

Employee HandBook

ALGOLIX TECHNOLOGIES (PVT) LTD

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Employee HandBook

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Employee Handbook Distribution List:
All Team Leads, Project Managers, and Human Resource Department

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1.0 Welcome!

Welcome to Algolix Technologies, and thank you for joining our team! This employee handbook is designed to provide you with information about our company, policies, and procedures. Please read it carefully and keep it handy for future reference.

2.0 Company Overview

Algolix Technologies is a technology company that specializes in software development and IT services. Our mission is to build a versatile and talented team that can work with unique scientific approaches & technological expertise to design and develop a state-of-the-art, enterprise-wide, and result-oriented web that yields the best-automated outcomes tailored to customer-specific needs. We are committed to fostering a positive and supportive work environment for our employees.

3.0 Workplace Policies

3.1 Attendance & Leave Policy

3.1.1 Purpose

The purpose of this policy is to allow flexibility for employees to meet personal, family, work, and community commitments without compromising the achievement of business objectives and highlight the importance of employees being present for work on time, every day. All employees must be aware of regular attendance and punctuality.

We expect you to be present during your scheduled working hours. If you face an emergency that prevents you from coming to work one day, contact your manager as soon as possible. We will excuse unreported absences in cases of serious accidents, acute medical emergencies. But, whenever possible, we should know when you won't be coming in.

3.1.2 Scope

The policy is applicable to all team members.

This Policy covers:

- Leave
- Attendance

3.1.3 Definitions & Abbreviations

Service Year One (1) year of continuous service from Date of Joining

Calendar Year Period of 365 days

Calendar Month Twelve (12) months of the Calendar Year

Calendar Week Monday to Sunday

Working Day Monday to Friday

TL Team Lead

PM Project Manager

HR Department Human Resource Department

3.1.4 Responsibilities

All employee leaves must be approved by their respective team leads (TL) or project manager (PM).

1. For one or a half-day leave, the request must be approved by the PM and HR department at least one day before
2. For 2 to 3 days leave, the request must be approved by the PM and HR department at least seven days before
3. For 4 and above days leave, the request must be approved by the PM and HR department at least 3 weeks before
4. Leave Application Form through HR Portal must be completed for all kinds of leaves and forwarded to the HR Department after approval by TL/PM for further processing and maintenance of employees' leave records.

All employees must enroll in/out through a biometric attendance machine to ensure their presence in the office.

3.1.5 Attendance

3.1.5.1 Working Hours

The employee is supposed to accomplish 08 and 40 working hours in a day and calendar week respectively to keep intact their record on the HR Portal.

Office weekdays are Monday to Friday and the Working hours are from 11:00 am to 8:00 pm with a break hour from 2:00 pm to 3:00 pm Monday to Thursday (for Friday – 1:15 pm to 2:45 pm).

3.1.6 Leaves Segregation

3.1.6.1 Short Leave

Team members are allowed at the discretion of PM to avail of short leave (not more than 4 hours). Two short leaves will be considered as one full day of leave.

3.1.6.2 Full-day Leave

Team members are allowed at the discretion of PM to avail full day leave (more than 04 hours).

All team members must fill out the Leave Application Form through HR Portal for (short leave and full days) available at the HR Department stating the reasons as well.

3.1.6.3 Leave Entitlement

All team members will be eligible for the following type of leave(s) during a calendar year subject to the rules and regulations framed hereunder:

Leaves quota given to each team member will be prorated on a monthly basis which is as follows:

For probationary employees: During probation, employees are not entitled to any kind of leave during their probation period.

For contractual/permanent employees (after probation): 15 leaves in 01 year, this is inclusive of casual, sick, and urgent leaves.

For contractual/permanent employees who have completed 01 year, 18 leaves in 01 year this is inclusive of casual, sick, and urgent leaves.

Leaves beyond entitlement will be treated as (LWOP) leave without pay.

Only those leaves will be deducted from the leave quota which is approved by Management.

For each leave taken by a team member, the Leave Application Form through the HR Portal must be approved and submitted to the HR Department.

The remaining leave quota at the end of the service year is not encashable (Including annual leaves) and not carried forward to next year.

In case of extreme sickness or hospitalization longer, sick leaves may be granted only on the approval of the Project Manager according to leave entitlements, provided the request is supported by adequate evidence issued by the doctor.

3.1.6.4 Maternity Leaves

Female team members who have completed two (02) service years of employment are eligible for paid maternity leaves of four (04) consecutive weeks duration, up to a maximum of one (01) time during the period of service.

Maternity leaves can neither be accumulated nor encashed.

Delivery Certificate must be submitted to the HR Department for record purposes.

Casual / Annual leaves may be joined with maternity leaves for a maximum total duration of seven (07) weeks.

3.1.6.5 Hajj Leaves

The company will grant paid Hajj leaves to permanent employees who have completed four (4) years of service, for the duration of Hajj once in the service period.

Team members whose Hajj request is approved by authorities should inform his/her PM Two (2) months before departure.

3.1.6.6 Umrah Leaves

The company will grant paid Umrah leaves to permanent employees who have completed 2 years of service, for a maximum of two (02) weeks

Team members get approval from his/her PM one (1) month before departure.
Umrah leaves will be granted only one (01) time during the service period.

3.1.6.7 Leave Without Pay (LWOP)

Leave without pay (LWOP) is a temporary non-paid leave that, in most cases, is granted at the employee's request, who has availed allocated leave quota.

It is solely the discretionary decision of management to convert LWP into paid leave.

3.1.6.8 Public / Gazetted Holidays

All public / gazetted holidays declared by the Federal Government and approved by competent management are official holidays.

The total number of days may vary, depending on the appearance of the moon according to the Islamic calendar.

It should be noted that the Company's public holidays will in no event exceed those which are recognized as public holidays by the government.

3.1.6.9 Alternative Leaves

Management holds the right to grant alternative leaves (on weekdays) on behalf of working off days to the team members for rest, relaxation, and personal work.

The member shall apply for compensatory leave in the prescribed format, to his/her PM for approval.

If the PM is satisfied with the reasons and necessity for leave, he/she shall recommend leaving applied for as it is or with changes in days or dates, as suitable for the best working of the department and composite alternative leaves will not be deducted from available leave quota.

3.1.6.10 General Procedures & Regulations

Work from home is not allowed until prior approval from the PM. The HR department will update leave records accordingly

Leave forms that are not signed by the Project Manager will not be entertained by the HR Manager and will be returned to the Employee.

All employees serving notice period in the Company shall not be eligible for any benefit during this tenure.

3.2 Employee Provident Fund Policy

3.2.1 Purpose

The employee provident fund (EPF) policy is intended to provide a savings plan for the employees of Algolix Technologies to ensure financial security after retirement/ separation from the company.

3.2.2 Definitions & Abbreviations

- a. “Employee”: Any individual employed by Algolix Technology.
- b. “Employer”: Algolix Technologies
- c. “EPF”: Employee Provident Fund
- d. “Probation Period”: Where employees’ performance is evaluated to determine whether they are suitable for the job. The probation period is typically the first 3 months of employment, although the length may vary depending on the employer and the nature of the job.
- e. “Proper Procedure” means separation from the company by giving 1 month of resignation notice.
- f. “Termination of employment” means separation of an employee from the company after resignation.
- g. “PF Cycle 1”: 12 months of PF after probation
- h. “PF Cycle 2”: 6 months of PF cycle after PF cycle 1 (After PF cycle 1 every PF cycle will be of 6 months).
- i. “Basic Salary” means 66.66% of the total salary.

3.2.3 Basic EPF Clauses:

The basic clauses of the policy are as follows:

3.2.3.1 Eligibility:

- a. All permanent full-time working employees are eligible for the provident fund benefit.
- b. Anyone not working full-time is not eligible for this benefit.
- c. Interns do not qualify for the provident fund benefit.
- d. Employees on probation do not qualify for the provident fund benefit.
- e. Any employee who leaves the company without proper procedure before 12 months

of the PF cycle 1 and 6 months of PF cycle 2 will not be eligible for his contribution as well.

3.2.3.2 Employee Contribution:

Every employee who qualifies for the provident fund benefit will contribute 7.5% of his basic salary every month towards the provident fund.

3.2.3.3 Employer Contribution:

- a. Any employee who has served for straight 12 months (PF cycle 1) after probation and falls on the eligibility criteria mentioned in Clause 1 above is eligible for the company contribution to the employee's provident fund. After 12 months of PF cycle 1, the company will match the accumulated amount from the employee contribution and add an equal contribution to the fund.
- b. The employee who has completed the PF cycle 2 of 6 months then the company will add the equal contribution of 6 months to the Employees' Provident fund and so on.
- c. Any employee who completes PF cycle 1 But is unable to complete PF cycle 2 (separated by following proper procedure). He will be eligible to take the complete amount of PF cycle 1 (employee contribution + employer contribution) but for PF cycle 2 he will only be eligible to take his contribution, not the company contribution.

3.2.3.4 Deductions:

- a. The provident fund will be subject to any and all tax deductions levied by the Government of Pakistan.
- b. The company reserves the right to recover any damages incurred by the employee during his service with the company from the employee's provident fund contribution.

3.2.3.5 Withdrawals:

Withdrawal of Provident Fund is only permitted in the following cases:

- a. Upon **resignation** from the company
- b. In the event of **termination of employment**

Under no circumstances can the Provident Fund be withdrawn or accessed while the employee is still actively employed with the organization.

3.2.3.6 Payout:

01. The provident fund will be held with the company until the employee is working with the company.
02. The provident fund will be released three to four weeks after the employee has received the last salary from the company

3.3 Employee Loan Policy

3.3.1 Scope

This policy applies to all employees of Algolix Technologies who are eligible for loans. The objective of this policy is to provide financial assistance to employees in times of need, while ensuring that the company's financial interests are protected.

3.3.2 Eligibility Criteria

Employees who have completed at least one year of continuous service are eligible to apply for a loan of up to two salaries. In addition, employees must not have any outstanding loans with Algolix Technologies at the time of applying for a new loan. The loan amount will be subject to the discretion of the management and will depend on the employee's financial situation and ability to repay the loan. Employees may apply for a loan only once every six months.

3.3.3 Grant of Loan

Algolix Technologies may grant loans to employees for personal reasons, such as:

- a. Medical Assistance
- b. Marriage
- c. Accident
- d. Calamities/Damages
- e. Other emergency needs
- f. Other Personal Expenses

Loans will be granted at the discretion of the management and will be subject to the terms and conditions outlined in this policy. The management may consider factors such as the employee's financial situation, credit history, and ability to repay the loan before granting a loan.

3.3.4 Payback Period

The payback period for the loan will commence from the very next month's salary following the loan disbursement. The total loan amount will be equally divided in six installments and deducted automatically from the employee's salary over a period of six months.

3.3.5 Recovery upon Default or Resignation

In case the employee fails to pay back within the above-mentioned period, the amount of the loan will be adjusted/recovered against his/her salary.

Upon the termination or resignation of an employee, during the tenancy of the loan period, the balance amount will be claimed against his/her final settlement.

3.3.6 Channel of Application

The employee who wishes to apply for a loan under the Algolix Technologies Loan Policy should prepare a loan request in the prescribed format.

- a. Once the loan request is prepared, the employee should forward it to the HR Department for further processing.
- b. The HR Department will review the loan request and assess its compliance with the eligibility criteria and other relevant policies. They will also evaluate the employee's repayment capacity and financial standing.
- c. After a thorough evaluation, the HR Department will make the final decision regarding the approval or rejection of the loan request. The decision will be communicated to the employee in a timely manner.
- d. In case of loan approval, the HR Department will provide the employee with the necessary loan documentation, repayment schedule, and any other relevant information.
- e. Upon the employee's acceptance of the loan agreement, the HR Department will proceed with disbursing the approved loan amount to the employee.
- f. The loan repayment will be automatically deducted from the employee's monthly salary, as per the agreed-upon repayment schedule.
- g. The HR Department will maintain records of all loan applications, approvals, and disbursements for future reference.

4.0 Confidentiality & Data Protection

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- a. Employee records
- b. Unpublished financial information
- c. Data of customers
- d. Customer lists (existing and prospective)
- e. Unpublished goals, forecasts and initiatives marked as confidential

As part of our hiring process, we will ask you to sign Employment agreement. We are also committed to:

- a. Restrict and monitor access to sensitive data.
- b. Train employees in online privacy and security measures.
- c. Build secure networks to protect online data from cyber attacks.
- d. Establish data protection practices (e.g. secure locks, data encryption, frequent backups, access authorization.)

We also expect you to act responsibly when handling confidential information.

You must:

- a. Lock or secure confidential information at all times.
- b. Shred confidential documents when they're no longer needed.
- c. Make sure you view confidential information on secure devices only.
- d. Only disclose information to other employees when it's necessary and authorized.
- e. Keep confidential documents inside our company's premises unless it's absolutely necessary to move them.

You must not:

- a. Use confidential information for your personal benefit or profit.
- b. Disclose confidential information to anyone outside of our company.
- c. Replicate confidential documents and files and store them on insecure devices.
- d. This policy is important for our company's legality and reputation. We will terminate any employee who breaches our confidentiality guidelines for personal profit.

We may also discipline any unintentional breach of this policy depending on its frequency and seriousness. We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

5.0 Workplace Harassment

To build a happy and productive workplace, we need everyone to treat others well and help them feel safe. Each of us should do our part to prevent harassment and workplace violence.

Harassment is a broad term and may include seemingly harmless actions, like gossip. We can't create an exhaustive list, but here are some instances that we consider harassment:

- a. Sabotaging someone's work on purpose.
- b. Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- c. Starting or spreading rumors about a person's personal life.
- d. Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.

e. Sexual harassment is illegal and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated. If you're being harassed, whether by a colleague, or anyone inside the office, you can choose to talk to any of these people:

Offenders: If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the harassment. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with customers or stakeholders.

Your Team Lead/manager: If employees or team members are involved in these type of activities, you may reach out to your manager. Your manager will assess your situation and may contact HR if appropriate.

HR: Feel free to reach out to HR in any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of serious harassment (e.g. sexual advances) or if your manager is involved in your claim.

Anything you disclose will remain confidential.

6.0 Smoking

Algolix Technologies is a smoke-free workplace. You can smoke in designated smoking areas, open-air verandas and outer premises, like gardens and sidewalks or outside of the building.

Any other area in our workplace is strictly smoke-free to protect non-smokers.

We also advise you to:

- a. Extinguish your cigarettes and discard them somewhere outside the building.
- b. Avoid smoking near flammable objects and areas.

7.0 Employee Code of Conduct

As an employee, all company policies mentioned above apply to you. We have some additional expectations about your behavior at work, which we outline here. Reach out to your Lead or HR if you face any issues or have any questions.

7.1 Dress code

We expect you to be clean when coming to work and avoid wearing clothes that are unprofessional (e.g. workout clothes.)

7.2 Cyber security and digital devices

This section deals with all things digital at work. We want to set some guidelines for using computers, phones, our internet connection and social media to ensure security and protect our assets.

7.3 Internet usage

Our corporate internet connection is primarily for business.

You must not use our internet connection to:

- a. Download or upload obscene, offensive or illegal material.
- b. Send confidential information to unauthorized recipients.
- c. Invade another person's privacy and gain access to sensitive information.
- d. Download or upload pirated movies, music, material or software.
- e. Visit potentially dangerous websites that can compromise our network and computers' safety.

Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

7.4 Social Media

Employees should use social media responsibly and avoid making derogatory or defamatory comments about the company or its employees.

8.0 Compensation & Benefits

Algolix Technologies compensates employees based on a competitive market rate for their job title and responsibilities. Moreover, We also try to benefit our employees.

8.1 Payroll

salary will be paid till every 5th of the month by bank transfers/ cash(as per Income Tax Ordinance, 2001). Salary will be given based on total working days (22 or 23 days) at the time of joining and after resignation (notice period days).

8.2 Late Sitting Dinner Allowance

Anyone sits late after working hours (means after 9PM). He can order/have food of amount 400 to 500 rupees after taking approval from his team lead and will submit signed receipt to HR. The food/dinner amount will be disbursed with your salary.

8.3 Monthly Activities

Algolix Technologies believes in creating a positive and engaging work environment. As part of this commitment, the company organizes monthly activities for employees. These activities may include team-building exercises, social events, or professional development opportunities. The goal is to provide employees with opportunities to connect with their colleagues, learn new skills, and have some fun outside of work.

8.4 Annual Trip

Algolix Technologies recognizes the importance of work-life balance and provides an annual trip for employees. This trip is designed to give employees a chance to relax, unwind, and enjoy some time away from work. The company covers the cost of the trip, including transportation, accommodations, and some meals. The destination and activities vary from year to year and are chosen with input from employees.

9.0 Performance Management

Algolix Technologies measures employee performance on a monthly basis:

- a. Ensure you understand your job responsibilities and have specific goals to meet.
- b. Provide you with actionable and timely feedback on your work.
- c. Invest in professional/personal development opportunities that help you grow professionally.

10.0 Annual Increment

Algolix Technologies believes in recognizing and rewarding the dedication and exceptional performance of its employees. To ensure a fair and transparent process, the company has established an Annual Increment Criteria. This outlines the guidelines for annual salary increments, which are based on individual performance and contributions to the organization.

10.1 Eligibility for Annual Increment

All employees of Algolix Technologies are eligible for consideration of an annual increment after completing one year of continuous service with the company. The increment cycle

begins from the date of joining, and subsequent increments will be evaluated on an annual basis.

10.2 Performance-based Increment

The annual increment at Algolix Technologies is directly linked to an employee's performance and their contributions to the organization.

10.3 Increment Evaluation and Decision

The performance evaluation and increment decision will be conducted through a structured process, which may include performance appraisals, feedback from supervisors and peers, goal attainment assessments, and other relevant performance measurement mechanisms.

10.4 Increment Determination

Based on the evaluation process, increments will be determined considering individual performance ratings and the overall performance of the organization. The increment percentage or amount may vary depending on factors such as market conditions, financial performance, and budgetary considerations.

10.5 Communication of Increment

Upon completion of the evaluation process, Algolix Technologies will communicate the increment decision to employees in a transparent and timely manner. The communication may include the percentage or amount of the increment, the effective date of the increment, and any additional relevant details.

10.6 Salary Review and Documentation

The salary after the increment will be reviewed and updated in the employee's records, payroll system, and relevant HR documentation. Employees will receive a revised salary statement reflecting the updated salary.

10.7 Performance Improvement and Development Opportunities

Algolix Technologies recognizes that continuous improvement and professional growth are key to sustained success. Employees who do not receive an increment or receive a lower increment will be provided with constructive feedback, guidance, and development opportunities to help them enhance their performance and achieve their potential.