

Human Resources Policy Manual

Company Name: Novatek Solutions Pvt. Ltd.

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1. Introduction

Purpose: This HR policy manual outlines the rights, responsibilities, and conduct expected from all employees of Novatek Solutions. It fosters a fair, respectful, and productive work environment.

Scope: Applies to all full-time, part-time, contractual, and remote employees.

Equal Employment Opportunity: We are committed to providing equal employment opportunities regardless of race, gender, age, religion, disability, or sexual orientation.

2. Employment Policies

Hiring Process: Transparent and merit-based recruitment. Background verification and reference checks required. Non-discrimination during recruitment.

Probation Period: 6 months for new hires. Performance reviewed at the end of the probation period. Extension possible by 3 months if needed.

Employee Classifications: Full-time (permanent), Part-time, Intern, Consultant.

3. Workplace Conduct

Code of Conduct: Respectful and professional behavior is mandatory. Bullying, harassment, or discrimination will not be tolerated.

Anti-Harassment Policy: Zero tolerance toward sexual harassment. Complaints handled with confidentiality. Internal Complaints Committee (ICC) in place.

Confidentiality: Employees must protect sensitive business information. NDA required at the time of onboarding.