

This policy handbook provides clear guidance to all employees regarding leave entitlements, payroll procedures, separation processes, disciplinary actions, and work timings. It is designed to ensure fairness, compliance with applicable laws, and transparency in workplace expectations.

The policy applies to all permanent, temporary, and contractual employees of the Company unless otherwise specified in their employment contract.

### **Work Timings and Attendance**

The standard working hours are from Monday to Friday, 9:00 AM to 6:00 PM, which includes a one-hour lunch break. Saturdays and Sundays are considered weekly off days unless specific business requirements necessitate otherwise. Employees must record their attendance daily through the Human Resource Management System or via an approved biometric or web-based application. Any late arrival beyond fifteen minutes requires prior notification to the reporting manager.

Employees are entitled to one lunch break of sixty minutes and may take short tea or coffee breaks of ten to fifteen minutes in the morning and afternoon, provided it does not affect productivity. Overtime is either payable or compensated with a compensatory off, subject to prior approval from the manager. Any compensatory off earned must be availed within thirty days of accrual.

### **Leave Policy**

Employees are entitled to various types of leave. Annual or Earned Leave amounts to twenty-four days per year, credited on a monthly basis. Unused leave may be carried forward up to a maximum of fifteen days, and encashment of earned leave is only permitted upon separation from the company. Casual Leave is provided for short-term personal needs, while Sick Leave covers absences due to illness, with the expectation of providing medical certificates for extended periods. Compensatory Offs may be availed for work performed on weekends or holidays, as per prior agreement.

### **Payroll and Salary Payments**

Salaries are processed on a monthly basis and credited directly to employees' bank accounts on the last working day of the month. Any changes in bank details must be communicated to the Human Resources department in writing. Deductions from salary will be made in accordance with applicable laws and company policy, including statutory deductions such as provident fund contributions and professional tax.

### **Separation and Exit Process**

Employees wishing to resign must submit their resignation in writing and serve the notice period as specified in their employment contract. During the notice period, all company property must be returned, and pending tasks or handovers should be completed to the satisfaction of the reporting manager. The final settlement, which includes payment of pending salary, leave encashment, and any applicable deductions, will be processed after clearance from all departments.

**Disciplinary Actions**

The company expects all employees to maintain professional conduct at all times. Any violation of company policy, misconduct, or non-compliance with rules may result in disciplinary action, which could range from a formal warning to termination of employment, depending on the severity of the offense.