

# **HR POLICIES**

**For Year 2019 –2020**



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## Introduction

Welcome to the Mplussoft. This handbook was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should contact your department head or Human Resources.

The policies stated in this handbook are subject to change at any time at the sole discretion of the Company.

From time to time, you may receive updated information regarding any changes in policy.

The contents of this handbook are not intended to create a contract or agreement between the Company and you. For those employees in a position covered by a collective bargaining agreement, you should refer to the agreement which governs your terms and conditions of employment.

There are specific procedures for many of the general policies stated in the handbook. Please direct any <Outlook:\\Personal Folders\\RSS Feeds\\Microsoft at Home> questions to your department head, or to Human Resources. <Outlook:\\Personal Folders\\RSS Feeds\\MSNBC News>

## About the Company

Mplussoft is a customer oriented company offering Ecommerce Applications, Open Source ERPs, Web Development, Mobile applications, Digital Marketing and Offshore Outsource Services in various technologies. For the welfare of its clients, Mplussoft also steps up for providing Web Hosting, Domain and server services.

Founded in 2011 by three determined minds, with a team of seven People, Now Mplussoft's family has grown up to over 500 members with their clients and employees. Being a young IT body, Mplussoft has over 400 clients in India, Singapore, US and UK. We're linked to around 20 to 25 different industries in providing uniqueness to their brand and work. As our tagline, we precisely believe in having a unique approach. We never say we're the best rather we prefer to say we're unique.

Hours of Operation/Work Schedules:-

The office timing is 10:00 to 19:00 Hrs IST. Lunch time is 13:30 to 14:15 Hrs IST. Tea time is 16:30 to 16:45 Hrs IST. Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours.

## Attendance Policy:-

Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. When employees are absent, schedules and customer commitments fall behind, and other employees must assume added workloads.

To keep our employees punctual, we have implemented this deduction policy:

Description	Deduction
Late by 1 – 15 minutes more than two days in a month	40% of Daily Earning
More than 15 minutes	60% of Daily Earning & strong action will be taken

Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their department head at least three hours before their starting time. Saturday Working Policy:-

For the welfare of our employees we have made 5 working days i.e. Monday to Friday. However, each employee must to work at least two Saturday in a month. In this manner Mplussoft will be opened for 6 days in a week. Your Technical Manager and Delivery Head will decide which Saturday you wants to come.

### **Activity Time:-**

In some months we have 5 Saturdays; however our One-Saturday-Working-System works for 4 Saturdays only. So, in that case, we have kept 5th Saturday as an Activity day. Activity can be like official tour, full day gaming, debates, dinner, party etc. In a year every employee has to come minimum 3 times on 5th Saturday. In case, if employee is not coming on 5th Saturday, he/she has to apply for leave like any other working day.

### **Leave Policy:-**

Employees must request for leave at least two weeks before leave date to Delivery Head. They have to Email on their <Delivery Head mail id> and need to keep technical manager in cc . All leaves will be first approved by Delivery Head. For any reason without liable to disclose Delivery Head can rejects the leave.

In case you are not able to send Email for leave application, a text message should be left at emergency time and whenever you connect with mail, you have to send leave mail. If anyone is taking medical leave then they are liable to submit medical certificate for the same. Without information leave or not submitting medical certificate for sick leave will cause to deduction of 200% daily earning. If the absence is to continue beyond the first day, the employee must notify their department head on a daily basis unless otherwise arranged. Calling in is the responsibility of every employee who is absent. Absence for three consecutive work days without notifying the department head is considered a voluntary termination.

**Sandwich leave :-** If a weekly off is "sandwiched between" the days for which you have applied leave, it is counted as a leave too.

For e.g., if you apply for a leave on Friday and the following Monday, (i.e., 2 days and weekly off is on Saturday and Sunday); your leave is deducted for 4 days instead of two!

**Paid Leaves :-** For the benefits of the Employee the company started paid leave policies which applies to all the employees who have been with our company. Since it is applicable From new financial year 2019, so for the paid leaves everyone comes under the 0-1 year.

### **Paid leaves is based on the tenure of the employee with the Company which is given below:-**

- 1- For 0-1 year paid leaves are 6 Days in which 3 is sick leave and 3 is casual leave.**
- 2- Above 1 year paid leaves are 12 Days in which 8 is sick leave and 4 is casual leave.**

- 1- If any employee has taken 1 sick leave in one month without submitting medical then it is paid leave from sick paid leaves and if paid leaves are over then there will be one day deduction.**
- 2- If he/she should take more than one sick leave in one month without submitting medical then there will be double deduction.**
- 3- If he/she should take more than two days continuous sick leaves then for sure they have to submit the medical documents.**

**Performance Appraisal:-** It is a process in which the achievement of set objectives is verified, the demonstration of good behavior and values are appreciated and necessary action is taken to ensure the development of individual employees working in the organization.

**So Our company do the appraisals yearly.**

**Dress Code Policy:-**

The Company maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction. Everyone should to wear their Company ID Card.

**Telephone and Computer Use Policy:-**

The telephone and e-mail systems are provided by the Company at its expense for business use, all messages sent by or received on those systems are company documents. The Company reserves the right to access and to disclose the messages that you send or receive on the voice mail or e-mail systems. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the e-mail system. Employees who abuse this policy are subject to disciplinary procedures up to and including discharge.

**Strictly Prohibited:**

1. Use of Any Personal Email Account/Any Social Networking Sites/Any Search Engine.
2. Use of Pen drive /CD/Floppy Drive or any other external hard disk for personal use.
3. Uploading or downloading any personal content or file.
4. Personal calling through office phone is offensive without permission.

**Salary Structure:-**

Company is liable to deduct TDS, PF and other legal taxes if employees are eligible for it.

**Pay and Compensation:-**

Employees are paid in between 10<sup>th</sup> to 15<sup>th</sup> of each month.

If their projects would be delayed in the meanwhile their salary also being delayed by the same days.

Appraisal Policy:-

Mplussoft strongly believe on continuous learning and grooming of the employees. We Mplussoft takes performance review of the employee in third month of every quarter. The Salary Increment is purely depends

on the Performance review rating. The feedback has been given to employee from Delivery Head and Technical Manager. Employee has to take their review and feedback seriously and work towards the betterment of himself and of the company.

Appraisal depends on following factors:

1) Learning Ability	-	20%
2) Projects Timeline	-	20%
3) Communication Skills	-	10%
4) Technical Skills	-	20%
5) Discipline, Dedication & Attitude	-	30%

## **Holidays**

The Company will observe the following holidays:

- Republic Day (26<sup>th</sup> January)
- Holi (21<sup>st</sup> March)
- Maharashtra Day (1<sup>st</sup> May)
- Ramadan Eid (5<sup>th</sup> June)
- Independence Day (15<sup>th</sup> August)
- Ganesh Chaturthi (2<sup>nd</sup> September)
- Gandhi Jayanti (02<sup>nd</sup> October)
- Dussehra (8<sup>th</sup> October)
- Diwali (27<sup>th</sup> to 29<sup>th</sup> October)
- Christmas (25<sup>th</sup> December)

**Equal Employment Policy**

It is the policy of the Company to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

Employment and promotion decisions will be based on merit and the principle of furthering equal opportunity. The requirements we impose in filling a position will be those that validly relate to the job performance required.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from layoffs, training, education, tuition assistance and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law.

**Termination:-**

Employees who voluntarily resign from the Company are asked to provide at least three months advance notice of their resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work.

The employee should to complete his/her project documentation and should to train two regular employee of the company for that project before leaving.

Company will release salary/experience letter/salary certificate/relieving letter of the employee, only if they follow the above condition.

Company can terminate anytime any of the employee's without prior notice.

**Drug and Alcohol Policy:-**

The Company realizes that the misuse of drugs and alcohol impairs employee health and productivity in work. Drug and alcohol problems result in unsafe working conditions for all employees and customers. The Company is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

**Safety Policy:-**

The Company is sincerely interested in the safety and well-being of our employees. The Company will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly.

If, in spite of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to the department head immediately. They will see that prompt medical attention is provided.

**Smoking Policy:-**

The Company maintains a non-smoking policy within the office. Employees should smoke only in those areas of the building which are smoking designated.

**Business Expense Reimbursement:-**

The company will reimburse employees for expense which are directly business related to include: travel expenses, office supplies, and fuel expense while traveling on business. Employees must submit receipts for all expenses. Employees should consult with their department head prior to business trips to confirm eligible expenses.

**Terms & Confidentiality:-**

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of our HR Policies, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
7. The offer letter issued to you was on the basis of the information and particulars furnished by you in your application (including resume), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.



8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Sincerely,

Human Resources Team  
Mplussoft Technologies



