



# **EMPLOYEE HANDBOOK**

**CLAYSYS TECHNOLOGIES**

## Revision History

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# 1. Welcome to ClaySys Technologies

ClaySys Technologies has prepared this handbook to provide you with an overview of ClaySys's policies. It is intended to familiarize you with important information about the company, as well as provide guidelines for your employment experience with us to foster a safe and healthy work environment. Please understand that this booklet only highlights company policies, for your understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies governing the employees of the company and is not intended to be an express or implied contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies in this handbook change from time to time. Accordingly, the company reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you.

No business is free from day-to-day problems, but we believe our personnel policies and practices will help resolve such problems. All of us must work together to make the company a viable, healthy, and profitable organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees and our customers. If any statements in this handbook are not clear to you, please contact the designated authority for clarification. This handbook supersedes any prior policies, procedures, and handbooks of the company. The information contain in this handbook is proprietary and confidential.

## 2. Company Philosophy

### 2.1 Open-Door Policy

In keeping with the company's philosophy of open communication, all employees have the right to and are encouraged to speak freely with management about their job-related concerns.

We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns, and other issues which are important to you. If, after talking with your supervisor, you feel the need for additional discussion, you are encouraged to speak with the company director.

The most important relationship you will develop at ClaySys will be between you and your supervisor. However, should you need support from someone other than your supervisor, the entire management team, including the company director, is committed to resolving your concerns in a timely and appropriate manner.

### 2.2 Equal Employment Opportunity

It is the policy of ClaySys to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status, or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment. The Director of the Company and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the company director. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

### 2.3 Harassment Policy

The Company will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with ClaySys will not be tolerated. It is the policy of ClaySys that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge. ClaySys also will not tolerate any such harassment of our employees by our clients or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive, or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, epithets, advances, or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters, or cartoons;
- Unwelcome comments about an individual's body;

- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting, or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment, or promises of the same.

Employees must bring any violation of this policy to the immediate attention of their supervisor or the company director. ClaySys will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including discharge.

## 2.4 Recruitment & Selection Procedures.

Recruits are appointed through the company's recruitment procedures. We hire and promote people solely based on their talent, performance, and experience. Job descriptions will be posted on social media platforms and the company's website based on the vacant job position.

Employees can refer the candidate using ClaySys Employee portal – Employee Ref Program or the candidates can send it to [careers@claysys.com](mailto:careers@claysys.com).

All applicants will be screened for eligibility using the essential qualifications, experience, and skill criteria that are outlined in the job specification. Candidates who do not fulfill the required qualification for the post will be eliminated in the first stage of the telephonic interview. In the second round, qualified candidates from the technical interview will be short-listed by the Lead person and will be informed by the HR department. Letters of regret will be sent to rejected candidates based on this. Selected candidates will be notified by the HR department via telephonic call and their confirmation offer letter will be forwarded to them.

## 3 Working and Compensation

### 3.1 Onboarding Formalities

The company maintains certain personal details of every employee in its database. To capture personal details, employees are required to comply with certain procedures and are requested to submit certain documents at the time of joining the Company. All the work-related accessories will be provided to the employee on the joining day itself.

#### 1. Joining Documents

The following documents should be submitted by the employee at the time of joining the company through the onboarding link.

URL: <https://hronboarding.claysys.org/AppSite/default>

- Original and 1 photocopy of the offer letter duly signed & dated by you
- Passport-size photographs (color photos with a white background)
- A duly signed confidentiality agreement, acceptable use policy & code of conduct.
- Education degree certificate
- Relieving letter or resignation acceptance letter from your most recent employer
- Pay slip of last company (last 3 months)
- Proof of identity of the following documents (passport, driving license, Aadhar card, voter's identification card, and PAN card)
- If you have stated in your application as differently-abled, please bring the disability certificate as per the prescribed format, duly filled & signed.

\* The onboarding link should be updated with the scanned copies of the original documents mentioned on or before the joining date.

#### 2. Updating Personal Information

Information such as your contact address, cell number, emergency contact details, marital status, and additions to the family for benefits under the Company's Provident Fund and group Medi claim Policy should be forwarded to the Human Resources department. The employees are required to provide their personal information in the ClaySys and GreyTHR portals. The mandatory information that the employees furnish in the respective portals should be up-to-date.

#### 3. Employee Identity Card

All employees need to apply for an Employee Identity Card. This card must be worn at all times including when attending office-related functions and prominently when the employee is on the company premises. Loss or theft of the badge must be reported to HR.

URL : [HUMAN RESOURCES - Employee ID Card Information \(claysys.org\)](#).



## 4. Bank Account

For salary crediting HDFC bank account is to be created. Bank representatives will be contacting you to open the salary account. Following that, the account details should be provided to the Finance department.

## 5. Background Verification

For the background check, a verification form should be filled and returned to the HR department with 2 reference details from your previous company along with their phone number & email id as well. One of the reference details must be the HR of your previous company.

## 3.2 Employment on an At-Will Basis

All employees of ClaySys, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the company at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of the company has any authority to enter into any agreement with any employee or applicant for employment other than on an at-will basis.

Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment, or any other document of the company shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

## 3.3 Attendance and Reporting to Work

Each employee is important to the overall success of our operation. The company depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the company. Absence from work for three consecutive days without properly notifying your supervisor will be considered a voluntary resignation.

If you expect to be absent from the job for an approved reason (e.g., paid time off or a leave of absence), you should notify your supervisor of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must notify your supervisor before the start of your scheduled workday that you will be late or absent and provide the reason for that absence or tardiness. If your supervisor is not available, you should inform any other colleague before the start of your scheduled workday. To properly contact us will result in an unexcused absence for disciplinary purposes. Your attendance record is a part of your overall performance rating. Your attendance may be included during your review and maybe considered for other disciplinary action up to and including termination.

Where possible, medical and dental appointments should be scheduled around your assigned work hours. If you are unable to schedule an appointment before or after your shift, you are required to talk to your supervisor to make special arrangements.

## 3.4 Workday Hours and Scheduling

The regularly scheduled workday for our business office is Monday through Friday, 9:00 a.m. to 6:00 p.m. These start and end times are only guidelines, however, and employees are required to be present for work during the workday established for them by their supervisors or by the company director. Lunch break & snacks break can be taken for an hour and each employee needs to put in 8 productive hours of work in a day excluding breaks.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your supervisor or call the office directly.

### 3.5 Refreshments

- Employees can have tea coffee as and when needed from the vending machine of the company.
- Evening snack will be provided to employee's every day at 4 PM
- Biscuits are also provided from 08:30 PM onwards.

### 3.6 Holidays

Holidays are the best days to be with family and friends. Everybody eagerly observes the calendar for the days of the holiday

Please have a glance at our Company Holiday Calendar: [Holiday Calendar 2023.aspx](#)

There are 4 (four) mandatory holidays, and 6 (six) optional holidays available for all employees.

Employees can only choose their optional holidays based on their location, with the one week prior approval from the lead.

Employees are generally expected to be working on hartals. In cases when the hartal does not permit an employee to be present, he or she should inform the concerned authority and they are expected to compensate by working the next Saturday.

### 3.7 Leave Policy

#### 1. Sick & Casual Leave

Employees are expected to take leave only after informing their Team Lead in advance and at least a week before by applying it in the portal. An employee will be entitled to 0.5 days of sick leave every month (6 days per calendar year) and 1 day of casual leave every 3 months (4 days of leave per calendar year).

For instance: An employee joining in the month of April can take 4.5 days of sick leave and 3 days of casual leave for that year.

Any unused Sick leave and Casual leave will lapse by the end of the calendar year. If you are taking sick leave continuously for more than 2 working days, then you will have to provide a medical certificate.

#### 2. Vacation Leave

- Every employee will be entitled to 1-day Vacation leave every month (12 days of annual leave per calendar year). Any unused vacation leave will be encashed with your basic pay by the firstquarter of the following year.
- An employee joining before the 15<sup>th</sup> of a month can avail of 1 day of vacation leave which will be allocated to your leave balance by the end of that month itself. Whereas if you join after the 15<sup>th</sup> of a month, your vacation leave will be activated from the next month onwards.

For example: If an employee starts on April 10<sup>th</sup> he will be eligible for 9 days of vacation leave. On the other hand, an employee joining on April 20<sup>th</sup> can only avail of 8 days of vacation leave.

- Vacation Leave can be availed for one day and cannot exceed 5 consecutive days at a time. In case of any emergencies, this may be extended up to 10 days based on the respective manager's approval and also it should be well-informed prior to the expiry of the previously sanctioned Vacation leave. In this scenario, both Saturday and Sunday also will be considered in the vacation leave. Vacation leaves of less than 5 working days must be approved at least two weeks before the scheduled leave.
- Vacation leave cannot be combined with any other type of leaves except for weekly off, any intervening paid holiday. These leaves will be counted toward the total number of vacation leaves taken.
- Vacation leave lapses and cannot be encashed when an employee is terminated or resigns. The employees cannot avail of the vacation leave when they serve their notice period.
- Employees are not supposed to take more than 5 days of any type of leave except for sick and marriage leave.

\*All leaves will get expired by the end of the calendar year except compensatory off.

### 3. Maternity Leave

According to Maternity Act 1961, Maternity leave is allowed to all female employees. A woman who becomes pregnant shall upon submission of a certificate from a duly certified medical practitioner to the company, stating the presumed date of her confinement is entitled to get maternity benefit. To be entitled to maternity leave the employee must have worked for not less than 80 days in the 12 months immediately preceding the day of her expected delivery are to be taken into account while calculating those 80 days. Maternity leaves have to be availed in a single stretch and any unused portion of this leave will lapse

The maximum period for which a woman can get maternity benefits is 26 weeks as per the prevailing provisions of the Maternity Benefit Act. In case of miscarriage or medical termination of pregnancy, a worker is entitled to six weeks of paid maternity leave.

Adoption Leave: A woman employee adopting a child shall be entitled to maternity benefits from the date the child is handed over to her, as below:

- Child below 3 months of age: 12 weeks paid leaves
- Child above 3 months and up to age 3: 6 weeks paid leaves

## 3.8 Employment Classifications

Upon being hired by ClaySys, all new employees must serve a 10 Months' probation period. It is especially important that you make your supervisor aware of any questions or problems you may encounter during this period. Your performance will be carefully monitored during your probation, and the company reserves the right to reduce or extend the probation period based on that.

At the end of the probation period, your performance will be reviewed, and if it is satisfactory, you will get a confirmation email from HR.

### 3.9 Salary Credit

Salary will be credited to your Salary account. Salary is usually credited before the end of the current month. If your Salary account has not been created by then, please get in touch with accounts team early as possible. All your salary slips can be downloaded from Greythr portal.

### 3.10 Performance Evaluations

Employees may have their job performance reviewed on every 6 months by either their supervisor or by the managing director company through the performance review system.

URL: [Performance Review \(claysys.org\)](https://claysys.org/Performance-Review)

### 3.11 Employee Benefits

#### 1. Marriage Leave

An employee who has completed 1 year of service with us can avail of 15 days of paid leave for his/her marriage based on prior approval from the Lead. Those who have not completed 1-year service are eligible for 5 days of paid leave and 5 days of unpaid leave. To avail of these leaves, the wedding invitation card must be attached while applying for the leave in the leave management system.

##### Marriage Gift

On the occasion of his/her marriage, an employee receives a gift of ₹5,000/-. The amount will be credited to the salary account after the marriage.

#### 2. Paternity Leave

Paternity leave is offered to expectant fathers after a child is born. It is a leave granted to the father to take care of the new born and the mother. The leave entitlement varies from 2 days to 1week and depends entirely on the Managements approval.

#### 3. Referral Bonus

If a new candidate joins ClaySys through your reference, you will be awarded a bonus of ₹3,000/-. The bonus will be released only if the candidate joins and stays in the company for at least 3 months. To avail of the referral bonus, the employee must add the candidate details in the referralportal.

URL: [Refer a candidate](#)

#### 4. Reimbursement

Employees will be reimbursed for all work-related expenses. While working late at night or on weekends, an employee can reimburse for both food and transportation. During work-from-home internet/ communication support can be reimbursed. Approval from the Managers/Lead is required to avail the reimbursement from the expense tracker.

URL: [ExpenseTracker - Home \(claysys.org\)](https://claysys.org/ExpenseTracker-Home)

## 4 Standards and Expectations for the Workplace

### 4.1 Clean Desk Policy

All employees are required to maintain a clean and organized workspace. This includes desks, drawers, cabinets, and any other personal storage areas. Employees are responsible for ensuring that all confidential and sensitive materials are securely stored when not in use.

Guidelines:

- All confidential and sensitive information must be stored in a locked cabinet or drawer when not in use.
- Desks and workspaces must be cleared of all documents at the end of each workday.
- Unwanted waste papers should be trashed & not kept or thrown on empty desks or around printer areas.
- All computer screens must be locked or logged off when not in use.
- Employees must report any security incidents or breaches to their supervisors immediately.
- All visitors must use the ground floor lobby only and are not allowed entry into the workplace, unless unavoidable or if required.

All employees are responsible for complying with this policy. Failure to comply may result in disciplinary action.

### 4.2 Safety

ClaySys believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her supervisor in a timely manner.

### 4.3 Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your supervisor immediately. If you have a question regarding the safety of your workplace and practices, ask your supervisor for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your supervisor. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

### 4.4 Care of Equipment and Supplies

All employees are expected to take care of all equipment and supplies provided to them. You are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to your supervisor.

Neglect, theft, and/or destruction of the company's materials are grounds for disciplinary action, up to and including termination.

## 4.5 Smoking at the Workplace

ClaySys' s policy is to provide smoke-free environments for our employees. Smoking of any kind is prohibited inside our office. Employees are also responsible to inform all those working in the office of this smoke-free policy, and report to their supervisor any violation of this policy.

## 4.6 Violence and Weapons

The company believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc., to the worksite or office. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with your supervisor.

You are expected to immediately report to your supervisor any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including termination.

## 4.7 Drug-Free Workplace

ClaySys does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while on duty, while on the company's premises or worksites, or while operating the company's equipment or vehicles. The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as a business. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

## 4.8 Responding to Customer Inquiries and Problems

At the company, client satisfaction is the measure of our success. It is the responsibility of each employee, within reason, to interact with the client to achieve this goal.

## 4.9 Appearance and Dress

Employees should be neatly groomed and clothes should be clean and in good repair.

## 4.10 Web Meeting Etiquettes

- Employees should turn on their cameras during web meetings and should appear presentable. If wearing a t-shirt, avoid round neck t-shirts and wear a collared t-shirt.
- Brush your hair.
- Should maintain a neat background. If your background is not neat, please use one of the default professional backgrounds available in the Web meeting tool.
- Use the below background with ClaySys logo for meeting:

<https://claysysinc.sharepoint.com/sites/ClaySys/Shared%20Documents/General/Virtual>

#### 4.11 Conflicts of Interest

You should avoid external business, financial, or employment interests that conflict with the company's business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, customer, or supplier.

Violations of this rule may lead to disciplinary action, up to and including termination.

#### 4.12 Code of Ethical Conduct

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your supervisor or an official of the company if you have any questions.

Employees of ClaySys should not solicit anything of value from any person or organization with whom the company has a current or potential business relationship.

Employees of ClaySys should not accept any item of value from any party in exchange for or in connection with a business transaction between the company and that other party.



If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code of ethical conduct, notify your supervisor or the company president.

Violations of this code may lead to disciplinary action, up to and including termination.

#### 4.13 Solicitation and Distribution

For the safety, convenience, and protection of all employees, ClaySys has adopted the following rules concerning solicitation and the distribution of materials:

- ClaySys prohibits solicitation and distribution of non-company materials on Company property.

#### 4.14 Personal Calls, Visits, and Business

ClaySys expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods. Regardless of when any personal call is made, it should be kept short.

Employees should also limit incoming personal calls, visits, or personal transactions. The company's phones should be available to serve the Company's customers, and non-business use of the phones can hurt the company's business. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

#### 4.15 Business Expenses

Employees may occasionally incur expenses on behalf of ClaySys. The company will reimburse employees for typical business expenses, such as mileage (for example, when the Company asks an employee to travel to different job sites during the workday) and certain job-related supplies or materials. ClaySys will pay mileage reimbursements upon receipt of the employee's mileage record. In order to be reimbursed for job-related supplies or materials, employees must deliver a receipt for the supplies or materials to the company.

#### 4.16 Inspection of Personal and Company Property

ClaySys's employees use the property and equipment ClaySys owns and provides, and may also use ClaySys's materials, information, and other supplies. While employees may decorate their office workspaces with their personal possessions (such as pictures, plants, and the like), employees must remember that the property supplied by ClaySys remains the property of ClaySys. ClaySys reserves the right to search any company property (e.g., personal computers, desks, lockers, or other storage areas) at any time. ClaySys also reserves the right to inspect the personal property (e.g., toolboxes, purses, briefcases) during the workday or as employees leave their workstations. Refusal to allow inspection may lead to disciplinary action, up to and including termination.

#### 4.17 Network and Electronic Resources Policy

Networks and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, and internet access, are tools that ClaySys provides its employees to assist them in their work. These Network and Electronic Resources and related access systems are proprietary Company property and subject to review or access by ClaySys at any time.



All employees who use ClaySys's Network and Electronic Resources must follow the guidelines below:

- Use Network and Electronic Resources for Company business purposes only.
- Messages and communications sent via ClaySys's Network and Electronic Resources are subject to subpoena and access by persons outside ClaySys and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
- E-Mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.
- Remember that all of ClaySys's policies, including but not limited to policies on Equal Employment Opportunity, Harassment, Confidentiality, Personal Conduct, and Rules of Conduct, apply to the use of ClaySys's Network and Electronic Resources. Employees must not review or forward sexually explicit, profane, or otherwise unprofessional or unlawful material through ClaySys's Network and Electronic Resources.
- Passwords protecting the use of the Company's Network and Electronic Resources are ClaySys's property and will be assigned to employees as needed.
- Do not install any software or program on any Company computer or other hardware without the express consent of your supervisor or the system administrator.
- ClaySys expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.
- Employees must not attempt to override or evade any program or measure installed by ClaySys to protect the security or limit the use of its Network and Electronic Resources.

ClaySys retains the right to review all communications conducted and data saved, reviewed or accessed via ClaySys's Network and Electronic Resources, including Company computers, e-mail and internet access. Inappropriate use of Network and Electronic Resources may result in discipline, up to and including discharge. Employees should be careful to safeguard their passwords, log off their terminals when not in use and not permit others to access Company systems.

#### 4.18 Confidential and Proprietary Information

ClaySys considers its confidential and proprietary information, including the confidential and proprietary information of our customers, to be one of its most valuable assets. As a result, employees must carefully protect and must not disclose to any third party all confidential and proprietary information belonging to ClaySys or its customers. Such protected information includes, but is not limited to, the following: matters of a technical nature, such as computer software, product sources, product research and designs; and matters of a business nature, such as customer lists, customer contact information, associate information, on-site program and support materials, candidate and recruit lists and information, personnel information, placement information, pricing lists, training programs, contracts, sales reports, sales, financial and marketing data, systems, forms, methods, procedures, and analyses, and any other proprietary information, whether communicated orally or in documentary, computerized or other tangible form, concerning ClaySys's or its customers' operations and business.

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work areas each day. During the workday, employees should not leave any sensitive information lying about or unguarded. If you have any questions about this policy, consult your supervisor.

## 4.19 Rules of Conduct and Progressive Disciplinary Procedure

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. ClaySys expects each employee to present himself or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within ClaySys's sole discretion to select the appropriate disciplinary action to be taken.

Notwithstanding the availability of the various disciplinary options, ClaySys reserves the right to discharge an employee at its discretion, with or without notice.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, for a single offense:

- Excessive absenteeism or tardiness.
- Dishonesty, including falsification of Company-related documents, or misrepresentation of any fact.
- Fighting, disorderly conduct, or any other behavior which is dangerous or disruptive.
- Possession of, consumption of, or being under the influence of alcoholic beverages while on Company or customer premises or on Company business.
- Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or un-prescribed controlled substances.
- Reporting for work with illegal drugs or un-prescribed controlled substances in your body.
- Possession of weapons, firearms, ammunition, explosives, or fireworks on Company or customer premises.
- Willful neglect of safety practices, rules, and policies.
- Speeding or reckless driving on Company business.
- Commission of a crime, or other conduct which may damage the reputation of Company.
- Use of profane language while on Company business.
- Stealing, misappropriating, or intentionally damaging property belonging to the Company or its customers or employees.
- Insubordination, including failure to comply with any work assignments or instructions given by any Company supervisor with the authority to do so.
- Violation of ClaySys's Equal Employment Opportunity Policy or its Harassment Policy.
- Interference with the work performance of other employees.
- Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
- Failure to maintain the confidentiality of trade secrets or other confidential information belonging to ClaySys or its customers.
- Failure to comply with the personnel policies and rules of ClaySys.

## 4.20 Off boarding Formalities

### 1. Resignation

On the resignation of employment, the notice period will be that as specified in your offer letter or any letter issued after that which makes a change in the resignation period.

- If an employee is resigning, a letter of resignation should be submitted to their lead and HR.
- After receiving the resignation acceptance email, the employee must check the IT ticketing tool and close the Off-boarding ticket. In addition, the employee also needs to complete the Exit Interview formalities by reaching the HR department.
- The employee should ensure that he or she receives confirmation from HR that their resignation has been accepted. Their immediate absence from work will be considered absconding if their resignation is not accepted from HR.
- The employee has to mandatorily serve the notice period without any waiver. If the employee fails to serve the notice period completely, he will be ineligible to receive both the relieving letter and the experience letter.
- Employees who are under probation and have served a 30 days notice period will receive only the relieving letter.
- On his/her last day, the employee has obliged to hand over the Company laptop and other accessories to the IT department.
- The HR team will issue off-boarding certificates to employees within 2 weeks based on the receipt of clearance from the respective teams. If any clearance remains pending, the accounts and HR teams have the right to hold their salary and relieving documents until the clearance is made.

### 2. Termination

The company reserves the right to instantly dismiss an employee without warning for any serious misconduct. Forms of misconduct that are mentioned under 4.18 (Rules of conduct and progressive disciplinary procedure)

or

- Theft i.e., stealing, consuming or using company property.
- Willful disobedience, insubordination, arrogance.
- Abandonment of employment.
- Proven use of illegal substances or being under the influence of alcohol while at work.
- Fighting, violence and use of abusive language (including discrimination)
- Possession, trafficking or use of illicit drugs.
- Inefficiency to work
- Neglect of duty, which could be considered dangerous.
- Conviction of a criminal offence, that in perspective of the Management renders the employee unfit for the job or to represent the company.
- Other offences that are in contravention of Claysys code of conduct

### 3. Notice Period

If an employee who joined as a fresher resigns during the probation period, serving a 30-day notice is mandatory, which will be 60 days after probation. Whereas, for the employee who is hired as an experienced resource, the notice period will be 60 days, even during a probation period. It is the strict policy of our company that the notice period cannot be waived for any employee.

During the notice period, an employee is not entitled to take any casual leave, vacation leave, or optional holidays. Moreover, employees who resigned from the role will not be able to encash their vacation leave payout. Employees who do not serve the notice period as per company policy will not receive a relieving letter or an experience certificate.

### 4. Exit Interview

All employees exiting the company are required to go through an exit interview before their last working day. The objective of the exit interview is to ascertain and record the employee's reasons for leaving and take feedback on their experience of working in the company. The exiting employee will have to fill in a questionnaire; that will be shared by HR before getting on an exit interview call. The employee responses will remain confidential and will not be placed in your personnel file. Exit interview data from all departing employees are combined and presented to senior management in a summary report. We follow this process with all our employees during the last few days of their employment with us.

#### 4.21 Re-Employment

Former employees who are rehired after their resignation or termination will be rehired only as new employees and must complete a new orientation period. They will be considered new employees for any and all benefits. As a general rule, the company will not rehire former employees who:

- Were dismissed by the company
- Resigned without giving notice
- Were dismissed for inability to perform job duties
- Had a poor attendance record
- Had a below-average evaluation
- Violated work rules or safety rules

#### 4.22 Moonlighting

ClaySys discourages our employees from taking additional outside employment. Employees who wish to take on outside employment must first obtain permission from the company director. Work requirements for ClaySys, including overtime, must take precedence over any outside employment.

ClaySys will not permit any employee to take an outside job with a company in the same or related business as the company, or which is in anyway a competitor of ClaySys.

If ClaySys permits an employee to take outside employment, the employee must report to his or her supervisor when the outside job has started. If, as a result of this moonlighting, the employee is unable to work when requested by ClaySys, including overtime, or is unable to maintain a high work performance level at ClaySys, permission to work at the outside job may be rescinded, or the employee may be subject to dismissal.

Employees are not permitted to work for any client of the company outside of the regular working hours as described above, without the express approval of the company director or his designated representative.

ClaySys will not pay medical benefits for injuries or sickness resulting from employment by any employer other than the company.

## 5 ClaySys Portal

- Please confirm you received your login credentials to ClaySys portal. If not, check with IT Support team.
- Companywide collaboration is managed via ClaySys portal.  
URL: <https://claysysportal/default.aspx>
- Enter your Personal Information in Employee Information list.  
URL: <https://claysysportal/hr/Lists/Employee%20Informations/AllItems.aspx>
- Links to important features can be found in the portal home page itself.

### 5.1 Applications

#### 5.1.1 Leave Management

<https://portal.claysys.org/SitePages/Leave%20Management.aspx>

#### 5.1.2 Expense Tracker;

<https://expensetracker.claysys.org/ExpenseTracker/SitePages/Home.aspx>

#### 5.1.3 Employee Reference Program

#### 5.1.4 IT Ticketing Tool

<https://itticketing.claysys.org/AppSite/default>

#### 5.1.5 Task Tracker

<https://tasktracker.claysys.org/AppSite/default>

#### 5.1.6 Password Manager Desktop Windows Application

<https://portal.claysys.org/pmo/claysys/PasswordManager/ClaySys%20Password%20Manager%20Installation.zip>

#### 5.1.7 Performance Review System

[Performance Review \(claysys.org\)](https://portal.claysys.org/PerformanceReview)

### 5.2 Emergency Contact Details

- HR Support – [hrsupport@claysys.in](mailto:hrsupport@claysys.in), 859037853
- IT Support – [itsupport@claysys.com](mailto:itsupport@claysys.com), 0484-6999444
- Finance Support – [accounts@claysys.com](mailto:accounts@claysys.com), 9037735777

## 6. Acknowledgement of Receipt of Employee Handbook

I have received the current ClaySys Employee Handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that ClaySys reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of ClaySys, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or ClaySys at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of ClaySys has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, or any other documents of ClaySys shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is ClaySys's property and must be returned upon separation.

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Signature

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Date

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Employee Name

ClaySys proprietary (Internal Use Only)  
Not for use or disclosure outside of ClaySys companies except under written agreement