

## **Employee Handbook**

### **Welcome**

We are glad to have you as a member of WeyBee Solutions Pvt Ltd. As a team member at WeyBee Solutions Pvt Ltd ("the Company"), you are an essential part of a team effort. We hope that you will find your position with the Company rewarding, challenging and productive. Every Employee has an important role in our operations and we value the ability and experience you bring with you to the organization. You, and other Employees, are vital to the success of WeyBee.

This handbook has been prepared to acquaint you with the employment policies and practices of WeyBee. Please read it carefully and keep it for future reference. If you have any questions, please contact a member of the Human Resources Department

## **WeyBee Values**

### **Be Excellent to Each Other**

Definition: We show respect to our customers, team members, and partners by valuing their time, addressing their challenges, and discussing their ideas in order to deliver world-class service.

1. Act with others in mind
2. Always speak well of others
3. Give trust and be trustworthy
4. Be approachable and coachable
5. Be professional, cordial, and personal

### **Be the Real Deal**

Definition: We are what we say we are, and we do what we say we'll do.

1. Act with courage, honesty, and integrity
2. Establish realistic expectations, take responsibility, and deliver on commitments
3. Work hard, achieve results, and maintain work/life balance

### **Talk to Me**

Definition: We communicate to empower.

1. Communicate timely, accurately, concisely, and appropriately with customers, team members, and partners
2. Break communication barriers
3. Define success in employment, products, processes, and service

## **The Purpose of this Handbook**

We think that Employees are happier and more valuable if they know what they can expect from WeyBee and what the Company expects from them. In this handbook we introduce you to the Company's, values, culture, and goals. We expect you to incorporate that information into your day-to-day job performance, striving to meet WeyBee's values in everything you do.

The remainder of this handbook will familiarize you with the policies, privileges, benefits, and responsibilities of being an Employee at WeyBee. Please understand that this handbook can only highlight and summarize our Company's policies and procedures. For detailed information, please talk to your Supervisor or Admin.

In this Company, as anywhere, circumstances are constantly changing. As a result, we may have to revise, rescind, or supplement these policies from time to time. Nothing in this handbook is a contract or a promise. The policies can change at any time, for any reason, without advanced notice.

The enclosed information may differ according to the law of the state in which you work, in which case WeyBee will comply with those laws.

## **What You Can Expect from WeyBee**

WeyBee believes in a work environment that fosters innovation and involvement to meet the challenges of our business. We believe in providing quality service to our customers and a quality workplace for our Employees. Through this commitment, we will continue to ensure our success and growth.

## **What We Expect from You**

At WeyBee, service to our customers is everyone's responsibility. You should always treat our customers and your fellow Employees with respect. Our Employees provide the services that our customers rely upon and expect, and enable us to grow and create new opportunities in the future.

We expect and depend upon you to perform the tasks assigned to the best of your ability and to act in ways reflecting favourably on the Company, other Employees and yourself.

## **Right to Revise**

This Employee Handbook contains the employment policies and practices of the Company in effect at the time of publication. All previously issued any inconsistent policy statements or memoranda are superseded.

WeyBee reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

Any written changes to this handbook will be Updated to all Employees' HRMS Account so that everyone will be aware of the new policies or procedures. Changes will be effective on the dates determined by the Company. No oral statements or representations can in any way alter the provisions of this handbook.

## Definitions Used in the Handbook

"Employee" and "Team Member" as used in this handbook, refers to employees employed by WeyBee. "Company" and "Worksite Employer" as used in this handbook refers to WeyBee.

"Supervisor" or "Manager" as used in this handbook refers to your immediate supervisor or manager and/or management of WeyBee.

## Employment

### Employment Classifications

The following definitions of employment classifications are provided so that you can better understand your employment status and benefits eligibility. Your classification is based on your job description and the nature of the position and determines how you are paid and whether or not you receive overtime pay. These classifications do not guarantee employment for any specified period of time.

**Full-Time Salaried:** Employees are regularly scheduled for work a minimum of 40 hours per week, are not eligible for overtime, and meet the minimum requirements for eligibility of benefits on the first of the month following one month Probation period.

**Part-Time Salaried:** Employees are regularly scheduled for work less than 30 hours per week.

**Interns:** Selected Students from campus are regularly scheduled for work a minimum of 40 hours per week, are not eligible for overtime, and meet the minimum requirements for eligibility of benefits on the first of the month following a Six-to-Twelve-month Probation period depends upon performance

## Job Duties

Your Supervisor will explain your job responsibilities and your expected performance standards. Your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the Company. In some cases, the operational needs of the Company may require a change of an Employee's regular workday and/or workweek hours. Your cooperation and assistance in performing additional work or working a different schedule is appreciated and expected.

The Company reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

### **Equal Employment Opportunity**

WeyBee is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by state, or Central laws. The perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics is also discrimination and is against the law.

If you believe you have been subjected to any form of unlawful discrimination, or if you know of another Employee who has been the subject of discrimination, submit a complaint to your supervisor or administration. Your complaint should be specific and should include the names of the individual(s) involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, please contact a representative. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense, up to and including termination. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by Management, Employees, or co-workers.

### **Personal Data**

The Company is required by law to keep current Employee's names, addresses and KYC Docs. Employees are responsible for notifying the Company of any changes in personal data. Personal mailing addresses, telephone numbers, names and number of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, please update on HRMS Portal.

### **Timekeeping Requirements**

Employees are responsible for accurately recording time worked. The Company to keep an accurate record of time worked in order to calculate Employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All Employees/Interns are required to record the time that they begin and end their work period, as well as the beginning and ending time of each meal period Employees/Interns also must record their time whenever they leave the worksite for any reason other than on Company business. Any exceptions to this must be approved by Management.

Falsifying or altering your own or another Employee's time record is not permissible and is subject to disciplinary action up to and including the termination of employment.

## **Probation and Confirmation**

To provide for a time frame to the organisation to evaluate the "performance and culture fit" factor vis-à-vis the internal set standards. This also gives the individual time to understand his/her compatibility with the organisation.

All new joiners at all levels will join on probation for a period of Minimum One month from their date of joining specified in their offer

## **Resignation**

Employee can only resign if He/she is not serving Bond period. Employee Should consult management before resign and ask for verbal approval. Employee may resign from his service upon giving two month's notice period to the company as per terms of their employment, failing which he/she will be liable to pay two month's salary. Last salary would be deposited after 30 days of your Relieve date. In case of relieve date is before 10<sup>th</sup> then your previous month salary will be adjusted to hold last 30 day salary.

The company may at its sole discretion, waive or reduce the amount due by employee in lieu of notice period.

During probationary period an employee can resign as per employment contract.

## **Termination**

Services of a confirmed employee may be terminated by the Company without assigning any reason, by giving one month's notice in writing or on payment of one month's salary.

During probationary or internship period, services of an employee may be terminated at any time without notice and in the event of such termination; the employee will be entitled only to the remuneration at the agreed amount of salary for the actual time employed.

## **Internet Usage**

No person is allowed to use Company IT facilities who has not previously been authorized to do so by the Company IT Department. Unauthorized access to IT facilities is prohibited and may result in either disciplinary action or criminal prosecution.

It is an offence to try and access any computer system for which authorisation has not been given.

It is an offence to copy software without the permission of the owner of the copyright.

It is an offence to publish untrue statements which adversely affect the reputation of a person or group of persons.

Users must not visit, view or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography), obscene matter, race hate material, violence condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.

Personal use of the internet must not cause an increase for significant resource demand, e.g. storage, capacity, speed or degrade system performance.

Use of the internet for personal reasons (e.g. online banking, shopping, information surfing) must be limited, reasonable and done only during non-work time such as lunch- time.

Use of gambling sites, online auction sites and social networking sites such as, but not limited to, Facebook, LinkedIn, Youtube, Twitter, Bebo, Flickr, MySpace etc.. is not permissible.

## **Leave Policy**

All employees on the rolls of the company are covered by the leave policy.

Entitlement for leave is prorated and shall commence from the day an employee joins the Company.

### **Types of leaves:**

**Casual Leave:** All employees are entitled to a maximum of 12 days of such leave in a calendar year. The entitlement for new joiners will be pro-rated depending on their date of joining.

**Sick Leave:** Sick leaves can be granted at the discretion of supervisor, HR and CEO. The immediate supervisor can approve up to 3 days of leave. Any sick leave beyond 3 days at a stretch has to be approved by the CEO. Such leave application will have to be supported by adequate proof.

**Student Leave:** Student Leaves are entitled to interns only. Duration of Leave will be finalised by supervisor or Admin only.

**Leave Without Pay:** Leave without pay is a temporary authorized unpaid leave of absence from work. It should not be viewed as a right, but can only be considered under exceptional circumstances. LWP of up to 10 calendar days can be approved by Department Head with intimation to management. Company has the right to reject any request without justification or any obligation on its part.

### **Rules & Regulation for Applying any Leave**

All leave should process through HRMS portal only.

All employees are required to apply for CL on employee portal to their Supervisor/Admin at least a week in advance for approval. Leave taken without supervisor's approval will be considered as Unapproved leave leads to salary deduction.

Any employee working with client offshore need to update about leave, In-case any issues raised by client leave can be denied at any time.

A maximum of three (3) non-consecutive days leave can be taken in a month.

The employee availing sick leave should take appropriate measures to inform the Supervisor/Admin regarding the probable duration of her/his absence immediately on commencement of leave.

Holidays/weekly off between casual leave will be treated as sandwich and will be deducted from her/his casual leave balance (e.g. if employee 'A' remains off-duty on Friday and he also takes off on Monday then, leaves will be treated as sandwich which counts 4-days off).

This policy encourages employees to take a break from work as this provides healthy, stress free and more productive human being. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

## **Performance Evaluations**

At WeyBee we communicate to empower, and in order to foster more dialogue between Team Members and Managers the Company will conduct periodic performance reviews. Performance evaluations will be conducted on time-to-time basis. The performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Every effort will be made to perform evaluations on or about your scheduled review date, but be aware that delays may occur.

During your performance evaluations, your Supervisor may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favourable performance evaluations do not guarantee increase in salary or promotions. Salary increases and promotions are solely within the discretion of the Company and depend upon many factors.

## **Discipline**

Violation of WeyBee's policies and rules may warrant disciplinary action. The Company may, at its discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The Company's policy of discipline in no way limits or alters the at-will employment relationship.

## **Employee Conduct**

### **Standards of Conduct**

To ensure orderly operations and provide the best possible work environment, WeyBee expects Employees to follow rules of conduct that will protect the interests and safety of all Team Members and the organization. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This list is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations are also prohibited.

- Violation of any policy, practice and/or procedure;
- Neglect of job responsibilities or unsatisfactory performance;
- Falsification, misrepresentation or alteration of employment records, employment information, or other Company records, including lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Company;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;

- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee, customer, supplier, or visitor in any manner;
- Theft or unauthorized removal or borrowing of Company property or the property of fellow employees without prior authorization, including unauthorized use of Company equipment, time, materials, or facilities;
- Engaging in acts (or threats of acts) of violence or coercion, making threats of violence toward anyone, intimidating, fighting, or provoking a fight during working hours, or on Company property, or when representing the Company;
- Engaging in criminal conduct whether or not related to job performance;
- Insubordination, including but NOT limited to failure or refusal to obey the lawful orders or instructions of a supervisor, member of management of WeyBee, or the use of abusive or threatening language toward a supervisor or member of management of WeyBee.
- Using inappropriate language such as: profanity, cussing, swearing, vulgar, obscene, abusive or insulting language, including unwelcome name-calling and inappropriate jokes or racial slurs at any time on Company premises;
- Displaying indifference or rudeness towards a customer or fellow employee; or any disorderly/antagonistic conduct on company premises;
- Immoral conduct or indecency on Company property;
- Conducting a lottery or gambling on Company premises;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Sleeping or loitering on scheduled work time;
- Violating any safety, health, security or Company policy, rule, or procedure;
- Committing a fraudulent act or breach of trust under any circumstances;
- Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs;
- Being under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on company premises, except medications prescribed by a physician which do not impair work performance;
- Solicitations or distribution of any nature on WeyBee property during scheduled work time;
- Violating safety rules, practices, or engaging in conduct that creates a health hazard, including smoking in unauthorized areas.

Please note: nothing in this list alters the Company's policy of at-will employment. Either you or the Company remains free to terminate the employment relationship at any time, with or without notice, and in the absence of any violation of these rules.

## **Attendance**



Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are expected to remain at work for their entire work schedule, except for meal periods, or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from schedule hours are disruptive and place a burden on other Team Members and on WeyBee.

If you are unable to report to work or will arrive at work late, call and notify your Supervisor at least one hour before the time you are scheduled to begin work for that day, or as soon as possible in advance of the anticipated tardiness or absence. Be aware: simply leaving a message or texting your supervisor or a fellow Team Member does not constitute notification to your supervisor. In the event of an emergency, a family member or friend should call on your behalf. Contact your supervisor each day you are absent from work. In all cases of absence or tardiness, Employees must provide their Supervisor with an honest reason or explanation.

Excessive absences, lateness, or leaving early may lead to disciplinary action, up to and including termination of employment.

## **Dress Code**

Because each Employee is a representative of the Company in the eyes of the public, you should always report to work properly groomed and wearing appropriate clothing. Team Members are expected to dress neatly and, in a manner, consistent with the nature of our business and the type of work performed.

## **Harassment Policy**

WeyBee is committed to providing a work environment which encourages mutual respect, promotes respectful and congenial relationships between Employees, and is free of unlawful harassment. WeyBee prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The Company's anti-harassment policy applies to everyone involved in the operation of the Company and prohibits unlawful harassment by any Employee of the Company, including Supervisors and Managers, as well as vendors, customers and any other persons. We also prohibit harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following behaviour:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and

- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, promptly report the incident to [hr@weybee.com](mailto:hr@weybee.com). You will be asked to provide details of the incident, names of individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to the Human Resources Director. The Company will immediately undertake an effective, thorough and objective investigation of the allegations. All harassment charges will be promptly investigated and treated confidentially.

Harassment is considered a form of employee misconduct. If the Company determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any Employee responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint or report, or assisting in an investigation, and will not tolerate or permit retaliation by Management, Employees, or co-workers. We also prohibit Employees from hindering internal complaint procedures or investigations.

Any Supervisor or Manager who has knowledge of such behaviour, yet takes no action to end it is also subject to disciplinary action, up to and including termination of employment, and could be held liable for monetary damages. In addition, harassers may legally be held liable for their own actions. The Company, to the extent permitted by law, reserves the right to not provide a defence or pay damages assessed against any employee for conduct in violation of this policy.

## **Working Hours / Days**

**All employees will follow the normal working hours as follows:**

Monday to Friday – Flexible Hours One Should Complete 9 Hours 15 Min which includes 1 Hour Lunch at 1:30 PM to 2:30 PM & 15 Min Evening Tea Break at 4:15 PM to 4:30 PM

In-Time would start from: 09:00 AM Onwards

Normally All Saturdays Are Non-working, in some circumstances or events Saturday will be working with advance notice.

The working hours are designed to meet and Fulfilled customer requirements. Employees may be required to extend working hours accordingly

## **Private work**

While you are in the employment of the company, you will not with or without any remuneration or compensation, in any capacity, work or attempt to work or render or attempt to render any services or associate directly or indirectly with any person or organization, without obtaining prior written permission from the Management/Admin. Your employment with the company primarily envisages sole, exclusive and full-time employment with the company.

## Benefits & Perks

### Health Insurance

As part of our commitment to Employees and their wellbeing, WeyBee provides Company-sponsored Health Insurance to their Full-Time Salaried employees & Interns.

### Loyalty Bonus

No of Year Completed in WeyBee	Loyalty Bonus Amount
On Completion of 3 <sup>rd</sup> Year	50000 INR
On Completion of 4 <sup>th</sup> Year	50000 INR
On Completion of 5 <sup>th</sup> Year	150000 INR
On Completion of 6 <sup>th</sup> Year Onwards every Year	10% of Basic Salary

### Performance Rewards

At WeyBee we communicate to empower, and in order to foster more dialogue between Team Members and Managers the Company will conduct periodic performance reviews. Performance Rewards will Offer to candidates in their latest offer.

### Technical Upliftment Program

WeyBee Encourages employees to have technical advancement which will benefited vice-versa. Thus, we are introducing Technical upliftment program for advancement of the technical skill by learning trending technologies, tools etc. With your supervisor/administrator permission once can start initiate the online certification learning and crack it. Company will reimburse the exam Fees & other charges (Course fees) if one gets succeeded in it. This course needs to learn in weekends only.

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