

General Policy Guidelines

Version No: 1.2

©iBridge Techsoft Pvt. Ltd.

Confidentiality: This document is proprietary to iBridge Techsoft Pvt. Ltd. ("iBridge"). The information included in or with this document, in its entirety, is considered both confidential and proprietary, and may not be copied or disclosed to any third party, without an express consent from iBridge.

- + **iBridge Techsoft Private Limited** is your principal employer and you are representing iBridge at the client side. Your payroll and day-to-day employment related activities and transactions are taken care by iBridge. Client's role is limited to project related aspects and no communication or documents between the employee and iBridge must be shared with the client. Failure to adhere will lead to termination of services with immediate effect without any notice.
- + Every employee is expected to maintain the official decorum at the client's side. The client would closely observe every aspect and feedback would be shared with iBridge at regular intervals. The feedback from the Client is strictly confidential and an employee would be informed about them, only at the discretion of the Company.
- + Candidates joining on or **after 20th of any month** shall be getting that month's salary along with the next month payroll.
- + The time sheet format is based on monthly calendar and the salary is credited on 5th day of every month. You are required to submit your approved timesheets by the client manager by 6 pm of 3rd day of the month. If 5th happen to be a holiday, then salary will be credited on the next working day. In case the timesheet is not submitted by 3rd of the month, then the salary will be processed in the next payment cycle i.e., 10th day of the month.
- + You will be given access to a HR Portal from where you can download your PaySlips.
- + Appraisal process will be initiated post completion of one year at the sole discretion of employer.
- + **iBridge** has tied up with HDFC Bank as a corporate salary account. Employee must give his/her consent over email if they want the company to open the salary account for them post which the process shall start. In the absence of any consent, it would be considered that the employee should prefer to use his/her own personal account of any bank. For the initial first month, if an employee's HDFC account is not activated, the salary for that month would be credited to any other bank account, which they own. Once the salary account with HDFC Bank has been opened, the salary from that month onwards gets credited in the same.
- + If the salary is transferred to any other account other than HDFC Bank a/c, it shall take the normal NEFT timelines of the banking structures. The company cannot direct any bank to check the timeline of the transaction. The salary is transferred from the company and is credited to the details given by the employee.
- + You are required to inform the HR in writing about change in your contact information (address, email, mobile number etc.).
- + Reimbursement (if any) will be paid to the employee, once he/she successfully completed 3 months of tenure with the company, through the reimbursement cycle (25th day of Month). The reimbursement is subject to the approval from the client.
- + If an employee is eligible for shift allowance / benefits / rewards etc., from the Client, then iBridge will pay the employee within 2 working days upon receipt of the amount from the Client.
- + In case of separation from the company by any means, Full and Final (F&F) Settlement will be done after the completion of 60 days from the Date of Exit / Last Working day. Pay Cycle for F&F is 25th of every month.
- + While serving the notice period, any leaves taken by the employee will not be considered even though there are unused leaves in his / her account. Leaves taken in the notice period tenure will be treated as Loss of Pay (LOP).
- + We have Group Medical Insurance coverage and Group Personal Accident cover for Rupees Two Lakhs per employee.