mansharp Technologies Private Limited is committed to fostering a work-life balance for its employees. This policy outlines the procedures for requesting and taking leave.

Here's a formal rule for the sick leave, casual leave, and special leave policies:

1. Sick Leave:

- Employees are entitled to one (1) sick leave per month.
- Unused sick leave cannot be carried over to the next month.
- Sick leave requests must be supported by appropriate medical documentation if the leave extends beyond one day.

2. Special Leave for Female Staff:

- Female employees are entitled to one (1) day of special leave each month, specifically for the first day of their menstrual cycle.
- The special leave must be communicated to the supervisor/HR at the earliest possible time.
- This leave is granted as paid leave and will not affect other leave balances.

3. Leave Request Procedure:

- **Employees must submit a leave request via email to the Director:**
 - At least 24 hours in advance for a half-day leave.
 - At least 48 hours in advance for a full-day leave, whenever possible.
- **In urgent situations requiring immediate leave, employees must:**
 - Inform the Director via phone or in person.
 - Follow up with a written email as soon as possible.

Work Handover Responsibility:

- Employees taking leave **must pass on their work to another employee** to ensure continuity.
- The designated employee **must acknowledge and accept** the work responsibilities.

Leave Request Information:

- The leave request email should include the following information:
 - **Employee Name:**
 - **Department:**
 - **Leave Type:**
 - **Dates of Leave:**

- **Reason for Leave:** (in case of sick leave prescription of doctor is mandatory)
- **Expected Return Date:**

Approval Process:

- All leave requests require approval from the employee's Director.

Unapproved Leave:

- Absence from work without prior approval or notification will be considered unauthorized leave.
- Unauthorized leave may result in disciplinary action, up to and including a verbal or written warning, pay deduction, or termination of employment.

Additional Notes:

- Employees are encouraged to maintain a record of their approved leave.
- This policy may be subject to change at the company's discretion with reasonable notice.

Weekend Leave Policy:

Mansharp Technologies Private Limited recognizes the importance of weekends for rest and rejuvenation. This policy clarifies how leave is calculated when taken on weekends.

Weekend Leave Rule (Sandwich Leave):

- If an employee takes a planned leave on **Saturday or Monday**, and the following day is a **Sunday (weekly off)**, then **Sunday will also be counted as leave**.
- This is referred to as the "Sandwich Leave" rule.

Applicability:

- This policy applies to all planned leaves, including sick leave, casual leave, vacation leave and menstrual cycle Leave.

Benefits:

- This policy ensures fairness and consistency in leave calculations.
- It discourages employees from taking short breaks that could disrupt workflows.

Additional Notes:

- Employees are encouraged to plan their leave requests in advance, considering this weekend leave rule.
- This policy is in addition to the existing leave policy regarding advance notice and approval procedures.

➤ **Streamlined Work Reporting and Task Management**

Dear Employees,

We're implementing a new system to enhance communication, project management, and overall work efficiency. This system combines daily task reporting with a user-friendly web portal dashboard.

Task Reporting:

- **Upon arriving at the office:** Access the company web portal and log in to your personalized dashboard.
- Within the dashboard, you'll find a dedicated section for "Daily Tasks."
- Here, you can list your **key tasks for the day** with brief descriptions and estimated completion times.

Progress Updates:

- Throughout the workday, update the progress of your tasks directly on the web portal dashboard.
- You can mark tasks as completed, update remaining time for ongoing tasks, and add any relevant notes or attachments.

Before Leaving the Office:

- Before leaving the office (or at the end of your shift), provide a brief final update on each task in your dashboard.
- Indicate completed tasks, update progress percentages for ongoing tasks, and highlight any outstanding issues or roadblocks you encountered.

Benefits:

- **Improved Communication and Transparency:** The web portal provides a centralized platform for everyone to track progress and stay informed.
- **Enhanced Project Management:** Real-time task updates and clear visibility help managers ensure smooth project execution.
- **Efficient Collaboration:** Team members can readily see each other's progress and identify opportunities for collaboration.

Web Portal Dashboard Features:

- Your web portal dashboard will offer intuitive features to manage your tasks effectively:
 - **Drag-and-Drop Functionality:** Easily manage task priority by rearranging them within the dashboard.
 - **Task Filtering:** Filter tasks by project, category, or completion status for easier navigation.

➤ **Importance of Confidentiality**

Dear Employees,

Mansharp Technologies Private Limited is committed to protecting its confidential information and intellectual property. This information is vital to our success and maintaining a competitive edge.

What is Confidential Information?

Confidential information includes, but is not limited to:

- **Trade Secrets:** Formulas, inventions, processes, techniques, customer lists, and other information not generally known to the public and that provide the company with a competitive advantage.
- **Financial Information:** Financial data, budgets, forecasts, and other sensitive financial details.
- **Business Plans and Strategies:** Company strategies, marketing plans, product roadmaps, and other future-oriented information.
- **Client Information:** Information about our clients, including their data, contracts, and specific needs.
- **Company Documents:** Internal reports, presentations, emails, and other documents considered confidential by the company.
- **Company Projects:** completed Projects, Ongoing Projects, Projects functionality

Your Responsibility to Maintain Confidentiality:

As an employee of Mansharp Technologies Private Limited, you have a legal and ethical obligation to maintain the confidentiality of all company information. This includes:

- Not disclosing confidential information to anyone outside the company without proper authorization.
- Exercising caution when discussing confidential information in public or on personal electronic devices.
- Securing confidential documents and electronic files to prevent unauthorized access.
- Not using confidential information for personal gain or to benefit a competitor.

Consequences of Breaching Confidentiality:

A breach of confidentiality can have serious consequences for both the company and the employee involved. This may include:

- **Disciplinary Action:** Up to and including termination of employment.
- **Civil Lawsuits:** The company may sue the employee for breach of contract, seeking financial compensation for damages caused by the breach.
- **Criminal Charges:** In extreme cases, depending on the nature of the confidential information disclosed, the company may pursue criminal charges under the Information Technology Act, 2000.

The Information Technology Act, 2000 (IT Act):

The IT Act defines and penalizes various cybercrimes, including:

- **Section 66:** Punishes anyone who discloses, publishes or transmits any computer source code, computer program, computer system or computer network without lawful authority or with knowledge or reason to believe that such disclosure will cause any damage to the owner. (Penalty: Imprisonment up to 3 years or fine up to ₹1 lakh, or both)
- **Section 66E:** Penalizes the capture, publication, or transmission of a private image in electronic form without consent and in violation of privacy. (Penalty: Imprisonment up to 3 years or fine up to ₹2 lakh, or both)

The Indian Contract Act, 1872:

- **Section 23:** Defines a contract and establishes the principle of "consideration" for a valid contract. A breach of a confidentiality clause in an employment contract could be considered a breach of contract.

Maintaining a Culture of Trust:

We believe that trust is essential for a successful and collaborative work environment. By protecting confidential information, you are contributing to the company's success and maintaining a competitive advantage.

Please note: This information is for general awareness purposes only and does not constitute legal advice. For specific legal advice, please consult with a qualified lawyer.

Company Property Care and Accountability

Dear Employees,

Mansharp Technologies Private Limited is committed to providing a professional and well-maintained work environment for all employees. This includes ensuring the proper care and responsible use of all company property.

Company Property:

Company property encompasses various assets entrusted to you for efficient work performance, including:

- Computers and electronic devices (laptops, monitors, printers, etc.)
- Office furniture (desks, chairs, filing cabinets, etc.)
- Office equipment (copiers, fax machines, shredders, etc.)
- Supplies (stationary, printer cartridges, etc.)
- Company vehicles (if applicable)

Employee Responsibility:

We expect all employees to treat company property with respect and care. This includes:

- Using equipment and furniture for their designated purposes only.
- Reporting any malfunctions, defects, or damage to company property to your supervisor immediately.
- Exercising caution and following proper usage guidelines for all equipment.
- Maintaining a clean and organized workspace.

Accountability for Damage:

Mansharp Technologies Private Limited holds employees accountable for any damage to company property resulting from negligence or misuse. This may include:

- Intentional damage or destruction of property.
- Damage caused by carelessness, recklessness, or improper use.
- Loss of company property due to negligence.

Compensation for Damages:

In cases of damage or loss of company property due to employee negligence or misuse, the company may seek compensation from the responsible employee. The amount of compensation will be determined based on the cost of repair or replacement of the damaged/lost property.

Disciplinary Action:

In addition to compensation, incidents of property damage or loss due to negligence may also result in disciplinary action, up to and including termination of employment.

Preventing Damage:

We encourage all employees to be mindful of company property and take necessary precautions to prevent damage. This includes:

- Familiarizing yourself with proper equipment usage guidelines.
- Reporting any potential hazards or safety concerns related to company property.
- Practicing good housekeeping habits to maintain a clean and organized workspace.

By working together, we can ensure a well-maintained work environment with minimal property damage.

➤ **Attendance Policy**

Dear Employees,

Working Hours:

- Mansharp Technologies Private Limited maintains a six-day work week, with office hours from **10:00 AM to 7:00 PM** (Monday to Saturday).

Late Arrival:

We understand that unforeseen circumstances may occasionally cause delays. However, consistent tardiness can disrupt workflow and team collaboration. Therefore, the following consequences will apply for late arrivals:

- **Arrival between 10:00 AM and 10:10 AM:** A **late mark** will be recorded. You are still expected to work the full workday (until 7:00 PM).
- **Arrival after 10:15 AM:** This will be considered a **half-day absence**. Half a day's leave will be deducted from your available leave balance.

Absences:

Please continue to follow established procedures for requesting leave in advance. Unapproved absences will be subject to disciplinary action.

Time Management:

We encourage all employees to manage their time effectively to ensure timely arrival for their shifts.

Benefits of Adhering to Attendance Policy:

- **Improved Work Efficiency:** Timely arrival ensures smoother workflow and collaboration within teams.
- **Increased Productivity:** Focusing on work throughout designated hours maximizes daily output.
- **Professionalism:** Consistent punctuality reflects a professional work ethic.

We appreciate your cooperation in adhering to this attendance policy.

➤ **Importance of Wearing ID Cards**

Dear Employees,

For security purposes and to maintain a professional work environment, Mansharp Technologies Private Limited requires all employees to wear their company ID cards visibly at all times while on company premises.

Benefits of Wearing ID Cards:

- **Enhanced Security:** ID cards help identify authorized personnel and prevent unauthorized access to restricted areas.
- **Improved Communication:** Wearing ID cards facilitates smoother interaction with colleagues, visitors, and clients.
- **Professional Appearance:** ID cards project a professional image and create a sense of belonging within the company.

ID Card Policy:

- All employees are required to wear their company ID cards around their necks using the provided lanyards.

Consequences of Non-Compliance:

To ensure adherence to this policy, a penalty of ₹50 will be charged for each instance of not wearing an ID card while on company premises.

Female Monthly Period Leave Policy

1. Leave Entitlement:

- Female employees are entitled to 1 day of paid leave per month for menstruation-related discomfort. This leave is provided to support the well-being and health of female employees during their menstrual cycle.

2. Non-Accumulative:

- The period leave is not cumulative and will not carry over to the following months if unused. It is meant to be used in the month in which it is granted.

3. Notice Requirement:

- Employees are encouraged to inform their manager or HR on the same day or prior to taking the period leave. However, advance notice is not mandatory for this leave due to its nature.

4. Leave Request Process:

- Period leave requests can be communicated verbally or through the company's leave management system, and no detailed explanation is required for privacy reasons.

5. Conditions of Leave:

- Period leave can be taken alongside other types of leave in case of extended discomfort, subject to the company's regular leave policies.

6. Confidentiality:

- All requests for period leave will be handled with discretion and sensitivity to ensure employee privacy.

7. Effective Date:

- This policy is effective immediately and applies to all eligible female employees of the company.

Voluntary Leave Policy

Mansharp Technologies Private Limited. is committed to fostering a positive work-life balance for its employees. This policy outlines the guidelines for voluntary leave for employees who have completed a minimum tenure with the company.

1. Leave Entitlement

- *Each employee is entitled to one voluntary leave per month.*
- *Voluntary leaves are granted in addition to regular leave entitlements and are intended to provide employees with flexibility for personal time off.*
- *Voluntary leave may only be taken during the last week of the month, subject to project status (see section 5).*

2. Non-Transferable

- *Voluntary leave cannot be carried forward to the next month.*
- *If not utilized within the eligible month, the leave will automatically expire.*

3. Notice Requirement

- *Employees must provide at least 3 days' notice before taking a voluntary leave.*
- *If the notice is not submitted 3 days in advance, the leave will not be considered under the voluntary leave category and will instead be counted as other available leave types (e.g., paid or unpaid leave).*

4. Leave Request Process

- *Leave requests must be submitted via email or the company's leave management system, following the standard process.*
- *Approval of voluntary leave is subject to managerial discretion and depends on team/project needs.*

5. Conditions of Leave

- *Voluntary leave can only be availed in the last week of each month, and only if there is no critical or pending project work.*
- *If a project is ongoing, critical, or pending review/delivery, voluntary leave will not be granted.*
- *Voluntary leave cannot be clubbed with any other leave to create a longer vacation, unless approved by management.*

6. Effective Date

- *This policy is effective immediately and applies to all eligible employees of the company.*

Responsibilities

- Employees are responsible for ensuring their workload is properly managed and delegated during their absence.
- Employees are expected to be reachable in case of urgent work-related matters during their voluntary leave, if possible.

Policy Review

Mansharp Technologies Private Limited. reserves the right to review and amend this policy at any time. Any changes will be communicated to all employees well in advance.

Task Completion and Understanding Policy

Mansharp Technologies Private Limited. is committed to delivering high-quality work on time. This policy outlines the importance of completing tasks and projects within designated deadlines and ensuring a clear understanding of assigned work.

Task Completion

- Employees are responsible for completing assigned tasks and projects within the established timelines.
- Deadlines will be communicated clearly at the time of task assignment.
- Any delays or unforeseen circumstances must be communicated to the supervisor immediately, along with a revised timeline for completion.

Task Understanding

- Employees are expected to thoroughly understand the scope, objectives, and deliverables of assigned tasks before commencing work.
- If any aspect of the task is unclear, employees are encouraged to seek clarification from their supervisor or project lead.
- Supervisors are responsible for providing clear instructions and ensuring employees have the necessary resources to complete the task successfully.

Consequences

- Failure to meet deadlines without prior communication may result in disciplinary action.
- Repeated instances of unclear task understanding may lead to additional training or re-assignment of tasks.

Benefits

- Completing tasks on time ensures project timelines are met and client expectations are exceeded.
- A clear understanding of tasks minimizes rework, improves efficiency, and fosters better communication within teams.

Conclusion

Manasvi Technologies values a work environment that promotes timely completion of tasks with a clear understanding of expectations. By adhering to this policy, we can continue to deliver exceptional results for our clients.

Decision-Making and Communication Policy

Manasvi Technologies Private Limited. fosters a collaborative work environment where open communication is valued. This policy outlines the decision-making process and communication expectations within the company.

Decision-Making Authority

- The ultimate decision-making authority rests with the Director of the company.
- Team leaders and Manager are entrusted with making decisions within their designated areas of responsibility.

Communication

- Employees are encouraged to openly discuss ideas and concerns with their manager or team leaders.
- If an employee disagrees with a decision, they should communicate their concerns respectfully and provide constructive feedback to their manager or team leader in private.
- The Director's final decisions should be respected and implemented by all employees.

Respectful Communication

- All communication within the company should be professional and respectful, regardless of the topic or hierarchy.
- Arguments or disrespectful behavior towards the Director, team leaders, or colleagues will not be tolerated.

Benefits of Clear Communication

- Clear communication ensures everyone understands their roles and responsibilities.

- Open communication fosters a collaborative work environment.
- Addressing concerns respectfully promotes a positive work culture.

Conclusion

Manasvi Technologies values open communication while respecting the final decision-making authority. This policy ensures efficient operations and a positive work environment.

Professional Conduct and Conflict Resolution Policy

Manasvi Technologies Private Limited. is committed to fostering a professional and respectful work environment where employees collaborate effectively. This policy outlines the expected conduct regarding disagreements and conflict resolution.

Professional Conduct

- Employees are expected to treat each other with courtesy and respect at all times.
- Disagreements or conflicts concerning projects or tasks should be addressed constructively and professionally.
- Fighting, arguing, or using offensive language is strictly prohibited.

Conflict Resolution

- If an employee encounters a disagreement with a colleague, they should attempt to resolve it directly and respectfully through open communication.
- If a direct resolution is not possible, the employee should involve their team leader or supervisor to mediate the situation.
- As a last resort, employees may approach the Director to discuss the issue in a private and professional manner.

Consequences

- Engaging in physical altercations, verbal abuse, or creating a hostile work environment will result in disciplinary action, up to and including immediate termination of employment without notice.

Benefits

- A professional and respectful work environment fosters collaboration, improves communication, and promotes teamwork.
- Clear conflict resolution procedures ensure disagreements are addressed constructively and efficiently.

Conclusion

Manasvi Technologies values a positive and productive work environment. By adhering to this policy, employees can maintain professional conduct and effectively resolve any conflicts that may arise.

Notice Period and Salary Payment Policy

Purpose:

This policy outlines the notice period requirement for employee resignations and the implications of failing to meet the notice period.

Notice Period:

All employees are required to provide a written notice of resignation at least **30 calendar days** in advance of their last desired day of employment. This notice period allows for a smooth transition and ensures proper handover of responsibilities.

Salary Payment:

- Employees who provide the required 30-day notice will receive their full salary for the final month of employment, including any accrued but unused paid time off (PTO).
- Employees who fail to provide the required 30-day notice will forfeit their salary for the final month of employment. Exceptions may be considered on a case-by-case basis with written approval from the Managing Director.

Exceptions:

- In exceptional circumstances, such as a documented medical emergency or relocation outside the region for a non-work-related reason, the company may consider a shorter notice period or a pro-rated portion of the final month's salary upon written request and approval by the Managing Director.

Communication:

Employees are encouraged to discuss their resignation plans with their Team Leader as soon as possible. This allows for a collaborative approach to ensure a smooth handover of responsibilities and minimizes disruption to ongoing projects.

Compliance:

All employees are expected to comply with this policy. Failure to do so may result in disciplinary action, up to and including termination of employment without notice and forfeiture of any outstanding salary or benefits.

Sales Performance and Termination Policy

Purpose:

This policy outlines the expectations for sales performance and the potential consequences for not meeting sales targets.

Sales Targets:

- Sales targets will be established for each sales employee at the beginning of each month / Product based on market conditions, product demand, historical data.
- These targets will be communicated to employees in writing.

Performance Evaluation:

- Sales performance will be reviewed regularly weekly, monthly to track progress towards targets.
- Employees will receive feedback and coaching to support their achievement of sales goals.

Consequences of Not Meeting Targets:

First Month:

- The company acknowledges that new sales representatives may require an adjustment period.
- During the first month, underperformance will be addressed through coaching, training, and additional support to help employees improve.

Second Month Onwards:

- If a sales employee fails to meet their targets for two consecutive months, the company reserves the right to:
 - Terminate their employment with a 10-day notice.
 - Deduct a portion of the salary for non-fulfillment of targets.
 - The deduction percentage and amount will be specified in the offer letter provided at the time of hiring.

This policy ensures that employees have adequate opportunities to improve while maintaining accountability for their performance.

Termination Process:

- In the event of potential termination due to performance issues, the employee will receive a written warning outlining their shortcomings and outlining a performance improvement plan.
- The employee will be given a reasonable opportunity to improve their performance.
- If the employee fails to demonstrate significant improvement within the designated timeframe, their employment may be terminated.

Important Considerations:

- This policy does not constitute a contract of employment and does not guarantee continued employment.
- Termination decisions will be made on a case-by-case basis, considering all relevant factors, including effort, market conditions, and documented coaching efforts.
- The company is committed to supporting employees in achieving their sales goals. However, consistent underperformance can negatively impact the company's success.

Employee Conduct and Discipline Policy

Purpose:

This policy outlines the standards of conduct expected from all employees of Mansharp Technologies Private Limited and the potential consequences for violating these standards.

Expected Conduct:

All employees are expected to maintain a professional and respectful work environment. This includes:

- Treating all colleagues, clients, and Director with courtesy and respect.
- Avoiding disruptive or offensive behavior, including shouting, arguing, or using profanity.
- Complying with all company policies and procedures.
- Representing the company in a positive light.

Prohibited Conduct:

The following behaviors are strictly prohibited and may result in disciplinary action, up to and including immediate termination of employment:

- **Insubordination:** Disobeying a direct order from a supervisor or exhibiting a defiant or disrespectful attitude.
- **Violence or Threats of Violence:** Any act of violence or threat of violence towards colleagues, clients, or company property.
- **Harassment:** Engaging in any form of verbal, physical, or sexual harassment towards colleagues or clients.
- **Theft or Fraud:** Stealing company property or engaging in fraudulent activities.
- **Misuse of Company Property:** Using company property for personal gain or unauthorized purposes.
- **Drug and Alcohol Abuse:** Reporting to work under the influence of drugs or alcohol.

- **Serious Misconduct:** Any other behavior deemed seriously detrimental to the company's reputation or operations.

Disciplinary Action:

The company reserves the right to take appropriate disciplinary action for violations of this policy. This may include:

- Verbal Warning
- Written Warning
- Suspension without Pay
- Termination of Employment

Immediate Termination:

The company reserves the right to terminate an employee's employment immediately and without notice in cases of serious misconduct, such as violence, theft, or harassment.

Due Process:

In most cases, employees will be subject to a progressive disciplinary process before termination. This may involve a verbal warning, followed by a written warning, and ultimately termination for repeated offenses. However, the company reserves the right to bypass this process in cases of serious misconduct.

Performance Improvement Policy

Purpose:

This policy outlines the process for addressing employee performance issues and providing opportunities for improvement.

Performance Expectations:

All employees are expected to perform their duties competently, efficiently, and in accordance with deadlines. Specific performance expectations will be outlined in job descriptions or project plans.

Performance Evaluation:

- Supervisors will regularly evaluate employee performance through performance reviews, project check-ins.
- Feedback will be provided to identify areas of strength and weakness.

Performance Improvement Process:

- If an employee is not meeting performance expectations, their director will initiate a performance improvement process.
- This process will involve the following steps:
 - **Verbal Warning:** The supervisor will discuss the performance issue with the employee verbally and outline specific expectations for improvement.
 - **Written Warning:** If the performance issue persists, a written warning will be issued, formally documenting the concerns and outlining a clear action plan for improvement with specific timelines.
 - **Performance Improvement Plan (PIP):** In some cases, a formal PIP may be implemented, detailing specific goals, timelines, and resources to support the employee in achieving improvement.

Disciplinary Action:

- If an employee fails to demonstrate significant improvement after following the performance improvement process, disciplinary action may be taken, up to and including termination of employment.

Termination:

- Termination will be considered a last resort after all reasonable efforts to improve performance have been exhausted.
- In cases of repeated or severe performance issues, the company may terminate employment with that Month written notice **or** upon project completion, whichever comes later.

Important Considerations:

- This policy is intended to be fair and provide employees with a clear opportunity to improve their performance.
- The specific timeframe for improvement will depend on the nature of the performance issue and the complexity of the task/project.
- Documentation will be maintained throughout the performance improvement process.
- Employees are encouraged to communicate any challenges or roadblocks hindering their performance to their supervisors.
- The company is committed to supporting employees in achieving their full potential. However, consistent underperformance can negatively impact the company's success.

➤ Employee Birthday & Anniversary Celebration Policy

At **Mansharp Technologies Private Limited**, we believe in fostering a positive and joyful work environment. To recognize and appreciate our employees, the company will celebrate birthdays and Marriage anniversaries with the following guidelines:

1. Celebration Arrangements & Expenses

- The company will cover all expenses for birthday and anniversary celebrations.
- If a **director or Manager is not available**, all employees will contribute for the celebration. After the event, they must submit the **original bill** to the Director or Manager for full reimbursement.

2. Responsibilities & Code of Conduct

To ensure a smooth and enjoyable celebration without inconvenience to others, employees must follow these rules:

No Disturbance to Work & Neighbors

- Celebrations should be conducted **only within office premises** and should not interfere with work.
- **Loud music is not allowed** to avoid disturbing nearby offices or neighbors.
- Any **complaints from nearby offices** regarding noise or disturbance will lead to disciplinary action.

Cleanliness & Office Maintenance

- The office must be kept **clean and tidy** after the celebration.
- Employees must **dispose of waste properly** and ensure no leftover food, wrappers, or decorations are scattered around.
- Any damage to office property due to carelessness will be **the responsibility of the employees involved**.

Timing & Organization

- Celebrations should be planned in a **way that does not disrupt working hours**.
- The team should **coordinate in advance** to avoid last-minute arrangements.

This policy ensures that employee milestones are **joyfully celebrated** while maintaining **discipline, cleanliness, and workplace harmony**.

➤ Company Tour & Travel Policy

At **Mansharp Technologies Private Limited**, we believe in fostering a strong team bond through recreational activities. To ensure a balanced work-life experience, the company will organize tours for employees based on mutual agreement.

1. Tour Frequency & Duration

- The company may organize a **tour once a month** or whenever **all employees mutually agree**.
- The tour can be a **single-day trip** or extend up to **three days**, depending on the destination.
- The location may be **within the city or outside** as per the final plan.

2. Expenses & Contribution

- The **company may cover all expenses** or decide on a **shared contribution from employees**, depending on the tour package and budget.
- If employees contribute, the amount will be **collected in advance** to avoid last-minute issues.

3. Responsibilities & Code of Conduct

Parental Permission (Mandatory)

- Employees must obtain **written or verbal permission from their parents/guardians** before joining the tour.

Discipline & Team Coordination

- Employees must **follow the instructions** of the Manager or assigned Tour Coordinator.
- No **fights, arguments, or conflicts** should occur during the trip.
- Everyone must **respect each other** and maintain a **positive and cooperative attitude**.

Safety & Security

- No employee should **stay alone with any unknown or suspicious person**.
- Employees should **not engage in any illegal or inappropriate activities** that could harm the company's reputation.
- Everyone must **stay with the group** and inform the Manager in case of any issues.

Cleanliness & Responsibility

- Employees must ensure that **public places, hotels, and transport vehicles remain clean** and undamaged.
- Any **personal or company property loss/damage** due to negligence will be the **individual's responsibility**.

Respect for Local Culture & Environment

- Employees should **respect local rules, customs, and people** during the tour.
- **Avoid loud music, unnecessary noise, or any behavior** that could create disturbances in public places.

Emergency & Health Precautions

- Employees must carry **necessary ID proof, emergency contacts, and essential medicines** if required.
- Any **health issues** should be reported to the Manager immediately.

Salary Due & Payment Policy

Mansharp Technologies Private Limited.

To ensure transparency and consistency in salary disbursement, Mansharp Technologies Private Limited establishes the following rules regarding salary dues and payment timelines for all employees.

1. Salary Due Date

- The salary cycle is **monthly**, starting from the **1st to the last day of the month**.
- Salary for a given month becomes **due on the 1st of the following month**.

2. Salary Credit Timeline

- Salaries will be **credited to employees' bank accounts** within **10 calendar days** from the **due date**, i.e., by the **10th of each month**.
- If the 10th falls on a **bank holiday or weekend**, salary will be processed on the **next working banking day**.

3. Mode of Payment

- Salaries will be paid **via bank transfer** to the employee's registered bank account as per company records.
- Employees are responsible for keeping their **bank account details updated** with the HR/Accounts department.

4. Deductions & Compliance

- Statutory deductions such as **PF, TDS, ESI, and Professional Tax** (if applicable) will be made as per government norms.
- Any leave without pays, penalties (if applicable), or advances will be appropriately adjusted in the salary.

5. Salary Slip

- A digital **salary slip** will be issued to employees each month within **3 working days** after the salary is credited.
- Employees can access or request their salary slips via the HR portal or by email.

6. Non-Payment or Delay

- In the rare case of a delay beyond 10 days, employees will be **notified in advance**, along with a tentative date of credit.
- Repeated salary delays will be reviewed by management, and appropriate corrective actions will be taken.

7. Resignation & Final Settlement

- Employees who resign or are terminated will receive their **final salary and settlement** (including dues, leave encashment, etc.) **within 45 days** of the last working day, after clearance.