

## **Xeven Solutions Work Place Policies 2021**

### **1. Employee' Ethics & Code of Conduct Policy.**

- Individual Conduct
- Be dedicated and loyal to our Company.
- Be law-abiding.
- Be honest and trustworthy
- Be responsible, reliable, and diligent
- Be cooperative
- Be competent and professional
- Be willing to treat one another with dignity, respect, and in a nondiscriminatory manner.
- Be cautious. Conduct work and other activities with due regard for the health and safety of others
- Be conscientious in protecting your and the Company's reputation, including avoiding the appearance of impropriety.
- Be able to perform your work in an efficient and acceptable manner. Be respectful of the rights and safety of others in contributing to an environment free from harassment, intimidation, and violence.

### **2. Working Hours Policy.**

- All the employees must report to the office daily on time i.e. 10am.
- All the employees are bound to done the process of check-in and check-out through Vision Collab.
- If any employee forgets to do the process of check-in and check-out, then he will be considered absent.
- All the employees are bound to complete their working hours, i.e. 8 hours a day.
- If any employee fails to complete the working hours for more than 04 days, his/her one-day salary will be deducted.

### **3. Break Policy.**

- From their 9 hours' duty period, all the employees are allotted 60 minutes of break period from 1:30 to 2:30pm
- But on Friday the break timings are 1:15pm to 2:45pm.
- All the employees are allowed to go outside the office premises during their break time.

(However, the company would not be responsible for any issue that you encounter outside the premises of the office).

### **4. Late Policy.**

- No one is allowed to come office late without any inform.
- Late arrival for more than two days without any inform will not be tolerated and action would be taken against them that could result in a penalty.

## **5. Leave Policy.**

Xeven Solutions Pvt. Ltd provide some leaves to their employees. Which includes:

- Annual leaves – 14 days in a year
- Casual leaves – 2 days in a month and cannot be forward to the next month
- Sick leaves – 10 days in a year
- Bereavement leaves – 3 to 7 days' leave will be given to employees, depending on the closeness of the relatives.
- Unpaid leave (or leave without pay) – if any employee has exceeded the number of leaves they were eligible for or any leaves taken in the year outside of the paid leaves will result in a pay cut for the employee.
- Public holidays – as per public holidays leaves given by government
- Religious holidays – as per public holidays leaves given by government

### **Leave procedure:**

- Each employee is bound or responsible to communicate with the Xeven Solutions Pvt. Ltd to regarding your need to be absent. Notification from another employee or relative is not acceptable, except under emergency conditions.
- Each employee must request time off from work through vision Collab at least one day before leave.
- In case of annual leave, each employee is bound to request the leave at least 2 months in advance.

If you are unexpectedly going to be absent due to illness or emergency:

- You must notify your team lead, or the HR at least one hour before your normal reporting time, if possible.
- In an emergency situation where advance notice is not possible, you should notify your Team Lead, or the human resources department as soon as it is possible to do so. (Such notification may be made by telephone call, Skype, E-mail or even a text message).

## **6. Smoking Policy.**

Xeven Solutions Pvt. Ltd maintains a smoke- and tobacco-free office.

No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building. Employees may smoke outside in designated areas during breaks or after the prayer time.

## **7. Resignation Policy.**

If any employee wants resign from his/her duty, then he is bound provide one month' notice to facilitate a smooth transition out of the organization.

## **8. Termination Policy.**

- Xeven Solutions Pvt. Ltd has legal right to terminate the employee anytime, even without giving a notice.
- Those employees who is on probation period can be terminated with giving a one day notice.

Termination can occur in the following reason:

- Incompetence, including continuous lack of productivity or poor quality of work
- Insubordination and related issues such as dishonesty or breaking company rules
- Attendance issues, such as frequent absences or chronic tardiness
- Leaking of company's confidential data
- Theft or other criminal behavior including revealing trade secrets
- Sexual harassment and other discriminatory behavior in the workplace
- Physical violence or threats against other employees

## **9. Confidentiality Policy:**

In Xeven Solutions Pvt. Ltd, all employees are bound to make confidential all information related to the company which may include, but are not limited to.

- Unpublished financial information.
- Client lists and data.
- Intellectual property, such as patents, formulas and new technologies.
- Data from external parties.
- Business and product information, such as marketing and other strategies.
- Documents marked confidential.
- Unpublished goals and forecasts marked confidential.

## **10.Remote Work Policy:**

If any employee wants to do remote work, then he/she is bound or responsible to inform his/her team lead or HR at least 2 days before.

**For remote work, team lead approval is necessary.**

## **11.Personnel Policies / Compensation and Benefits Policies:**

### **a. Health Insurance.**

Xeven solutions giving health insurances to their employees which included medical and life insurance.

### **b. Employee Referral Bonus.**

Xeven Solutions Pvt. Ltd offers an employee referral bonus. If any employee recommends someone and that referred employee is hired and remains at Xeven Solutions Pvt. Ltd for a predetermined amount of time (more than 3 months) and generate good results, then Xeven Solutions Pvt. Ltd give the employee bonus.

The bonus amount can be from 5k to 15k.

**c. Overtime policy.**

If any employee does overtime then for every hour of overtime, employee receive an equivalent of 1.5 regular hourly rate by Xeven Solutions Pvt. Ltd.

But the team lead must approve the overtime of an employee.

**d. Performance Bonus.**

Xeven Solutions Pvt. Ltd give bonuses to employees after evaluating their performances. The bonus amount maybe from 5k – 15k.

**e. Trip.**

Trips will be organized by Xeven Solutions Pvt. Ltd for all employees.

**f. Salary Increment**

Xeven Solutions Pvt. Ltd offers incentives to the employees on basic salary. It may offer salary increment on:

- After evaluation of work performance (Annually)

**Company's policies can be change as per regulation or company' requirements.**