

Training Policy

Purpose: The purpose of this policy is to define the general rules and regulations to be adhered by the Trainees during the training period. Training and development programs are built to develop skills and improve their performance, hence, it's the trainee's responsibility to seek new learning opportunities in an effective way. All trainees must respect training and development efforts and time limitations as well as individual and company needs.

SCOPE: This training and development policy applies to all permanent, full time, inhouse as well as salary-based permanent employees.

POLICY:

1. Trainees are not allowed to take any leaves during the training period.
2. Trainees should mark their attendance with the trainer as soon as they reach the office/should connect virtually in case of WFH.
3. Trainees shall at all times make sincere efforts to avoid unwanted waste of time and material.
4. The trainee shall not act in a way, which could be considered as intended fraud.
5. Any training material should not be shared externally. Identification of any such act will immediately lead to termination.
6. Punctuality and discipline must be practiced by the trainees, regular office timings must be adhered i.e. 09:30 am to 06:30 pm.
7. Any personal calls, personal activities on social media platforms or involvement in other activities will not be acceptable during the training sessions.
8. It is mandatory to maintain your performance on LMS (Learning Management System). The trainer will check the progress through this daily at 6:00 pm.
9. All the trainees WFH/WFO, need to be connected virtually/Physically (All Day) with the trainers.
10. Trainees must make the most out of their training sessions by undertaking the assessment sincerely. No unjustified means should be used to clear the assessments.
11. Deadlines given by the trainers to complete the assessment should be adhered.
12. Every module is compulsory to be attempted, trainee will not skip any module.
13. During the training period, trainee is entitled to get 50% of the salary, remaining 50% salary will be given after completion of Probation Period. However, Counsellors (HIP) are excluded from this.
14. During the training period, the intern trainees get the full 100% payout according to their Stipend.

15. HR team will release the remaining 50% salary of the training period after completion of probation period as per the payroll cycle (Salary Day).
(not applicable for HIP counsellors)
16. Trainees are advised to complete the training within short duration, as they are entitled to 50% of salary during the training period.
17. Minimum 80 to 85% must be achieved in each module to be eligible for on boarding. If a trainee fails to clear the module assessment, no salary for the training period will be given. HR and management will take further decision about employment of the trainee.
18. If the trainee absconds or resigns during the training period, No Salary will be provided for that duration.

Do's: -

1. Do actively participate in the training and engage in discussions and activities.
2. Do ask questions and seek clarification if you are unsure about something.
3. Do take notes on the modules attempted, which will be reviewed by the trainer on a daily basis.
4. Do give feedback to your trainers on the training program and suggest ways it can be improved.
5. Do communicate openly and effectively with your trainers and colleagues to ensure a positive learning experience for everyone.

Don'ts:

1. Don't limit your learning to just the training sessions, seek out additional opportunities to grow and develop.
2. Don't hesitate to ask questions or speak up if you need help.
3. Don't neglect to follow up on tasks or assignments related to the training.
4. Don't be passive during the training, avoid distractions such as using your phone or laptop for non-related tasks.
5. Don't ignore feedback, use it to improve and develop new skills.

NON-COMPLIANCE:

Noncompliance of any rule and regulations from the trainee policy may lead to termination of employment. Any deviation from this policy has to be approved by HR and Management

Signature of Trainee

HR Policy

Purpose: This policy aims to establish regulations and guidelines for employees during their tenure at Aimlay. It ensures consistent adherence to ethical and professional standards. Employees should familiarize themselves with the policy and comply with Aimlay's values.

This policy applies to all permanent, full-time, in-house as well as salary-based permanent employees POLICY:

HOW TO APPLY LEAVE? -

Step1. Minimum 1 Day Prior Approval from Reporting Manager on Outlook looping ar@aimlay.com

Step2. Apply it on Facto HR

If any employee takes leave and informs on the same day OR without approval from the reporting Supervisor & Manager HR in such condition the double salary will be deducted for the duration.

Shift Timings –

- 9:30 AM- 6:30 PM
- 11:30 AM- 8:30 PM

Early Bird Benefit-

If any employee is coming before 9:30 daily and marking his attendance using Facto HR for a month will get additional Rs.600 along with the salary.

Rainy Day Benefit –

In case of rainy day, if the employee is reaching the office before 9:30 AM and it's raining in the office premises, then according to this policy a benefit of Rs.150 (Per Attempt) would be entitled to the employee.

1) DEDUCTION ON LATE COMING: -

- a. If an employee reports in office between 09:46 AM till 10:00 AM = 1/4th of the Full-day Salary will be deducted.
- b. If he/she reports between 10:01 AM and 10:30 AM = 1/2 of the full-day Salary will be deducted.
- c. If any employee reports after 10:30 AM, the deduction will be full Day Salary or if an employee will be absent the whole day without Information so 2 days of full Day Salary will be deducted, and a warning letter will be issued.

****Relaxation duration only for 7days in a month and for 15mins. if someone coming late for more the 7 days then deduction will applicable from 9:31.**

2) UNABLE TO PUNCH: -

- a. Employee can regularize their attendance by shooting an email to ar@aimlay.com
- b. Along with supporting (Selfie with Office Clock)
- c. Only 3 times a month is allowed.

3) Types Of Leaves: -

- a. Privileged Leave: - One Leave per month.
 - I. Employee will eligible to take Privileged Leave in their Probation Period. Once they get the confirmation then their PL will be carried forward.
 - II. Carried forward to next subsequent months as per the payroll cycle
 - III. Reimbursement at the end of the Calendar year
- b. Casual Leave: -
 - I. Employees are permitted to take Casual Leave during the probation period.
 - II. Casual Leaves can be carried forward to the next month but will lapse at the end of each calendar year.
 - III. Every employee is entitled to take 2 Short Leaves per month, each lasting 2 hours, deducted from their Casual Leave balance*.
- c. Sick Leave: - I. Employees can avail Sick Leave during the probation period.

- II. Sick Leave can be carried forward to the following month but expires at the end of the year.
- d. LWP- Leave without pay: -
 - I. If approved- 1 day salary deduction
 - II. If not approved- 2 days of salary deduction
- e. Regional Leave: - One can take 2 Leaves per year for their Birthday, Anniversary, or any Religious Festivals, etc.
 - I. Min 3 days Prior permission is required for this leave and must be planned properly.
 - II. One can't avail the benefit of Regional Leave during their Probation Period.
 - III. One can't avail the benefit of 2 R.L. continuously & can't club IV. R.L. with CL/LWP.
 - V. At least one working day is required between 2 RLs.
 - VI. Cannot take Leave/LWP along with Regional Leave VII. Not carried forward

Employees joining before June, the entitlement is 2 RLs, for those joining post-June, it is 1 RL.

NON-COMPLIANCE:

Noncompliance with any rule and regulations from the trainee policy may lead to termination of employment. Any deviation from this policy has to be approved by HR and Management

Signature of Trainee