

EMPLOYEE HANDBOOK – 2025

Version 4.0 – 05/06/2025

Revision Log

Rev.	Date	Modification Details	Page	Developed By	Reviewed By	Approved By	Next review Date
1.0	04-01-2023	On Bench Resource - Guidelines	Page No.42	Rohit Malagi	Shubhada Kale	Shubhada Kale	04-01-2024
2.0	13-02-2023	Health Insurance Renewal, Identity Card Rules, Hyderabad Address Update, Separation Policy Clause Update	Page No.13	Rohit Malagi	Shubhada Kale	Shubhada Kale	13-02-2024
3.0	05-06-2023	Performance Management System - Update	Page No. 18	Rohit Malagi	Shubhada Kale	Shubhada Kale	05-06-2024
3.0	05-06-2024	No Changes	NA		Rohit Malagi	-	05-06-2025
4.0	05-06-2025	Updated Introduction and Leadership team	Page No.2-3	Rohit Malagi	Kruti Aware	Mahathi Busireddy	05-06-2026
		Added & Updated Atyeti offices addresses	Page No.4				
		Mandatory leaves/ block leaves/furlough	Page No.10				
		Maternity leaves	Page No.11				
		Paternity leaves, Compensatory Off	Page No.12				
		Sabbatical leaves	Page No.13				
		Insurance – Health, Life & Accidental.	Page No.13				
		Gratuity.	Page No.16				
		Performance Management System	Page No.17				
		Personnel Records	Page No.20				
		Personal Trading (PAT) Policy	Page No.32				
		On-Bench Guidelines	Page No.39				
		Non-Compete and Non-Solicitation	Page No.47				
		Performance Improvement Plan (PIP) Policy	Page No.47				
		Probation Period Extension Clause	Page No.48				
		Other Policies	Page No.48				
		Letter Head Update	All Pages				

WELCOME TO ATYETI – WHERE YOUR IMPACT BEGINS

We are thrilled to have you as a part of our team.

At Atyeti, ***we just don't follow industry standards- we set them.***

You are now a part of a dynamic team known for pushing boundaries, solving complex challenges, and delivering exceptional value to our clients. Here, your ideas fuel innovation, your expertise drives growth, and your passion shapes our future.

We believe that great companies are built by great people. That's why we're committed to creating an environment where you can thrive – where every challenge is an opportunity, every voice matters, and every contribution makes a difference. Your journey here will be demanding, inspiring, and deeply rewarding.

This handbook is your guide to how we work together, celebrate success, and uphold the values that define us. Dive in, get curious, and don't hesitate to reach out if you have any questions.

Let's build something extraordinary – together

MISSION

Atyeti IT Services Private Limited is a global information technology solutions and services provider. We pride ourselves on delivering quantifiable value to our customers and consistently exceeding their expectations. We achieve this by focusing on industry verticals where we have strong domain expertise. Atyeti's unwavering commitment and focus to understand client needs and passion to execute allows us in partnering with our clients to increase their business performance, stay competitive and adapt to constant change. For our employees & consultants, we offer an enriching experience that promotes career growth and lifelong learning.

LEADERSHIP TEAM

Atyeti was founded in 2008 by Prashanth Myadam with a vision to deliver transformative IT solutions for investment banking. Starting with niche services in Loans Reconciliation, Regulatory Reporting, Equities, and Cloud Transformation, Prashanth has grown Atyeti into a global team of 600+ professionals as of 2025, while maintaining our culture of innovation and excellence.

Our Leadership Philosophy

- *Great companies are built by great teams* – We invest in talent development at all levels.
- *Collaboration beats hierarchy* – Cross functional teamwork drives our best solutions.
- *Culture is our competitive edge* – We maintain startup agility while enterprise discipline.

THE LEADERSHIP TEAM BEHIND OUR GROWTH

Name	Title	Strategic Focus Areas
Prashanth Myadam	Founder & CEO	<ul style="list-style-type: none"> Driving force behind Atyeti's vision
Casey O'Shea	Chief Technology Officer (USA)	<ul style="list-style-type: none"> Technology innovation map Engineering talent development Solution architecture standards
Rahul Menezes	Global Head of Sales (USA)	<ul style="list-style-type: none"> Client acquisition strategy Market expansion initiatives Sales mentoring
Kanti Ponnada	Global Head of Human Resources (USA)	<ul style="list-style-type: none"> Cultural stewardship & employee experience Global HR operations & compliance Talent strategy & organizational development Leadership advisory & business partnership Tradition creation & cross-cultural integration
Mahathi Busireddy	Head of India & APAC	<ul style="list-style-type: none"> Offshore delivery excellence APAC market growth Cross-cultural team integration
Chris Caldwell	Chief Data and AI Officer	<ul style="list-style-type: none"> AI/ML innovation labs Data strategy implementation Emerging technology adoption

OVERVIEW

Atyeti IT Services Private Limited Employee Handbook (The "Handbook") serves as a guide to understanding our company policies, practices, and expectations. It outlines

- Your rights and responsibilities as an Atyeti team member.
- Our commitment to at-will employment (both applicable to employees and the company).
- The general framework of our workplace culture and operations.

Important Notes:

- This handbook provides guidelines only and does not constitute an employment contract.
- Policies may be updated periodically to align with business needs.
- Any modification will be communicated appropriately.
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DocuSigned by:

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Mahathi Busireddy

Head of India & APAC

GLOBAL OFFICE LOCATIONS

Region	Location	Address
Headquarters	Princeton, NJ	Atyeti Inc, 125 Village Blvd, Suite 320, Princeton, NJ 08540
United States	New York	Atyeti Inc, 295 Madison Ave, 12th Floor #1203, New York, NY 10017
	North Carolina	Atyeti Inc, 7001 Weston Parkway Suite 170, Cary, NC 27513
	Texas	Atyeti Inc, 5345 Towne Square Drive, Suite 150, Plano, Texas, 75024-2448
	Virginia	Atyeti Inc, 1900 Reston Metro Plaza, 6th Floor, Reston Virginia- 20190
Asia	India - Hyderabad	Atyeti IT Services Pvt Ltd, WeWork, 6th Floor, Krishe Emerald, Kondapur Main Road, Laxmi Cyber City, Whitefields, Kondapur, Hyderabad, Telangana 500081
	India - Pune	Atyeti IT Services Pvt Ltd, World Trade Center, Level-9, Tower 2, Kharadi, Pune, India 411014
	India - Trivandrum	Atyeti IT Services Pvt Ltd, Module No.7, Basement Floor - Park Centre Building, Phase-I Campus, Technopark, Trivandrum, Kerala – 695581
	India - Chennai	Atyeti IT Services Pvt Ltd, Tidel Park, 1st Floor D Block (Module 115, No. 4), Rajiv Gandhi Salai, SH 49A, Tharamani, Chennai, Tamil Nadu, India 600113
	India - Bangalore	Atyeti IT Services Pvt Ltd, Level 8, Prestige Technostar, B3 Building, Doddanakundi Industrial Area 2, Phase 1, Brookefield, Doddanekkundi, Bangalore, Karnataka, 560048
	Singapore	Atyeti Pte Ltd, 101 Cecil Street, #20-08 Tong Eng Building, Singapore 069533
	Hong Kong	Atyeti Limited, Unit 706, 7/F, South Seas Tower 2, 75 Mody Road, Tsim Sha Tsui, Kowloon, Hong Kong
	Malaysia	Atyeti SDN BHD, Level 35-02 (East Wing), Q Sentral, 2A, Jalan Stesen Sentral 2, KL Sentral, 50470 Kuala Lumpur, Malaysia
	Philippines	Atyeti OPC, Unit 7-5B, The Pearl Bank Centre, 146 Valero, St. Salcedo Village, Makati City 1209, Metro Manila, Philippines
	UAE	Atyeti Information Technology Consultants Co. L.L.C., H-66, Al Quoz Industrial Area 3, Bur Dubai, P.O. Box No. 115887
	Australia	Atyeti Pty Ltd., Suite 1, Level 3, 62 Lygon Street, Carlton South, Vic 3053, Australia
Europe	Switzerland	Atyeti AG, Zurich City Center, Dreikönigstrasse 31a 8002 Zurich Switzerland
	Geneva	Atyeti AG, Geneva Pont Rouge, Esplanade De Pont-rouge 4, Grand Lancy CH - 1212
	United Kingdom	Atyeti Limited, 46 New Broad Street, London, EC2M 1JH
	Ireland	Atyeti Limited, Ground Floor, 71 Baggot Street Lower, Dublin, D02 P593
	Poland	Atyeti Inc, Grabarska I, Pegaz Building B, 3rd Floor, Office 304, Wroclaw, Poland 50079
South America	Colombia	Atyeti SAS, Carrera 9, No. 71-70 of 303, Bogota, Colombia
Canada	Toronto	Atyeti IT Consulting, 545 King Street West, Toronto, ON M5V 1M1

TABLE OF CONTENTS

1. Voluntary At-Will Employment
2. Equal Employment Opportunity
3. Induction and Orientation
4. Hours of Work, Attendance and Punctuality
5. Salary Administration
 - 5.1. Payroll Run
 - 5.2. Night Shift Allowance
6. Taxation & Investment Declaration Policy
 - 6.1. Existing Employees
 - 6.2. New Joiners
 - 6.3. Resigned/Terminated/Contract ending employees
7. Leave Benefits
 - 7.1. Annual Leaves & Sick Leaves
 - 7.2. Mandatory leaves/Block Leaves/Furlough
 - 7.3. Maternity Leaves
 - 7.4. Paternity Leaves
 - 7.5. Compensatory off
 - 7.6. Sabbatical Leaves
8. Insurance -Health, Life & Accidental
9. Reimbursement of Expenses
10. Gratuity
11. Training and Development
12. Performance Management System
13. Review of Personnel Action
14. Personnel Records
15. Employee Referral Policy
16. Separation Policy
17. Exit Policy
18. Return of Company Property
19. Policy Against Workplace Harassment
20. Workplace Safety
 - 20.1 . Drug-Free and Alcohol-Free Workplace
 - 20.2 Smoke-Free Workplace
 - 20.3 Workplace Violence Prevention
21. Computer and Information Security
 - 21.1 Confidentiality of Electronic Mail
 - 21.2 Electronic Mail Tampering
22. Internet Acceptable Use Policy

- 23. Data Protection**
- 24. Intellectual Property Rights**
- 25. Rights Granted**
- 26. Ownership of Client Data**
- 27. Personal Account Trading (PAT) Policy**
- 28. Non-Disclosure of Confidential Information**
- 29. Dress Code Policy**
- 30. Relocation Policy**
- 31. Compliance**
- 32. Code of Conduct and Policies**
- 33. No Waiver Survival**
- 34. Governing Law and Jurisdiction**
- 35. On Bench Resource – Guidelines**
- 36. Information Security Policy**
- 37. Background Verification**
- 38. Identity Card**
- 39. Non-Compete and Non-Solicitation**
- 40. Performance Improvement Plan (PIP) Policy**
- 41. Probation Period Extension Clause**
- 42. Other Policies**
- 43. Entire Agreement**
- 44. Changes to the Handbook**

1. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with Atyeti IT Services Private Limited ("The Company"), which provides differently, all employment at Atyeti IT Services Private Limited is "at-will." That means employees may be terminated from employment with or without cause at its discretion, and employees are free to leave the employment of the company with or without cause with 60-days' notice. Please refer to the termination clause in the offer letter.

2. EQUAL EMPLOYMENT OPPORTUNITY

The company shall follow the spirit and intent of all Central, State and local employment law and is committed to equal employment opportunity. Company will not discriminate against any employee or applicant in a manner that violates the law and is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, nationality, sex, age, marital status, sexual orientation, disability, political affiliation, or any other characteristic protected under Central, State or local law. Each person is evaluated based on personal skill and merit. The company's policy regarding equal employment opportunities applies to all aspects of employment, including recruitment, hiring, job assignments, and promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination.

3. INDUCTION AND ORIENTATION

JOINING PROCESS

Joining process of an employee begins with the induction process. The responsibility of an employee joining at any location apart from the Head Quarters rests with the Department head. The following documents are required to be submitted to HR. The form is enclosed as an annexure in the offer letter.

- Relieving letter from previous employer
- Proof of the last salary drawn
- Experience certificates of all previous jobs
- Photocopies (xerox) of all educational certificates
- Two photographs

Salaries will be processed only once the above-mentioned forms and documents are received by HR.

INDUCTION PROCESS

Induction program offers a new employee the chance to familiarize themselves with the organization and processes. It helps them to get familiar with Organization's policies, structure, and business. It allows the new employee to assimilate and find his place in the organization. The induction process would be initiated either individually or for a batch of 3-5 new employees.

The schedule would include an Introduction Session with HR, followed by sessions with the various Heads and their team members and an introduction to the senior management.

4. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

HOURS OF WORK

Subject to the Company's work assignments, your supervisor shall determine the hours of employment that best suits the needs of the work to be done.

ATTENDANCE AND PUNCTUALITY

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled workday. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's note may be required as proof for any illness-related absence regardless of the length of the absence.

An employee who is absent from work for three consecutive days without notification to his or her supervisor will be considered to have voluntarily terminated his or her employment. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination.

5. SALARY ADMINISTRATION

5.1. PAYROLL RUN

Payroll will be run on the last day of the month. All salary deductions are itemized and presented to employees with the pay slip. Salary deductions will include all statutory deductions as per your offer letter. Salaries for employees joining the organization on or after the 20th of the current month, will be processed in the subsequent month's pay cycle.

6. TAXATION & INVESTMENT DECLARATION POLICY

The company will deduct income tax for all employees based on estimated annual taxable income and investments declared by the employee for the financial year (April to March) irrespective of the tenure of their employment to be compliant with the Income Tax Laws. Income tax will be computed as per the income tax slab rates prescribed for the relevant financial year.

6.1. EXISTING EMPLOYEES

Investment declaration and additional income declaration should be submitted before 20th of April every financial year. Estimated income and tax will be computed on that basis for whole year. No additional proof of investment or income declaration will be considered till end of November. Actual proof of investment should be submitted between 1st December and 15th January to adjust any taxes for the financial year. Based on the actual proof of investment, any changes will be adjusted in February and March only.

6.2. NEW JOINERS

An investment declaration should be submitted within one month along with documents from previous employers. The document relating to actual salary paid and tax deducted by previous employer should be submitted at the time of onboarding. Estimated income and tax will be computed on that basis for the whole year. No additional proof of investment or income declaration will be considered till end of November. Actual proof of investment should be submitted between 1st December and 15th January of each financial year. Based on the actual proof of investment, any changes will be adjusted in February and March only.

6.3. RESIGNED/TERMINATED/CONTRACT ENDING EMPLOYEES

In case of employment terminated/contract ending/resignation during the financial year, the tax amount will be recalculated after considering actual proof of investment and any balance of tax will be deducted from full and final settlement.

Any investments made after 15th of January will not be considered for tax calculation and employee shall claim a refund from the income tax department if any additional tax gets deducted.

7. LEAVE BENEFITS

7.1. ANNUAL LEAVES & SICK LEAVES

All employees are entitled for Leave Benefits as per the below Leave Structure.

Category of Employment	Annual Leave	Sick Leave
Full Time Permanent	16	8
12 Months Contract	16	8
6 Months Contract	8	4

- Eligibility of leave is for the calendar year. Any unutilized annual leaves at the end of the calendar year will be carried forward and should be utilized within the first quarter of the subsequent year, failing which it would lapse.
- Annual leave needs to be planned and approval for this should be taken from the concerned manager. Leave sanctioning authority has the full discretion to refuse, revoke or curtail the leave when required. Annual leaves shall be informed at least a day prior to the day on which leave is being availed except unless otherwise of emergency.
- Annual leaves become due only after completion of the probation period as per the offer contract.
- Annual/Sick leaves can be taken any time within the said period. All leaves get pro-rated within contract period / calendar year and any excess Annual/Sick leave will be deducted from full and final settlement.
- The organization does not offer leave encashment. All earned leave must be availed within the stipulated period.
- It is mandatory to produce a medical certificate certified by an authorized medical practitioner to avail the sick leave of more than one day, else the leave will be treated as leave without pay.
- If an employee on 6 months contract gets extended to 12 months, he/she will be eligible for annual leave as mandated in the leave structure for 12 months.
- An employee cannot combine Annual Leave and Sick Leave unless approved.

7.2. MANDATORY LEAVES/ BLOCK LEAVES/FURLOUGH

Furlough Leave Policy (Client-Directed)

1. Client-Directed Furlough:

- Furlough leave will only be implemented as directed by the client, based on their operational needs and requirements.
- The decision to place an employee on furlough leave is made by the client and is in response to specific business conditions or circumstances.

2. Leave Adjustment:

- The furlough leave period will be deducted from the employee's accrued **Annual Leave (AL)** balance.
- **Annual Leave (AL)** is the primary source for furlough leave adjustment.
- If an employee has an insufficient AL balance to cover the furlough period, the remainder of the leave will be treated as **unpaid leave**.

3. Employee Notification:

- Employees will be notified in writing of the furlough leave.
- This notification will include:
The **effective date** of the furlough leave.
The **duration** of the furlough period.
The specifics of the **adjustment** to the employee's AL balance based on the furlough duration.

4. Terms and Conditions:

Employees are expected to adhere to the terms of employment and client policies during their furlough leave, including reporting requirements and any specific directives from the client.

7.3. MATERNITY LEAVES

Atyeti offers maternity leave benefit of 26 weeks. 8 weeks of leave can be opted before the delivery and remaining post-childbirth.

For women expecting the third child, the maternity leave allotted is 12 weeks.

Women on Maternity Leaves will not be eligible for Performance appraisal for that particular year.

No leaves (Annual, Sick) will be accrued for the maternity period.

ENTITLEMENT OF MATERNITY BENEFIT

Every woman employee, who has been working in the establishment continuously for more than 12 months period is entitled to receive **Maternity benefit**.

- In case of contract employment, the employee needs to be in the system for a minimum period of 12 months, before availing the Maternity Benefit.
- After Maternity Leaves, employee should resume to assigned work location as per their offer letter. Under any unavoidable circumstances, if an employee fails to report to the office in Hybrid/WFO as required by the project, then employee's services will stand terminated forthwith.
- After Maternity Leaves, if an employee is not on any project, then employee will be on bench. Employee should follow Bench guidelines. (On Bench Resource - Guidelines)

NOTICE FOR MATERNITY BENEFIT

A woman employee entitled to maternity benefit may give a notice in writing to her employer, stating as follows:

- a) that she will not work in any establishment during the period for which she receives maternity benefit.
- b) that she will be absent from work from such date (to be specified by her), which shall not be earlier than 8 weeks before the date of her expected delivery.

7.4 PATERNITY LEAVES

ENTITLEMENT OF PATERNITY BENEFIT

Every male employee, who has been working in the establishment continuously for more than 80 days period is entitled to receive **Paternity benefit**. This is applicable for up to 2 kids.

- Employee can avail 5 days as paternity leave.
- Employee need to provide us with early notice in writing prior to 15 days of baby delivery.
- These leaves can be availed within 3 months from the date of delivery of the child.
- Employee need to submit substantial documents to avail leave.
- Employee can combine paternity leave with other leaves.

7.4. COMPENSATORY OFF

Employees are eligible for compensatory off only if their project allows them and with the approval of their manager. If an employee works on a public holiday, he is eligible for compensatory off subject to approval from their manager. Below is a list of National public holidays.

- Eligibility of Compensatory leave is for 45 Days. (Effective from 1st January 2023)
E.g.: If employee worked on Saturday 1st Jan 2023- Employee need to request for Compensatory off grant & need to utilize the compensatory leave on or before 15th February 2023.
- Compensatory offs that are not utilized or not granted within 45 days from the date of work of public holiday or weekend will be lapsed.
- Compensatory off will not be eligible during the Notice period.
- No Compensatory off will be carry forwarded except any Comp off earned at end of the year i.e., in December will be carry forwarded to next year for 45 Days (i.e., from the date of worked on public holiday or Weekend).
- If an employee works on a national public holiday, they will receive double pay in lieu of a compensatory off, subject to approval by the client manager.

National Public Holiday: -

1. 26th January – Republic Day
2. 15th August – Independence Day
3. 1st May – Labour Day
4. 2nd October – Gandhi Jayanti

As per the geographical location, your holidays will be mentioned in the HRMS tool.

7.5. SABBATICAL LEAVES

- Sabbatical leave requests are contingent upon approval from management. The specific terms and conditions governing sabbatical requests will be established by management.
- No leaves (Annual, Sick) will be accrued for the sabbatical period.
- Multiple sabbaticals within a short period are not permitted.

8. INSURANCE – HEALTH, LIFE & ACCIDENTAL.

HEALTH INSURANCE

The company shall provide a competitive package of benefits to all eligible full-time employees. Benefit plans may be subject to changes from time to time. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. We offer health insurance plan from Go Digit Health medical policy and the plan and coverage details are as below. The detailed note on claims processing will be shared separately.

Please contact the toll-free help line -**1800 258 4242** or **8790678404 (Mallapuram)**

Sr. No.	Benefits	Details
1	Sum Insured	500000
2	Family Definition	Self + Spouse + 2 Children + 2 Parents OR In Laws
3	Waiver of 30 days Waiting Period	Yes
4	Waiver of First Year Exclusion	Yes
5	Waiver of First Two Year Exclusion	Yes
6	Pre-Existing Disease Cover	Yes
7	Maternity Coverage	Yes
8	Maternity Coverage - Normal Delivery	Rs 50,000
9	Maternity Coverage - Cesarean	Rs 60,000
10	Waiver of 9 Months waiting period Maternity	Yes
11	Child Cover from Day One	Yes
12	Room Rent Normal	Rs 10,000
13	Room Rent ICU	As per Actual
14	Pre-Hospitalization Expenses	30 Days
15	Post Hospitalization Expenses	60 Days

16	Co-Payment for Parents / Parents in Law	20%
17	Parents / Parents in Law Sum Insured Sublimit	75% of Sum Insured (Rs 3,75,000)
18	Sublimit	Cataract Rs.40,000/- per eye.
19	Medical Diagnosis Benefit	*70% Discount on Health Check & Diagnostic Tests *On the go Reports
20	Ambulance Cover	Rs 2500
21	Air Ambulance	Yes, Rs 1,00,000
22	Organ Donor Expenses	100% of SI
23	Psychiatric Treatment	RS 30,000 as IPD
24	Bereavement Cover	Yes
25	Automatic Sum Insured Re-Instatement	*Up to 50% of Sum Insured. (If the SI exhausted due to COVID)
26	Pharmacy & Nutraceuticals	* Up to 15% + 5% Extra Discount on Prescription medicines * Delivery Available across 22000+ Pin-code * Home Delivery with Cash on Delivery Option
27	Tele Consultation	* Unlimited tele-consultations with General Physicians * Up to 50% off on specialist teleconsultations across 30+ specialties * 5000+ Doctors from over 600 hospitals to choose from
28	Priority Dental & Oral Health Appointments	* Priority / dedicated help line to book appointments * 1 Complimentary Dental Consultation across 400 clinics * Up to 50% Off on X-rays & routine Dental treatments
29	Yoga & Mindfulness	* 21 Days complimentary access to Virtual (at Home) Yoga Sessions * Complimentary access to content from health coaches * Customized content on Weight Management, Nutrition & Diet
30	Home Health Care	* Up to 10% off on Home Healthcare Services * On demand access to Physiotherapist, Yoga Trainer, Psychologists * Discounts on Nursing, Dialysis, ICU, Chemotherapy at Home
31	OPD Cover	No

LIFE INSURANCE

We offer life insurance plan from SBI Life. Employee's nominee/nominees would be eligible to receive sum of Maximum benefit of Rs. 10 lakhs as per the company policy.

Sr. No.	Benefits	Details
1	Name of the Master Policyholder	Atyeti IT Services Private Limited
2	Death Benefit	Flat cover of INR 10,00,000 for each employee
3	Level of Participation	COMPULSORY
4	Actively at work (AAW) clause for employees	Existing members: Actively-at-work clause is waived for existing employees except for employees on maternity leave. These employees will be covered as per underwriting conditions. New joinee: actively -at-work clause is applicable
5	Underwriting Requirements	Medical reports for member above FCL and DOGH for those members who do not satisfy eligibility conditions
6	Claim proceeds	Payable to the life assured or his/ her nominee/ beneficiary/ employer as per prevalent regulations
7	Waiting Period	Not Applicable

ACCIDENTAL INSURANCE.

We offer accidental insurance plan from Go Digit.

Section with Benefits	Sum Insured (INR) / (Total for Named Policies & Per Person for Un-Named Policies) / Limits / Waiting Periods / Time Excess / Co-Payment (%) / Specific Conditions
Section 1: Accidental Death	Covered up to 100 % of SI
Section 2: Permanent Total Disability	Covered up to 100% of SI
Section 4: Loss of Income Benefit	1 % of SI or INR 5000 or 25% of monthly Gross Salary, whichever is lower, for up to 100 weeks
Section 5: Children Education Benefit	10% of Sum Insured subject to maximum INR 10000 per child, for up to 2 kids
Section 8: Funeral Expenses	2% of Sum Insured subject to maximum of INR 5000
Section 9: Transportation Expenses	2.5% of Sum Insured subject to maximum of INR 5000
Section 19: Burns Cover	10% of Sum Insured subject to maximum of INR 10000
Section 20: Lifestyle Modification	15% of Sum Insured subject to maximum of INR 5000
Section 21: Expense for External Aids	15% of Sum Insured subject to maximum of INR 25000
Section 22: Compassionate Visit	10% of Sum Insured subject to maximum of INR 10000
Ambulance Hospitalization	1% of SI upto INR 1000

9. REIMBURSEMENT OF EXPENSES

If your role requires you to incur expenses for the benefit of the company, these expenses will be reimbursed provided the correctly authorized claim form is submitted. Employees serving in an official capacity for the company at conferences and meetings are reimbursed at actuals for travel, meals, lodging, tips and registration fees if any on production of bills subject to a maximum limit as deemed and with approvals. Transportation

costs are paid by the company for work outside normal work hours if the employee is on official business for the company. Employees are not eligible for any transportation costs between the office and house during normal work hours.

10. GRATUITY

In accordance with the provisions of the Payment of Gratuity Act, an employee who has completed a continuous service period of 4 years and 240 days or more shall be eligible to receive gratuity upon resignation, retirement, termination, dismissal, or discharge, excluding any period of unpaid leave. The gratuity shall be calculated at the rate of 15 days' basic salary for each completed year of service, subject to a maximum limit of ₹20,00,000 (Rupees Twenty Lakh Only). For the purpose of gratuity calculations, a month is considered to consist of 26 working days.

DISQUALIFICATION AND FORFEITURE –

Notwithstanding anything contained in this Gratuity Scheme

- The gratuity of an employee, whose services have been terminated for any act, willful omission or negligence causing any damage or loss to or destruction of property belonging to the company, shall be forfeited to the extent of the damage or loss.
- The services of an employee whose services have been terminated for riotous or disorderly conduct or any other act of violation on his/her part, the gratuity payable to such an employee can be wholly forfeited
- The services of employee has been terminated for any act, which constitutes an offence involving moral turpitude; if she/he commits such an offence during his/her employment, the gratuity payable to such an employee can be wholly forfeited.

11. TRAINING AND DEVELOPMENT

PROFESSIONAL GROWTH

There is no restriction/ limit for growth in the organization. Growth is linked to performance, potential and organizational requirements. The employee is encouraged to identify suitable avenues for his / her growth in line with the company's existing skills baseline and which fits into the organization's overall talent and business strategy.

TRAINING

The Company engages in regular training and development programs for their employees. The training needs identification will be based on the following:

- Training needs arising out of the Corporate/regional objectives.
- Training needs arising out of the team goals and priorities.
- Training needs are linked to individual jobs.
- Training needs are linked to individual potential and career progression needs.

12. PERFORMANCE MANAGEMENT SYSTEM

The PMS review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate the company needs in the coming year. The purpose of the review is to encourage the exchange of ideas to create positive changes within the company.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. Having completed this, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course to monitor employee progress relative to the agreed upon objectives.

The increment will be granted depending on your performance at work in terms of various factors including, but not limited to competence, efficiency, regularity, punctuality and conduct during the past year. The increment is not a matter of the right but is at the discretion of the Management, and the same may be withheld if the performance is not found satisfactory.

Performance Management System

The process of performance evaluation provides a systematic approach for communicating goals, expectations, and objectives to each employee as well as documenting individual performance. The process of performance evaluation is covered in three steps:

- **Goal setting:** The supervisor and employee discuss and set performance expectations for the assessment period and sign off individual goal settings.
- **Performance review:** Performance review is conducted annually to assess individual performance and to take necessary action to remove bottlenecks and to provide suggestions for improvement. The outcome of this review would result in the identification of training needs, rewards and recognition and career development or the poor performance would continue it might result in your demotion or termination (Clause No. 16.3)
- **Performance Appraisal:** Performance Appraisal is done based on careful consideration of employee performance for the assessment period.

- **Timelines & Rating Scale**

Every year (Post completion of 1 year from DOJ or last year appraisal date & as per the latest HR communication)

- Employee Self-appraisals.
- Manager's Feedback.
- HR Normalization and Approvals.
- KRAs/Goal setting for next year.

Performance Rating	Rating Description
5	EE –Exceeding Expectations
4	EM –Exceeding Most
3	ME –Meets Expectations
2	MM –Meets Most
1	MF –Meets Few

- **Compensation & Appraisal Considerations**

While individual performance ratings play a significant role in appraisals, percentage hikes and/or promotions are not solely determined by these ratings. The final decisions regarding compensation revisions, performance bonuses, and career progression are made at the discretion of the management, based on a holistic evaluation of multiple parameters. These include but are not limited to:

- 1. Organization Performance Metrics**

- Revenue Growth, Profit Margin, ROI
- Industry & Market Benchmarking
- Operational Efficiency
- Customer Centric Efficiency
- Resource Allocation & Budgets
- Employee Performance and Engagement

- 2. Individual Performance Metrics**

- Performance Rating
- Productivity and Output
- Job-Specific Skills and Competencies
- Skill enhancement, certifications, and upskilling
- Behavioral and Soft Skills
- Leadership Traits

- **General Terms & Conditions of PMS**

1. Employees will be eligible for appraisal based on the performance evaluation & depending upon their engagement with respective clients.
2. The increment will be granted depending on work performance, competence, efficiency, regularity, punctuality and conduct during the past year.
3. The increment is not a matter of the right but is at the discretion of the management and the same shall be withheld if the performance is not satisfactory.
4. Women on Maternity Leaves will not be eligible for Performance appraisal for that particular year. The performance period will be considered post joining from the maternity leaves to the business group/clients/project. Please note: Post utilization of maternity leaves if employee is on bench, Bench period shall not be considered for appraisal review.
5. Employees who are on probation period need to get their services confirmed to be considered for appraisals.
6. Appraisal eligibility for bench resources shall be reviewed from time to time and is purely under the discretion of the management.
7. In case if any employees work on two roles/projects during the year, feedback shall be collected from both the projects and shall be reviewed.
8. Employees who are on sabbatical leave/long leave such period shall not be considered for appraisal review.
9. Increments are calculated on Gross CTC.
10. The appraisal recognizes your achievements and contributions to our Shared Success during the fiscal year.
11. Your appraisal is determined by your talent lead and reporting manager of your client and may be based on your individual achievements and contributions and based on company performance.
12. Appraisals are the highest for those who make the biggest impact on our Shared Success, by working together as One Atyeti team to deliver 360°value.
13. As company performance and individual achievements vary from year to year, your appraisal payout is likely to vary from year to year as well and the appraisal is not guaranteed.
14. Please note that the appraisal pay is a discretionary amount, and the Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify the appraisal, including any of the terms and conditions of the Appraisal Pay as per Atyeti.
15. The final appraisal pay-out will be as per your pay eligibility period in your respective business group/client subject to the overall terms and conditions, including but not limited to your individual performance achievements and the Company's performance.
16. The performance period considered for your appraisal payout is the date you will join the project at the client location.
17. The frequency and the payout timelines may change subject to the company's discretion.

13. REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the President & CEO. The decision of the President & CEO is final.

14. PERSONNEL RECORDS

Personnel records are the property of the company and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the concerned manager. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with the company.

CHANGE OF ADDRESS

You are required to promptly update with your current postal address and notify them in the event of any changes. Any correspondence sent by Atyeti to the address you most recently provided shall be considered officially delivered, regardless of any subsequent address changes on your part.

15. EMPLOYEE REFERRAL POLICY

PURPOSE

To attract talent through referrals from employees.

ELIGIBILITY

This scheme is applicable to all employees of Atyeti IT Services Private Limited, with the following exceptions.

- Directors and Senior Managers are not eligible
- Members of the HR and Recruitment Team are not eligible
- Managers referring employees for their own group are not eligible
- No referral bonus for referring freshers

GUIDELINES

- The referral amount for the candidate is Rs. 15,000/-.
- Referral amount would be paid only after three months of successful completion of the referred candidate at the company. If the referred candidate is absorbed on client's payroll within the 3-month period, the employee will be eligible for a referral bonus on absorption.
- Referral amount is subject to applicable taxes.
- This policy is subject to amendment without notice; however, all such changes will be intimated to employees from time to time.

16. SEPARATION POLICY

Either the company or the employee may initiate separation. Company encourages employees to provide at least 60 days (2 months) written notice prior to intended separation. In the event that the Last working day falls on a Saturday or Sunday, or a public holiday, it will be considered the previous working day.

Circumstances under which separation may occur include:

16.1 TERMINATION WITH NOTICE

After your probationary period or from the commencement of your employment you are required to give an advance notice of 60 days in writing as your resignation from Employment. The notice period applicable to the organization as well as the employee is 60 days. Once you resign you cannot offset the notice period against any accrued leaves or salary in-lieu of. Annual Leaves during the notice period are not allowed. Accrued annual leaves will lapse once an employee resigns. A maximum of two sick leaves may be availed after resignation, provided there is an available accrued balance.

16.2 TERMINATION WITHOUT NOTICE

The Company may terminate your employment immediately and without notice or payment in the event that:

- you are guilty of serious misconduct & code of conduct (Refer clause no. 32- Code of Conduct)
- you are guilty of a serious breach of the employment rules as set out in the Handbook
- you breach any fundamental term or condition of your employment & in case of any false or inaccurate information provided by the Employee, non-disclosure of relevant and material information or unsatisfactory reference/Background Verification report.
- you intentionally disobey a lawful and reasonable direction of the Company
- you conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Group into disrepute. If the employees PIP (A Performance Improvement Plan) outcome is negative, it might result in termination.

- Employees of the Company shall not be permitted to accept full-time or part-time employment with another employers. If any employee found to be holding two jobs in violation of the above provision will lead to disciplinary action and termination of employment without notice.
(Please refer to the offer letter)
- you are convicted of a serious criminal offence or a criminal offence which, in the Company's opinion, consists of your ability to perform your duties, or the results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

16.3 CONSEQUENCES OF TERMINATION OF YOUR EMPLOYMENT

- Breach of any of the terms and conditions of association, poor performance, falsification of information, ethical misconduct, code of conduct and moonlighting (dual employment part time or full time) and all other actions deemed counter-productive to the company's interest will render you liable to immediate termination of your employment without notice or compensation thereof
- You shall be bound at the termination of this agreement, however terminated, to hand over or return to the company's designated officer the entire records, documents and property of the company in your possession including company leased / rented / owned assets
- If you resign or terminate your employment with the company for whatsoever reason within twelve months of joining, you agree to reimburse the company all the cost (Relocation) associated with your joining incurred by company.

17. EXIT POLICY

The objective of the exit policy is to ensure smooth separation from the company. Exit policy defines set procedures for handling all aspects of employee resignation or termination. Exit formality applies to all the employees on the payroll. The employee who wishes to separate from the organization is expected to serve **the notice period** as per appointment letter/ this policy.

PROCESS FLOW FOR EMPLOYEE-INITIATED RESIGNATION

- Any employee who is intending to get relieved from the services in between the service period/ contract period shall tender his/her resignation in advance as specified in the appointment letter. The company will in turn discuss the same with his/her reporting authority/HR and revert to the employee
- Employees working on client site are required to inform his/her client manager of their exit move from the company. Not doing so may impact the full & final settlement process
- Once HR receives intimation of an employee's resignation, his/her salary for the last / current month will be stopped and released with the final settlement
- HR will conduct an exit interview on employees' last working day

- The employee or trainee who has submitted the resignation shall attend the exit interview to share his or her opinions and views on the company's policies, procedures, systems and practices for improvement in these areas
- An exit interview is arranged and conducted by the HR before processing full & final settlement
- In case of separation owing to termination, no exit interview is conducted
- An employee serving his / her notice period will not be entitled to any subsequent salary revision including any benefits that would be applicable with retrospective effect
- The resigned employee is required to update all leave details and clear off any outstanding dues towards (any) company loan, advances against salary, expenses claim prior to date of leaving
- Company empowers to forfeit the dues in case an employee leaves the organization without prior notice/intimation in writing
- Employee is expected to serve his full notice period. Waiving of Notice Period or its adjustment against leave accrual is not permissible. During this period if he/she takes any leave this will lead to extension of notice period.
- Prior to the employee's last working day, he/she needs to complete all exit related formalities. On completion of the formalities by the resigned employee, the full & final settlement is initiated, and the employee receives the relieving letter
- On the closing hours of the last working day the employee's service comes to cessation and stand relieved from his duties

PROCESS FLOW FOR EMPLOYER-INITIATED TERMINATION

- Termination – Due to breach of code of conduct or performance related concerns the organization may initiate disciplinary process leading to employee separation. Employee needs to complete all exit formalities & leave the organization with immediate effect without serving the notice period. In such cases employee does not receive a relieving letter, only termination of a service letter is provided, whereas full & final settlement is carried out post the last working day.
- Salary for such cases will be kept on hold till the concerned employee completes handing over formalities to the satisfaction of his immediate reporting authority and having obtained clearance from all concerned departments.

DEATH

The date of death as specified on the death certificate will be construed as the last date of employment. The salary in this case will be computed for the last month up to and including the last date of employment and will be credited to the deceased employee's salary account or his / her nominee account.

ACCIDENT

In cases of an accident arising out of and during employment, decisions on the full and final settlement will be done on a case-to-case basis and the decision of the CEO will be final.

PROVIDENT FUND

For transferring and / or withdrawing the PF Amount, employee should fill in the respective forms available with corporate HR and submit the same with HR.

FULL & FINAL SETTLEMENT

- Full & final settlement will be processed post completion of exit formalities. Final settlements will be done based on number of days' notice period served, number of leave taken & leave adjustment recovery if any. Final payment is done in the month following the exit month subject to recovery of mobile bill, meal voucher, petty cash, company asset damage etc.
- Completion of full and final settlement and release of relieving letter will be subject to the concerned employee having completed handing over formalities to the satisfaction of his immediate reporting authority and having obtained clearance from all concerned departments.
- In the absence of any notice given or part notice given, then an employee is liable to pay (for shortfall in notice period on a pro rata basis of gross salary).
- Full & Final settlement is subject to submission of NO DUES CERTIFICATE duly signed by HR.

18. RETURN OF PROPERTY

Employees are responsible for the company's equipment, property and work products that may be issued to them and/or are in their possession or control. In the event of separation from employment, or immediately upon request by the Company, employees must return all the company property that is in their possession or control in proper working conditions without any damage. The company may withhold from the employee's final paycheck the cost of any property which is lost or damaged, including return of intellectual property.

19. POLICY AGAINST WORKPLACE HARASSMENT

Atyeti IT Services Private Limited is committed to maintaining a work environment that demonstrates the highest standards of behavior. This Code is simply a formal statement of the policies and principles of conduct the company has always embraced. Contravention of this code is a serious matter to the company and will be treated as such.

Appropriate Conduct and Behavior includes but is not limited to:

- Competent performance of all job duties assigned
- Prompt and regular attendance at work
- Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with the company in the conduct of its business
- Keep all office conversation and emails appropriate & professional

- Respect your coworkers' property
- Do not allow your cell phone to disrupt office meetings or to distract co-workers

Unacceptable Conduct or Behavior includes but are not limited to:

- Perceived inappropriate comments directed at an individual related to the person's sex, sexual orientation, racial background, religion, or physical ability
- Sexual remarks or jokes causing embarrassment or offence after the person making the joke has been informed that they are embarrassing or offensive or that are by their nature reasonably known to be embarrassing or offensive
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement where the person making the solicitation or advance knows or ought reasonably to know it is unwelcomed
- Sexually degrading words used to describe a person
- Sexually suggestive or obscene comments or gestures
- Leering, touching, advances, propositions, or requests for sexual favors
- Derogatory or degrading remarks, verbal abuse, or threats directed towards members of one gender or regarding one's sexual orientation
- Enquiries or comments about a person's sex life, sexual prowess, or sexual deficiencies
- Display of sexually suggestive material in the workplace
- Persistent unwanted contact or attention after the end of a consensual relationship
- Comments which draw attention to a person's gender and have the effect of undermining the person's role in a professional or business environment
- Comments regarding a person's physical appearance or attractiveness

20. WORKPLACE SAFETY

20.1. DRUG-FREE AND ALCOHOL-FREE WORKPLACE

It is the policy of Atyeti to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

Unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Atyeti also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Atyeti prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

20.2. SMOKE-FREE WORKPLACE

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

20.3. WORKPLACE VIOLENCE PREVENTION

Atyeti is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Atyeti employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Atyeti always prohibits the possession of weapons on its property, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, Atyeti may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all Company property and other items that are in violation of Company rules and policies.

21. COMPUTER AND INFORMATION SECURITY

This policy applies to all employees when using electronic mail (or the intranet) in Client location and on behalf of Atyeti.

This is to establish and set forth obligations with respect to client confidential information. The term "Company" refers to Client.

The use of Client automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for company business and for authorized purposes only. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace. Use of Company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below)
- Accessing networks, servers, drives, folders, or files to which the employee/contractor has not been granted access or authorization from someone with the right to make such a grant
- Making unauthorized copies of Company files or other Company data
- Destroying, deleting, erasing, or concealing Company files or other Company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorized users of Company systems
- Misrepresenting oneself or the Company
- Violating the laws and regulations of the India or any other nation or any state, city, province, or other local jurisdiction in any way
- Engaging in unlawful or malicious activities
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Sending, receiving, or accessing pornographic materials

- Becoming involved in partisan politics
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications

Using Company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the Company anti-harassment policies and subjects the responsible employee to disciplinary action. The Company's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of India or any other nation or any local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the Company's automation systems is expressly forbidden. If you violate these policies, you could be subject to disciplinary action, up to and including dismissal. Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy.

The Company owns the rights to all data and files in any computer, network, or other information system used in the Company and to all data and files sent or received using any company system or using the Company's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The Company also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail, messages sent and received using Company equipment or Company-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. The Company has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with Company policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

The Company uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with Company equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on Company electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and Company use at any time.

Further, employees who use Company systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than Company systems or the company-provided Internet access.

The Company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee or contractor may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

21.1. CONFIDENTIALITY OF ELECTRONIC MAIL

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Company policy for any employee, contractor, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

21.2. ELECTRONIC MAIL TAMPERING

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

22. INTERNET ACCEPTABLE USE POLICY

POLICY STATEMENT FOR INTERNET/INTRANET BROWSER(S)

The internet is to be used to further the company's mission, to provide effective service of the highest quality to the company's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the internet for professional activities and career development. The various modes of internet/intranet access are company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.

Contractors/employees are individually liable for all damages incurred because of violating company security policy, copyright, and licensing agreements.

All Company policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

If you have any questions regarding any of the policy guidelines listed above, please contact human resource.

23. DATA PROTECTION

By signing this statement, you acknowledge and agree that the Company is permitted to hold personal information about you as part of its personnel and other business records, and that the Company may use such information in the course of the Company's business. Please note that this may include transfer and storage of your personal information at offshore data storage facilities.

You agree that the Company may disclose information about you to other Group companies or third parties (including cross border transfers) if the Company considers that to do so is required for the proper conduct of the Company's business or that of any of its associates. This Clause applies to information held, used or disclosed in any medium.

24. INTELLECTUAL PROPERTY RIGHTS

- You hereby agree that Atyeti shall own, on a perpetual, irrevocable, exclusive, royalty-free, fully- paid up, and world-wide basis, all right, title, and interest in, to, and under, including all Intellectual Property Rights throughout the world therein, all work product, both tangible and intangible, performed for the CLIENT, its Affiliates, or its or their clients or customers.
- Accordingly, you hereby irrevocably and perpetually assign, transfer and convey, to irrevocably and perpetually assign, transfer and convey, to Atyeti, without any additional relating to any of the foregoing, effective immediately upon the inception, conception, creation, fixture, development or reduction to

**Confidential document – Internal use only*

Page 30 of 50

practice thereof, on an exclusive, royalty-free, fully paid up, and world-wide basis. You acknowledge and agree that you may use the Client's Materials solely for the benefit of Atyeti, its Affiliates, and the Services Recipients pursuant to this Agreement.

- You shall forthwith deliver to Atyeti, in any event, upon termination of this Agreement, any all-Client Materials and media containing the Client Materials in your possession. You shall not retain any copies of any Client Materials without the prior written consent of Atyeti, which Atyeti may withhold in its sole discretion. All information and documentation, including, but not limited to, programs, specifications, technical information, and data (collectively, "Information"), furnished or made available by or on behalf of Atyeti/Client or its Affiliates within the scope of the Services, whether from Atyeti/Client or its Affiliates' personnel or from third parties, is the exclusive property of Atyeti.
- You shall retain such rights as it may have in any materials independently developed by you prior to providing Services under this Agreement or any other agreement with Client and/or any of its Affiliates ("Contractor Pre-Existing Materials").
- You agree that you shall not incorporate any Pre-Existing Materials into any Client Materials and that no Client Materials shall depend upon any Contractor Pre-Existing Materials. You hereby grant Atyeti/Client and its Affiliates an irrevocable, perpetual, royalty-free, fully paid-up, non-exclusive world-wide right and license to use, execute, reproduce, display, perform, transmit, distribute, modify, import, make, have made, sell, offer to sell, and create derivative works of any Contractor Pre-Existing Materials provided to Atyeti/Client or its Affiliates or used by you under this Agreement, and to grant sublicenses through multiple tiers to any third party to do any or all of the foregoing.
- Notwithstanding anything to the contrary contained herein, any patents or patentable processes owned or developed by you outside the scope of Services and not based on any Atyeti/Client Confidential Information, Client Intellectual Property Rights, or Client Data are deemed your Pre-Existing Materials, even if developed following the date hereof, and shall be retained by you and are only licensed to Atyeti/Client and its Affiliates and Services Recipient to the limited extent necessary for Atyeti/Client, its Affiliates, and Services Recipients to obtain the benefit of the Services or to use, execute, reproduce, display, perform, transmit, distribute, modify, import, make, have made, sell, offer to sell, and create derivative works of Deliverables provided by or on behalf of you.

25. RIGHTS GRANTED

To the extent that any of the Services provided hereunder by you result in your creation of any works that may be protected under the copyright law, including, but not limited to computer software programs, modules, training materials, development tools and/or written documentation, (hereinafter "Work"), each such Work shall be deemed specially commissioned by Atyeti and shall be considered a "work made for hire", as defined in the India Copyright Act.

Accordingly, you acknowledge that Atyeti is and shall be considered the author of each such Work and to all revenues derived there from. Atyeti shall also have the exclusive right (but no obligation) to obtain copyright registrations of, or relating to, any and all such Works in the name of Atyeti or in such other name or names as Atyeti may elect, and to obtain renewals thereof. If for any reason, it is determined that any such Work is not a work made for hire, then this Agreement shall be deemed as an assignment to Atyeti of all rights in and to such Work. You agree to execute and deliver to Atyeti, upon request, any documentation which Atyeti may reasonably request to evidence Company's exclusive rights as provided in this paragraph and to enable and assist Atyeti in obtaining and protecting copyrights.

26. OWNERSHIP OF CLIENT DATA

All Client Data is and shall remain the sole and exclusive property of Atyeti/Client. Without Atyeti's approval (in its sole discretion), employee shall not

- Use Client Data for any purpose other than to provide the Services,
- Disclose, sell, assign, lease or otherwise provide Client Data to third parties, or
- Commercially exploit by or on behalf of you.
- To the extent all right, title and interest in the Client Data (including all intellectual property and proprietary rights therein) does not automatically vest in Client by operation of law, you hereby irrevocably assign, transfer, and convey to Atyeti/Client, without further consideration, on an exclusive, perpetual, fully paid up, royalty-free and worldwide basis, all right, title and interest, including all Intellectual Property rights, including the right to create derivative works, in and to Atyeti/Client Data.

27. PERSONAL ACCOUNT TRADING (PAT) POLICY

1. Compliance with Client Policy.

All personal investment activities must comply with policies of the client they are assigned to. Employees must avoid any actual or perceived conflicts of interest that could pose reputational or regulatory risks to the client.

2. Definition of Personal Accounts

Personal accounts include accounts maintained by employees, their spouses, domestic partners, minor children, and other household members. Employees must disclose all such accounts and ensure they are in compliance with the client policy.

3. Prohibited Trading Activities

Employees are strictly prohibited from engaging in the following activities:

- Executing trades that create a conflict of interest with the client.
- Engaging in transactions that pose reputational or regulatory risks to the client.

- Using the client's property, information, or trading activities for personal gain.
- Making investment decisions based on knowledge of the client's trading activity or that of its employees.
- Trading or recommending others to trade while in possession of material non-public (inside) information.
- Disclosing ('tipping') inside information to others, directly or indirectly.
- Trading based on knowledge of an imminent client research report or other undisclosed communication.
- Purchasing shares in initial public offerings (IPOs) lead-managed or co-managed by the client.
- Trading securities of an issuer, including options, warrants, rights, or convertible securities, that are on the client's restricted list.
- Trading in client group securities outside of approved trading windows or when in possession of inside information about the client group.

4. Personal Trading Policy (PAT) Compliance

Employees must adhere to the client's Personal Trading Policy (PAT), which includes:

- **Disclosure of Accounts:** All personal trading accounts, including those of immediate family members, must be disclosed and kept up to date.
- **Pre-Trade Approval:** Prior approval is required before executing trades in securities, mutual funds, or other financial instruments governed by the client's PAT policy.
- **Designated Brokers:** Employees must conduct personal trades only through client-designated brokers unless explicitly approved otherwise.
- **Training & Acknowledgment:** Employees must complete mandatory training on PAT policies and acknowledge their commitment to compliance.

5. Monitoring and Reporting

To ensure compliance, employees must:

- Submit regular trading account statements for monitoring.
- Be subject to random audits and surveillance of trading activities.

6. Consequences of Non-Compliance

Failure to comply with the Personal Trading Policy may result in:

- Immediate suspension of personal trading privileges.
- Financial penalties imposed by the client or regulatory authorities.
- Termination of employment in cases of serious or repeated violations.
- Legal action for fraudulent or unethical trading practices.

Non-compliance may lead to reputational harm for both the employee and the organization. For any questions or clarifications, employees should contact the Human Resources.

28. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about the company, or its members or donors, because of working for the company that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the company or to other persons employed by the company who do not need to know such information to assist in rendering services. The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of the company. The disclosure, distribution, electronic transmission or copying of the company's confidential information is prohibited. Such information includes, but is not limited to the following examples

The employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential company information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

The discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

During your employment by the Company, you may learn trade secrets or confidential information, which relates to the Company and the Group. Unless you are required to do so in the proper performance of your duties, you must not:

- a. As part of your employment, you will acquire or develop confidential and proprietary information concerning the Company and its dealings and method of dealings with its customers (and their clients or end users) and employees and you also will develop relationships of special trust and confidence with the Company's customers (and their clients or end users) and employees (collectively, "Confidential Matter"). You agree that such Confidential Matter is for the Company's exclusive benefit and that, both during your employment and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the Company or its customers and employee.
- b. You also agree that details of your employment contract are strictly confidential between you and the Company. You agree not to disclose these details (inclusive of but not limited to salary, appraisal resignation, notice period, last day of work with us) to any third parties within or outside the company except those who are connected with your salary/ appraisal. Should you fail to comply, strict disciplinary action will be taken against that employee.

- c. If you are unsure about the confidential nature of specific information, you must seek your manager's advice and clarification. You will be subject to disciplinary action up to and including summary dismissal for any unauthorized disclosure of confidential information belonging to or related to the Company or any Group company. You understand and agree that your obligation of confidentiality survives termination of your employment.

29. DRESS CODE POLICY

Your appearance matters when representing our company in front of clients, visitors or other parties. Your appearance can create a positive or negative impression that reflects on our company and culture. It is expected that you will adhere to the guidelines below:

- a) All clothes must be work-appropriate.
- b) Clothes that are typical in workouts and outdoor activities is not allowed.
- c) All clothes must project professionalism.
- d) Clothes that are too revealing or inappropriate is not allowed.
- e) All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- f) You must avoid clothes with stamps that are offensive or inappropriate.

Failure to demonstrate immediate and sustained improvement in these areas may result in further corrective action, up to and including dismissal. Atyeti has zero tolerance for not adhering to office policies.

30. RELOCATION POLICY

TRAVEL

One-way travel expense of the eligible joiners from their current serving location (within India) to organization's location (Station/Airport) will be reimbursed by the Company. That includes only from the main location of departure and destination.

- **Travel ticket** – Maximum Rs.5,000/- (Only One way travel reimbursement will be considered).

However, prior approval must be obtained from the Company before booking any modes of tickets, by sharing a screenshot/email of the proposed cost.

In case an employee has previously travelled on the company's expense to attend any preliminary round of interviews, he/she will not be eligible for any kind of travel reimbursement. Employees need to submit the original receipts of their travel i.e. train/bus/air tickets with the Company's expense claim form for reimbursement process which will be added to their subsequent salary.

ACCOMMODATION

Initial accommodation for eligible joiners will be provided by the Company, for 5 days & 4 nights, from their date of joining. Any further extension of the hotel accommodation will be borne by the employee, and Company will not be responsible for the same.

Employee should send a confirmation message/email to Site HR upon checking into the Hotel.

- **Hotel Accommodation** – Maximum Rs.10,000/- (For 4 Nights 5 Days).

If the employee fails to acknowledge/acknowledged but leaves the accommodation before completing their stay without intimating to the HR, the expense incurred will be deducted from their subsequent salary.

31. COMPLIANCE

Company's rules, regulations and directions relating to employees, including the Group's Code of Conduct, which are now or may hereafter be in force, will apply to you and will be strictly complied with by you. You should therefore acquaint yourself with all Company rules and policies, which are applicable to you.

You may be asked to disclose information as deemed necessary to comply with local regulatory requirements arising from the Company's business activities (including records relating to investments held by you and your connected persons), or which are otherwise consistent with market best practices of the Company.

Where applicable, you will also be expected to comply with any local compliance requirements of our overseas offices and all requirements (including any professional qualifications and standards of conduct) for obtaining and maintaining the necessary registration and license (or such exemption from registration and license) for the performance of your duties.

32. CODE OF CONDUCT AND POLICIES

You agree to read, follow and to perform your job in compliance with the Company's Code of Conduct and Anti-Money Laundering Policy, each as amended from time-to-time and with all other applicable "Rules"-laws, workplace safety rules, anti bribery rules including Trading Policy as governed by the Company's Clients. If the Company has reason to believe you violated the Code of Conduct or a Rule, you agree to cooperate in any investigation and comply with any properly-imposed discipline including, but not limited to, immediate dismissal. Employees are bound to follow our Employee Code of Conduct while performing their duties.

We outline the components of our Code of Conduct as below:

1. Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, clients, partnerships, and public image.

2. Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should confirm with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

3. Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. Laptop, mouse, headphones, chair, desk) from damage and vandalism, whenever possible.

4. Professionalism

All employees must show integrity and professionalism in the workplace.

5. Personal appearance

All employees must follow our dress code which is from Monday to Thursday is wearing formals or business formals and Friday - causal dress as well as take care of personal appearance guidelines.

6. Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

7. Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders, and the leaders. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

8. Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when coming to and leaving from work.

9. Conflict of interest

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

10. Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

11. Communication

All employees must be open for communication with their colleagues, supervisors, or team members.

12. Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, cab facilities / allowances, all subscriptions, any reimbursements, or other benefits as our company offers.

13. Policies

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

14. Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions as per our Employee Handbook (Clause No. 16.2 & 16.3) will be depended on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.

We may take legal action in cases of moonlighting, corruption, theft, data privacy breach, contract breach, embezzlement, as per mentioned in our employee handbook - NDA (Clause No. 28) or other unlawful behavior.

33. NO WAIVER SURVIVAL

No delay by the Company in enforcing any Company right under this Agreement constitutes a waiver.

Upon termination of this Agreement, some provisions will survive and will be enforceable going forward. The surviving provisions are: Other Activities; Use of Software/Tools and Communications Intellectual Property Rights; Non-Disclosure of Trade Secrets and Other Company Confidential Information; Processing and Using Employee Information; Code of Conduct and Policies; Tax Liabilities; Termination (return of property and documents); Non-Solicitation; Non-Competition; Conditions; Indemnification; Entire Agreement; Governing Law and Jurisdiction; and Successorship.

34. GOVERNING LAW AND JURISDICTION

This Agreement is subject exclusively to the law of India, the courts at location, depending on the place of work will have exclusive jurisdiction over any claims between the parties (that is, over disputes under this Agreement and also over disputes that do not implicate provisions in this Agreement).

35. ON BENCH RESOURCE – GUIDELINES

1. Reporting Structure:

Employees on the bench will report to the L&D Lead, who will facilitate learning, upskilling, and task assignments in collaboration with HR, Recruitment, and Business Leads.

2. Learning & Upskilling Requirements:

Bench employees must align with the L&D Lead on an upskilling plan tailored to Atyeti's business needs. Suitable learning resources, certifications, and mentorship will be provided to enhance employability for upcoming projects.

3. Skillset Reassessment & Project Allocation:

Recruitment, HR, and Business Leads will continuously reassess skills and match bench employees to available projects within a reasonable timeframe.

4. Interview Opportunities:

- Bench employees will receive 1-2 interview opportunities based on business needs and must attend them.
- Failure to attend a scheduled interview will forfeit further opportunities during that bench period.
- If no projects are available, management reserves the right to offboard employees with a two-month notice period.

5. Bench Period Engagement and Contribution:

Employees on the bench are expected to contribute to Atyeti's business operations, including but not limited to:

- Participating in the recruitment process, such as conducting technical interviews or supporting candidate evaluations.
- Delivering training sessions or providing mentorship to fellow employees to support skill development across the organization.
- Contributing to internal initiatives, knowledge repositories, or assisting with ongoing internal projects as per business requirements.

6. Declining Project Opportunities:

If an employee on the bench declines a project opportunity for which they were selected or fails to appear for any scheduled interview opportunities arranged by Atyeti, management/HR has the authority to offboard the employee immediately without notice.

7. Relocation Readiness & Project Assignments:

Employees on the bench must be open to relocation as required by Atyeti's client locations. This flexibility is essential to meet the needs of client projects and business demands. Employees on the bench will be assigned projects across any of Atyeti's locations in India, based on business requirements and client needs. They must be ready to participate in projects as assigned.

8. Work from Office Guidelines:

- Employees on-bench employees are required to follow Atyeti's Work from Office (WFO) guidelines, which includes a mandatory 5-day workweek from the Atyeti office location.
- Employees must adhere to the general shift timing of 9 AM to 6 PM. Any deviations from this timing will be communicated by the L&D Lead.

9. Non-Compliance:

Employees who do not adhere to any part of the bench policy, including failure to attend interviews, refusal to relocate, or non-compliance with work from office, work hours, may be subject to immediate offboarding without notice by management/HR.

10. Performance Improvement Plan (PIP) Outcome:

If an employee on the bench is placed under a Performance Improvement Plan (PIP), the outcome of this plan will determine their future with the company.

A negative outcome from the PIP may result in termination without notice, in line with clauses 16.2 & 16.3 of the employment contract.

11. Intellectual Property:

- Any innovation, content, technology, development, product, design, or other intellectual property created by an associate during the bench period remains the property of Atyeti.
- This includes all work-related activities, such as research, software development, content creation, or any business-related intellectual properties developed during the employee's bench period.

12. Appraisal Eligibility:

Employees who are on the bench during a particular review period will not be eligible for performance appraisals or salary hikes for that specific period.

13. Additional Terms:

The bench period and policy guidelines are subject to review and revision based on Atyeti's evolving business needs and operational requirements.

36. INFORMATION SECURITY POLICY

I. Policy Statement

The purpose of this policy is to provide a mandate to ensure protection of Atyeti's Information from being accessed unauthorizedly or to prevent a loss or damage while conducting the business with our esteemed clients.

Information may be verbal, digital, and/or hardcopy, individually controlled or shared, stand-alone or networked, used for sales, marketing, technical recruiting, internal human resource management, finance management and all other purposes.

Standards and procedures related to this Information Security Policy will be developed and published separately.

All personnel who fail to comply with this policy may subject you to severe disciplinary action and to potential penalties based on the extent of damage and loss of information and its impact on Atyeti's business as is determined by a small internally appointed information governance committee.

II. Impacted Entities

The Information Security Policy applies to all internal staff of Atyeti, consultants and our sub-contractors who support our business.

This policy also applies to any other individual or entities outside of Atyeti who may be allowed access to our IT and Business Assets from time to time by the President of the company.

III. Definitions

Authorization – the function of establishing an individual's privilege levels to access and/or handle information. Privilege levels are addressed separately in Atyeti's Identity and Access Control process.

Availability – ensuring that information is ready and suitable for use.

Confidentiality – ensuring that information dissemination is strictly controlled based on the need-to-know basis and the level of impact posed by the information sharing.

Integrity – ensuring the accuracy, completeness, and consistency of information always.

Unauthorized access – looking up, reviewing, copying, modifying, deleting, analyzing, or handling information without proper authorization and legitimate business need.

Information – information that Atyeti collects, possesses, or has access to, regardless of its source.

This includes information contained in hard copy documents or other media, communicated over voice

or data networks, or exchanged in conversation.

IV. Atyeti's Information Security Policy

- a. Based on several years of our growing and successful business that we have established over the years, Atyeti completely understands the level of security and sensitivity that is involved in managing our client information as we transact the business to meet their ongoing demands.
- b. Atyeti's assurance to clients and our business partners including our human capital both internal and external who support our business are outlined as follows:
 1. We secure all information from being unauthorizedly accessed and there are controls put in place to check data or information leakages on a regular basis
 2. We have set forth stringent and controls to deal with any inadvertent or information breach incidents that are beyond our technical ability to avert and such controls are bootstrapped every time any such incidents occur
 3. We have a Risk Management Framework that ensures a second line of defense to avert data and Information leakages
 4. Accordingly, Atyeti's commitment to Information Security is detailed in the form of a written Policy as follows:

Apropos to Atyeti's hallmark as a pristine class vendor of high-quality services to our clients, we shall make every endeavor to protect the interest and specific needs of all our stakeholders concerning Data and Information Security and ensure that a high level of rigor is maintained in habituation and application of all associated processes and systems to support our Business and continue to be a highly respected and trusted partner of all our clients.

Associated Objectives:

- a. All storage, communication and messaging systems belonging and used within Atyeti, either on our Network Environment or Client based environment shall be intrusion hardened per a defined process, addressing all known threats and vulnerabilities
- b. Atleast, 99% of the devices used at any time shall be fully compliant to Atyeti's security protocol
- c. There shall not be any security incident that would cause loss of confidential client data
- d. 100% of employees shall be made aware of Atyeti's Information Security Policy at any given point in time and all processes shall be deployed to ensure this strictly.

V. Data & Information Classification Levels

Atyeti uses Three Levels of Classifications Levels for all Data & Information that are handled across our Business Systems. These are detailed as below.

Also, to ensure there is clarity on how the Data & information classification is to be achieved, Atyeti uses NIST Standard to perform the Impact Assessment before the Data & Information is categorized for Confidentiality, Integrity and Availability. The gradations are “Low, Medium and High” to examine the impact.

Ref: <https://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.199.pdf>

The table below summarizes the controls drawn from NIST to perform Impact Assessment of Data & Information before they are classified.

	POTENTIAL IMPACT		
Security Objective	LOW	MODERATE	HIGH
Confidentiality Preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information. [44 U.S.C., SEC. 3542]	The unauthorized disclosure of information could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.	The unauthorized disclosure of information could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.	The unauthorized disclosure of information could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.
Integrity Guarding against improper information modification or destruction, and includes ensuring information non-repudiation and authenticity. [44 U.S.C., SEC. 3542]	The unauthorized modification or destruction of information could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.	The unauthorized modification or destruction of information could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.	The unauthorized modification or destruction of information could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.
Availability Ensuring timely and reliable access to and use of information. [44 U.S.C., SEC. 3542]	The disruption of access to or use of information or an information system could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.	The disruption of access to or use of information or an information system could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.	The disruption of access to or use of information or an information system could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.

Atyeti's three Types of Data & Information Classification:

Restricted – Business Confidential

1. Class of information that is not to be shared by any member of Atyeti within or outside of our business unless and until determined by President and the CFO as most essential to share when an incident or a situation involves compliance to the law of the land. Items could include, but not limited to:
 - Social security number
 - Bank account number
 - Driver's license number
 - State identity card number
 - Credit card number
 - Protected health information (as defined by HIPAA)

Controlled – Business Critical

1. Any business or personnel information that falls outside of restricted information as deemed by the President and CFO of the company as not fit for public consumption or any entity or individual's consumption either electronically or verbally or via print media. This information is shared within the organization if only the individual or the entities are officially involved and part of Atyeti's business. Examples include, but are not limited to:
2.
 - Statement of Work
 - Master Services Agreements - Contracts
 - Sales Proposals
 - Internal Sales Data
 - Client Invoices
 - Client Requirements
 - Payroll Data
 - Candidate Rate Sheets
 - Atyeti's Strategic Business plans

General – Business Essential

1. Any business or personnel information in the form of electronic, print or verbal media that is routinely essential to perform business and does not pose any risks or loss to Atyeti's business interests. Examples could include, but not limited to:

- Access to Company E-Mail
- Cell Phones
- Desk Phones
- Client Vendor Portal for candidate submittal

VI. Data Integrity & Control

The following Table summarizes how Data & Information Critical to Atyeti's and our Client's Businesses are managed and controlled. It covers all the core Operational Processes, Scope of Control and the Stakeholders involved who manage and also are accountable to ensure the Confidentiality, Integrity and Availability aspects are addressed appropriately.

Operational Processes	Scope of Control	Responsibility	Accountability	Issue Escalation & Resolution
MSA & SoW Management	<ul style="list-style-type: none"> Administrative and Legal Process Technical Scope Management Financial Impacts 	<ul style="list-style-type: none"> CFO Sales Staff President 	<ul style="list-style-type: none"> President Account Manager President 	<ul style="list-style-type: none"> Account Manager to CFO to President Account Manager to CFO to President Account Manager to CFO to President
Project Execution	<ul style="list-style-type: none"> Requirements Management Planning & Delivery Review and Client Acceptance of Deliverables Project Closure 	<ul style="list-style-type: none"> Technical Consultants Technical Consultants Technical Consultants Tech Lead 	<ul style="list-style-type: none"> Tech Lead Tech Lead Tech Lead Account Manager 	<ul style="list-style-type: none"> Account Manager to President Account Manager to President Account Manager to President Account Manager to CFO to President
Data & Information Security	<ul style="list-style-type: none"> Confidentiality & Integrity 	<ul style="list-style-type: none"> All involved staff 	<ul style="list-style-type: none"> Tech Lead for Project Data Account Manager for Business Data CFO for Contractual Data 	<ul style="list-style-type: none"> Account Manager to CFO to President Account Manager to CFO to President President
Personnel & Logistics	<ul style="list-style-type: none"> HR Regulatory Compliance Immigration & Border Security 	<ul style="list-style-type: none"> Admin Manager Account Manager Admin Manager 	<ul style="list-style-type: none"> CFO CFO CFO 	<ul style="list-style-type: none"> President President President

37. BACKGROUND VERIFICATION.

The Company reserves the right to conduct reference checks and background investigations on all employees. Employee's employment with the Company is contingent to the successful completion of personal and professional references and all types of background verifications. By signing this Agreement, Employee consents to all such background investigations and reference checks that would be carried out in relation to the Employee by the Company. Further, Employee also understands and agrees that incase of any false or inaccurate information provided by the Employee, non-disclosure of relevant and material information or unsatisfactory references/Background Verification Reports, No later than 60 days from the DOJ, Employee's services will stand terminated forthwith. (As per Separation Policy 16.2 & 16.3)

38. IDENTITY CARD

Issue of Identity Cards:

Single Identity Card in a prescribed design will be issued to each employee on joining, at company's cost. New identity card in exchange of old identity card may be issued by the company after fixed intervals (if any change in the identity card E.g., Promotion etc.). In case of loss of or damage to Identity Card, another Identity Card will be issued to the employee and the cost of the card will be recovered from the employee (Regarding recovery cost, please connect with HR team). The company will provide Identity Card Cover/Case, Clip, Cord etc. along with Identity Card to protect and display card properly.

Wearing of I card is Mandatory:

It is mandatory to wear/display company Identity Card properly at the workplace all the time. Company may deny entry to employees not displaying Identity Cards. It is also mandatory to wear Identity Card at clients' / customers' / vendors' or any other premises, while on visit on behalf of company

Penalty for not wearing Identity Card:

It is expected from all the employees of the company that they will proudly wear/display Identity Cards all the time. Repeated / habitual failure to wear Identity Card will attract the penalty of Rs.50 on each occasion and HR Dept. has authority to recover such penalty/s from the salaries of employees, under intimation to concerned employee. HR Dept. at its discretion may either warn or penalize with Rs.50 to concerned employee considering the circumstances and frequency of such violations.

General Rules:

1. The HR Department is vested with authority and responsibility as regards issuing of Identity Cards and implementation of this policy.
2. Identity Card is a company's property. It is mandatory to return the Identity Card to the company at the time of separation from the company. Return of Identity Card will be recorded on the Clearance Form.
3. Each employee will be issued only a single Identity Card at a time. Any employee wrongfully holding more than one Identity Card is liable to be penalized.
4. Each employee is responsible for safekeeping and preserving his/her Identity Card as it is. Any changes / alterations made to the Identity Card by employees will be considered as a forgery.
5. Each Identity Card is issued to a particular individual employee, and it is not transferable. Exchange of Identity Cards, or Proxy Usage, is not allowed and will be viewed very seriously.
6. Loss or robbery of Identity Card should be immediately reported to HR Dept. and concern employee will apply for another Identity Card. Old card will be returned to company in case it is found at a later stage.
7. The Security Staff is authorized to check Identity Cards of the employees at any place and will report violations to HR Dept. Security staff can also deny entry to employee not having Identity Card

and later can give entry to such employee after establishing his/her identity, in consultation with HR Dept.

8. The HR Dept. can issue Temporary Identity Cards as a stop-gap arrangement for a fixed temporary period till a proper Identity Card is made and issued.

Access Cards - Rules:

1. Access cards will be issued by Atyeti/Client as per respective work location.
2. In case of loss of or damage to access cards, another card will be issued to employee and the cost of the card will be recovered from the employee. (Regarding recovery cost, please connect with HR team)
3. It is mandatory to return the access card to company/client (Depending on the work location, either issued by the client or Atyeti) at the time of separation from the company. Return of the access card will be recorded on the Clearance Form.

39. NON-COMPETE AND NON-SOLICITATION AGREEMENT

The Employee agrees that during the term of their employment and for a period of one (1) year following the termination of their employment with the Company, whether voluntary or involuntary, they shall not, directly or indirectly:

Non-Compete Obligations

1. Engage in any business or provide services that compete with the Company's products or services.
2. Solicit or attempt to solicit business from the Company's customers or clients with whom you had direct dealings

Non-Solicitation Obligations

1. Solicit or recruit any employee, consultant, or contractor of the Company to leave their position.
2. Solicit, induce, or attempt to induce any customer, client, vendor, or partner to reduce or terminate their relationship with the Company.

Failure to comply with these provisions may result in significant financial and legal consequences

40. PERFORMANCE IMPROVEMENT PLAN (PIP) POLICY

1. Purpose

The Performance Improvement Plan (PIP) at Atyeti is designed to:

- Assist employees in meeting performance expectations.
- Provide a structured approach to address performance deficiencies.
- Foster an environment of continuous improvement and professional development

The detailed policy has been uploaded to the HRMS portal.

41. PROBATION PERIOD EXTENSION CLAUSE.

Probation Period Overview:

The initial probation period for all new employees is typically 3 Months from the start date of employment. During this period, the employee's performance, conduct, and overall fit within the company will be evaluated. In the event that your performance is deemed unsatisfactory, Atyeti reserves the right to terminate your employment without any notice period. The Company further reserves the right to extend the probationary period if additional time is deemed necessary to evaluate your suitability for the role.

Extension of Probation Period:

In certain circumstances, the company reserves the right to extend the probation period for an additional [1 months] if:

- The employee has not fully demonstrated the required skills, performance standards, or competencies as outlined in their job description.
- The employee has faced unforeseen personal or professional circumstances that have hindered their performance evaluation.
- The employee has not met the agreed-upon performance objectives or KPIs by the end of the probationary period.

Notification of Extension:

If the probation period is to be extended, the employee will be informed in writing with clear reasons for the extension. The employee will be given an opportunity to improve performance based on feedback and support provided by their Supervisor/Manager.

Outcome of Extended Probation:

At the end of the extended probation period, the employee's performance will be reviewed again. The possible outcomes include:

- Confirmation of permanent employment.
- Further extension of probation (if necessary and agreed upon by both parties).
- Termination of employment without notice if performance does not meet the company's standards.

42. OTHER POLICIES

The below mentioned additional policies are uploaded on HRMS tool. You can refer those policies in HR documents in HRMS portal.

- POSH POLICY
- RULES OF ENGAGEMENT
- NON-DISCRIMINATION ANTI HARASSMENT
- CERTIFICATION POLICY
- DATA THEFT AWARENESS & CONSENT
- PHISHING POLICY
- PERFORMANCE IMPROVEMENT PLAN (PIP) POLICY

43. ENTIRE AGREEMENT

The Company reserves the right to change its policies from time to time. You would be informed in writing about any change in the Company policy. During your employment with the company, you shall be subject to all rules and regulations, as are made / amended by the company.

44. CHANGES TO THE HANDBOOK

No employee handbook can anticipate every circumstance or question about policy. As Atyeti continues to grow, the need may arise to change policies described in the Handbook. Company reserves the right to revise, supplement, amend, or rescind any policies or portion of the Handbook and will do so in accordance with local law.

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Atyeti IT Services Private Limited Employee Handbook. I understand that it is my responsibility to read and know its contents and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment.

CONFIDENTIALITY POLICY AND PLEDGE

During employment, I may have access to Confidential Information. Any Confidential Information, whether oral, written, or electronic, will be maintained in a manner that ensures its confidentiality. I am aware that the release of any such Confidential Information may result in negative financial or competitive action, productive loss, or cause legal or other non-beneficial impacts to me.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Name: _____

Date: _____