**Paves Technologies Employee Policy Handbook**

**Table of Contents**

|  |  |
| --- | --- |
| **S.no** | **Contents** |
|  | **Discipline Policy** |
|  | **Employee Code of Conduct** |
|  | **Asset Management & Data Confidentiality Policy** |
|  | **Leave Policy** |
|  | **Grievance Policy** |
|  | **Moonlighting Policy** |
|  | **Onboarding & Exit Policy** |

**1. Discipline Policy**

**Purpose**

The Discipline Policy aims to maintain a professional and respectful work environment. It establishes clear guidelines on employee behavior, ensuring accountability and fairness in handling disciplinary actions.

**Employee Responsibilities**

* Adhere to company policies and procedures.
* Maintain professionalism and integrity in all interactions.
* Report any observed misconduct or violations.

**Types of Misconduct**

**Minor Misconduct**

* Habitual tardiness or absenteeism.
* Unprofessional or inappropriate behavior.
* Unauthorized use of company resources for personal use.

**Major Misconduct**

* Repeated violation of company policies.
* Breach of data security protocols.
* Workplace harassment, discrimination, or bullying.

**Gross Misconduct**

* Physical violence or threats in the workplace.
* Intentional damage to company assets or property.
* Engaging in substance abuse during work hours.
* Theft, fraud, or any criminal activities.

**Disciplinary Actions**

* **Verbal Warning:** Given for first-time minor offenses.
* **Written Warning:** Issued for repeated offenses.
* **Suspension:** Temporary removal from work for serious violations.
* **Termination:** Dismissal for gross misconduct.
* **Legal Action:** Pursued in cases of fraud, criminal behavior, or security breaches.

**2. Employee Code of Conduct**

**Purpose**

The Employee Code of Conduct outlines the ethical and professional standards expected from all employees of Paves Technologies. It promotes a culture of respect, integrity, and accountability.

**Core Values & Principles**

* **Integrity:** Employees must act honestly and ethically in all business dealings.
* **Confidentiality:** Employees must protect company and client data.
* **Respect:** Treat colleagues, clients, and stakeholders with fairness and dignity.
* **Compliance:** Adhere to company policies, laws, and regulations.
* **Professionalism:** Maintain decorum, dress appropriately, and behave responsibly.

**Prohibited Conduct**

* Engaging in discriminatory or harassing behavior.
* Misuse of company resources for personal gain.
* Accepting gifts or bribes that may create conflicts of interest.
* Unauthorized disclosure of confidential information.
* Violating data security and privacy policies.

**Consequences of Violations**

Violations of the Employee Code of Conduct will result in disciplinary actions, which may include warnings, suspension, or termination, depending on the severity of the offense.

**3. Asset Management & Data Confidentiality Policy**

**Purpose**

This policy ensures the responsible use, protection, and management of company assets and sensitive data.

**Asset Management Policy**

**Ownership & Responsibility**

* All company-provided assets, including laptops, mobile phones, and software, remain company property.
* Employees must use these assets responsibly and return them upon resignation or termination.

**Loss or Damage of Assets**

* Employees are responsible for reporting lost or damaged assets immediately.
* If negligence is found, the cost of repairs/replacement will be deducted from the employee’s salary.

**Data Confidentiality Policy**

* Employees must maintain the confidentiality of company information and client data.
* Sharing of sensitive data without authorization is strictly prohibited.
* Any data breaches must be reported immediately to IT and HR departments.

**4. Leave Policy**

**Purpose**

The Leave Policy provides guidelines for availing different types of leaves while ensuring compliance with labor laws.

**Types of Leave**

**Sick Leave (SL)**

* 12 days per year.
* Medical certificate required for leave beyond 2 consecutive days.

**Casual Leave (CL)**

* 12 days per year.
* Cannot be combined with sick leave.

**Earned Leave (EL)**

* 15 days per year.
* Maximum carry forward limit of 60 days.

**Public Holidays**

* Employees are entitled to 10-12 public holidays per year, as per the company’s holiday calendar.

**Maternity Leave**

* 26 weeks for the first two children.
* 12 weeks for subsequent children.

**Paternity Leave**

* 5 days of paid leave.

**Leave Without Pay (LWP)**

* Any leave beyond the allocated balance is considered unpaid.

**Compensatory Off (Comp-Off)**

* Employees working on weekends or holidays are entitled to comp-off within 30 days.

**Leave Application Process**

* Leave must be requested at least 10 days in advance.
* Unauthorized absence will lead to disciplinary action.

**5. Grievance Policy**

**Purpose**

The Grievance Policy provides a structured mechanism for employees to raise concerns related to workplace conditions, conflicts, or unfair treatment.

**Grievance Handling Process**

1. Submit a written grievance to HR.
2. HR will investigate and provide an initial response within 7 working days.
3. If unresolved, the grievance will be escalated to senior management.
4. A final decision will be communicated within 14 working days.

**Confidentiality**

* All grievances will be handled with strict confidentiality.
* Retaliation against employees who report grievances is strictly prohibited.

**6. Moonlighting Policy**

**Purpose**

This policy establishes Paves Technologies’ stance on employees engaging in secondary employment.

**Guidelines**

* Employees must disclose any secondary employment to HR.
* Working for a competitor or engaging in conflicting business activities is prohibited.
* Moonlighting should not interfere with primary job responsibilities.

**Consequences of Violation**

* First-time violations will result in a warning.
* Repeated violations may lead to termination.
* If company data is compromised, legal action may be taken.

**7. Onboarding & Exit Policy**

**Purpose**

This policy defines structured procedures for welcoming new employees and managing resignations or terminations.

**Onboarding Process**

* **Pre-Joining Formalities:** Submission of documents, signed agreements, and verification.
* **Induction Day:** Introduction to company policies, IT setup, and team interactions.
* **Probation Period:** 3-month probation with performance review before confirmation.

**Exit Process**

* **Resignation Notice Period:**
  + Junior/Mid-Level: 30 days
  + Senior-Level: 60 days
* **Clearance Process:** Employees must return all company assets and complete knowledge transfer.
* **Full & Final Settlement:** Salary, dues, and benefits will be settled within 30-45 days post-exit.

**End of Employee Policy Handbook**