




Employee Handbook



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1. About the handbook

This employee handbook is set up with the goal of providing proper knowledge, information and to only circulate internally within Verteil technologies Pvt Ltd. The guidelines set out in the handbook are for the employees of the Company. The management has the authority to make changes that may be deemed important, suitable and practical every now and then with or without notice.

2. Company Profile

Verteil Technologies is a travel technology platform provider based out of India. It has built a direct connect selling platform for Offline and Online Travel Agencies selling air travel related products and services that supports the IATA NDC standard.

3. About the Product

Verteil Direct Connect (VDC) is a next generation direct connect airline distribution platform built on the new IATA standard New Distribution Capability (NDC), which allows travel service providers to access and sell the complete portfolio of airline products and services.

4. Organisation structure & Leadership Team

[Verteil organization structure](#)

5. Code of Conduct

5.1. Code of Ethics and Business Conduct

Refer to the company's Code of Ethics and Business Conduct policy [link](#).

5.2. Dress code

Norms regarding dress code are not set. Any dress that is decent and suitable to the working environment is allowed.

5.3. Cyber security and digital devices

Internet usage, cell phone, corporate email, and social media are covered in company's [Electronicsystem policy](#).

5.4. POSH at Workplace

To ensure providing a safe working environment at the office and to have all reasonable measures to prevent Sexual Harassment by creating awareness through various measures. Refer to the company's POSH policy document [Link](#).

5.5. Email Signature

A standardized email signature ensures clear communication, reinforces our brand image, and reflects the professionalism of our organization in every external and internal interaction [Link](#)



6. General policies

6.1. Working Hours

Office working hours will be 9:00 AM to 6:00 PM from Monday till Friday. You are expected to work onweekends as deemed by the company to address critical needs, if any.

6.2. Leave

Refer to the company's [Leave policy](#) document.

6.3. Travel

Refer to the company's [Travel policy](#) document.

6.4. Holidays

Refer to the company's [Holiday policy](#) document.

6.5. Meeting Room Booking System

Refer to the guidelines [Link](#)

7. Career Framework

The roles and career options with Verteil are listed in the file -'Verteil Career Framework & Roles'. Job description and career path of all the roles are defined in this document.

7.1. Role change and Promotion

Verteil Technologies supports the growth of each and every employee. If the employee meets his/her goals and objectives consistently in the current role and if eligibility criteria for the new role is met, he/she shall be given a suitable promotion/ role change.

8. Insightful

Insightful is a workforce analytics tool designed to enhance operational efficiency and productivity. As part of our commitment to continuous improvement, this tool will provide valuable insights to help our teams optimize work and maximize performance efficiency.

9. Communication Tools

The below mentioned tools are used for internal communication.

G-Chat/Gmail	General Communication
Microsoft Teams	Management
Slack	Development team



10. Recruitment Policy

10.1. Referral Policy

Recruiting and retaining quality employees are key elements to our success. Employee Referrals are recognized as an important source of obtaining qualified candidates for our company. The Employee Referral program is a benefit that rewards you for your efforts in identifying and referring this talent to our organization.

Employee Referrals can be done through Verteil Careers page [Link](#) and through the general mailbox ta@verteil.com.

10.2. Interview Process

For every single vacant situation in the organization, HR division would source and screen resumes from the various sources like recruitment agents, online, referrals from workers and so forth.

The selected ones are then sent to the department leads, where screening and shortlisting happens. All of this is coordinated by the HR.

10.3. Background verification

All employees will experience a thorough backgroundcheck, before or after joining the organization, which will comprise employment verification, court record verification, and verification of educational certificates.

10.4. Joining formalities

At the time of joining candidates will be given a contract/document to sign, also the candidate is responsible to submit documents such as S.S.C, H.S.C & Degree Certificate, Training Course Certificates, Passport copy, Aadhar copy, PAN copy, Relieving letter from previous employer, Experience letters of all previous organisations and passport size photographs.

11. Learning and development

11.1. Induction Program

New joiners have to undergo induction sessions on topics such as Verteil business, VDC product and Verteil policies. Mentors are assigned to the new joiners to ensure quick learning/ awareness and to adapt to the Verteil culture.

11.2. Knowledge sharing sessions

Verteil technologies provides its employees the space to share information. Sessions on various topics (technical, airline domain, soft skills) are conducted every month. A monthly roster is maintained to plan the sessions. (Roster Link-)



11.3. Online training

Verteil Technologies makes sure that online training programs are provided to its employees.

12. Performance management process

12.1. Goals and objectives

Each and every staff member should have goals and objectives defined for a Financial year in consultation with the respective managers. Goal setting is initiated in the month of April and they will be reviewed on a quarterly basis. New joiners are expected to set their goals within a month of their joining.

12.2. Feedback

Performance feedback will be provided to each staff member by their respective manager on a monthly basis. Regular one-on-one meetings (at least monthly) need to be organized for the purpose. Each staff member will have to take the initiative to arrange the one-on-one meeting with the manager.

13. Work from home

Verteil technologies realizes the need to balance work and family life and hence it provides its employees the flexibility to work from home. Submissions of day to day tasks are mandatory during work from home. Leaves taken during WFH are to be reported and proper leave mails are to be sent to the HR. Refer to the company's Work From Home Policy document [Link](#).

14. Salary

14.1. Salary Processing & Bank Account

Verteil salary account is with ICICI bank located in lulu cyberpark infopark kochi

14.2. Salary Revision

Salary revisions are carried out annually. Employees in Verteil Technologies are eligible for salary revision after completion of one year from the joining date. Salary revision is purely based on individual and company performance.

14.3. Submission of Investment Plans

All employees need to submit the Income Tax Savings Declaration for every financial year (Apr to Mar) at the beginning of a new financial year (before 20th Apr). This is done through the GreythHR application. New joiners will have to submit the Income Tax Savings Declaration within a month of their joining.

The investment proofs for the ongoing Financial Year (ending in March) will be collected by mid of January.



15. Medical Insurance

15.1. Medical Insurance for employee and family

Employees and immediate family members (spouse and children) of Verteil are covered under Care Health Insurance of five lakhs premium.

15.2. Accident coverage for employee

Employees are covered under Care Health Insurance of Twenty-Five lakhs premium.

16. Employee communication

16.1. Monthly People connect

Verteil technologies conduct monthly HR meetings (People Connect sessions) in order to discuss people related matters and other business operational updates. CEO connect sessions are also conducted atleast once in a quarter. People connect sessions are interactive sessions to share concerns, suggestions and ideas to improve life at Verteil.

17. Fun @ Work

17.1. Capsule

CAPSULE email is a daily newsletter shared by HR Department to all employees and it will contain important updates about Verteil, recent happenings in airline industry and some fun related activities.

17.2. STRAVA

A team has been created using the app Strava where fitness enthusiasts and others can do joint workout.

17.3. Celebrations

17.3.1. Corporate anniversaries

Anniversaries of employees from their joining date is celebrated.

17.3.2. Birthday celebrations

Employee birthdays are celebrated in the workplace.

17.3.3. Festival celebrations

Verteil celebrates festivals such as Onam, Christmas etc according to the rituals and traditions in an extremely enthusiastic manner.

17.4. Team outings & Dining

An annual team outing is set up, as part of entertainment and team building of the employees.



17.4.1. Team Lunch

The objective is to promote employee welfare and occasional team-bonding activities. A contribution from the company is shared with the team. Refer to the company's Work From Home Policy document [Link](#).

18. Employee information(link)

Refer to the company's [Employee Information](#) document.

19. Important contact Nos.

Refer to the company's [Important contact](#) document.