

Welcome to New Employee Induction Program



History Of Company/Company Vision

Who's Who

Company Policy

Performance Reviews

Leave Policy

Who's Who

Founder Of Assimilate Technologies



Sanjay Taskar
(CEO & Managing Director)

Co-Founder Of Assimilate Technologies

Nagraju ML (Director)



Deepak Nagalkar (COO)



Mahadev Punekar (CTO)



HR Policies

HR Manager

Priyanka Belekar



History Of Company/ Company Vision

Assimilate Technologies was founded by technophile with the objective of developing customer business centric software. The focus is to integrate technologies for building rich “User Experience” software and Products.

Mission: To assimilate business innovations with our grand expertise in digital Intelligence.

Vision: To comfort the business growth of our prospective digital partners with our surplus technical proficiency.

We Love: To apply greatest technology solutions for our customers business solutions.

Company Business Hours

- The general working hours for all employees is 9:00 AM IST to 6:00 PM IST, Monday To Friday.
- All Employees are expected to be available during the general working hours.
- Employees may be required to work extended hours to meet the demands of their work and may avail of flexible working hours as agreed to by their managers.

Assimilate's Culture

- Assimilate has open culture ,Every employee has the liberty to express his/her views, Idea's suggestions.



Dress Code

- Assimilate Promotes an informal working environment, however employees must adhere to a certain dress code.
- On Monday and Friday everyone should wear Assimilate T-shirts.
- In the case of male employee's full-length trousers/Jean and shirt/T-shirts are acceptable during the business hours.
- In the case of female employees, Salwar Kameez, Trousers/Jean and sarees may be a part of the normal dress code.

Employee Harassment

- Assimilate is committed to ensuring that it maintains a pleasant, safe and productive environment.
- Any form of harassment or other unacceptable behavior will lead to disciplinary action up to and including termination.

Employee Performance appraisal

- The appraisal will be held twice a year and will cover the following periods:

April 1st - September 30th :- First Half

October 1st - March 30th :- Second Half

- Performance bonus and compensation growth are determined by the employee appraisal. However they may not happen at the same time

Appraisal Cont.....

- Ideally appraisal will conclude within 15 days.
- For the first half it should get completed by 15th April and for the 2nd half by 15th October.
- The performance appraisal will be a joint exercise between the individual and the supervisor.
- Goals will be agreed and set monthly & for each of the periods and achievements against the same will be reviewed.
- The 6-Month goals should be set by March 31st for the first half and by September 30th for second half

Leave Policy

- The Company intent is to provide each employee with annual time for vacation, sick, or personal use. It is understood that employees in the course of their employment will need time off to relax and have a work life balance.

Types of leaves

- Earned leave, Sick leave / Casual leave, Paternity, Maternity, Miscarriage, Surrogacy / Adoption, Leave without pay (LWP), Festival holidays, Birthday, Anniversary, Compensatory off.
- The probation period will be of 3 months. During probation period only 2 leaves will be allowed.

About Notice Period

PROBATION

- During the Probation period each and every employee must have to serve 1 month i.e 30 days of notice period.

AFTER THE PROBATION PERIOD

- Each and Every employee must serve 2 months i.e 60 days of notice period.

Health Benefits

- The Mediclaim provided by the company is of 3 lakh
- Maternity benefit will provided up to 30K.
- Term insurance will be provided up to 40 L

What we expect from our employees

❖ Values cherished here

- Honesty
- Reliability & Consistency
- Simplicity
- Openness
- Trust
- Commitment
- Ethical

THANK YOU!



