

Quantum Inventions Development Centre

Employee Handbook

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Version: 1.1

Owner: Quantum Inventions Development Centre

1. **Work Schedule**

Standard Working Hours are stipulated as 9:00 am – 6:00 pm.

Aeicorp Technologies Private Limited (the “**Company**”) allows flexibility in reporting time between 8:30 am – 9:30 am, accordingly expecting employees to alter their office leaving time (5:30 pm – 6:30 pm).

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each work day and work week. In cases where business needs warrant such change, employees shall be intimated by their supervisors.

2. **Meal Period**

All employees are provided with one one-hour meal period each workday, between 1:00 pm – 2:00 pm.

3. **Public Holiday (s)**

National Holidays and Festivals shall be announced at the beginning of every calendar year in the holiday list

4. **Absence**

Please adhere to the Leave Policy (Annexure I)

5. **Changes to Personal Data:**

It is the responsibility of each employee to promptly notify any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status records collected at the time of joining or mentioned in the offer letter should be accurate and current at all times.

If any personal data has changed, notify the human resources department (the “**Human Resources Department**”) within 48 hours of such a change, providing documentary evidence of such changes within 2 weeks of such notification.

6. **Attendance and Punctuality:**

The Company expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on the Company. In rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor or the Human Resources Department as soon as possible in advance of the anticipated tardiness or absence.

All employees must punch their timings in the biometric system and also maintain their accurate timing in the attendance register, both at the time of entry and exit.

Four (4) Late coming in a month shall result in salary /leave deduction of 1 day (depending on total working hours in a day). Late coming is beyond 9.30am.

An employee has to work for a minimum of 4 hours in a day (e.g 9.30 am -1.30 pm or 2.30 pm to 6.30 pm) to avail a half day (exclusive of the lunch breaks). All half days are deducted from the leave/salary depending on his confirmation.

7. Probation:

All new employees shall work on probationary basis for the first six (6) months from the date of joining (the “**Probationary Period**”). The Probationary Period is intended to give new employees an opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Company uses the Probationary Period to evaluate employee capabilities, work habits, and overall performance. The Company, at its sole discretion, reserves the right to extend the Probationary Period, confirm an employee before for employees who have put in more than 6 (six) months the end of the Probationary Period, or terminate an employee’s services as per the provisions in an employee’s letter of appointment.

8. Notice Period

- (i) During Probationary Period: The Company reserves the right to terminate the services of an employee as per the provisions in the letter of appointment. If an employee tenders his resignation, acceptance of such resignation will subject to acceptance by the appropriate supervisor and final approval of the HR Manager. It is clarified that acceptance of resignation of an employee shall be subject to the employee completing the notice period (unless waived by the Company), completion of arrears of work, if any, and handing over of full charge of work and official properties in accordance with the Company’s instructions - any breach of such conditions may be considered a misconduct resulting in revocation of the acceptance of resignation and termination of the employee’s services.
- (i) After Confirmation: Upon completion of an employee’s Probationary Period, and confirmation of the services of such employees, services can be terminated by giving 3 months’ notice in writing, or payment in lieu of such notice by either party at the discretion of the Company. It is clarified that acceptance of resignation of an employee shall be subject

to the employee completing the notice period (unless waived by the Company), completion of arrears of work, if any, and handing over of full charge of work and official properties in accordance with the Company's instruction any breach of such conditions may be considered a misconduct resulting in revocation of the acceptance of resignation and termination of the employee's services.

- (ii) The employee is not eligible to take leave during his notice period. In case he avails any leave during his notice period the notice period can be increased.
- (iv) The Company shall hold back all salary disbursements during the notice period, and ensure full and final settlement of accounts within 45 days of employees last workingday.

9. Performance Review and appraisal:

Employee performance shall be reviewed at regular intervals based on job related parameters. The Management may base such reviews to take decisions on confirmation of employment, salary structure, training and developmental needs, counseling needs, etc.

Performance Review with the top management will be done by an Employee's Project Manager once in a year after the joining of the employee. Reviews will happen only for employees who have served the Company for a minimum of 6 months. The process shall take place in the month of March every year.

10. Working beyond office hours:

As with all companies operating in a global environment, business exigencies across different time zones may warrant some employees to temporarily spend extra hours in the office on a designated work day, or a designated holiday, to support deliverables. When such situation arises, the Company shall try to minimize the inconvenience to employees.

When an employee works until after 9:00 pm in the office, the company shall reimburse cost of meal(s) consumed during these extended hours, as well as one-way conveyance by taxi to the employee's local residence.

When an employee works in the office on a designated holiday (weekend or public holiday), the company shall reimburse cost of meal(s) consumed in office, as well as two-way conveyance by taxi to the employee's local residence.

These expenses shall be actuals or capped at Rs 200 per meal, and Rs. 400 for one-way conveyance or actuals (Rs 3.5/- per km for 2 wheeler and Rs 8/- per km for 4 wheeler) whichever is lower. All reimbursements have to be supported with actual bills.

All such expenses must be pre-approved by the supervisor, marking the HR Manager. It shall be the employee's responsibility to get the approval from the supervising authority and submit the bills and approval forms to the Human Resources department.

11. Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that the Company presents to the community.

During business hours or when representing the Company, the employee is expected to present a clean, neat, and professional appearance. Employees should dress and groom according to the requirements of their position and accepted social standards, and use good judgement, courtesy and respect to co-workers and religious beliefs.

The Company advises “smart casuals” during regular working days, allowing employees to wear casuals reflecting of working professionals (no flip flops/sandals/short skirts/shorts/etc.). The Company expects employees to wear business attire in business meetings.

12. Workplace Violence Prevention

The Company is committed to preventing workplace violence and maintaining a safe work environment, and has laid down the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Company without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other business associates.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor.

The Company shall promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including immediate termination of employment.

13. Non-Disclosure

- (i) The employee shall neither divulge nor give out information to any unauthorized person during the period of the employee's service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential /secret nature, which may be the employee's privilege to know by virtue of being the Company's employee. Any breach of these conditions even after termination of the employee's services with the Company / resignation from the Company shall, in addition to being a breach of these Company policies and the employee's letter of appointment, make employee liable to be prosecuted on charges of fraud, criminal conspiracy and criminal breach of trust and hold the employee responsible for all costs and consequences therefrom.
- (ii) The employee shall keep confidential all information and material provided by the Company or by its clients concerning their affairs, in order to enable the Company to perform any service. It is the employee's obligation to keep such information confidential shall remain even on termination or cancellation of this employment. Any breach of these conditions even after termination of the employee's services with the Company / resignation from the Company shall, in addition to being a breach of these Company policies and the employee's letter of appointment, make employee liable to be prosecuted on charges of fraud, criminal conspiracy and criminal breach of trust and hold the employee responsible for all costs and consequences therefrom.
- (iii) Any invention, idea, marketing concept, format, development, improvement, process or secret (collectively the "**Inventions**") whatsoever made, conceived or discovered by the employee during the course of employment will be absolute property of the Company. Every employee waives any legal, moral or other form of rights in favor of the Company for such inventions and agree to execute all documents as may be required by court of law in order to transfer such rights in favor of Company.
- (iv) The employee will not enter into any commitments or dealings on behalf of the Company for which the employee has no authority or be a party to any alteration of any principal or policy of the Company or exceed the authority or discretion vested in the employee without the previous sanction of the Company or those in authority over the employee.
- (v) The employee should not enter into any financial transactions with colleagues and will maintain integrity in thought, behavior, actions and dealings.

The Company reserves the right to implement any policy and government compliances in the organization, which will be informed to employees as and when implemented.

LEAVE STRUCTURE (ANNEXURE I)

Leave benefits are available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. The Company shall grant a total of 24 leaves to regular full-time employees, apart from the declared national holidays in a year.

- (i) An employee who desires to take leave shall apply for the same in writing in the prescribed format, get the application recommended by the supervisor, and submit the approved application to HR Department for record-keeping. Leave of any type will be considered authorized only after the leave application is approved by the sanctioning authority.
- (ii) While on leave no employee shall take up any kind of employment or occupation what so ever. If he/she does so, suitable disciplinary action will be taken.
- (iii) An employee proceeding on leave shall properly hand over the charge of work to his supervisor or to the employee identified by the supervisor to take over his duties during absence.
- (iv) Granting of leave is solely at the discretion of the supervisor. When exigencies of service so require, discretion to refuse or revoke leave of any type vests with sanctioning authority, who will do so, if necessary in consultation with the employee's supervisor.
- (v) All leave entitlement is on calendar year basis (1 Jan to 31 Dec).
- (vi) In the Probationary Period as well, the employee is eligible to avail leave (maximum of 1 leave every month). In case an employee avails any other leave, it would be considered leave without pay. All unavailed leaves would get lapsed on completion of the Probationary Period.

1. Leaves for Regular Full – Time Employees

- (i) General Leave – 24
Capping – 6 leave encashment from the GL pool and 6 carry forward to the next year.

Leave benefits are available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. The Company shall grant a total of 24 General Leaves to regular full-time employees, apart from the declared national holidays in a year. Those who complete the probation will be eligible for general leaves on pro rata basis for the period for which they have worked during the Calendar year. It is the responsibility of every employee to apply for the leave and obtain specific prior authorization, at least 3 weeks in advance of the commencement of leave period. Applying for the leave before hand and sanction therefor are essential even where the absence is to be treated as "Leave Without Pay".

On availing the leave, the employee shall at the earliest inform the reporting authority / sanctioning authority by phone/email. Post returning to work, the leave application form has to be submitted. An employee who avails leave for more than 2 days due to sickness will be required to produce a medical certificate from a registered medical practitioner. The sanctioning authority reserves right to refer an employee to any doctor to ascertain genuineness of the

sickness. Availing leave for purposes other than genuine medical reasons will be treated as a breach of discipline and suitable action may be taken against the employee.

Employees can avail a minimum of half a day of leave and maximum of two calendar weeks by sanctioning authority. At the discretion of the sanctioning authority, advance leave may be granted to employees not having sufficient leave balance. Advance leave so granted shall be adjusted against leave accrued in future. If the leave coincides with declared holidays, no additional holidays in lieu of such declared holidays can be availed.

Granting any leave to an employee while serving notice period on resignation is at the sole discretion of the sanctioning authority. If such leave is permitted, the notice period may be extended by the number of days of leave, if desired by the sanctioning authority.

Payments towards encashment of leave shall be governed by the existing tax rules applicable and tax will be deducted at source where applicable.

Adjustment of the leave against the notice period, encashment of leave (if any), recovery towards notice period, etc. shall be computed with reference to last working day at the end of the notice period applicable to an individual employee at the discretion of the organization management.

2. Maternity Leave

The maternity leave is awarded with full pay on completion of at least 80 days in Company in the 12 months prior to her expected date of delivery.

In accordance to the Maternity Benefit Act, 1961 female workers are entitled to a maximum of 12 weeks of maternity leave. Out of these 12 weeks, six weeks leave is post-natal leave. In case of miscarriage or medical termination of pregnancy, a worker is entitled to six weeks of paid maternity leave.

In case of miscarriage or medical termination of pregnancy, employee shall be entitled to paid leave for 6 weeks immediately following the day of such miscarriage or medical termination of pregnancy, as the case may be.

Employees are also entitled to one additional month of paid leave in case of complications arising due to pregnancy, delivery, premature birth, or a tubectomy operation.

3. Employees on Internship/Training

6 sick leaves depending on the number of months of internship/training.

4. All Leave Requisitions Shall be Governed by the Following Basic Guidelines:

- (i) The leave calendar year shall be from January to December
- (ii) Accrual of leaves: The leave balance in a month at any given time of the year shall be a pro-rated calculation of the number of completed months of service in that year.
- (iii) All leaves must be approved in advance by supervisors. Leaves less than 1 week should be applied at least 1 week in advance, but leaves longer than 1 week should be applied 3 weeks in advance or sooner where possible.
- (iv) Leaves cannot be taken for more than 2 calendar weeks at a stretch.
- (v) Leave application forms must be filled and submitted physically for approval to reporting supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Once approved, the signed leave form must be submitted to Human Resources Department for records.
- (vi) All unapproved leaves shall be treated as absence from work without notice, and liable to attract disciplinary action. The management reserves the right to define disciplinary action against such employees on a case by case basis.
- (vii) Leave deductions apply only to working days. For example, leave taken on Friday and the following Monday would lead to salary deduction/leave deduction of 2 days only.
- (viii) Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.
- (ix) The employee must submit the approved leave form, along with a doctor's certificate, to the Human Resources Department within 24 hours of reporting back to work.
- (x) Leaves taken for 3 days or more for health reasons must be supported by doctor's certificate , if supported by medical certificate there would not be any extra penalty.
- (xi) General leaves can be carried forward upto 6 days for completion of 1 year of service for a maximum of 30 days. 6 leaves would be encashed at the end of the calendar year at the rate of the basic salary of an individual considering 22 working days in a month.
- (xii) The management may modify/amend these provisions and policies at any time, at its sole discretion.