



WINWIRE TECHNOLOGIES INDIA PRIVATE LIMITED

Employee Handbook

For India Employees Only

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1. Introduction

Dear Employee,

WinWire Technologies is a specialized IT solutions company focused on ***"Making Information Actionable"*** for businesses. We help business and technology leaders achieve an "on-the-go" business environment using pre-built analytic solution accelerators and cross-platform mobile technologies. Businesses needing to evolve with the emerging "Mobile-Cloud" era rely on WinWire's consulting expertise.

WinWire helps businesses make decisions faster by increasing collaboration among departments. Customers receive faster service with this collaborative technique.

WinWire is at the forefront of the mobility revolution, focused on mobile-enabling business applications using native HTML5, Mobile Enterprise Application Platform (MEAP), and cloud as a back-end (MBaaS) technologies.

In addition, as an elite Microsoft Managed Partner, our global business has been built over the years by helping business customers realize their business goals. By using platforms such as SharePoint, SQL Server, Office365, as well as custom-built solutions on Azure and .NET programming framework, our clients have succeeded in reaching their business goals.

Headquartered in Santa Clara, CA,. In India, WinWire has development centers in Bangalore and Hyderabad.

For more details about WinWire, please visit: www.winwire.com

This Employee Handbook would provide guidance and information related to our company's values, policies, procedures and benefits. As a team we are ethical yet innovative; focused yet flexible; realistic yet enterprising. While an effort is made to maintain the accuracy of the handbook, WinWire reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the handbook, with or without prior notice to employees.

Best Wishes

2. Mission and Core Values

2.1 Mission

Mission Statement: ***Making Information Actionable™***

The amount of data available for Enterprises to process and make sense out of continues to grow at an astounding rate. At the same time, cycle time of innovation continues to shrink and ability to take fast decisions continues to be in high demand.

In this context, WinWire believes that making sense out of the high amount of data, converting it into information and making that information actionable throughout the organization is key to an Enterprise's success in the new emerging Mobile-Cloud world.

WinWire's mission is to help organizations build solutions that make information actionable!

2.2 Core Values:

WinWire fosters an environment of creativity, fun, openness, and mutual respect. We defined the company's core values in the very early stages of its inception and has been steadfast in ensuring that its employees, clients, partners and all those associated with the company benefit from it. The WinWire team looks to these values to guide them in executing the day-to-day operations of the company.

People First

WinWire believes in fostering a people first culture, where employees are the focus. We ensure that our employees' needs are met, they feel appreciated, they are paid well and treated fairly, they are encouraged to continuously improve, they understand their expectations, they have the right tools for the job and they are recognized, coached and mentored versus being pushed and bullied. We believe that motivated employees deliver better value to the clients.

Technology Leadership

WinWire is dedicated to nurture superior technical talent to reform the way of doing business, inspiring new strategies, revolutionizing the research-and-development, and ultimately transforming the whole process of technology growth and development itself. To comprehend and manage the complex culture of information technology, WinWire is committed to develop a competent team for the progression of technology ecosystem.

Execution Excellence

We strongly believe in developing a customized approach to drive continuous improvement & effective process excellence. Our proprietary delivery framework (WinDFx and InSync) comprises of tools, processes and templates that result in successful, predictable & repeatable solutions to our customers. We target & prioritize our actions to understand the close relationship between our corporate vision & values; core offerings & services; the processes that deliver them; organization's capabilities, strategy, people, and the operations' processes.

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3. Business Conduct Guidelines

These guidelines apply to all employees of WinWire. As WinWire employees, we are expected to carry out the Company's business with honesty, integrity and high ethical standards, and in compliance with the laws and regulations of the region/locations in which we conduct business. These standards must govern our conduct when making decisions which affect WinWire.

3.1 Equal Employment

It is the policy of WinWire to provide for and promote equal employment opportunity without discrimination based on race, creed, color, religion, national origin, gender, disability and marital status.

In order to manage our people openly, honestly, and develop a bond of trust, we plan to adopt the following measures:

- Ensure that at all times, in every aspect of employment, everybody receives the same treatment without any discrimination as mentioned above.
- Implement procedures for effectively resolving any complaints alleging discrimination.
- Ensure that the responsible Management Team understands the essence of providing equal opportunities at work.

3.2 Background Verification Check

WinWire will only employ individuals who meet our job requirements and have a proven track record of achievement and reliability in their former jobs.

WinWire will be conducting background verification checks of the employee based on data furnished by him/her.

Unsatisfactory references:

WinWire reserves the right to initiate suitable action (including termination of employment) against anyone with unsatisfactory references or upon receiving negative reference check.

3.3 Employee Referral Program

The objective of the program is to encourage employees to refer suitable individuals for open positions in the company and reward employees making successful referrals.

Eligibility:

All active employees shall be eligible for a referral bonus if referral policy is applicable at the time of submission and if any individual they refer to the company is hired.

Procedure:

Recruitment team shall notify employees of vacant positions internally.
Employees to send in the referral's CVs to rockstars@winwire.com with the respective job role.

Referrals to clearly mention or specify the employee's name and employee number at the interview stage and while completing his/her joining formalities.

Referral Bonus and Payout:

The referring employee will receive a referral bonus after referred candidate is hired and remains an active employee for 1 month.

The referral payout will be made only if the thread/chain/trail mail of the communication exists in the rockstars@winwire.com inbox.

The referral bonus payable for different types of job roles will be decided from time to time in company's sole discretion.

4. Terms of Employment

To ensure that WinWire continues to be regarded as a quality employer who attracts, motivates and retains the best people, we recognize the need to offer attractive and competitive terms and conditions of employment that also fulfill our legal obligations.

4.1 Change in terms and conditions

In a dynamic organization change is inevitable. We want to ensure:

- We treat all our employees fairly if there is a need to change the 'terms and conditions' of employment.
- Any change would be in the best interest of the employee and the organization.
- All changes to 'terms and conditions' will be communicated well in advance.

4.1A Change in the Employee Handbook:

The Company's policies, procedures, and practices are subject to change in accordance with evolving business needs, organizational requirements, and applicable laws and regulations. The Company reserves the right to amend, revise, or update the employee handbook as deemed necessary, in its sole discretion. Changes may include but are not limited to additions, deletions, modifications, or replacements of existing policies, procedures, or practices. Any changes made to the employee handbook shall become effective immediately upon implementation, unless otherwise specified by the Company. It is the responsibility of employees to review and familiarize themselves with the most current version of the employee handbook available through official company channels.

4.2 CTC:

Cost to Company (CTC) includes contributions towards Professional Tax, Employee's and Employer's Provident Fund contribution, Medical Insurance. All Employee's contributions and deductions (including Income Tax deductions) as may be applicable from time to time will be deducted from the employee's salary each month.

4.2.1 Gratuity:

The Company for its employees has made applicable provisions under the Gratuity Act 1972 and the applicable rules and regulations made thereunder. The Company has entered into a Scheme with Life Insurance Corporation of India, called "WinWire Technologies India Pvt. Ltd. Employee's Group Gratuity Scheme" and the company makes contribution to the Scheme from time to time in accordance with the rules.

4.2.2 Provident Fund:

The purpose of the Provident Fund (PF) is to facilitate long-term savings for employees and provide financial security during retirement or in case of certain contingencies. All regular full-time employees of WinWire are eligible to participate in the PF program. Both the employee and the Company will make regular contributions to the PF account in accordance with applicable laws and regulations.

4.3 Working Hours and Holidays

4.3.1 Hours of Work:

Work timings reflect business requirements.

We work five days a week (Monday to Friday). The weekly-off days would be Saturday and Sunday. However, the shift timings may vary in accordance with the operational/project requirements as notified by the concerned manager from time to time.

The General Shift timings are 9.30 AM to 6.30 PM.

4.3.2 Flexible Working Hours:

Depending on job requirements and special circumstances, there may be a need for flexibility in timings. The concerned manager and employee will work out mutually agreeable schedules.

4.3.3 Work from Home Policy:

Depending on job requirements and special circumstances, employees may be allowed to work from home with due authorization from the concerned manager, as per company policy.

For availing work from home facility, employees are required to:

- a) Submit "Work From Home" request to the manager at least one day in advance using Leave Management System(LMS).
- b) In case of emergency, employees to inform the Manager and apply in LMS before starting work.
- c) It is mandatory for employees to obtain approval from the concerned manager.
- d) It is mandatory for employees to mention plan of the day in the task planned section with clearly defined tasks and objectives which are measurable work activities.
- e) It is mandatory for employees to be available online on Teams, Skype, Emails and Mobile during working hours as operationally required.
- f) Managers to provide necessary guidance to the employees who are availing more than 4 work from homes in a month.
- g) Long term WFH (Continuous WFH of one week or more) needs to have Department Head approval.

- h) WFH option is not available for Contractors, Trainees and SDEs (unless approved by Manager).
- i) Managers have full authority to Reject the WFH request, in case the availability of the resource in office is required.
- j) Employees wishing to avail WFH due to ill-health are required to opt for Leave/PTO unless requested by the Manager to work from home.
- k) Work From Home cannot be availed during the notice period after submitting the resignation.

Additionally, to ensure minimum disruptions to our customers businesses, please make sure of the below aspects:

- Everyone working from home must ensure they have proper infrastructure including laptops, internet connection, Dongles, Security tokens, VPN, Access to internal and client/project specific systems.
- Ensure complete transparency in Customer Communication and inform them about WFH, share status updates on regular basis and follow defined Customer protocols and processes.
- Ensure to follow the process of informing clients, managers, colleagues about WFH, be available throughout the time via MS Teams, phone, email and ensure there are no changes in timelines/milestones.

4.4 Attendance and Leaves:

The Attendance system will be under the control and supervision of the HR Department. For the purpose of calculation of holidays in the month, all weekly-off days and any public holiday / holidays falling on days between Mondays to Friday (both days inclusive) will be calculated as holidays to be rostered for all employees.

It is mandatory that every employee marks his/her attendance upon arrival and exit on a daily basis through the attendance system, unless the employee has availed the work from home facility or are on approved tour or has gone for the official meeting with prior permission/ approval by the concerned manager.

4.4.1 Time Recording System:

Accurate reporting of attendance and working hours is a legal requirement. It is also an important element of accurate accounting practice. Since payment of salary is dependent on this, it is in the employee's interest to ensure accurate recording of attendance and working hours by using the Attendance System.

4.4.2 Authorized Absence:

Employee's absence from work with prior approval of the concerned manager is known as "Authorized Absence". Authorized absence from work helps smooth functioning of the operations

of the department since it allows the concerned manager to plan the required manpower and also schedule work accordingly. Therefore, under normal circumstances, employees are expected to obtain prior approval of their absence.

4.4.3 Unauthorized Absence:

Employee's absence from work without prior approval of leave or without any communication to the concerned manager would amount to "Unauthorized Absence" from work. Employee will not be eligible to receive any salary for the period of Unauthorized Absence. Apart from not being paid for the period of Unauthorized Absence, the employee will be subjected to disciplinary action as deemed fit by the Company.

Before the completion of 12 months, if the employee is absent from work without providing a valid explanation or notifying the Company for a period of more than 5 days, their absence will be treated as "Unpaid Leave" until they resume their service and provide a valid explanation for their absence. After 7 days from the date of "Unpaid Leave", the employee is deemed to have absconded and thereby, WinWire reserves the right to terminate the employee's services in addition to any remedies available to WinWire under applicable laws and regulations against such employee. Post termination, if they fail to reimburse WinWire, in accordance with the *Recovery* and *Unauthorized Absence* clause under the Offer Letter within 15 days from date of Termination, appropriate legal proceedings may be initiated against them in accordance with the Governing Law clause specified under the Offer Letter.

4.4.4 Leave Rules:

All employees on the rolls of WinWire are entitled to leave. The leave rules have been formulated to enable employees to maintain a healthy work life balance and have following Provisions:

- Employees joining after 1st April of a given year will be credited a proportionate number of days of leave. The entire month will be counted for the purpose of crediting leaves for those employees joining on or before 10th of each month. One day leave will be credited for those joining between 11th and 20th of each month. For employees joining on or after 21st of a month, leaves will be credited from the subsequent month onwards.
- After six months of employment, the employee can borrow up to 5 leaves from the upcoming three months in addition to the leave accrued.
- Holidays falling as prefix &/or suffix and in between the leave period will not be counted as leave.
- Employees should apply for leave at least three days in advance using Leave Management System(LMS).
- Leave cannot be availed during the notice period after submitting the resignation.
- Employee to set "Out Of Office" during leave period

a) Leave Carryforward & Leave Encashment:

- At the end of the fiscal year depending on the leave balance the employee has, 25 % of total accrued leaves in the fiscal or the leave balance whichever is less will be carried forward to next financial year; For the purposes of calculation total accrued leaves includes the leaves which have been carry forwarded from the previous fiscal.
- After carryforward, depending on the leaves still pending in the leave balance, upto 10 leaves will be encashed. For the purpose of calculation leave encashment will be on basic salary only. The leave balance after encashment if any will lapse.

4.4.5 Maternity Leave:

- Women employees will be eligible for maternity benefits in accordance with the Maternity Act.
- Women employees will be given a guidelines document on Maternity leave for their reference.

4.4.6 Paternity Leave:

- Male employees in WinWire are entitled to Paternity Leave for number of working days mentioned in the table below, per child, immediately following the birth.
- It can be availed with the approval of the concerned manager.
- This benefit is restricted to only the first two children.

Completed Years of Experience in WinWire	No. of Working days
Less than 5	3
5 to 9	6
10 and above	9

4.4.7 Long Leave Policy:

- All leaves that are applied for more than 15 continuous working days to be considered as long leaves and to be approved on LoP only. Leave balance available in such case can be used after the employee reports back to the work.
- Employee cannot club the regular leaves with long leaves and use them in continuation either before starting long leave or after long leave.
- In case of Long leave of more than 15 working days, LoP includes Saturday, Sunday and Holiday coming in between
- In case of LoP for more than 15 working days in single month no leave credit will happen for the month
- In case of leave applied for 15 or less working days, salary will be paid if there is sufficient leave balance. In case the leave balance is insufficient, then salary will be paid for the days available in leave balance and also for the Saturday, Sunday and Holiday coming in between

and after that Loss of Pay will be done for the remaining day along with the Saturday, Sunday and Holiday coming in between and following these leaves till the employee reports back.

- In case of leave applied for 15 or less working days and employee is using the future leaves (Maximum of 5 working days) on approval, then the salary will be paid for those days including Saturday, Sunday and Holiday coming in between and after that it will be LoP till the employee reports back to the work.
- If the long leave is split between two leave calculation cycles, then LoP will be done in the month/s in which the employee has negative leave balance.
- This policy is not applicable for women employees going on maternity leave.

4.4.8 Exceptions to the leave policy

- All leave except leave arising out of illness or emergencies must be applied in advance.
- Such normal leave exceeding three calendar days must be applied at least seven calendar days in advance of the leave period.
- Unanticipated leave must be telephonically intimated to the immediate supervisor and in their absence to the concerned manager at the earliest on the day of leave.
- In such a case, employees are required to inform to the concerned manager and HR department on availing leave and communicate the same to HR /Payroll department.

4.4.9 Loss of Pay – Salary:

- An employee may apply for leave on Loss of Pay (LOP) in certain exigent circumstances where the employee has completely utilized his/her eligible leaves.
- The exigent circumstances will include the following:
 - Illness or an accident to the employee or an immediate family member.
 - Examination or study leave.
 - Any natural disaster or calamity or strike which will prevent the employee from attending the office.
- The employee seeking to take leave on LOP must immediately inform and take approval from the concerned manager and should inform HR.

4.5 Career Mobility and Transfer

Transfer is an integral part of the employment contract and will be used to meet exigencies of work. Every employee shall be liable to be transferred from one place to other, from one department to another whether located in the same place or elsewhere either existing at the time these rules come into force or come into existence and is set up in future. Management may depute any employee for outstation duty within India or US in connection with the work or business of WinWire and its clients with advance intimation.

5. Company Asset Policy:

Computer equipment and software will be provided to enable employees to satisfactorily perform their duties but these assets should be subject to secure control at all times. This is necessary to protect against accidental or intentional loss, unauthorized manipulation, or unauthorized disclosure of information, both within the group and externally. Accordingly, measures will be taken to ensure that protection of equipment and information is upheld. This has resulted in the assignment of accountabilities that are set out below. Weaknesses in information security can expose any company to significant business risks and therefore failure to comply at all times with these obligations may result in disciplinary action.

5.1 Laptop Facility:

5.1.1 Eligibility

Specific to the requirements of the job, nature of responsibilities, frequency of travel of the concerned employee and in furtherance of company business the company may provide laptop to certain employees.

5.1.2 Software:

Employees using laptop will ensure that only WinWire authorized software is utilized and loaded in the laptop.

5.1.3 Loss of laptop:

Employee provided with a laptop will be responsible for its safe-keeping. In case of loss of laptop, the concerned employee will:

- (a) Inform the IT Department about the loss immediately over phone and email;
- (b) Inform the concerned manager copying HR and Finance Department as soon as possible.
- (c) In the event of loss, the employee shall be liable to reimburse the depreciated value of the laptop as carried on the company's books.

5.1.4 Repair and Maintenance:

- In the event the laptop malfunctions, the employee shall notify IT Support and request appropriate repairs.
- In case of any physical damage to laptop due to any reason, the employee has to own the responsibility for the same and the cost of the repair will be calculated appropriately and recovered from the employee.

5.1.5 IT Asset(s):

- Employees provided with any IT asset(s) has to hand over all of them back to the IT team in good condition.

- Employees have to own the responsibility for any damage to any IT asset given to them and the appropriate cost of repair will be recovered from them.

6. Medical Insurance:

The company believes in having medical insurance for the employees which can help them in taking care of any unexpected hospitalization and the subsequent expenditure that they have to pay.

6.1 Mediclaim Policy:

- This is a yearly policy between August-July of the subsequent year.
- The Group Mediclaim Policy covers the employee and also has the provision for including the immediate family members as dependents by paying the additional premium for the dependents as per the slabs applicable for each year under the Coverage. The additional premium, over and above the amount towards premium for medical insurance policy mentioned in the CTC, shall be calculated based on the number of members included in the policy and the premium associated per person for the sum assured opted. The additional premium shall be deducted from the salary payable for August every year (Policy renewal period) and in the joining month in case of new joiners.
- New joiners can share their options/ slabs by selecting the members and sum assured in the portal and submitting in the portal.
- Employees covered under medical insurance will be provided with a Health card reference number by the TPA to avail the hospitalization benefits.
- Terminology used:
 - Dependents – self, spouse, children & parents.
 - Siblings and In-laws are NOT covered in the policy.
 - Hospitalization – requirement to stay in the hospital for 24 hours or more for any medical procedure/treatment.
 - Exceptions from 24 hours in Hospitalization - Dialysis, Chemotherapy, Radiotherapy, Eye Surgery (Cataract), Lithotripsy (kidney stone removal), D & C, Tonsillectomy, Angiography & treatments of fractures/ dislocations excluding hair-line fractures.
 - All pre-existing diseases are covered under the policy. Any disease arising out of deficiency / by birth (congenital) will not be considered as Pre-Existing.
 - Pre-hospitalization & Post-hospitalization expenses are covered. Pre-Hospitalization-Relevant medical expenses- 30 days prior to the admission.
 - Post-hospitalization- Relevant medical expenses- 60 days from the day of discharge.

6.1.1 Procedure for claims under Mediclaim Insurance

(Non-Network Hospitalization Reimbursement)

Intimation of the claim should be given to the service provider within 7 days from date of discharge.

The insurance company requires the following documents in originals, if the employee opts to use a non-network hospital.

- Claim form duly filled (available in GHPL website)
- Original Hospital bills / Payment receipts
- Discharge certificate/card
- Original investigation reports
- Original Bills & Receipts for Investigations along with Doctor's Prescriptions
- Original Bills of Pharmacy, Lab, along with corresponding original prescription duly endorsed by the treating Doctor
- FIR/MLC in all Medico Legal Cases (case of any accident)
- The discharge summary should clearly indicate date of admission, date of discharge, nature of illness / surgery, doctor's diagnosis, surgeon's certificate stating nature of operation performed.
- All original bills should accompany cash receipts including advance paid receipts.
- All original reports of the tests conducted. This must be supported by an attending doctor / surgeon requesting such a pathological test.
- Cash memos from the hospital / chemist(s) supported by proper prescriptions. Every bill must have a matching prescription. In case medication is further extended from the period mentioned in the prescription, a doctor's note / new prescription is required.
- In case of manual cash receipts, the stamp and signature of the concerned hospital authority is required.
- Submit all these documents with the filled-in claim form and signature.

6.1.2 Maternity Claims:

- The insurance cover is effective from the date of joining.
- New born babies are covered for the first 90 days under the mother's maternity limits only. Thereafter, employees have to get the baby's name included by sending a mail to HR.
- Treatment taken in hospital/ nursing home for confinement (only first 2 children, i.e., a person will not be able to claim for third delivery even if he/she has not claimed for the first two deliveries).
- Benefits payable to the employee will depend on the Sum Insured option chosen by the employee.
- Pre Hospitalization and post hospitalization expenses are not covered for maternity claims.
- Expenses incurred in connection with voluntary medical termination of pregnancy during the first 12 weeks from date of conception are NOT covered.
- The insured will furnish any additional information and assistance to the insurance company/ service provider in the process of dealing with the claim.

7.0 Working Environment

7.1 Employee Records:

- Employee records will be maintained by the Human Resources Department.
- Employees will be required to update their mailing address and contact number(s) as and when a change occurs in this regard.
- Communications sent to the employee to the last known mailing address (as provided by the employee) would be considered as his/her active mailing address.

7.2 Dress Code:

It is important that employees project a professional image of the company. The following guidelines are provided for better understanding of the dress code of all and are not intended to be discriminatory.

Male team members

Business formals, business casuals, casuals and shoes as footwear from Monday to Friday. Slippers & Floaters not allowed.

Female team members

Business formals, business casuals, casuals and shoes as footwear from Monday to Friday. Slippers & Floaters not allowed.

7.3 Gifts from External Bodies:

Employees should ensure that any acceptance of gifts is not an inducement to buy or keep business.

7.4 No Smoking/Alcohol at Work:

WinWire endeavors to provide a healthy workplace for employees. All offices of WinWire are smoke free. Smoking is strictly prohibited in all areas inside the office premises, including toilets, pantry, corridors, landings and stairwells.

- Smoking is permitted only in the smoking zone earmarked for the purpose.
- Consumption of alcoholic beverages or any other intoxicants is strictly prohibited within the premises of the company.
- Visitors on the premises of the company are also required to observe this rule and their host will ensure compliance.

7.5 Grievances

We try to make every effort to ensure that our employee's work life is trouble-free; however there may be times when problems occur. In these situations it may be necessary for the employee to use the 'grievance' procedure, which provides a fair and logical way of solving problems. It is a quick process and it is in the interest of both parties to resolve the differences amicably and quickly.

Grievances can be grouped under three heads:

- Terms and Conditions
- Discrimination and Harassment
- General

The steps involved in resolution of grievances are:

Step 1: Escalate to concerned manager with a copy to local HR. Concerned manager should resolve the issue within 10 working days from the date of receipt of the grievance.

Step 2: If the grievance is not resolved or the employee is not satisfied with the way the grievance is resolved, the same may be escalated to the Department Head and also to the Head of Human Resources.

Step 3: The Department Head and the Head of Human Resources will study the grievance and hear the employee. They will also talk to the concerned managers involved in the process and then communicate the final decision to the employee. The grievance stands resolved and closed at this stage.

7.6 Disciplinary Matters

In matters of discipline, the company will ensure that the employee has been treated fairly. It is important for the company to demonstrate that disciplinary decisions are fair and reasonable and taken under established procedures and legal practices.

The company is committed to:

- Ensure disciplinary action is used as a last resort.
- Ensure concerned managers are fully confident in dealing with the company's disciplinary procedures and take ownership for the decisions taken.
- Ensure employees understand the procedures and view them as open and fair.
- Encourage concerned managers to treat the staff objectively and consistently.
- Consider termination / dismissal as a last resort, when all attempts to encourage improvements have failed or when a deliberate act of gross misconduct has been committed.
- Given below is an illustrative, but not exhaustive, list of misconducts. Employee would become liable for disciplinary action if any of the following misconduct(s) is/are committed during the course of employment:

- Absence from work without prior sanction/beyond approval for more than three days at a time.
- Frequent unauthorized absence from work.
- Smoking in “prohibited” areas.
- Indulging in unruly behavior.
- Misusing the facilities or company property.
- Damaging or mutilating the facilities or company property.
- Refusing to do the allotted work.
- Willful disobedience of the reasonable instructions of the concerned manager.
- Using abusive or derogatory language against fellow colleagues or superiors or anyone connected with the company business.
- Commission of any act which is subversive.
- Theft, fraud or dishonesty in connection with the Company business.
- Willful dereliction of duty.
- Willful negligence and carelessness in the performance of work.
- Repeated late-coming.
- Willful misrepresentation of facts.
- Misleading employees by distorting information.
- Destroying or falsifying company records including employee pay-slips and employment offers.
- Working part-time or full time for another employer, whether for remuneration or otherwise, while on the rolls of the Company.
- Violation of the confidentiality and non-disclosure agreement signed with the company.
- Unauthorized sharing of company’s information to outsiders.
- Not protecting confidential information and sharing it with anyone inside or outside of the business.

7.7 Procedure for dealing with employee committing misconduct:

(a) Employees committing any form of misconduct will be dealt with in the following manner:

- If the misconduct committed is not serious in nature, the concerned manager, Local HR will address the employee with a ‘Warning’ letter, clearly outlining the misconduct and advising the employee to restrain from committing such or similar misconducts in future and an entry will be made in the personal file.
- If the misconduct committed pertains to unauthorized absence from work, the following will be the course of action:
 - Warning letter from the concerned manager
 - Show cause notices for disengagement of service
 - Termination Letter

(b) If the misconduct committed is serious in nature, the following procedures will be adopted:

- Issue a letter to the employee seeking explanation.
- If explanation is not satisfactory, form a committee consisting of the concerned manager, Local HR to probe the matter and submit a report. The committee shall have the authority

to take witness statements and would also provide an opportunity to the concerned employee to submit his/her defense in writing. If the concerned employee requests an opportunity to appear in person, it may be granted.

- Based on the outcome of the report, the Heads [of the Department and Human Resources] would take appropriate action against the employee.

7.8 Conflict of Interest:

A conflict of interest arises when an employee's personal interests or activities could hinder their ability to make unbiased decisions and prioritize the best interests of the Company. Such conflicts can compromise professional ethics, undermine the integrity of business decisions, and negatively impact the Company's reputation.

Identifying Potential Conflicts of Interest: Employees should be aware of activities or relationships that may create or give the appearance of a conflict of interest. Some examples include but are not limited to:

1. Financial Interests: Holding a significant ownership interest or financial stake in a competitor, supplier, or customer of the Company.
2. Outside Employment: Engaging in employment or consulting work with a competitor, supplier, or customer that may compromise the employee's ability to fulfill their duties to the company.
3. Personal Relationships: Participating in business decisions involving family members, close friends, or romantic partners.
4. Gifts and Entertainment: Accepting gifts, hospitality, or other favors that may influence business decisions or create a perception of bias.
5. Insider Information: Using non-public information for personal gain or sharing such information with others.
6. Dual Loyalties: Engaging in activities that conflict with the best interests of the company or interfere with the employee's ability to perform their job duties effectively.

Employees have a responsibility to disclose any actual or potential conflicts of interest to their reporting manager, or the Human Resources Department. This disclosure should be made promptly upon becoming aware of the conflict or whenever a new conflict arises.

8. Rewards and Recognitions:

WinWire believes in creating a competitive work environment, reward those who excel others within the organization and motivate such performances. People First, Technology Leadership

and Execution Excellence are three of the core values on which performances of employees will be evaluated before finalizing the deserving winners.

9. Proprietary & Confidential Information and Corporate Policies:

9.1 Proprietary & Confidential Information

Given the nature of the Company's business, protecting proprietary and confidential information is of vital concern to the Company. Proprietary information, includes all information, regardless of the form or medium in which it is or was created, stored, reflected or preserved, that is not commonly known by or generally available to the public and that: (i) derives or creates economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The Company's Proprietary Information may include, but is not limited to, all confidential information relating to or reflecting the Company's research and development plans and activities; compilations of data; product plans; sales, marketing and business plans and strategies; IT System, procedures and policies, pricing, price lists, pricing methodologies and profit margins; personnel; inventions, concepts, ideas, designs and formulae; current, past and prospective customer lists; current, past and anticipated customer needs, preferences and requirements; market studies; computer software and programs (including object code and source code); and computer and database technologies, systems, applications, structures and architectures.

Confidential information is any information of the Company, regardless of the form or medium in which it is or was created, stored, reflected or preserved, and includes, but is not limited to, Proprietary Information. Confidential Information may or may not be labeled as "confidential," and employees are required to treat all information as confidential unless otherwise informed by their supervisor. This Employee Handbook, for example, contains Proprietary Information. All Confidential Information is the sole property of the Company.

Employees must not use or disclose any Proprietary or Confidential information they obtain during employment with the Company except as required by their jobs. This obligation remains even after an employee's employment relationship with the Company ends. If an employee is in a position that gives him or her access to particularly sensitive information, the employee may be required to sign a written nondisclosure agreement as a condition of employment. In addition, all employees must observe good security practices. Employees are required to keep Proprietary and Confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information

9.2 Non Hiring and Non Solicitation

Employee acknowledges and agrees, that during the employment period and for twelve (12) months after the end of employment for any reason, Employee shall not, directly or indirectly: (i) solicit the clients seeking employment or accept any offer of employment from the client, either part time or full time, temporary or permanent, from the clients engaged with the Company at present or in past 6 months (ii) interfere with, divert or attempt to divert, or take any other action that may cause the clients to terminate or adversely alter its relationship with the Company; or (iii) provide any services to the clients (iv) enter into any employment, consultant or contractual relationship with the clients. Notwithstanding anything to the contrary, the restrictions set forth in this Section above shall apply, including but not limited to employees performed services for the client, during the employment period. If Employee breaches this Section, Employer shall be entitled to all damages resulting from each and every individual breach, in addition to any other remedies, including equitable remedies, that Employer may have.

9.3 Business Ethics & Code of Conduct:

We are often asked about business ethics at WinWire.

Ethics, as you are all aware, means doing the right thing, all the time, at any cost. Doing the right thing, no matter the consequence to us. Remembering there is no right way to do the wrong thing.

More as a guideline, we have attempted here to capture some key points around business ethics at WinWire.

At all times:

- We produce bills only when the expenses have been incurred by us, and only to the extent of the actual expense. For example, if we incur an expense of Rs. 800/- while travelling from office to client place, and the policy allows the employee to claim up to Rs. 1000/- on actuals, we claim Rs. 800/-.
- We produce original bills which we collect from the vendor. We should insist the vendors to provide us with bills that have complete information.. We should avoid accepting bills that carry incomplete information and refrain from making an attempt to complete it by ourselves.
- In the records we furnish to the company, we provide correct & complete information about our previous employment, education and compensation.
- We avoid accepting any gifts directly or indirectly from vendors of any significant value (chocolates, flowers are ok!) We refrain from engaging with vendors in a relationship that may prejudice a professional assessment of the vendor's products or services.
- In addition to our job at WinWire, we do not engage in any activities or additional employment which yields remuneration. We should not engage in any activity which may be

in conflict with the company's interests or can distract us from delivering our responsibilities at WinWire.

- The Staff is encouraged to refer their friends, family and acquaintances. They would be given a fair chance to be assessed for jobs within WinWire. In the same breath, we stay away from the selection process and do not influence in any manner, their selection into jobs at WinWire. WinWire will hire people on their merit.
- We refer any media or external queries about the organization to the HR Team. In the best interest of the organization, it is important that we do not speak to external media unless authorized by the company.
- We comply with the rule of law and WinWire policies.
- We are committed to the responsible use of WinWire assets.
- We place the interest of WinWire, ahead of any personal interest and disclose all facts in any situation where a potential conflict of interest may arise.
- We will inform the concerned if, we know of any violation endangering the good interest of WinWire and its employees concerning unethical conduct.
- This may sound like stating the obvious yet we thought it would be fit to clarify for the benefit of one and all. Breach of ethics could result in disciplinary action, and a serious breach could even lead to termination from the services of the company.
- We will evaluate how we are living up to our code of conduct and business ethics by requesting feedback on a regular basis from our employees.

9.4 Policy on Harassment Free Workplace

Introduction:

As an organization, WinWire is committed to ensuring that the work environment at all its locations is conducive to fair, safe and harmonious relations between employees. Discrimination and harassment of any type is strictly prohibited. We have a good record of ensuring this culture as part of our existing employee relation practices.

Employees are protected from gender discrimination. . We would, however, like to now ensure that there is absolute clarity on the important and sensitive issue of sexual harassment. This note therefore announces the company's approach to the issue of sexual harassment and its policy for dealing with any incidence of the same.

Definition of Workplace:

Workplace includes:

- Any private sector organization or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organization, unit or service provider carrying on commercial, professional, vocational, educational, entertain mental, industrial, health services or financial activities including production, supply, sale, distribution or service;
- Any place visited by the employee (arising out of or during the course of employment, including transportation provided by employer for undertaking such journey).

Definition of Issue:

A broad definition of sexual harassment consists of any physical or verbal behavior and any form of communication that has unnecessary, improper or unwelcome sexual connotations. Sexual harassment may vary in form depending on circumstances. It may consist of, but not be limited to, any of the following:

- Unwelcome sexual advances, requests for sexual favors, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature.
- Transmitting any message, by mail, telephone, e-mail etc. which is obscene, lewd, suggestive or blatantly sexual in nature.
- Any explicit or implicit communication wherein a sexual favor or demand, whether by words or actions, is made a condition for an individual's employment, career progress, promotion etc. thereby creating a hostile environment.
- Sexually charged jokes or remarks and behavior which have sexually oriented innuendoes.
- Consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day to day dealings.
- Any pervasive pattern of behavior which makes employees uncomfortable, insecure or feel humiliated or disgraced on the basis of gender differentiation.
- Actual sexual assault
- As mentioned above, this is an indicative but not an exhaustive list of possible forms of sexual harassment.

WinWire Policy on Sexual Harassment

The Company policy is to totally prohibit any form of sexual harassment in the way employees behave with each other. This would also include complaints relating to instances outside of the work place. This applies equally to relations between superior and subordinates as well as between peers. Any incident of sexual harassment will be viewed extremely seriously. A complaint or report of sexual harassment will be immediately investigated and appropriate action will be taken against the offending employee or employees. Such action will depend on the nature and seriousness of the offense and will include strict disciplinary action including termination of service.

Complaints Handling Process

The organization has established the following process to ensure that any incidence of sexual harassment is dealt with appropriately, sensitively and expeditiously.

Internal Complaints Committee

The Organization has established an Internal Complaints Committee for Sexual Harassment. The names of the members of this Committee and their contact details are given below.

Name of contact person	Role	Contact Number
Sujata Das	Presiding Officer	7660004532
Subba Rao	Internal Member	8886117621
Noor Basha	Internal Member	9886043308
Sree Navya K L N	Internal Member	8297377793
Madhuri Tudavekar	Internal Member	9886187304
Pankaja Huddar	Internal Member	9611699866
Pavan Kadumuri	Internal Member	8886117620

Process for dealing with incidents of sexual harassment:

- Any employee who experiences sexual harassment can get in touch with any member of this Committee whose contact details are provided above for convenient and confidential access. Alternatively, the affected employee may raise their concern to POSH Committee POSHCOMMITTEE@WinWire.com or approach concerned manager, Department Head or HR team member and such person will inform a member of the Committee immediately.
- On receipt of such a complaint, the committee will immediately arrange to fully investigate all relevant details of the matter. It will do so with all possible care, sensitivity and discretion while considering the sensibilities of the affected/ harassed employee. The employee or employees, who have allegedly committed the offence, would be given all reasonable opportunities to be heard by the Committee.
- The result of this investigation will be formally recorded and communicated to the CEO/CTO, WinWire, along with a recommendation for appropriate action.
- The Committee will normally complete this process and make its formal recommendation within 21 days after receiving the complaint unless there are exceptional circumstances.
- In the case of a multi locational context, one of the committee members will travel to the location in question as is required to ascertain the facts based on which the committee would discuss and assess the complaint in question.
- Necessary action will then be taken with regard to the offending employee or employees based on the circumstances and seriousness of the offence.
- Where the Company is legally advised that any such incident constitutes a criminal offence, the company will inform the relevant authority, provide full details and request appropriate action. If the aggrieved employee directly takes any action, against the offending employee, either civil or criminal, the committee on becoming aware of such action by the aggrieved

employee, shall be entitled to suo moto, start the internal enquiry / investigation and recommend appropriate action.

- The company will ensure that the career interests of the complainant are not adversely affected by virtue of the individual having drawn attention to such an offence.
- In order to ensure that this important matter is not trivialized, any complaint, which, in the opinion of the committee is blatantly false or frivolous or has been motivated by reasons that are clearly unconnected with gender issues, would be viewed very seriously by the Company and appropriate action taken against such complainants.
- If the committee receives an anonymous reference related to sexual harassment, it will draw the attention of the concerned manager or department head. The matter will be fully examined by the concerned senior management and its conclusions and plans for necessary action will be communicated to the committee.
- Department Heads and concerned manager at all company locations will also be expected to be sensitive to any circumstances or behavior among their colleagues which appear to go against the Company policy on this matter. In case they become aware of any such incidence, they will immediately inform the head of the committee and take appropriate action as advised.
- If the Committee arrives at a conclusion that any employee has made false statement or false allegation on someone or has given false evidence or produced any forged or misleading information, the Committee shall recommend to take immediate strict action against the person provided false statement or misleading information, which might lead to termination of employment.

9.4A Anti Retaliation:

Retaliation is when negative actions are taken against an employee for filing a complaint, participating in an investigation, or assisting in an inquiry. These actions aim to punish or harm the employee and can include threats, intimidation, disrespectful behavior, harassment, and discrimination.

At WinWire, retaliation against employees for reporting or inquiring about wrongful or unlawful activity, or for participating in investigations, is strictly prohibited. Such reporting, inquiries, and participation are considered protected activities. Applicable laws also prohibit retaliation by other employees or by the Company itself for participating in any investigation, proceeding, or hearing. This policy also applies to whistleblowers, who expose illegal, unethical, or incorrect activities within the Company. However, it doesn't cover complaints made with ulterior motives or without evidence.

Any instances of retaliation should be reported to the Human Resources Department, or other authorized officers. Reports will be promptly and thoroughly investigated, and substantiated cases may result in disciplinary action, including termination. If an employee believes they are facing retaliation, they should directly raise their concerns with their reporting manager or the HR department. All complaints must be made in good faith, providing honest and truthful

information. Violations of this policy may lead to disciplinary action, including termination, in accordance with the applicable laws.

9.5 Safety Guidelines for Women Employees at work place:

In WinWire, we believe that safety of our women employees is very important and we ensure that all arrangements are made to create a safe, un-biased and women-friendly environment.

Some of the rules that are followed in our offices currently, with respect to the safety of all our employees and women in particular:

- If there is any extension to working hours, the employee needs to get an approval from the department head stating the time she would like to extend including the reason with intimation to local admin in-charge.
- Administration in-charge to be informed about it one day in advance in normal cases and two hours in advance to office hours in case of emergency.
- Administration to intimate security in the office about the stay of particular employee in the office.
- Admin department to book a cab for drop of women employees from official travel agent.
- Details of cab, driver to be registered in the register along with a photo copy of driver's ID and a signature need to be obtained from driver in the register.
- In case of women and men employees are getting dropped in the same cab, women employee to be dropped first and men employees last, to ensure women employees reach home safe.
- Women employees shall inform administration in-charge of the branch post reaching home.
- Women employees are advised to save the mobile numbers of admin in-charges, local police station, women protection cell of police in fast dial mode in mobile phones so that they can quickly access them in case of emergency (numbers are given below).
- In case of women employees officially travelling out of station early in the morning/ late evenings, women employees to be provided drop to airport/railway station/bus station and pick up from destination by office cab or official cab agency, cab driver's name and number to be given to them in advance.

9.6 Social Media Policy:

- Employees are not permitted to utilize the Company's electronic resources for personal social media activity. Further, employees are also not allowed to maintain an active connection to or stream any social media site.
- Employee's social media activity is subject to all pertinent Company policies, including, but not limited to, the Equal Employment, Discrimination and Harassment Policy, and other personal conduct policies.
- Employees are prohibited from sharing any content or images on social media platforms that are vulgar, obscene, threatening, intimidating, knowingly or recklessly false, or in violation of the Company's policies regarding discrimination, harassment, or hostility based on legally protected characteristics such as race, age, or disability. Making knowingly or recklessly false statements about the Company's services, as well as the services of its customers, vendors, or competitors, is also not permitted. Furthermore, you should refrain from posting any content,

images, or videos that identify you as a Company employee and depict you engaging in illegal activities, including acts of violence or the illegal use of drugs, or any conduct that violates any Company policy.

- To reduce the risk of identity theft, stalking, and similar criminal conduct, you should not disclose personally identifying information (such as Aadhar numbers, credit or debit card numbers or financial account numbers) of the Company's employees, customers, or vendors.
- No employee is authorized to provide any articles / interviews / or any other material to the press or any other media i.e. Newspapers, TV, social media, blogs, websites or any other online communities irrespective of the subject without prior approval from HR Department.
- This does not include articles of personal nature as long as the Company's name, logo, trademark or proprietary graphics are not mentioned or brought up in any way. The employees shall create a disclaimer clause that highlights opinions of employees should always be associated with the employee and not the Company.
- Any misuse of this clause can lead to disciplinary action, up to and including both termination and legal action.

9.7 Administration Security Policy

- It is mandatory for all employees to have their ID cards worn/ displayed at all times during their presence at the office regularly.
- All Contract employees need to compulsorily wear/ display the respective ID card as provided by WinWire.
- It is also important to wear / display the ID card during client visits/ representations
- In case the ID card is lost, the employee needs to immediately report to the respective Admin team/ Front Office personnel requesting for temporary ID card and place request for a new ID card.
- Temporary card shall not be issued continuously beyond 10-12 working days.
- Temporary card should to be collected and returned to the Admin/Front office/ security personnel by EOB on daily basis.
- New joinee has to mandatorily wear the temporary ID card by making necessary entries at the front office till the permanent ID card is issued by the Admin Team.
- Employees shall be responsible for their personal belonging within the company premises and shall ensure that all valuable personal belongings kept locked at all times. The company shall not be responsible for any loss or theft of employee's personal belongings within its premises.

9.8 Visitors to WinWire

All personal visitors need to be received / met at the reception lobby. The floors / cabins / workstations are off limits to them. They may be taken to the cafeteria after signing in the visitors register and obtaining a "Visitor" ID card.

Visitors from clients / external agencies / vendors should sign in the visitors register, obtain a "Visitor" ID card and should subsequently be allowed to enter the office.

Interview candidates will be provided with a 'Visitor' ID card and will be guided to the respective interview hall / cabin. From here they will be under the guidance of the recruitment / selection team.

9.9 Business Travel:

This guideline aims at outlining the rules for reimbursement of reasonable expenses incurred by employees of WinWire during travel on official work. The travel program does not provide for an element of profit and is not intended to build status through expensive travel modes.

9.9.1 Domestic Travel Policy:

Definition:

Travel to any place in India other than the employee's local reporting office, on business visits.

Purpose:

To clearly outline the rules applicable to employees who are traveling for official purposes within India.

Mode of Travel

The employees shall be eligible for mode of travel as detailed below:

Distance	SDE/SSDE/ML/TL/Sr.TL/PM/ATA/QA/Sr.QA/QA Lead/Exec/Sr.Exec/Lead/BDM/RM/Asst.Manager/Manager	EM/ TA/Sr. Manager/Director/VP
<500 KM	Train / Bus 3rd AC / Sleeper bus	Air - Economy Class
>500 KM	Air – Economy Class	Air – Economy Class

Choice of Airline/Train/Bus:

The choice of Airline/Train/Bus will be at the sole discretion of the travel desk team and will be aimed at efficient and cost-effective travel.

Per Diem:

- Employees travelling on manager's request to any place within India apart from their base location for less than a week will not be eligible for any per diem. The expenses have to be claimed as per actuals on WinPay portal using expense module.

- Employees travelling on manager's request to any place within India apart from their base location for more than a week will be eligible for the Per Diem, as given in the appendix. This will include local transport, food and other incidental expenditure.

Accommodation:

When employees travel on official work to any location which requires overnight stay, the accommodation will be arranged by the company as mentioned below:

Accommodation Type	Role Group
< 3 Star	SDE/SSDE/ML/TL/Sr.TL/PM/ATA/QA/Sr.QA/QA Lead/Exec/Sr.Exec/Lead/BDM/RM/Asst.Manager/Manager
> 3 Star	EM/ TA/Sr. Manager/Director/VP

Guidelines:

- All official travel related requirements should be posted to travel desk ID, traveldeskt@winwire.com with cc to their manager at least two working days in advance.
- Upon approval, employee has to provide the necessary information to travel desk team to make travel arrangements.
- Travel requests must be raised through e-mail with copy to the manager during working days, unless there is an emergency, in that case employee has to inform the travel desk team over the phone along with an e-mail to make the necessary arrangements.
- Travel desk team will make necessary travel arrangements and communicate the same to employees, along with tickets, reservation details, etc.
- Employees who wish to book tickets on their own are allowed to do so. However, the reimbursement will be on actuals or the amount which is lower/at par with the ticket rates as per the employee eligibility mentioned in the above section.
- For employees who are travelling for one week or lesser duration, though expenses on conveyance and food can be claimed at actual, the employee should exercise caution and prudence while making local travels.
- Expenditure on alcoholic beverages and cigarettes is not reimbursable except in the case of entertaining customer.
- Employees should submit their Travel Expenses statement on WinPay along with supporting bills / receipts/ vouchers to accounts department within 7 days of their return to their base location for approval of expenses for the Finance Team to arrange for reimbursement.

9.9.2 International Travel Policy:

Definition:

Travel to any place outside India for business purposes.

Purpose:

To outline the rules applicable to employees who are traveling overseas for official purposes.

Choice of Airline:

The choice of airline will be at the discretion of the travel desk team and will be aimed at efficient and cost-effective travel.

Per Diem:

Employees travelling on manager's request to any place outside India will be eligible for the Per Diem, as given in the appendix.

Accommodation: Company will take care of necessary accommodation and payments in this regard will be made by the company.

Guidelines:

Per Diem will be paid to cover food and laundry expenses.

Fixed One-time Allowance: Employees traveling outside India for the first time will be eligible for a maximum of Rs.15,000/- towards Attire Allowance and USD 100 towards Orientation Allowance.

Entertainment: While on overseas travel on official work, employees will be paid USD 50 per month towards expenses which may be incurred on entertainment purpose. In order to be eligible for this allowance, stay exceeding 15 days abroad will be treated as month.

Employees need not necessarily submit supporting documents for orientation allowance of 50\$, however expense report should be submitted on WinPay attaching supporting documents for attire allowance. Payments in respect of these allowances/expenses will be made by WinWire, once approved by Manager on WinPay.

While on overseas travel, company will arrange transportation and insurance as may be necessary. In case employees would like to avail higher facilities/limits than arranged by company, such additional amounts have to be borne by employees.

With a view to enable connectivity while employees travel overseas on office work, company will provide a US SIM, with Vonage facility. Employees are requested to register voice mails and also note that Vonage allows employees to call India numbers without incurring call charges.

Expenses incurred by employees towards commute, fuel, client entertainment, to-and-fro airport to residence/office/hotel will be reimbursed at actuals. An expense report along with supporting documents has to be submitted by employees on WinPay to the reporting manager in US with copy to reporting manager in India for approval. Upon receiving the above approvals, Finance will settle reimburse expenses. In case employees need some advance to



meet these expenses, a request for the same duly approved by the reporting manager may be forwarded to finance team for doing the needful.

A borderless card will be provided by company when employees travel overseas on office work. Finance team will estimate/calculate the requirement for monthly expenses in advance and load the value to the card in the subsequent month.

Employees are advised to ensure that they are appropriately attired while on duty and carry at least one suit/blazer. It is very important to demonstrate professional attitude/approach while representing WinWire. Employees are advised to carry their credit card, valid driving license, and any other personal document considered necessary, while at work overseas.

Employees have to make separate claims for INR expenses and USD expenses on WinPay and submit their expense reports together with supporting documents like receipts/bills to Reporting Manager in US with copy to Reporting Manager in India for each calendar month within 7 days. Any personal expenses incurred by employee on overseas travel will not be paid/reimbursed by the Company.

Leave/ WFH: Employees traveling to US on B1 visa have to discuss their leave or WFH plan in advance with the onsite coordinator and then submit the Leave/WFH request using Leave Management System(LMS).

10. Leaving the Company

10.1 Notice period

- Notice period and pay in lieu of notice period.
- Every employee must work for the stipulated notice period, or pay in lieu of the notice period. While in probation, the notice period will be 30 days. The notice period after completing probation will be 60 days across job levels. The notice period is applicable for either party.
- The decision to waive the notice period or accept payment in lieu thereof rests with the management.
- In cases where the termination is initiated by the company, the employee will be paid the stipulated notice pay. However, if the termination is due to “indiscipline or misconduct”, no notice period will be given and notice pay will not be applicable.
- In case of termination due to performance issue, no separate notice period will be given in addition to or after the last date of the performance improvement plan.
- The Management may withhold the settlement of accounts and issue of relieving letter to an employee who does not comply with the relevant clause pertaining to notice period.
- ‘Pay’ for the purpose of notice period means basic pay as per the compensation structure.

10.2 Cessation of Employment

Resignation and Separation will be in accordance with the terms and conditions of employment.

Normally, leave or sponsorship for training and development is not permitted during notice period. However, based on merits, grant of leave may be considered by the concerned manager.

Separation from the company can occur in the following events:

- On resignation from the services of the company
- On retirement
- On being removed from the services or on being dismissed by the company
- On the expiry of any fixed contract period
- On being found medically unfit to continue working in her/his present responsibility
- On death of the employee

10.3 Resignation

- An employee, who wishes to leave the services of the company, has to submit a resignation letter by email to the concerned manager and a copy of the same to Human Resource Department.
- On acceptance of resignation, a communication in writing shall be given to the employee by reporting manager.
- The payroll section will be advised regarding payment of due to the employee after ensuring clearance from all concerned departments.

- On the date of reliving employee has to get clearance from Admin, HR, IT, Reporting Manager in the prescribed form

10.4 Retirement

- The retirement age is 58. The age-proof certificate that is submitted by the employee at the time of appointment shall be final for determining the retirement date.
- The last date of the month in which the employee was born is considered as the date of retirement.
- The company also reserves the right of retiring an employee prematurely due to health reasons if, the employee is found to be medically unfit to continue in the current assignment.
- The payroll section will be advised regarding payment of due to the employee after ensuring clearance from all concerned departments.

10.5 Termination

An employee's services may be terminated due to:-

- Lack of job related skills
- Inadequate work performance
- Questionable character
- Indifferent attitude
- Integrity issues
- Any other reason, which the company believes renders the employee unsuitable for continued employment with the company.
- The appointment of an employee is made on the basis of the information supplied by them in their application / resume at the time of interview. Their appointment shall become null and void in case any material error is established at any point of time. In such a case, the employee's services will be terminated with immediate effect. The clearance formalities will be similar to those applicable for resignations.

10.6 Return of Office Property

On cessation of employment with the company, the employee must surrender all company property (laptop, phone, etc.), business related documents, confidential company data or the like which may have been entrusted to the employee. The employee should get a clearance certificate signed by concerned manager, Human Resource Department, Administration and other departments as required.

10.7 Lien on Service

An employee who is absent from work without information or without obtaining prior approval of the concerned manager for more than eight consecutive working days will lose his lien on service as this would amount to the employee voluntarily abandoning his employment in the

company. The management would strike off the name of the employee from the rolls of the company without any notice to the employee.

10.8 Exit Interview

Prior to leaving, an exit interview questionnaire will be circulated and documented by the Human Resource Department.

Exit interview questionnaire will be circulated for all employees exiting through formal separation, (resignation and retirement) except dismissal/ termination.

The exit interview questionnaire will be applicable to all employees who have the official e-mail IDs. On specific cases the Business HR Managers will conduct the exit interview via Telephone / Video Conference or face to face.

10.9 Full and Final Settlement

- Full and Final settlement will be made in 45 days from the last working day only after finance gets necessary clearance from all departments.
- HR team will release the exit letters upon receiving the clearances from all the departments without waiting for full and final settlement.

11. Communication Matrix

<u>hr@WinWire.com</u>	: For Sending mail to entire HR team
<u>ITSupport@WinWire.com</u>	: For sending mail to IT Support team for IT support
<u>rockstars@WinWire.com</u>	: For sending out resumes as part of employee referral
<u>adminteam@WinWire.com</u>	: For Sending mail to Admin team for any assistance from Admin
<u>traveldeskt@winwire.com</u>	: For sending mail to Travel desk team for any travel assistance

12. Appendix

12.1 Per Diem for Travel outside India

Cadre / Role	Per diem for employees travelling alone (In USD)
Director and above designation	Reimbursement at actuals + incidental of \$25 per day
Architect / Manager / Associate Director	70
Lead	60
Developer	55

12.2 Per Diem for Travel within India

Role	Per diem for employees (IN INR)
ATA & Above, PM & Above , Managers & Above	850
ML, TL and Sr. TL, Lead	750
SDE, SSDE, Executive, Sr. Executive	550

*** For folks other than technical, Per Diem will be as per case to case basis.*