

# **Circular**

## **Terms & Conditions of ALTOS Technologies**

### **INTRODUCTION**

ALTOS Technologies is a leading Software and Web development company based in Kochi, Kerala. Have been helping businesses and individuals realize their full potential for years with our expertise in Software, Web development, Mobile application development, 3D modeling, Game development, etc. Our world-class software and web development services are available to individuals, start-ups, small enterprises, and large corporations alike.

We have been providing 3 types of projects. They are as follows,

#### **1) Government-approved Projects**

#### **2) Project via Marketing Agencies**

#### **3) Company Projects**

The so-called Government -approved projects are hand over through bidding auctions.

The projects received via the Marketing department and Marketing agencies are often differentiated into several phases according to the said project size. Further communications are taken place with the client and the payments & deadlines are decided according to it and handover to Project managers. After deciding on each phase, it is given to review by the client. The said projects are required to be submitted on or before the deadline. If by any chance the deadlines are not met, the company will not receive further projects from the Marketing agencies, resulting in diminishing the name of our Company. And the compensation has to be given to the clients.

## **Duties & Responsibilities**

- Developers should submit the project at the correct time. If any doubts regarding project you should ask your team leaders, Project managers, or senior developers.
- Start date and end date are assigned to every project. If the project is not submitted on date, it will be considered as leave.
- The work should be submitted to the auditing team before the deadline, and after that the salary will be credited.
- If there is no coordination with Team Lead or Project Manager you have to inform directly to the HR Team.
- If work is not submitted on time, the Team Lead will send you warning mail. If the warning mail exceeds 3, the HR team and project manager will take action against you.
- If the work is not done correctly the salary will be deducted and that day will be considered as leave.
- All works are tested every month. if it matches the requirement then submit it to the team lead.
- Submitted works must be properly installed and hosted.
- If the works are not done properly on the basis of requirements, you will be terminated.
- There will be action for taking leave without valid reason after assigning work, or if you don't respond to work-related activities.
- If you are not assigned any work for the day, inform your team lead and if the team lead is not available notify the project manager.
- Work acceptance letter must be signed.
- In case of emergency leave, you should inform the team lead at the earliest. In case of long leave, two days prior notice must be given. If there is any work to be done on that day, it should be handed over to the team lead.
- If you take more than one leave in a month, your salary will be deducted.
- If you need leave for any valid reason, you have to complete the work and submit it without any errors. When you come back after leave, you will be assigned based on work availability. Until then, those days are considered as leave.
- If there is any pending work during resignation time, Salary will not be provided for pending work.

- Daily reports should be submitted to the core. If the report is not submitted it can be treated as leave.
- If you fail to perform duties and responsibilities ,there will be strict action against it.
- Once the project is hosted, tested and the entire project is completed,the developers have to submit a frontend and backend detailed report through word.
- If Junior Developers need temporary training , it should be properly provided on time.
- If you are promoted to team lead or project manager you should accept it ,If you reject it, the company will terminate you.
- You are assigned to work on client projects of the company. Changes may come on project works or team on the basis of the clients urgency, and you have to obey it.You do not have any option to choose any team or project works.