



# New Hire Induction Programme - II

## Agenda

### HR Operations Overview

- Comp. & Benefits
- HR Policies
- Payroll/PF
- HRMS
- Rules and Regulations
- Facilities / Welfare

### Employee Engagement (Fun Activities)

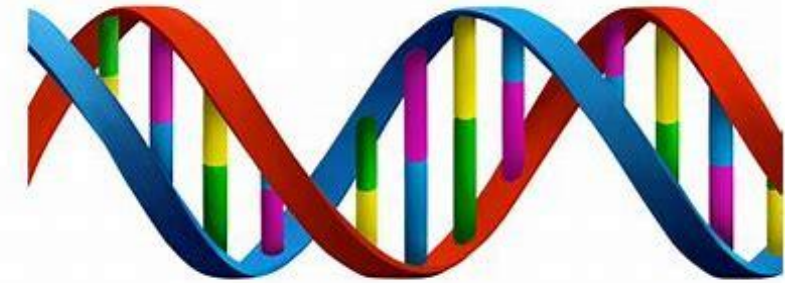
### Finance Function Overview

### Learning & Development

### Questions & Feedback

## What works inside our company

The person that “thinks” they can accomplish something is already a step forward toward the finish line.



### Discipline

- **Create** a definite plan and execute on it
- Establish a **routine** of strong personal habits
- Develop **Focus**. It's impossible to stay **hungry** unless you master the art of focus
- **Perseverance**. Achieving success is a marathon, not a sprint

Discipline will allow you to take advantage when opportunity knocks

### Imagination

- **Visualize**
- **Think Big**. Think little goals and expect little achievements
- Be prepared for what you intend to give in exchange for achieving your goal
- Take Risk

Imagination will stimulate your mind so that you will conceive new ideas and develop new plans which will help you in attaining the object of your Chief Aim.  
“Imagination is equally important as knowledge. Knowledge is limited. Imagination encircles the world.”

### Humility

- Surround yourself with positivity
- Be Authentic
- Be Different- don't be afraid, overcome your fears
- Make the Connection! Get good at being genuinely interested in others
- Practice Tolerance

Failure is a necessary part of the learning process, but it gets us closer to the end goal only if we take it the right way and decide to persist nonetheless, no matter what it is that might show up on our journey.

### Curiosity

- Success is a journey- you will seek the path based on your curiosity
- **General v/s Specialized** knowledge- Have a learning mentality
- **Connect the dots-Figure it out**
- Skills can be learnt
- Learn From Your Mistakes

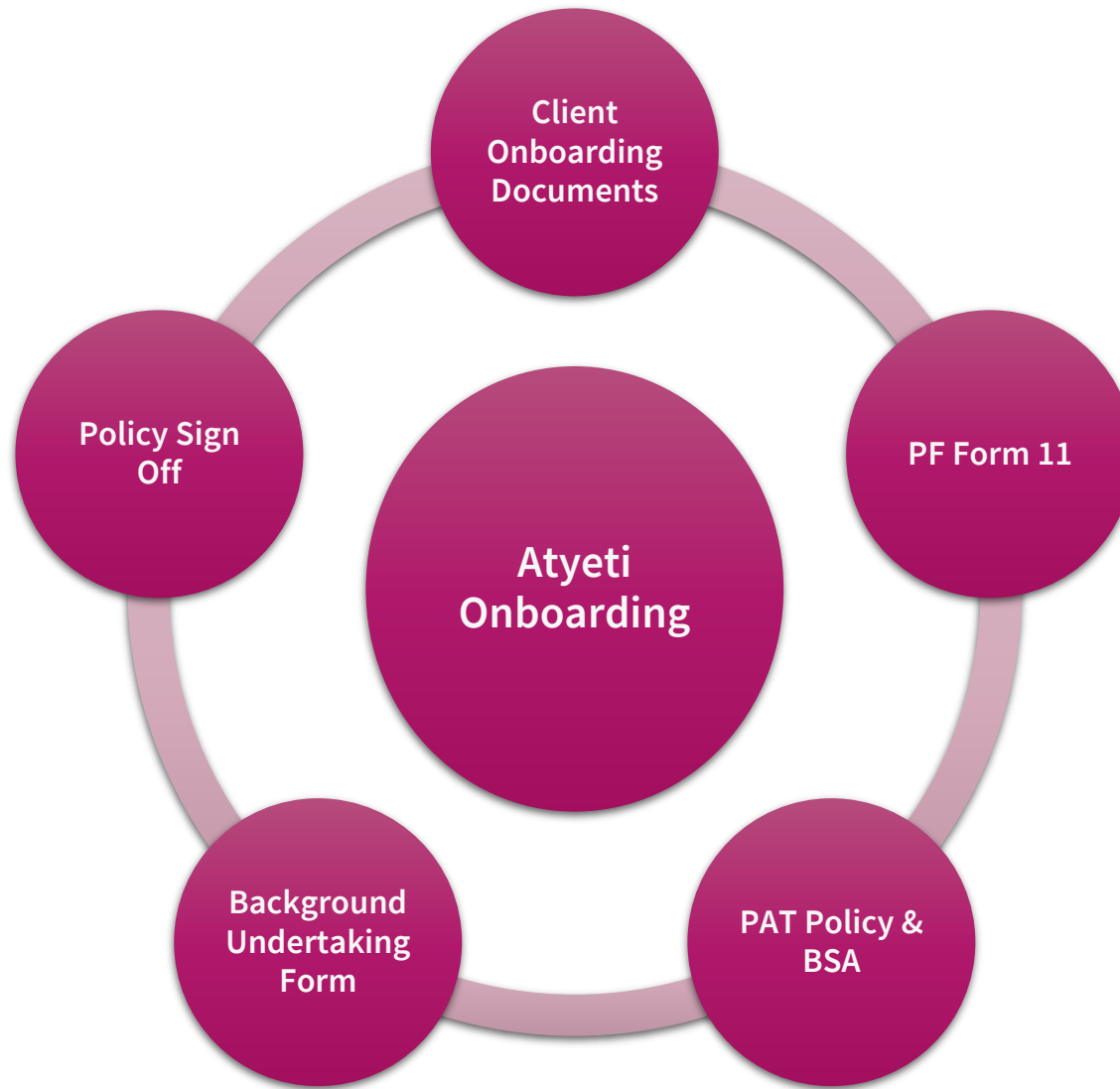
How bad do you want it? Of course, all of us has different goals and dreams for ourselves, but have you ever asked yourself this question? It might seem superfluous at first, but it is only when we really, really want something, that we'll do whatever is necessary to achieve it.

### Boundaryless

- Be **Selfless**
- Help others and they will help you back!
- Add Value
- Enthusiasm is the foundation of a Pleasing Personality, and you must have such a personality in order to influence others to co-operate with you
- Are you a decision-maker or a procrastinator
- **Do More Than You're Paid For**

You can have either excuses or results, not both

Feel for the Business- this is your Business too!



**Note: All this form are uploaded on HRMS tool.**



## Atyeti Benefits :

- Cab Facility- By Atyeti (only for Pune WTC employees)
- Sodexo Card- Towards expenses for meals/food. Tax Exempt
- Relocation Cover- As per relocation policy employee will get reimbursement up to INR 15,000
- L & D – Roma Mukerji- Training & Development Programme

Company offers a comprehensive training and upskilling program for all employees.



## Atyeti Benefits :

- **Group Medical Insurance & Medical Diagnostic Coverage-** Go Digit Insurance- Employee and Dependent family (Spouse, 2 children and Parents or In-laws are covered under Group Mediclaim Insurance Policy)
- **Life Insurance-** SBI life insurance coverage of 10 lakhs of a Atyeti employee
- **Personal Accidental Insurance** – Maximum coverage – 5,00,000 for Atyeti Employees.
- **Maternity Leaves-** 6 months paid leave
- **Paternity leaves** – 5 days Paid leaves.
- **Gratuity Policy-** As per gratuity policy act (Payment of Gratuity Act,1972)



- Hours of work, Attendance and Punctuality
- Salary Administration- Salary will be credited last working day of the month
- Leave Policy

Total Leaves	Annual Leave	Sick Leave
24	16	8

- Employee Referral Policy
- Separation Policy/Exit Policy
- Yearly Appraisal :Performance standards and reviews
- Darwin Attendance (also as per client attendance portal)



HR POLICIES

**Information Security Policy of Atyeti** - is critical to protect information and information resources from unauthorized access, use, disclosure, disruption, modification, or destruction and it applies to the lifecycle of the information from creation, use, transfer, storage to disposal. Information security is primarily concerned with the confidentiality, integrity and availability of data regardless of the form the data may take digital (e.g., data files), material (e.g., printed papers), or unrepresented information (e.g., knowledge of internal affairs). These include text, picture, audio and video and covers information transmitted by mail, email, oral communication, telephone etc.





## Atyeti 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:
  - i. 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
  - ii. 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
  - iii. We have a Risk Management Framework that ensures a second line of defense to avert data and Information leakages
  - iv. Accordingly, Atyeti's commitment to Information Security is detailed in the form of a written Policy as follows:

Atyeti's hallmark shall be to protect the interest and specific needs of all our stakeholders to ensure a high level of rigor in data and information security practices are adopted, sustained, and improved with minimal or no impact to business

### c. Associated Objectives:

- i. 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
- ii. At least, 99% of the devices used at any time shall be fully compliant to Atyeti's security protocol
- iii. There shall not be any security incident that would cause loss of confidential client data
- iv. 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

## Zero Tolerance for Data Leakage

- Our company maintains a strict zero-tolerance policy towards data leakage to protect sensitive information and uphold client trust.
- Data security is everyone's responsibility. Each employee plays a critical role in safeguarding company and client data.

## IT Policies and Protocols

- **Confidentiality:** Ensure that all company and client information remains confidential. Do not share sensitive data outside authorized channels.
- **Device Usage:** Only use company-approved devices and software for work. Unauthorized devices and software can lead to security breaches.
- **Email and Internet Use:** Follow guidelines on proper email usage, internet browsing, and file sharing to prevent data leaks and cyber threats.
- **Password Security:** Use strong passwords and change them regularly as per the IT policy. Never share your passwords with others.



## ATYETI is ISO27001 and SOC1&2 Certified



Scammers also use WhatsApp for gift card scams. In this scam, the victim receives a text message claiming to be from a legitimate company, with a link to claim a supposedly free gift card. In reality, the link leads to a malicious website. Clicking the link can install malware on your device. Or you might be asked for personal information to “claim” your gift card — in reality, you are handing over sensitive information to a scammer.

## How to avoid gift card scams:

- ✓ Never click a link from an unknown number and be suspicious of any type of free gift card, giveaway, or other prize from out of the blue.
- ✓ Don't enter personal details on any third-party website.





## Employee Engagement Activities:

- ✓ Team activities
- ✓ Fun at work
- ✓ Desk Decoration Building & Office Decoration activities
- ✓ Employees Birthday Celebration, Potluck, Festival Celebrations, Team outing

## Recognition & Feedback

- ✓ Continuous improvement & appreciation at the workplace
- ✓ Follow Strict rituals at workplace across all our offices
- ✓ Keep on reminding people to stay connected with the purpose







Employee Wellness



Celebrations



Outdoor Games



CEO Visit / Townhall Meet





Get Together



Floor Activities



CSR



Team Outing



It should *not* be *disclosed* to any other employee of Atyeti and *confidentiality* should be maintained about the *pay-package* and other benefits given to the employees.

You understand and affirm the need to treat your compensation as highly individual and confidential, which is to be discussed only with your Reporting Manager and/or HR

Employee will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for

**Notes:** *Please refer to the Employee Handbook* for more specifics regarding





## BGV Check

- ✓ The BGV form needs to be completed by every employee in the onboarding section within the first two weeks of employment.
- ✓ The fact that the background check takes longer than two weeks may be a concern, as well as any insufficient reports provided by BGV. As per our employee handbook, we might begin the offboarding process.

Please fill out authentic and accurate information about yourself.



## Office Timings:

*Global standard timing 9 am – 6 pm. We believe in discipline and support healthy work life balance for all.*

*One on One : If project Changed/Manager changed : Kindly inform us.*

## Bank Account:

*Corporate account with HDFC*

## Leaves:

*We encourage planned leaves, with approval from management and responsibilities assigned respectively to keep BAU.*

## LinkedIn Profile:

*Update current employer as Atyeti Inc .*

*Send the connection request to the company official page.*

Dress codes are used to communicate to employees what the organization considers appropriate work attire.

## Creates Long-lasting Impressions

Wearing formal attire sets you and your team on the right path, telling them that you mean business and you are a company that they can trust. An everyday casual look just cannot form the same impression.

## Highlights Level of Professionalism

The dress code is always relative to the company's given industry occupations in the business and financial industry, for example, should be dressed in formal wear in order for them to be identifiable as a formal place of work.

## Establishes Reputation and Rapport

When employees mingle outside of work and mention that they work for you, people may get an idea of what your company is all about just from looking at what they wear. Formal attire could attract potential partners when they speak to people of that status.

## Enhances Credibility

The power of dress code fashion can go beyond looking dapper. It can also play a part in influencing outcomes by giving you or your employees a slight edge of credibility.

## Commands Respect

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## Business attire

Dress shirts, ties, tailored sports coats or blazers worn with dress pants (not khakis), tailored pantsuits, coordinated separates, and close-toed shoes.

### Appropriate

#### Slacks

- Khakis or corduroys, trousers

#### Shirts

- Polo collar knit or golf shirts
- Oxford shirts
- Company logo wear
- Short-sleeved blouses or shirts
- Turtlenecks
- Blazers or sports coats
- Jackets or sweaters

#### Shoes

- Boating or deck shoes, moccasins
- Casual, low-heel, open-back shoes (e.g., mules, slingbacks)

### Inappropriate

#### Slacks

- Sweatpants, leggings, exercise wear
- Shorts, low-rise or hip-hugger pants or jeans

#### Shirts

- T-shirts or sweatshirts
- Beachwear
- Exercise wear
- Crop tops, clothing showing midriffs, spaghetti straps

#### Shoes

- Sandals, thongs, flip-flops, open-toe shoes
- Athletic shoes, tennis shoes, Croc-like sandals

## Client Requirement: Disclosure of Trading Accounts

As per client requirements, please ensure that all your trading accounts are disclosed on the respective client portals post onboarding.

For any questions or clarifications related to the PAT (Personal Account Trading) policy, please contact the following points of contact (SPOCs):

- Rohit Malagi – [rohit.malagi@atyeti.com](mailto:rohit.malagi@atyeti.com)
- Vaibhav Dandavate – [vaibhav.dandvate@atyeti.com](mailto:vaibhav.dandvate@atyeti.com)



## 1. Whose approval do I need for placing a trade in my trading account?

All trades through employee personal trading accounts are subject to supervisory review & Compliance Review, placing a trade without any one of these is a breach of policy.

## 2. Is my spouse's account covered by the Personal Account Trading Policy?

Yes, your spouse and household accounts (under the same roof) will be treated and same as if were your own. You must disclose their accounts and preclear trades for in-scope securities.

## 3. What should I do in order to be compliant with the Personal Account Trading Policy?

You will need to be aware of the bank global policy in addition to requirements applicable to your group and /or the APAC region





Thank you!

For all HR related queries

[rohit.malagi@atyeti.com](mailto:rohit.malagi@atyeti.com)

[kruti.aware@atyeti.com](mailto:kruti.aware@atyeti.com)

[manasi.mirajkar@atyeti.com](mailto:manasi.mirajkar@atyeti.com)

[anilkumar.rongali@atyeti.com](mailto:anilkumar.rongali@atyeti.com)

[jeffrey.joshua@atyeti.com](mailto:jeffrey.joshua@atyeti.com)

For all Finance related queries

[vishvas.more@atyeti.com](mailto:vishvas.more@atyeti.com)

[vaibhav.dandavate@atyeti.com](mailto:vaibhav.dandavate@atyeti.com)

[neeraj.gadgil@atyeti.com](mailto:neeraj.gadgil@atyeti.com)

[poonam.chumbalkar@atyeti.com](mailto:poonam.chumbalkar@atyeti.com)

For IT Support

[swapnil.bhaskar@atyeti.com](mailto:swapnil.bhaskar@atyeti.com)

[nilesh.suryavanshi@atyeti.com](mailto:nilesh.suryavanshi@atyeti.com)