



TM

**CAMPUS  
STUDENTS  
COMMUNITIES**

PEOPLE | PASSION | EXCELLENCE

## EMPLOYEE HANDBOOK





## **Welcome to CSC Family!**

I'd like to personally welcome you to the **Campus Student Communities Family**. It's an exciting time for **CSC.**, as we continue to grow; we strive to remain as adaptable, motivated and responsive to our new employees as we are to our customers (Students). We pride ourselves on being "**Student-focused**" and "**open to new ideas**". We're glad to have you on board!

Today is your first day and as you step into our fold it will be an entirely new experience for you, looking around at the unfamiliar settings and fleet of expectations and apprehensions. Let me assure you, you are in safe hands and until you are placed and settled, never hesitate to speak to my team or even myself, to mentor you on the goings to help you become a part of the business stream, channelize your energies and therefore ensure your thoughts are attuned towards the vision, mission and values we believe in.

Our organization is confronting a time of many changes and we're meeting these changes during a time of strategic plan and organizational change. The world of "**Student Housing Communities**" is an exciting area to work, and we'll continue working to ensure our **Campus Student Communities.**, remains on the cutting edge.

We're continuously transforming the way we operate to continuously improve our ability to reach **100000 students mark by 2027**. Our employees and partners have continued to meet the challenges of our field and to excel despite setbacks. We are very proud of where we are today and excited about where we are headed.

**With the belief which we believe in People, Passion and Excellence, CSC's commitment to expansion, integrity & excellence are 3 pillars of the enterprise. To assist you towards the beginning of this exciting journey, this employee handbook provides a short overview of our organization policies, procedures and the guiding principles of our culture.**

Before I finish, I'd like you to know that you, as part of our team, are our most important and greatest asset. We could not accomplish what we do every day without our employees. I'm very pleased to welcome you to **Campus Student Communities.**, and we look forward to a long, warm and mutually rewarding relationship, an experience full of fun but never missing the learning element. Here's welcoming you once again and wishing you luck and success as you assume duty.

With warm welcome  
For **Campus Student Communities Pvt. Ltd.**,

Vice President - Human Resource

## VISION

"To be a respected Student Housing that provides best-of-accommodation, food, security, hygiene & cleanliness, leveraging technology, delivered by best manpower".

## MISSION

"To achieve our objectives in an environment of fairness, honesty, and courtesy towards our students, parents, employees, vendors and society at large".

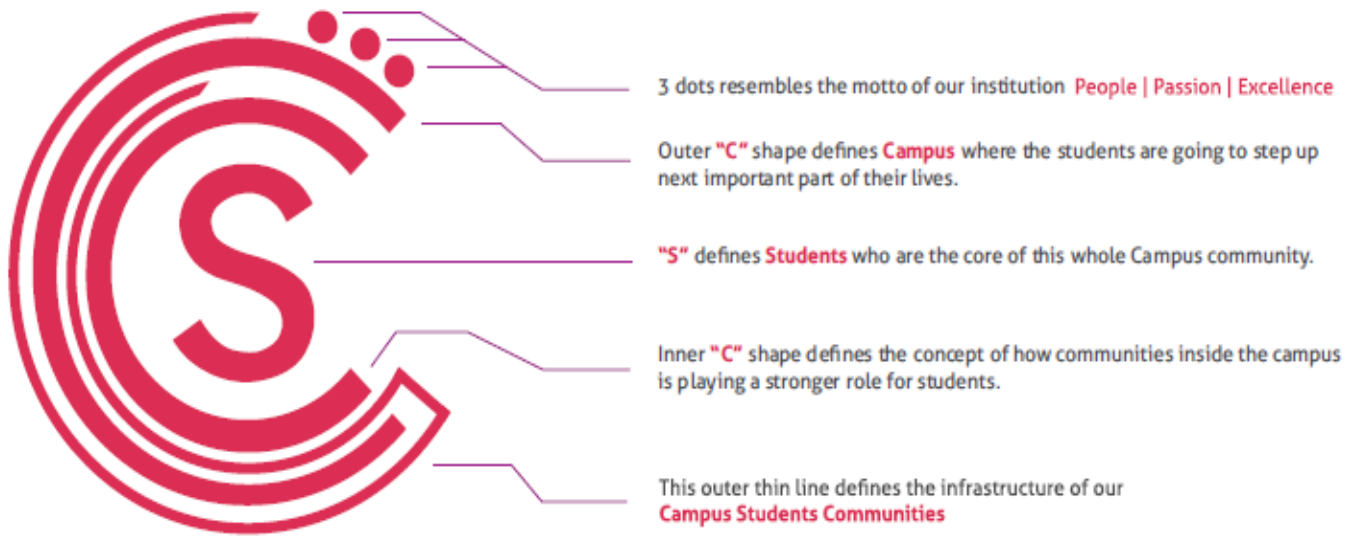
## ONE BIG OBJECTIVE

"Premium Student Housing at affordable price"

## OUR GUIDING PRINCIPLES



## CSCPL MOTTO



### People

- Team of people serving pupils.
- Our people comprises of shareholders, investors, advisory board members and employees working together to achieve our organization's goal.

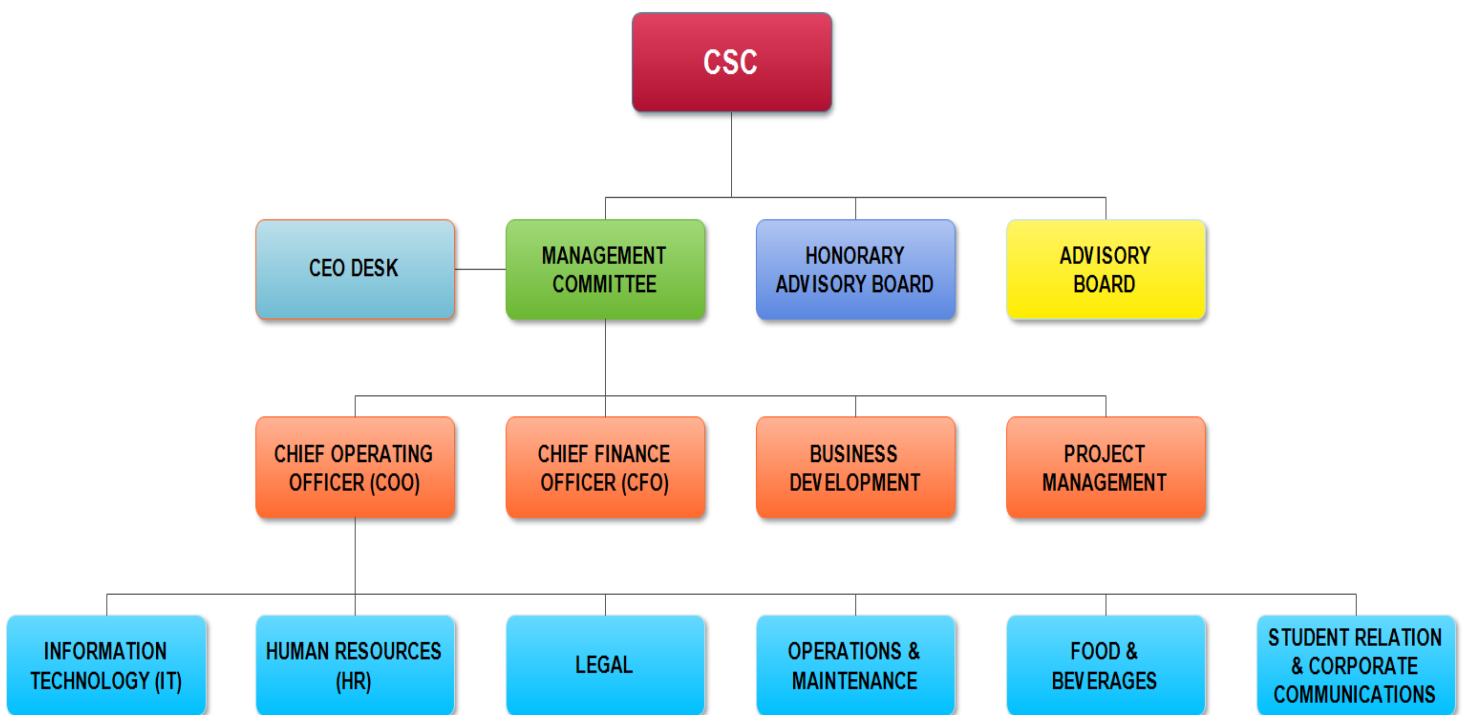
### Passion

- Do what you love, love what you do.
- We are passionate about the success of our student communities, customers and our employees.
- We have passion for encouraging innovation and bringing forth new ideas and solutions.

### Excellence

- Be the least, give the best.
- We are committed to build leadership and talent that demonstrate and promote excellence in what we do every day.
- We are always ready to innovate, embrace change and evolve to reach new level of excellence.

# FLOW CHART OF THE ORGANISATION



## Contents

VISION .....	1
Campus Student Communities: The Purpose of the Handbook .....	6
1.GENERAL GUIDELINES.....	8
2.WORKING ENVIRONMENT .....	8
3.DRESS AND APPEARANCE .....	8
4.HYGIENE AND CLEANLINESS .....	8
5.ATTENDANCE AND WORK TIMING POLICY - CORPORATE .....	8
6.LEAVE POLICY – CORPORATE: .....	11
6.1 Leave year and applicability: .....	11
6.2 Leave Policy for Management Trainee and Interns .....	12
7. HOLIDAYS .....	12
7.1 National and State Holidays.....	12
7.2 Approved Festival Holidays .....	12
8. USE OF ASSETS .....	12
9. USE OF TECHNOLOGICAL RESOURCES.....	13
10. INFORMATION HANDLING AND PROTECTION OF PERSONAL DATA .....	13
11. CONFLICT OF INTEREST, DUTY OF LOYALTY AND NON-COMPETITION.....	14
12. GRIEVANCE PROCEDURE POLICY.....	14
12.1 Overview .....	14
12.2 Complaints Process .....	14
12.3 Confidentiality of CSC Information .....	14
13. FORCED LABOUR / CHILD LABOUR .....	15
14. HEALTH, SAFETY AND EMPLOYEE SECURITY .....	15
15. GIFTS AND ENTERTAINMENT .....	15
16. EMPLOYEE WELFARE POLICY .....	16
16.1 Eligibility .....	16
16.2 Group Insurance (Medical & Accident) .....	16
16.3 Employee’s Provident fund .....	16
16.4 Gratuity .....	16
17. EMPLOYEE MOVEMENT POLICY .....	17
17.1 Transfers.....	17

17.2 Travel Allowance:.....	17
17.3 Out of Station Travel on Official Duty.....	17
17.4 Overseas Trips.....	17
17.5 Travel Advances.....	17
18.EMPLOYEES EXIT POLICY .....	17
18.1 Resignation .....	18
18.2 Handing Over Procedure .....	18
19.TERMINATION / DISMISSAL .....	18
20.SEPARATION DUE TO DEATH: .....	18
21.RETIREMENT POLICY FOR REGULAR EMPLOYEES (SUPERANNUATION).....	18
21.1 Voluntary Retirement.....	19
22.RETRENCHMENT POLICY .....	19
Acknowledgment of Receipt of Employee Handbook .....	20



## **Campus Student Communities: The Purpose of the Handbook**

This Campus Student Communities Private Limited hereinafter referred to as "Campus Student Communities" or "CSC". Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all Campus Student Communities employees as a condition of their employment at the Company.

The Standards of Conduct describe the expected actions and behaviors of employees while conducting Company business.

This Campus Student Communities, Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Company of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of Campus Student Communities Pvt. Ltd. Campus Student Communities Pvt. Ltd., reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook.

Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

The Company will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about Company policies, procedures, benefits, and working conditions.

No provision in this employee handbook and expected Standards of Conduct can be waived without written permission from the Company's Director, or designee.

Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

Campus Student Communities strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. Your Company commitment to serving customers and to providing quality services at competitive prices is unwavering.

These policies, procedures and working conditions provide a work environment in which both customer interests and employee interests are served.

Campus Student Communities values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Company alike can thrive. The Company provides an Open-Door Policy in which

employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

Campus Student Communities is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. Campus Student Communities provides for fair treatment of employees based on merit. The company complies with all applicable Federal, state, and local labor laws.

Employment at Campus Student Communities is on an "at will" basis, which means that either you, the employee or Campus Student Communities, may terminate the employment relationship at any time, for any reason, with or without cause, however this will be executed by either party by serving proper notice period or in lieu of notice period salary as applicable.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understood, agree to abide by, and acknowledge your receipt of this employee handbook and employee Standards of Conduct.

Regards,

For Campus Student Communities Private Limited

Team HR

## **1. GENERAL GUIDELINES**

Business ethics are about more than avoiding contravention of any law; they are about how we behave towards each other and the outside world. Everybody associated with CSC is responsible for following the rules and guidelines that build on CSC basic values. At CSC, we want everyone to be involved in this and help create a sound business culture based on satisfaction and security.

The Code promotes:

- **Code of Ethics**: Guidance on the way the business works. Business principles, commitments and standards. Guidance for staff on expected behaviours. Dealing with day to day ethical dilemmas and how to raise issues.
- Full, fair, accurate and timely and understandable disclosure in public reports and documents.
- To comply with all applicable laws and governmental rules and regulations. In the event that there are differences between such laws, rules and regulations and the standards set out in our Code of Conduct, the highest standards consistent with applicable local laws shall be applied.
- Audit committees for internal audits for compliance adherence. It is the personal responsibility of each to adhere to these applicable standards, including those relating to accounting and auditing matters.

## **2.WORKING ENVIRONMENT**

CSC shall be a professional workplace with an inclusive working environment and shall act with Integrity and treat with respect your colleagues and others that you meet through your work.

CSC is opposed to discriminatory practices and shall do its utmost to promote equality in all employment practices. No direct or indirect negative discrimination shall take place or be allowed based on race, color, caste, gender, sexual orientation, age, disability, language, religion, legitimate political or other -opinions, national or social origin, property, birth or other status. We do not tolerate degrading treatment towards any employee, such as mental or sexual harassment or discriminatory gestures, language or physical contact that is sexual, coercive, threatening, abusive or exploitative.

## **3. DRESS AND APPEARANCE**

CSCPL is a well-recognized and respected. We project a respectable image of our company to our clients. Employees must therefore ensure that their appearance is neat, clean and appropriate for their particular area of work. A high standard of personal hygiene is expected at all times.

Where a uniform is provided, it must be worn in accordance with the company's requirements. When wearing a uniform to and from work, employees are expected to conduct themselves in a responsible and professional manner. The management is responsible for determining the dress code appropriate to the environment while the management can make exceptions for medical purposes.

Professional dress code is defined as:

- Men - Formal Trousers and shirts
- Women - Saree, Salwar, Formal Trousers and shirts and others which can be termed formal

The staff provided with Uniform as per their respective profile will have to compulsorily wear uniform every day.

#### **4.HYGIENE AND CLEANLINESS**

The employees must maintain good hygiene at the workplace this includes cleanliness in dressings, manicure, pedicure, neat hairdo, proper shaving in case of male employees. Employees must keep their working area neat and clean and use the services and facilities provided. No litter/languishing of any article to happen

#### **5.ATTENDANCE AND WORK TIMING POLICY CORPORATE**

The standard work day schedule is six days per week and five days per week alternatively, eight hours a day including a half an hour lunch break period and appropriate tea breaks. This schedule is applicable to the Corporate Office Staff and any other schedules will apply to part-time and other shift or residential employees.

It is mandatory for each employee to register his/her attendance from the day of joining. Every Employee is required to log in the biometric machine daily on his/her arrival and departure from office. The biometric machines are installed in every office location. This attendance of all employees is consolidated and supervised by the HR Department and the respective department heads.

All employees are expected to be punctual according to the office timings. All employees are required to be in the office by the stipulated time at the beginning of the working day or after the lunch hour.

The Company has a Flexible Work Schedule, wherein employees have the option to choose a variable work schedule that allows employees to choose a daily work schedule and lunch period which is most compatible with the Company requirements as well as their personal needs. The employee and the supervisor or reporting Manager shall agree upon in advance of such Variable. Work Schedule to be followed, consistent with the needs of the Company. Once agreed upon with the Management, that particular Work shift will remain for one whole month and changing of shift within the month will not be encouraged except on exceptional cases as per the discretion of the Management.

The employees are expected to appreciate the Flexible Work schedule policy adopted by the Company and never resort to any misuse. This policy is only to keep the employee's honesty to his or her duties to the best and help them have a better work-life balance.

The following general rules apply to the Flexible Work Schedule:

- Supervisors / reporting Managers shall take appropriate action to correct any abuse or misuse of this privilege which may include deductions from employee's pay.
- If an employee reports to work early, the employee may, with the supervisor's / reporting Manager's permission, begin work at that time and leave at a correspondingly early hour.
- An employee working on weekly off or declared holiday due to workload, can claim the compensatory off accordingly. The compensatory off has to be availed within 3 months and the maximum compensatory off which can be accumulated is 2 days per month. The compensatory off should be availed after the supervisor or reporting Manager's approval similar to the leave applying procedure.

**Timings:** The general office timings are from: Monday to Saturday:

- 09:30 A.M. to 05:30 P.M.
- 10:15 A.M. to 06:15 P.M.

**Note:** 2nd and 4th Saturdays of every month will be a Non-working day

- Grace time is 15 Minutes, while reporting to office. Employees reporting to the Office after the reporting time will have to undergo Half Day Loss of Pay for that day, if its 3rd such late comings in a month, after 15 minutes' grace. The Employee has to inform his Superior in advance of the Late Coming for that day. In case the number of instances of late coming is 3 and more, then one day during the month will be considered as Loss of Pay. Loss of Pay rule will be applicable even if the employee has informed his superior.
- However, one may be required to work beyond office hours to complete tasks assigned by his/her superior to enable the company to meet its commitments to customers. Such work may even be on a weekday, Sunday, or holiday and need not necessarily be considered as extra hours. Extra hours' payment is completely based on Management's discretion.
- Every employee is allowed a 2-hour permission per day for 2 instances during the month. The employee is expected to use this time off facility consciously and judiciously. The time off application procedure would be as per the leave application procedure and the same form can be used for the same.

- Particular hours of work and the scheduling of employee's meal period will be determined and assigned by his/her Head of Department / Reporting Manager as when changes are required to reach the company goals

## **6. LEAVE POLICY CORPORATE:**

- Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company. This leave policy is applicable to Corporate office staff and any other leave policy will apply to part-time and other shift or residential employees.

### **6.1 Leave year and applicability:**

- Leave is not a matter of right.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- Leave year is from 1<sup>st</sup> January to 31<sup>st</sup> December.
- Eligible leave is credited to the employees on the 1<sup>st</sup> of January every year.
- The different types of leaves given under the policy are:
  - Casual Leave (CL)
  - Sick Leave (SL)
  - Annual or Earned Leave (AL)
  - Maternity Leave (ML)
  - Leave Without Pay (LWP)
  - Compensatory Off (CO)
- The Leave policy is applicable for all permanent staff of the company and as well as contract workers. The leave rules for probationary employees is different, as specified in this policy.
- Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rata basis after their probationary period, only on confirmation of appointment.
- Employees whose date of joining service falls between 1<sup>st</sup> to the 15<sup>th</sup> of a month are entitled to get the leave credit for that month.
- Employees whose date of joining service falls between 16<sup>th</sup> to the end of the month are not entitled for the leave credit for that month.
- If an employee is relieved on any day between 1<sup>st</sup> to 15<sup>th</sup> of a month, then he / she is not entitled for leaves due for that month.
- If an employee happens to leave on any day between 16<sup>th</sup> to the end of the month, then he / she is entitled for leaves due for that month.

## **6.2 Leave Policy for Management Trainee and Interns**

During Training period, the trainees are eligible for Paid Casual leave. The leave is calculated on the basis of 3 days of Casual Leave for 6 months. The employee can avail a maximum of 1 day during a month. Over and above the 1 days leave during a month, will be considered as Loss of pay.

**Note:** Probationers are not eligible for Annual leave. They are eligible for leave based on Company's leave policy only after confirmation.

For more details, trainees should contact Supervisor / Manager / Head of Department / Human Resource Department

## **7. HOLIDAYS**

### **7.1 National and State Holidays**

The following three National and two State Holidays are granted every year:

- Republic Day
- Independence Day
- Gandhi Jayanti
- In addition, May Day and Karnataka Rajyotsava is a paid holiday.

### **7.2 Approved Festival Holidays**

- The list of approved festival holidays shall be released every year in the month of January or the end of December of the previous year and will be displayed on the notice board. However, there may be a change in the above mentioned list and number of paid holidays.
- Employees are not eligible to receive holiday pay when he/she is on an unpaid leave or absence without pay preceding and continuing the holiday.
- If any employee observes religious holidays other than those set aside by the Company, the HR Department will work with the employee to exchange another holiday for the religious holiday or adjust the schedule of the employee

## **8. USE OF ASSETS**

- Employees shall ensure that CSC assets are used for the intended purposes and by duly authorized persons. Laptops given to an employee is the property of CSC and must always be treated in this manner.
- No software or updates shall be installed without taking written approval from IT Department. No Unlicensed Software shall be installed in the system. Prior scanning is mandatory for using CD and Pen drives.
- Employee will take all reasonable measures to ensure physical and digital security of the system including locking the system in a secure location when not

in use and ensuring that company provided anti-virus, firewall or encryption software is functioning.

- CSC is firmly opposed to all forms of corruption. You shall never offer or accept illegal or inappropriate gifts (monetary or otherwise) or other remuneration in order to achieve business or personal advantages for yourself or others. Nor shall you use agreements with middlemen to channel payment to anyone in such a way that may be interpreted as corruption/integrity.

## **9. USE OF TECHNOLOGICAL RESOURCES**

- Employees may not use CSC's equipment, systems and technological devices for purposes other than those authorized by CSC. The use of software that does not comply with official CSC's standards is not permitted
- Employees operating technological resources shall be informed about the user restrictions and shall not violate licensing agreements or do anything to compromise CSC's responsibility or subject CSC to liability to any third party.
- Technological resources shall be handled in accordance with the operating policies and procedures defined by the corresponding departments.

## **10. INFORMATION HANDLING AND PROTECTION OF PERSONAL DATA**

- All information from CSC shall be reliable and correct, and maintain high professional and ethical standards. All of those who, through their work, deal with information about the company are responsible for meeting these standards. Communication with the media, the public and the financial markets shall take place in accordance with established guidelines and routines and satisfy the regulations and practices applicable to publicly listed companies, irrespective of whether the company itself is listed or not.
- If you have or receive information that may affect the business, you shall not trade in the financial instrument/share before the information has been made public or ceases to be sensitive. You must not provide such information to anyone, directly or indirectly, except those who have a real need for the information in order to perform their duties on behalf of CSC.
- CSC's processing of personal data shall be subject to the care and awareness which is required according to applicable law and regulations and relevant for information that might be sensitive, regardless whether the data refer to students, employees or others. Subject to compliance with the general principle stated above, processing of personal data should be limited to what is needed for operational purposes, efficient student care, relevant commercial activities and proper administration of human resources.



## **11. CONFLICT OF INTEREST, DUTY OF LOYALTY AND NON-COMPETITION**

- Doing what's right for CSC is important. It means avoiding situations that create – or appear to create – a Conflict between personal benefit and CSC's interests. In their relationship with customers, suppliers, contractors and competitors, employees shall prioritize the interests of CSC over any situation that may lead to a real or potential personal benefit, for themselves or any of their relatives or associates.
- You shall never take part in or attempt to influence a decision or settlement if there is a conflict of interest or other circumstances exist, which could give grounds to question one's impartiality.
- Should a conflict of interest arise you shall on your own initiative evaluate and notify your immediate superior or the CSC HR Manager/ functional manager of your partiality or the conflict of interest.
- As an employee of CSC you shall not hold another position that conflicts with your employment or carry out work for others.

## **12. GRIEVANCE PROCEDURE POLICY**

### **12.1 Overview**

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

### **12.2 Complaints Process**

All concerns can be expressed or reported without any fear of retaliation. The complaints to be routed to HR to maintain confidentiality and the person reporting.

- The employee should give a written complaint to HR Head.

### **12.3 Confidentiality of CSC Information**

- The protection of confidential business information and trade secrets is vital to the interests and success of the Company. Some employees may have access, either on a regular basis or only in certain occasions, to confidential information through the work they do. This could include, for example, information related to sales, marketing and business plans, financial data, technical product information, merger or acquisition activity, senior management changes, trade secrets, current and future products or information stored in CSC data storage systems, or a range of other information.
- CSC confidential information should never be shared with any person who does

not need to know such information to perform work or a service for CSC. Confidential information of others with whom CSC does business or interacts with must also be respected.

- All Employees may be required to sign a non-disclosure agreement as a condition of employment, since the Company sees this as necessary. Any Employee who improperly uses or discloses trade secrets or confidential business information will be subjected to disciplinary action, including termination of employment and legal action, even if he/she does not actually benefit from the disclosed information.
- The duty of confidentiality also applies after the conclusion of employment or contractual relationship with CSC for as long as the information is considered to be of a sensitive nature or in any other way confidential.

### **13. FORCED LABOUR / CHILD LABOUR**

- CSC opposes the use of forced or compulsory labor, including but not limited to exchange of labor for payment of debt. Any employee shall be free to leave his/her employment as per the terms stated in his/her letter of appointment.
- CSC shall not employ or contract child labor. "Child labor" means any work by child or young person unless it is considered acceptable under the ILO Minimum Age Convention 1973 (C138). "Child" means anyone under 15 years of age, unless national or local law stipulates a higher minimum working age or higher age for completing mandatory schooling, in which case the higher age shall apply.
- If you become aware of any employment situation in breach with the standards set out above, you shall at once notify your immediate superior or any other appropriate executive. The employment situation shall straight away be remedied in the best interests of the child.

### **14. HEALTH, SAFETY AND EMPLOYEE SECURITY**

- CSC shall be a pioneer in the field of health, safety and employee security to promote good health and safe working environment in compliance with internationally recognized standards.
- Employees should be familiar with and follow all security and safety guidelines and report any unsafe conditions or accidents. Any acts of violence toward another person or company property should also be reported immediately. We want to foster the kind of environment where people feel safe and are treated with courtesy and professionalism at all times.

### **15. GIFTS AND ENTERTAINMENT**

- Employees receiving or being offered gifts, meals or entertainment or special

treatment which Exceeds normal courteous relations must inform their immediate supervisor of the facts in order to request instructions regarding the appropriate response.

- Under no circumstances may cash or goods easily converted into cash be given or accepted.
- These restrictions on the receipt or provision of invitations, gifts, entertainment are equally applicable to relatives or associates of any person with whom CSC employee may be dealing or interacting with in any CSC related matter.

## **16. EMPLOYEE WELFARE POLICY**

The Company is committed to sponsoring a comprehensive welfare program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, one is eligible to enjoy other welfare measures, which will enhance his/her job satisfaction. One shall agree that the welfare program described in this Employee Handbook represents a very large investment by the Company.

### **16.1 Eligibility**

If a person is a full-time employee then he/she will enjoy all of the welfare measures described in this Employee Handbook as soon as he/she meets the eligibility requirements for each particular benefit. Coverage is available to them and also their dependents as defined in the benefit summary plan descriptions.

### **16.2 Group Insurance (Medical & Accident)**

The Company is dedicated to the health and wellbeing of employee and his/her family. A comprehensive insurance program is available him/her and their family. One can opt for Mediclaim Insurance Policy or decide otherwise.

### **16.3 Employee's Provident fund**

All employees whose Basic plus Dearness Allowances is less than Rs.15000/- are covered under P.F. Act. The employee has to contribute 12% to the Provident Fund as per the EPF Act 1952. In addition to this, the company will contribute 12% more to the concerned employee's Provident Fund Account. This clause is subject to amendments in the EPF Act.

### **16.4 Gratuity**

The Payment of Gratuity Act, 1972 envisages to provide a benefit to the employees who have rendered long and unblemished service to the organization for more than 5 years, and worked for the prosperity of the organization.

## **17. EMPLOYEE MOVEMENT POLICY**

### **17.1 Transfers**

The Company is structured in a way that will require the staff often to work away from the office location, mostly the field or in another branch or city. The employee working out of office should inform their immediate supervisor of their whereabouts, how they can be contacted and how long they are expected to be out of the designated office.

### **17.2 Travel Allowance:**

Employees whose job profile requires them to travel within the city to visit various hostels or to any other place for official reasons, are eligible for reimbursement or will be agreed to be included in the salary as conveyance at the time of joining.

Other employees, whose job role does not involve travel on regular basis, can claim reimbursement for travel for official purposes whenever applicable.

### **17.3 Out of Station Travel on Official Duty**

All out of station travel must be authorized by the director. No claims will be reimbursed without the authorization.

### **17.4 Overseas Trips**

- Overseas trips require the approval of the Director. When staff members travel to destination outside the country for official purposes, the daily reimbursement rate is normally determined by the Management depending on the travel tariff rates and other cost involved.
- The employee shall have their trip authorized by the Director.
- No staff will be allowed to leave without proper handover of the charge to be undertaken by a specific person in his/her absence.

### **17.5 Travel Advances**

Employees may apply for travel advances for travel that has been duly authorized. The advance must be reconciled within 5 days upon return from the trip. If the employee fails to submit the expenses statement, the advance will be recovered from the salary of the employee concerned.

## **18.EMPLOYEES EXIT POLICY**

An Employee is separated from his or her services with the Company due to the following:

- Resignation
- Termination / Dismissal
- Death

- Superannuation
- Voluntary Retirement
- Retrenchment

### **18.1 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.
- Resignations shall be routed through the immediate supervisor/manager to enable the Department Manager to decide on whether a replacement has to be hired within the notice period.
- CSCPL is entitled to forfeit the dues in case an employee leaves the organization without a prior notice/intimation in writing.

### **18.2 Handing Over Procedure**

Any employee who tenders his/her resignation will be on a notice period as per the agreed employment terms. During that tenure, it's the moral responsibility of such employee to hand over his possessions and properties belonging to the company to the assigned person / supervisor / manager before getting relieved from his/her services.

### **19.TERMINATION / DISMISSAL**

Termination of services of regular Employee is made on the grounds of Long Absenteeism and/or any other Disciplinary Action(s).

In case of Termination due to any disciplinary action, the concerned employee is relieved on the very same day or as early as possible. All the exit formalities are conducted before the last day of the terminated employee. The employee will be issued a termination letter after following the disciplinary procedure as per Company policy.

### **20.SEPARATION DUE TO DEATH:**

- In case the separation of the employee is on account of Death of the Employee, all processes are followed as per the above mentioned Sub-sections.
- No Dues Clearance will be ratified by the Department Supervisor / Manager.
- Full & Final Settlement will be issued to the declared nominee(s) of the Employee.

### **21.RETIREMENT POLICY FOR REGULAR EMPLOYEES (SUPERANNUATION)**

- Every employee will retire from the services from the company on attaining the age of superannuation i.e. 60 years, as per the date of birth recorded in the company's records.

- The management may at its sole discretion grant annual extension beyond the age of superannuation in case the company desires to avail the services of the retired employee. Alternatively, he can be engaged on annual contract basis either on a retainer fee or fixed monthly remuneration or on any other terms on mutually agreed terms and conditions. The person will not be entitled to any long-term statutory benefits.

### **21.1 VOLUNTARY RETIREMENT**

Employees considering an early retirement must consult with their human resources department and follow procedures same as that of voluntary resignation.

### **22.RETRENCHMENT POLICY**

The Company may terminate a staff member's appointment after giving a two –months' notice, if there are insufficient funds to carry forward the program or when the program comes to an end or no other assignment is available.

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The Standards of Conduct describe the expected actions and behaviors of employees while conducting Company business.

This Campus Student Communities, Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Company of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of Campus Student Communities Pvt. Ltd. Campus Student Communities Pvt. Ltd., reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook.

Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

The Company will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about Company policies, procedures, benefits, and working conditions.

No provision in this employee handbook and expected Standards of Conduct can be waived without written permission from the Company's Director, or designee.

Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

Campus Student Communities strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. Your Company commitment to serving customers and to providing quality services at competitive prices is unwavering.

These policies, procedures and working conditions provide a work environment in which both customer interests and employee interests are served.

Campus Student Communities values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Company alike can thrive. The Company provides an Open Door Policy in which

employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

Campus Student Communities is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. Campus Student Communities provides for fair treatment of employees based on merit. The company complies with all applicable Federal, state, and local labor laws.

Employment at Campus Student Communities is on an "at will" basis, which means that either you, the employee or Campus Student Communities, may terminate the employment relationship at any time, for any reason, with or without cause, however this will be executed by either parties by serving proper notice period or in lieu of notice period salary as applicable.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook and employee Standards of Conduct.

Employee's Name:

Employee's Signature:

Date:



## NOTES

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## NOTES

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**Campus Students Communities Pvt. Ltd.**

Regd. Address: #83/1, Dr. A.N. Krishna Rao Road, V.V. Puram, Basavanagudi, Bangalore - 560004  
Corp. Address: #33/5, National High School Road, V.V. Puram, Basavanagudi, Bangalore - 560004  
P: +91 80 4155 4111 | E-Mail: [info@campusville.in](mailto:info@campusville.in) | W: [www.campusville.in](http://www.campusville.in)