

Of course. Here is the content of the Employee Handbook organized into a clear and easy-to-read format.

Health Catalyst Employee Handbook

Effective Date: January 1, 2025

This Employee Handbook ("Handbook") applies to Health Catalyst India Private Limited, its subsidiaries, and joint ventures over which it exercises management control ("Organization," "We," "Us," "Our"). It applies to all Team Members engaged to provide services to the Organization.

Company Information:

- **Health Catalyst India Private Limited** (Formerly KPI Ninja India Private Limited)
 - **Registered Office:** Survey 34, 2nd Floor, Awfis – Lorven Tiara, Kothaguda Junction, Kondapur, Hyderabad 500084
 - **CIN:** U72900TG2020PTC146156
 - **GSTIN:** 36AAICK4542Q1ZX
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1. About Health Catalyst

Health Catalyst is a leading provider of data and analytics technology and services to healthcare organizations, committed to being the catalyst for massive, measurable, data-informed healthcare improvement.

2. Mission

Our mission is to be the catalyst for massive, measurable, data-informed healthcare improvement.

The Health Catalyst Way:

- **Cultural Attributes:** Continuous learning, Hard-working, World-class, Humble.
- **Operating Principles:** Transparency, Improvement, Ownership, Respect.

3. Important Policies

You are expected to follow and comply with all Organization policies, including:

- Employee Code of Conduct
- Hybrid Work Policy
- Leave Policy
- Parental Leave Policy
- Anti-Sexual Harassment Policy
- Disciplinary Policy

4. Purpose

This handbook helps team members familiarize themselves with and follow the policies and guidelines of the Organization. It does not create contractual obligations. The Organization reserves the right to make changes without advance notice. For detailed information, contact the HCAT India People Operations Team at hcatindia.pops@healthcatalyst.com.

5. General Code of Conduct

- Be proactive in performing your duties.
- Ensure decisions and actions are consistent with Organization values and objectives.
- Support the long-term goals of the Organization.
- Escalate any doubts about a decision to higher management.
- Report any violations of the principles in this handbook through the appropriate channels.

6. Equal Opportunity

- Our employment policy is based on individual merit and professional competence.
- We promote a diverse, inclusive, and equal workplace and do not discriminate based on gender, caste, religion, age, nationality, sexual orientation, disability, or any other protected trait.
- We comply with the Rights of Persons with Disabilities Act, 2016, and strive to ensure a discrimination-free environment.

7. Employment of Minors

The Organization strictly follows the Child Labour (Prohibition and Regulation) Act, 1986. We do not employ any person under the age of 14. If you know of any violation, immediately inform HCAT India People Operations.

8. Immigration Issues

Immigrant team members must abide by the rules of the Ministry of Home Affairs (MHA). Any changes to an employment visa must be reported to the concerned authorities. New hires must submit required documents, including a valid employment visa, within **3 days** of joining.

9. Compliance with Laws

- Team members are expected to comply with all company policies and applicable laws, including privacy laws (IT Act 2000, GDPR, CCPA), anti-corruption laws (Prevention of Corruption Act, 1988), and all local regulations.
- Violation of laws may subject the individual and the Organization to civil or criminal liability and may result in disciplinary action.

10. Political Neutrality

- Team members have the right to political expression but must not let it affect their performance or judgment at work.
- Participation in political activities must be on your own time and must not suggest Organization support. Do not use company resources for political activities.

11. Compensation

- Your compensation is detailed in your employment agreement.
- Salaries are paid monthly, before the 5th of every month, less statutory deductions.
- Compensation increases are at the discretion of the Organization based on factors like performance.

12. Provident Fund (PF)

- All eligible team members will join the Employee Provident Fund (EPF) and Employee Pension Scheme (EPS) as per the Employee Provident Funds and Miscellaneous Provisions Act, 1952.
- Both the employee and the Organization will contribute to the scheme.
- New hires must furnish details to join the EPF and nominate a beneficiary.
- If you have a previous PF account, you must apply to transfer the funds to the new account using your Universal Account Number (UAN).

13. Statutory Deductions

- All statutory deductions (PF, Professional Tax, TDS, ESIC, etc.) will be made from your salary as per applicable laws.
- You must submit valid proofs for tax-saving investments within the specified timeframe.
- For any payroll queries, please contact mypay@pmry.in.

14. Work Schedule

- You are accountable for adhering to your work schedule as communicated by the Organization.
- Unauthorized absence for more than **3 days** within a 12-month period may be deemed as job

abandonment and can lead to termination.

- A pattern of excessive absenteeism or tardiness may lead to disciplinary action.

15. Overtime

- The standard work week is Monday to Friday.
- All overtime must be approved and authorized in advance.

16. Deductions

The Organization reserves the right to deduct any money owed to it by you (e.g., overpayment, outstanding loans, excess leave taken) from your salary at any time or upon termination.

17. Probation Period

- New hires are on probation for **3 months**.
- Confirmation is based on satisfactory performance.
- The notice period during probation and after confirmation is **3 months** or salary in lieu thereof.
- The company can terminate employment immediately with written notice during probation. After confirmation, the company can terminate with a 3-month notice or salary in lieu.
- The company can terminate employment at any time for breach of policy or misconduct without notice.

18. Training

- The Organization arranges ongoing internal and external training.
- Team members will be nominated for programs by their managers or People Operations.
- Following external training, you are expected to share your learnings with your team.

19. Performance Reviews

- Performance is evaluated by your reporting manager annually.
- Factors considered include job performance, attendance, and compliance with company policies.

20. Performance Improvement Plan (PIP)

- An employee can be placed on a PIP to help meet performance standards.
- Failure to improve performance on a sustained basis can lead to disciplinary action, including termination.
- At the end of the PIP, performance is reviewed. If unsatisfactory, the PIP may be extended, or employment may be terminated.

21. General Leave

- Submit leave requests for Privilege or Casual leave via Workday at least **7 days** in advance. For emergencies, inform your manager as soon as possible.
- All leave must be approved by your reporting manager.
- For detailed guidelines, refer to the **Leave Policy**.

22. Privilege Leave

- **Entitlement:** 15 paid days per calendar year.
- **Notice:** Apply one month in advance for leave of one week or more, and two weeks in advance for leave of less than one week.
- **Carry-Forward:** A maximum of **60 unused days** can be carried forward. Any balance over 60 days will be lost.
- **Encashment:** The Organization may encash remaining leave at the end of employment.

23. Sick Leave

- **Entitlement:** Up to 12 paid days per calendar year.
- **Notification:** Inform your reporting manager via Workday as soon as possible.
- **Medical Certificate:** Required for an absence of more than 2 consecutive days.

24. Maternity Leave

- Eligible female team members are entitled to **26 weeks** of fully paid leave.
- **Eligibility:** Must have worked for at least 80 days in the 12 months preceding the expected delivery date.
- **Application:** Submit a request with a medical certificate to hcatindia.pops@healthcatalyst.com at least 60 days in advance.
- Refer to the **Parental Leave Policy** for more details.

25. Paternity Leave

- Eligible permanent male team members are entitled to **1 calendar week** of paid leave.
- **Eligibility:** Applies to new biological fathers, adoptive fathers, and commissioning fathers who have worked for at least 80 days in the preceding 12 months.

26. Flexible PTO

You may be permitted to take Flexible PTO for genuine reasons, subject to your reporting manager's approval.

27. Loan Facility

The Organization does not provide internal loan facilities.

28. Personal Appearance

- All employees must maintain a neat, clean, and smart appearance appropriate to their professional role.
- Disregard for these rules may lead to disciplinary action.

29. Office Decorum

- Maintain a cooperative, disciplined, and positive office environment.
- Use professional and courteous communication.
- Keep your workspace clean and tidy.
- Switch off lights and computers when away from your desk for long intervals.
- Obtain prior permission to work on off-days.

30. Receiving Gifts

- Discourage business associates from giving gifts.
- Do not accept gifts valued at more than **INR 1,500**. Report any gifts above this value to your manager.
- Never accept monetary gifts (cash, gold, etc.).
-

If you receive a gift that violates this policy, report it immediately to your manager and HCAT India People Operations.

31. Employee Data Privacy

The Organization collects and processes personal employee data for legitimate business purposes, such as administering pay and benefits, managing performance, and complying with legal obligations. We are committed to protecting your privacy and have implemented appropriate security measures. You have the right to access and correct your data. For requests or questions, contact hcatindia.itops@healthcatalyst.com or hcatindia.pops@healthcatalyst.com.

32. No Conflicts of Interest

- Avoid situations where personal interests conflict with the Organization's interests.
- Examples include hiring a relative, engaging in private employment with a business partner, or accepting gifts that could influence your judgment.
- Disclose any potential conflicts to your reporting manager.

33. Social Media Policy

- Be mindful that your social media activity, even off-duty, can affect the Organization's reputation if you are identified as a team member.
- Do not represent yourself as speaking on behalf of the Organization without prior written approval.

34. Team Member Information

It is your responsibility to keep your personal information (address, phone number, etc.) updated

with your reporting manager and People Operations.

35. Internet Usage and Cybersecurity

- Use the company's electronic communication systems for business purposes only.
- Do not access company data from personal devices unless pre-approved (Outlook, Teams, and Slack are pre-approved for personal mobiles).
- Follow best practices for cybersecurity: use strong passwords, secure networks, and be cautious of phishing emails.
- Report any security concerns to hcatindia.itops@healthcatalyst.com.

36. Company Property

- You are responsible for the proper use and care of all company assets (equipment, data, intellectual property).
- Use company property for business purposes only.
- You may be liable for the cost of assets damaged or lost due to your fault.

37. Personal Phone Use

- Make personal calls during breaks or lunchtime.
- Keep mobile phones on silent or vibration mode.

- The use of phone cameras during work hours is prohibited without manager approval.

38. Travel

The Organization reimburses necessary and pre-approved travel-related costs. Submit reimbursement requests with receipts within **30 days** of the expense.

39. Hybrid Work

- **Eligibility:** Available after 3 months of continuous employment for team members with no pending disciplinary actions.
- **Approval:** Subject to manager approval and can be withdrawn with reasonable notice.
- **Expectations:** Maintain normal productivity, log hours on JIRA, and adhere to all company policies.
- **Internet Reimbursement:** Costs will be reimbursed up to a maximum of **INR 6,000 per month** upon submission of a bill.
- **Home Office Setup:** A reimbursement of **INR 26,320** is provided.

40. Drugs and Alcohol

- The use, possession, or sale of illegal drugs or being under the influence of alcohol or illegal drugs on company premises or while conducting company business is strictly prohibited.
- Violation of this policy will result in disciplinary action, including immediate termination.

41. Health Insurance

- The Organization provides health insurance to eligible team members and their dependents.
- You will receive a benefits summary upon joining. You can make changes during the annual open enrollment period or within **15 days** of a qualifying life event.

42. Safety

- All team members must adhere to safety guidelines and participate in safety training.
- Use all required safety equipment.
- Report any injuries or safety risks immediately.

43. Emergency Evacuation

In an emergency, follow the instructions of authorized personnel. Evacuate safely and do not re-enter the building until you are advised it is safe to do so.

44. Harassment and Discrimination

The Organization has a zero-tolerance policy for harassment and discrimination of any kind. If you believe you have been harassed or discriminated against, report the incident immediately to your supervisor or the People Operations team.

45. Confidentiality

You will have access to confidential information belonging to the Organization and its clients. You must maintain the confidentiality of this information during and after your employment.

46. Anti-Bribery

You must not offer, pay, or promise anything of value to any government official or any other person for the purpose of bribery. All actions must comply with the Prevention of Corruption Act, 1988, and other applicable anti-corruption laws.

47. Breach of Handbook

Violation of this handbook may lead to progressive disciplinary action:

1.
Verbal warning
2.
Written warning
3.
Suspension
4.
Termination (for gross violations)

48. Further Information

For any queries or further information about this handbook, please contact HCATIndia.pops@healthcatalyst.com.

49. Acknowledgement

By signing this handbook:

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

-

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.

Team Member Name: _____

Designation: _____

Date: _____

Signature: _____

1. <https://ppl-ai-file-upload.s3.amazonaws.com/web/direct-files/attachments/82668238/7294f42c-8dc5-41a4-92c4-258f68f4a939/Employee-Hand-Book-Jan-2025.pdf>

Of course. Here is the provided Benefits Reimbursement policy, organized into a clear and professional format.

Health Catalyst India Private Limited Benefits Reimbursement Policy

We are deeply appreciative of the continued efforts of our Team Members to help us deliver the best. To enhance the work experience and foster our high-performing culture, we are rolling out an upgraded set of benefits. These benefits are available for all permanent, full-time employees as per their tenure in the company.

1. Mobile Service & Home Internet Plan

- **Eligibility:** Available from the date of joining for all permanent full-time employees who are hybrid (in-office and at-home) or fully remote. This benefit is not available to employees working from the office 100% of the time.
- **Reimbursement Limit:** Up to **INR 6,000 per month** for postpaid subscriptions to a mobile plan, data card, or home internet service.
- **How to Avail:**
 1.
Subscribe to a plan of your choice.
 2.
Submit the postpaid invoice each month via the **Pluxee (Sodexo)** app.
 - 3.

The invoice must be submitted within 90 days of the expense date and must clearly show the team member's name and the expense amount.

-

Tax Implication: This benefit is **tax-exempt**.

2. Health and Wellness

-

Eligibility: Available to all permanent full-time employees from their date of joining.

-

Reimbursement Limit: Up to **INR 15,800 per year** for health and wellness products or services (e.g., gym memberships). The annual amount is prorated based on the quarter of joining:

-

Joined Jan 1st - Mar 31st: INR 15,800 (Full Amount)

-

Joined Apr 1st - Jun 30th: INR 11,850 (Three Quarters)

-

Joined Jul 1st - Sep 30th: INR 7,900 (Two Quarters)

-

Joined Oct 1st - Dec 31st: INR 3,950 (One Quarter)

-

How to Avail:

- 1.

Purchase a product or subscribe to a service.

- 2.

Submit the invoice on **Workday** within 90 days of the expense date.

3.

The invoice must show the expense amount, date, and team member's name.

-

Tax Implication: This benefit is **taxable**, and tax will be deducted from the employee's payslip.

3. Home Office Setup

-

Eligibility: Available to permanent full-time employees working in a hybrid mode after **3 months** of continuous employment. This benefit is not available to employees working from the office 100% of the time.

-

Reimbursement Limit: A one-time allowance of up to **INR 26,320** to purchase home office equipment (e.g., desk, chair, monitor).

-

Mandatory Purchase: A wireless headset, mouse, and keyboard must be purchased under this benefit.

-

How to Avail:

- 1.

Choose the desired products on Amazon.

- 2.

Share the product links, shipping address, mobile number, and email ID with #HCAT India - POPS.

- 3.

The items will be ordered through the corporate Amazon account and shipped directly to you.

- **Tax Implication:** This benefit is **tax-exempt**.
-

4. Mobile Device

- **Eligibility:** Available to permanent full-time employees who are hybrid or fully remote after **12 months** of continuous employment. This benefit is not available to employees working from the office 100% of the time.
 - **Reimbursement Limit:** Up to **INR 120,320** to purchase one mobile device **every two years**.
 - **How to Avail:**
 1.
Choose a mobile device on Amazon.
 2.
Share the product link, shipping address, mobile number, and email ID with #HCAT India - POPS.
 3.
The device will be ordered through the corporate Amazon account and shipped directly to you.
 - **Tax Implication:** This benefit is **tax-exempt**.
-

5. Continuing Education Program

-

Eligibility: Available to all permanent full-time employees from their date of joining.

- **Reimbursement Limit:**
 - **First Year:** Up to INR 25,000.
 - **After 12 Months:** Up to INR 225,600 annually.
 - This covers pre-approved certifications, seminars, workshops, professional dues, and matriculated programs. Travel and stay expenses are not reimbursed.

- **How to Avail:**
 1.
Obtain pre-approval from your reporting manager, copying #HCAT India - POPS.
 2.
Upon successful completion, submit the invoice (in your name) and completion certificate on **Workday**.
 3.
The company will not reimburse expenses if the team member fails the course or does not attend the event.
- **Tax Implication:** The amount is **tax-exempt** if the course is directly related to the company's or team member's field of work. Otherwise, it is considered a taxable perquisite.

General Invoice Requirements

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All invoices must be in the team member's name.

- Invoices must have a valid GST number.
- Handwritten invoices are not acceptable.
- All reimbursement claims must be submitted on or before the **20th of the month**.

Benefit Summary

Benefit	Eligibility	Limit	Cadence
Mobile Service & Internet	Immediately (Hybrid/Remote)	INR 6,000	Monthly
Health & Wellness	Immediately	INR 15,800	Yearly (Prorated)
Home Office Setup	After 3 months (Hybrid)	INR 26,320	One-time
Continuing Education	Immediately	INR 25,000 (Year 1)	Yearly
	After 12 months	INR 225,600	Yearly
Mobile Device	After 12 months (Hybrid/Remote)	INR 120,320	Every two years

Of course. Here is the provided leave policy, organized into a clear and professional format.

Health Catalyst India Private Limited Leave Policy

We know you are always striving to be at the top of your game at work. We want to support you in ensuring you ace the game at a personal level as well. Our leave policy offers flexibility to help you maintain a better work-life balance.

I. Scope

- **Eligibility:** This policy applies to all full-time, salaried employees of Health Catalyst India Private Limited located in India.
- **Exclusions:** Interns, temporary and seasonal employees, and contractors are not eligible to participate in this program.
- **New Hires:** Employees on probation are eligible to avail Election Holidays, Flexible PTO, and Mandatory Paid Holidays.
- **Disclaimer:** This document may be modified, revised, or discontinued at any time at the sole discretion of Health Catalyst India Private Limited. It is for informational purposes only and does not constitute a contract of employment.

II. Application of Leave

- **Process:** Employees should apply for leave via "Workday" at their earliest opportunity.
- **Notice Period:**

- **General Leave:** Apply at least **one week** before the leave date and inform your reporting manager via email.
- **Sick Leave:** Can be requested before 9:00 AM on the day of the leave.
- **Documentation:** The company reserves the right to request documentation for any leave approval. Medical documents may be shared with medical practitioners for consultation.
- **Leave Encashment:** Leave cannot be encashed and will lapse on December 31st of each year, with the exception of Privilege Leave.

III. Types of Leaves

1. Mandatory & Optional Paid Holidays

- Employees are entitled to **15 Mandatory Paid Holidays** and **3 Optional Paid Holidays** per year.
- Refer to the official Holiday Calendar on the Spark page for specific dates.

2. Flexible Paid Time Off (PTO)

- All permanent full-time team members are eligible for flexible PTO without a specific number of allowable days.
- This is intended for rest, relaxation, and personal interests. Employees are advised to use this time reasonably and with manager approval.

3. Election Holiday (EH)

- Employees are eligible for **1 Election Holiday** to vote in national or state elections.
- Apply for this holiday at least **two weeks** in advance.

4. Paid Sick Leave (PSL) & Casual Leave (CL)

- **Entitlement:** 12 days of PSL and 12 days of CL per calendar year.
- **Crediting:** Leaves are front-loaded (12 days credited at the start of the year or from the hire date).
- **Lapsing:** These leaves cannot be cashed-in and will lapse on December 31st.
- **Documentation:** A medical certificate may be requested for more than 3 consecutive days of PSL.

5. Privilege Leave (PL)

- **Entitlement:** 15 days per calendar year.
- **Crediting:** Employees receive their 15-day PL balance after completing 241 days with the company.
- **Carry-Forward:** Unused PL can be carried forward, up to a maximum accumulation of **60 days**.
-

Encashment: Up to **8 days** of the previous year's unused PL balance will be automatically encashed in January of each year.

-
- Final Settlement:** The accrued PL balance will be paid out during the final settlement, provided the employee serves the full 90-day notice period.

6. Maternity Leave (ML)

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- Duration:** Eligible women are entitled to between **12 and 26 weeks** of maternity leave, depending on the number of children they have.
-
- Eligibility:** The employee must have worked for at least 80 days in the 12 months preceding the delivery date.
-
- Application:** Inform your manager and apply at least **60 days** before the leave starts.
-
- Detailed Guidelines:** For comprehensive details on Maternity, Adoption, Miscarriage, and Surrogacy leaves, please refer to the **Parental Leave Policy**.

7. Paternity Leave (PTL)

-
- Duration:** Eligible men are entitled to **1 calendar week** of paternity leave.
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- Eligibility:** The employee must have worked for at least 80 days in the 12 months preceding the child's birth date.
-
- Application:** Apply at least **60 days** before the intended leave date.
-
- Detailed Guidelines:** For more details, please refer to the **Parental Leave Policy**.

8. Unauthorized Leave of Absence (ULA)

- Any leave taken without prior approval from a manager is considered an Unauthorized Leave of Absence (ULA) and a serious breach of discipline. The process is as follows:
 - **1st Instance:** A verbal warning from the reporting manager, documented via email to HR.
 - **2nd Instance** (within 12 rolling months): A formal written warning letter issued by HR.
 - **3rd Instance:** Will be subject to further disciplinary action, up to and including termination.

IV. Approval and Scheduling

- **Manager Approval:** Approval from a manager is mandatory for all leave categories.
- **Planning:** Employees are encouraged to plan leaves well in advance and apply at least **two weeks** before the scheduled date to help with workload management.
- **Medical Exigency:** In case of a medical emergency, contact your reporting manager at the earliest possible time.
- **Leave During Notice Period:** Any leave taken during the notice period will extend the notice period by the number of days taken.

V. Leave Entitlement Abstract

The following table summarizes leave eligibility at different service milestones.

Type of Leave	Upon Joining	Upon Completion of 80 Days	Upon Completion of 241 Days
Mandatory Paid Holidays	☐	☐	☐
Election Holiday (EH)	☐ (If applicable)	☐	☐
Paid Sick Leave (PSL)	☐ (1 day/month)	☐	☐
Casual Leave (CL)	☐ (1 day/month)	☐	☐
Privilege Leave (PL)			☐ (1.25 days/month)
Maternity Leave (ML)		☐	☐

(Note: The provided source for the abstract table appears to be incomplete.)

Of course. Here is the provided Parental Leave Policy, organized into a clear and easy-to-read format.

Health Catalyst India Private Limited Parental Leave Policy

This policy outlines the provisions for maternity, paternity, and other related leaves for employees.

1. Maternity Leave

1.1. Eligibility

- Applies to permanent, full-time female employees.
- The employee must have worked for at least **eighty (80) days** in the twelve (12) months immediately preceding the expected delivery date.

1.2. Leave Duration

- **For employees with fewer than two children:** A maximum of **twenty-six (26) calendar weeks**. No more than eight (8) of these weeks can be taken before the expected delivery date.
- **For employees with two or more children:** A maximum of **twelve (12) calendar weeks**. No more than six (6) of these weeks can be taken before the expected delivery date.

1.3. Policy Details

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Leave will begin on the date requested by the employee. If no leave is taken before the delivery, the leave period starts on the day the child is born.

- Maternity leave will not negatively impact an employee's Total Target Cash (TTC).
- Intervening public holidays and weekly off-days are included as part of the maternity leave period.
- Maternity leave must be taken in one continuous, unbroken period.

1.4. Other Related Paid Leaves

- **Adoption Leave:** An employee who is a primary caregiver is eligible for **twelve (12) weeks** of leave, starting from the date a child under the age of three is legally handed over.
- **Commissioning Mother (Surrogacy):** A female employee who has a child via surrogacy is eligible for **twelve (12) weeks** of leave, starting from the date the child is handed over.
- **Miscarriage Leave:** In the unfortunate event of a miscarriage, an employee is eligible for **six (6) weeks** of paid leave, starting immediately after the miscarriage.
- **Tubectomy Leave:** An employee is eligible for **two (2) weeks** of paid leave to undergo a tubectomy operation.
- **Leave for Illness Arising from Pregnancy:**
 - An employee is eligible for up to **one month (30 calendar days)** of additional paid leave for illness arising from pregnancy, premature birth, miscarriage, or medical termination.
 - This requires a medical certificate from an authorized gynecologist at a government hospital.

-

This leave can be taken during pregnancy or after delivery but must be used before the child turns one year old. It does not need to be taken consecutively with the main maternity leave.

2. Paternity Leave

2.1. Eligibility

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Applies to permanent, full-time male employees.

2.2. Policy Details

-

Eligible employees are entitled to **one (1) calendar week** of paternity leave.

-

Intervening public holidays and weekly off-days are included as part of the leave period.

-

Paternity leave must be taken in one continuous block within **six months** of the child's birth.

3. Benefits During Leave

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Insurance Enrollment: After the birth or adoption, the employee is responsible for enrolling the child as a dependent in the group medical insurance policy **within one week** by contacting People Operations.

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Continuation of Benefits: While on maternity or paternity leave, the company will maintain the same benefits coverage as for an active employee.

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Leave Accrual: Employees will continue to accumulate other forms of paid leave (e.g., annual leave) while on maternity or paternity leave.

4. Procedure for Leave and Return

4.1. Applying for Leave

- 1.

Notify Manager: Inform your reporting manager of your intention to take leave at least **sixty (60) days** in advance to allow for proper planning.

- 2.

Submit Application: Submit a formal leave application via email to kpi.hr-india@healthcatalyst.com at least 60 days before the leave starts. The application must include:

-

Relevant medical documents from a certified gynecologist.

-

The expected date of delivery.

-

Your planned return-to-work date.

4.2. Returning to Work

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You are required to provide your return-to-work date at the time of your leave application.

-

If your return date changes, you must notify your reporting manager and kpi.hr-india@healthcatalyst.com as soon as possible. Additional documentation may be required.

Important Note

Employees who fail to return to work within three days of their specified return date, accept other employment (including self-employment) while on leave, or are found to have falsified any information regarding the leave will be subject to disciplinary action, up to and including **termination of employment**.

Health Catalyst India Private Limited Disciplinary Policy

1. Objective

Health Catalyst India Private Limited expects the highest level of conduct from all its team members, as this is critical to our success and to creating a workplace that is safe for everyone. This policy defines how we manage situations where an employee's conduct may not meet these standards.

2. Scope

This policy applies to all employees of Health Catalyst India Private Limited, regardless of their employment status (temporary, part-time, or permanent). The organization is committed to following a fair and reasonable procedure in managing unacceptable conduct.

3. Application of Policy

Employees must remember that they are ambassadors for Health Catalyst India Private Limited. This policy applies not only on office premises but also while representing the organization at external or social events, and in some circumstances, in a strictly social environment.

For example, Health Catalyst India Private Limited does not tolerate the possession, trading, or abuse of illegal drugs, even in an employee's personal time. Such actions may result in disciplinary action.

Matters of a minor nature will normally be dealt with informally by your reporting manager or People Operations. The formal disciplinary process outlined in this policy is generally directed at a material failure by an employee to perform their role or for unacceptable behavior.

Unsatisfactory Conduct

The following lists provide examples of conduct that may lead to informal discussions or formal disciplinary action. The way a matter is handled will depend on the circumstances of each case. Persistent Misconduct and/or Gross Misconduct may lead to a disciplinary investigation and could result in summary dismissal.

A. Misconduct

Examples of acts viewed as misconduct include, but are not limited to:

- Absenteeism and/or poor timekeeping.
- Persistent or repetitive short-term absences or patterns of sickness without an underlying medical reason.
- Time-wasting or idling.
- Not entering or leaving the building by official means.
- Breaching Health Catalyst India Private Limited's policies and procedures.
- Failure to follow the absence notification procedure.
- Submission of fake bills.
- Inappropriate dress or appearance.
- Undertaking private work without permission that could affect your performance or conflict with your obligations to Health Catalyst India Private Limited.
- Failure to carry out lawful, reasonable, or safe instructions from a manager.
- Misuse of company vehicles and/or property.
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Failure to provide reasonable information to managers.

- Unreasonable or unauthorized use of company telephones, e-mail, or computer networks for private purposes without prior consent.
- Unprofessional behavior towards customers, colleagues, suppliers, or other visitors.
- Unacceptable behavior at work-related social events, even outside of contractual working hours.

B. Gross Misconduct

Examples of gross misconduct, pursuant to Article 39 of the Labour Code, include but are not limited to:

- Offenses affecting honor, trust, or morality that led to a final judgment of imprisonment.
- Disclosure of confidential information that resulted in harm to the Company.
- Theft, breach of trust, or fault causing considerable damage to the Company.
- Committing the following acts on Company premises or during working hours:
 - Public drunkenness.
 - Drug possession, trading, or abuse.
 - Physical aggression or grave insult.

- Making hate speeches, communal speeches, or remarks against the opposite gender.
- Staging protests against the management.
- Deliberate and unjustified refusal to perform a work of your competence.
- Unauthorized absence for a duration longer than 3 days or 8 half-days within a 12-month period.
- Serious deterioration of equipment, machinery, or raw materials caused willfully or by gross negligence.
- Misrepresenting oneself as a HEALTH CATALYST INDIA PRIVATE LIMITED representative.
- Non-observation of safety instructions, causing considerable damage.
- Incitement to debauchery.
- All forms of violence or aggression against employees, the employer, or representatives that affect the business.

In cases of gross misconduct, it is the Company's usual practice to dismiss the employee without notice and with immediate loss of all benefits.

Disciplinary Procedure

1. Types of Disciplinary Action

The appropriate disciplinary action or sanction will depend on the seriousness of the offense, your explanation, and whether there has been a repetition of a similar offense. The following actions apply to non-gross misconduct.

- **Informal Action:** For first-time, minor issues, a reporting manager will likely address the matter informally through counseling. A note of this discussion will be retained on your personnel file.
- **First Written Warning:** Given for misconduct where an informal approach is inappropriate.
- **Second Written Warning:** Given for a further act of misconduct when a first written warning is already active.
- **Further Action:** For repeated misconduct or a single serious offense, actions may include:
 - A final written warning.
 - Suspension for a duration not exceeding 8 days.
 - Transfer to another service or facility (taking your residence into account).

All formal warnings will detail the misconduct, the required improvements, a specified timescale, and the consequences of failure to improve.

2. Investigation

The Company will conduct a thorough investigation before instigating any disciplinary proceedings. This may involve:

- Speaking to relevant people (witnesses, colleagues, managers, etc.).

- Reviewing relevant documentation and computer records.
- Inviting you to an investigatory meeting to hear your explanation. You will be notified in writing. This meeting is to establish if a *prima facie* case exists and is not a disciplinary hearing.

If the investigation indicates a *prima facie* case, the matter will be referred to a disciplinary committee for a full hearing. No disciplinary action will be taken until a fair investigation is complete and you have been given a chance to offer an explanation.

3. Suspension During Investigation

The Company may suspend you from work on basic pay if it is inappropriate for you to attend work during an investigation. Suspension is a precautionary measure to allow for a proper investigation and is not a disciplinary sanction or an indication of guilt.

4. Disciplinary Hearing

For cases of gross misconduct or those warranting a second/third warning, you will be invited to a formal disciplinary hearing. You will be notified in writing with:

- The time, date, and venue for the hearing (to be conducted within 2 days of the finding of misconduct).
- Who will be conducting the hearing.
- Details of the disciplinary allegations.
- Information on potential disciplinary actions.
- Confirmation of your right to be accompanied.

You will be given reasonable time and relevant documentary evidence to prepare. The hearing will be conducted by your line manager, potentially with a representative from Human Resources. You will be given a full opportunity to state your case.

5. Decision

After the hearing, the disciplining manager will consider all evidence. A written decision will be provided to you, wherever practicable, within 48 hours of the hearing, outlining the reasons for the decision, which allegations (if any) are substantiated, and what disciplinary sanctions will apply.

6. Dismissal and Summary Dismissal

Dismissal will normally occur if you are found guilty of gross misconduct or if all disciplinary actions for non-gross misconduct have been taken against you within one year. If dismissed, you will receive written confirmation of the termination date and notice period (if applicable).

Summary dismissal (without notice or payment in lieu of notice) will only occur if you are found guilty of gross misconduct.

7. Other Sanctions

In addition to warnings, the Company may impose other sanctions, including:

- Demotion.
- Transfer to another department or job.
- Suspension without pay.
- A ban on requesting a change of shift for 90 days following a warning.
- Ineligibility for a pay review, promotion, or bonus while any warning is active.

Employee Rights and Procedural Matters

The Right to be Accompanied

At any stage of the disciplinary process (including investigations and hearings), you may be accompanied by an employee representative of your choice.

Role of Your Companion:

Your companion can confer with you, take notes, and offer support. They may also address the hearing to put forward your case, summarize your case, and respond on your behalf.

However, **your companion cannot answer questions on your behalf**. You must answer all questions asked of you directly.

Rearranging the Hearing

You must take all reasonable steps to attend any disciplinary hearing. If you or your companion are unable to attend on the proposed date, the labour inspector will be informed.

Further Information

For questions about this policy, please contact **People Operations**. This policy may be subject to change.

1. Go to Workday & Click on Request Absence
2. Click on date, you would want to apply for leave & click on Request Absence
3. Choose Regular Time Off from the drop down
4. Click on Regular Time Off
5. Choose the type of leave, you would like to apply, to see other types of leave click on PTO & Next
6. Under Reason select the type of leave, you would want to apply and click on submit

Hybrid Work Policy – Health Catalyst India Pvt. Ltd.

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Purpose

Promote cross-team collaboration, build trust, and enhance transparency.

Quarterly in-office weeks allow face-to-face interaction, brainstorming, and stronger professional relationships.

Policy Overview

Quarterly Work-from-Office (WFO) Week

- Every team member works from the office one week per quarter (Sunday–Saturday).
- Schedule communicated at least three months in advance.
- New hires work from the office for a period decided by their manager (1 day to 1 quarter).
- Managers may require office presence for performance or business needs.

Non-Compliance

If a member misses WFO week, they must:

- Work 5 business days with their own team, OR
- Work 10 business days with another team, OR
- Work 15 business days if no overlap is possible.

Concerns and Exceptions

- Concerns can be raised with the reporting manager and India POPS team.
- Exceptions approved on a case-by-case basis.

Travel & Expenses

- Hyderabad is the primary work location.
- Travel to office during WFO is considered returning to the primary workplace.

- No reimbursements for travel, accommodation, or meals.

Implementation

- Plan meetings and activities that benefit from in-person collaboration.
- Arrange meeting rooms, resources, and facilities in advance.
- Managers clearly communicate schedules, expectations, and benefits.

Compliance & Monitoring

- Attendance tracked via biometric system.
- HR and managers monitor compliance.
- Feedback collected quarterly to refine the policy.

Operating Principles

- Improvement: Enables real-time feedback and boosts productivity.
- Respect: Builds stronger professional and personal bonds.
- Accountability: Sets clear expectations and speeds decision-making.
- Transparency: Promotes open communication and collaboration.

Cultural Attributes

- Continuous Learning: Encourages knowledge sharing and professional growth.
- Humility: Recognizes contributions and builds team spirit.
- Commitment: Strengthens shared goals and engagement.
- Excellence: Improves efficiency and fosters innovation.

Document Management

- Title: Hybrid Work Policy
- Prepared By: Meghana K – People Operations Associate
- Reviewed By: Jai Parimi – SVP India Operations

Health Catalyst India Private Limited

(Formerly KPI Ninja India Private Limited)

Registered Office: 9th Floor, The Business Park by Pranava Group, Hyderabad, Telangana, India, 500084

CIN: U72900TG2020PTC146156 | www.healthcatalyst.com | **GSTIN:** 36AAICK4542Q1ZX

Internal Hiring Policy for Lateral Movements

1. Purpose

This policy outlines the process for internal team members seeking a lateral move into a new role (whether in the same team or a different team) within the organization. The purpose of this policy is to provide a clear, fair, and transparent framework that facilitates internal mobility, encourages career growth, and ensures alignment with the organization's growing business needs.

2. Scope

This policy applies to all full-time team members who have completed at least **12 months** in their current role and wish to explore opportunities in another role at the same level.

3. Eligibility Criteria

To be eligible for a lateral move, a team member must meet the following criteria:

- The open position must align with the employee's skills and experience.
 - The team member must have completed at least **one year** in their current role.
 - Performance should be satisfactory, with no active performance improvement plans (PIPs).
 - There must be no active disciplinary actions against the team member.
 - **Approval from the current manager is required.**
 - The team member must provide a justification document demonstrating how they qualify for the new position.
-

4. Justification Requirement

Team members who wish to apply for a lateral move must submit a formal justification document with at least **500 words**. This document should cover the following aspects:

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Strengths:

-

Net New Learnings since the Day of Joining/Last Evaluation: Describe the key challenges faced, their contribution, and takeaways from resolving those challenges since their day of joining in the organization/last evaluation (whichever is later). Highlight how they have enhanced their capabilities, including certifications earned and additional responsibilities undertaken since their most recent promotion.

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Net New Skills Acquired: Detail the skills learned in the current role, including technical, functional, and soft skills. Explain how these skills will add value to their target role.

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Weaknesses:

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Skill Gap for New Role: List the skills they will work to acquire, a high-level plan to acquire these skills, and proposed timelines.

-

Reason for the Movement:

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Clearly articulate why this is the right time for their move, why they are seeking the move, how their skills align with the new role, and how this transition benefits both the individual and the organization.

-

Explain what they have learned that will add value to the new role.

5. Approval Process

The following approval process will be followed:

1.

Process of Job Change Initiation: The team member should discuss their plan to move to a lateral role with their reporting manager. They must then initiate a formal request from their manager via email, along with the justification document. This email should be cc'd to hcatindia.hiring@healthcatalyst.com and their skip-level reporting manager, seeking their reporting manager's approval.

2.

Manager Review & Recommendation: The current manager will assess the justification and provide feedback. Upon receiving approval from the current reporting manager, the Hiring Team will work with the team member to obtain the latest copy of their resume and add them as a potential candidate to the pool of applicants, which is then shared with the hiring manager.

6. Transition Period

If approved, the team member will serve a transition period of **90 or 45 days** based on knowledge transfer (KT) and dependencies on the current team member (as per business requirements & manager discretion) to ensure a smooth transition.

7. Transition/Team Member Movement

People Operations will process the movement as per the effective date and issue a job change/ internal transfer letter.

8. Conclusion

This policy is designed to encourage career growth while ensuring operational stability. Team members are encouraged to take ownership of their professional development and justify their internal moves through clear, structured self-assessment.

Health Catalyst - Office Team Overview

Sreedhar Divi — Agile Project Manager (Research and Development)

Leads agile processes and project coordination for R&D; teams.

JayaSree R — Agile Project Manager (Research and Development)

Manages agile practices and supports innovation within R&D.;

Meghana Karimerakala — People Operations, Associate (General & Administrative)

Assists with employee engagement and HR operational tasks.

Arpana Chinthala — India People Operations Lead (General & Administrative)

Oversees HR functions and people-related initiatives in India.

Shallvi Kriti — People Operations Representative (General & Administrative)

Supports day-to-day HR activities and employee interactions.

Saikumar Niletam — Talent Acquisition Specialist (General & Administrative)

Manages sourcing, screening, interview coordination, and onboarding.

Jeevan Boyini — Software Development Manager (Research & Development)

Leads software engineering teams and manages project deliveries.

Sourabh Soni — Software Development Engineer (Research & Development)

Develops, tests, and maintains scalable software applications.

Jai Parimi — India Operations, SVP (General & Administrative)

Drives operations strategy, team scaling, and global coordination.

Madhuteja Mangali — IT Support Specialist (General & Administrative)

Provides technical support and manages IT infrastructure issues.

Venkat Anirudh Vemula — Software Development Engineer (Research & Development)

Works on application development and backend systems.

Sameer Popuri — Software Development Engineer, Sr. (Research & Development)

Senior engineer focused on designing robust R&D; systems.

Satish Mullapudi — Office Manager (General & Administrative)

Handles office logistics, supplies, and administrative management.

Dan Burton — Chief Executive Officer (General & Administrative)

Leads the company vision, strategy, and executive leadership.

Piyush Dewangan — Java Intern (Research & Development)

Currently working as a Java Intern at Health Catalyst. His mentor is Sourabh Soni. Team members include Sourabh Soni, Venkat Anirudh Vemula, Chiranjeevichandu Pedagadi, and Sameer Popuri. His manager is Jeevan Boyini.

Pluxee IN Card Activation & Full KYC Process

You must activate the card before starting to use it and also register on the Pluxee IN App. Activate your card with Full KYC. Follow the steps below to activate the card through the online portal.

Card Activation Steps

- 1 Go to <https://activation.consumers.pluxee.in>
- 2 Click on "Card Activation".
- 3 Enter the registered e-mail ID or mobile number.
- 4 Enter the 12-digit Card Reference Number (mentioned on the letter in the welcome kit).
- 5 Enter the Captcha image.
- 6 Click on "Get Activation Code" – it will open a new page.
- 7 On the next page, choose Minimum KYC or Full KYC. For Full KYC, the card load limit will be ₹2,00,000.

Full KYC Process

- 1 Enter the activation code sent to your registered e-mail or mobile number.
- 2 Enter the OTP sent to your registered mobile number.
- 3 Accept the Terms & Conditions.
- 4 Click on "Activate Card".
- 5 On the next screen, enter your correct and valid PAN card number and click Submit.
- 6 If the PAN is valid, details will be sent for backend validation.
- 7 If PAN is incorrect/invalid, proceed with Offline Aadhaar KYC.

Offline Aadhaar KYC Steps

- 1 Click "Complete KYC using Offline Aadhaar" on the portal.
- 2 Click on the UIDAI link to open the Aadhaar portal.
- 3 On the Aadhaar portal, click Login.
- 4 Enter your Aadhaar Number, Captcha, and click Send OTP.
- 5 Enter the OTP and click Login.
- 6 Click on Offline eKYC.
- 7 Create a 4-digit Share Code and click Download.
- 8 Go back to the Pluxee portal and upload the downloaded Aadhaar XML Zip File.
- 9 Enter the Share Code created on the Aadhaar Portal and click Submit.
- 10 If your Aadhaar name matches the Pluxee system, KYC will be auto-approved.
- 11 If names do not match, select Driver's License, Voter ID, or Passport from the dropdown and enter the Document Number, then click OK.
- 12 You will see a confirmation message once your KYC is submitted.

