



HR Policy Manual

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1. QUALITY POLICY

“IC Pro Solutions Pvt. Ltd. committed to deliver high Quality Products, Solutions and Services to meet and exceed our customers’ expectations through continual improvement of Process and innovative Technology”

OBJECTIVES

Our Quality objectives are directly linked to achieving our strategic and operational goals through our Quality commitments, which are embedded in the services we provide:

Commitment to Customer - As true partners, we are committed to pursuing a better way of delivering services for the industry and for our clients.

Commitment to Compliance - IC PRO SOLUTIONS PVT. LTD. is compliant with all applicable laws and regulations

Commitment to Excellence – IC PRO SOLUTIONS PVT. LTD. sets objectives and targets striving for continuous improvement through benchmarking, effective risk management and driving continuous improvement cycles.

Commitment to People – IC PRO SOLUTIONS PVT. LTD. expects all team members to foster an Excellence Everywhere mindset. This means that each team member will uphold these five Quality Principles: 1. Consistency: Consistently following processes 2. Reliability: Delivering on our promises 3. Accountability: Owning the task at hand 4. Leadership & Commitment: Uphold our corporate values Accountabilities 5. Improvement: Raise standards, relentlessly

OUR VISION

” To be a growth-oriented company delivering value added services to our customers with Innovative & Technological Solutions for enhancing the safety, security, efficiency and productivity”

OUR MISSION

” To exceed our customer expectations by offering cost effective solutions using Technology & Domain expertise with a commitment for long-term relationship”

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2. HUMAN RESOURCE POLICY

For sustainable growth, employee satisfaction and organizational effectiveness, IC Pro deems it necessary to have a Human Resource Policy that encompasses the policies and procedures followed within the organization keeping in mind the vision and mission.

The IC Pro Human Resources Policy also provides guidelines that IC Pro will use to administer these policies, with the correct procedure to follow.

IC Pro will keep HR policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

These policies and procedures shall apply to all Employees, Contract staff, Trainees and Professional Service persons.

All Employees are required to read this handbook, familiarize, and comply to all the guidelines and requirements always specified during the course of employment in IC Pro.

3. GENERAL EMPLOYMENT

EMPLOYEE CODE

HR will generate an Employee ID for all the new employees on the date of joining. It is strongly recommended to mention the Employee ID in all communication with HR to serve the employees better.

IDENTITY CARD

On joining, every employee will be issued an Identity Card which has to be displayed while entering the premises and within the premises. This card will be issued within 30 working days from the date of joining. All employees are expected to report the loss or damage of the ID card to the HR in writing / email withing 1 week from from the date of incident.

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DESIGNATION – GRADE

All the designations in IC Pro have been put in under different grades for the ease of administration. Each grade will have relevant entitlements and career growth plan.

Following grades are defined for various roles and functions.

SL.NO.	GRADE	DESIGNATIONS
1	P0	Trainees /Trainee Engineer
2	P1	Project engineer/Purchase Executive/ Accounts executive/ Admin executive/HR executive/Service engineer/ Embedded system engineer/Sales Executive
3	P2	Sr Project engineer/Sr Purchase Executive/ Sr Accounts executive/ Sr Admin executive/Sr HR executive/Sr Service engineer/ Sr Embedded system engineer/ Sr Sales Executive
4	P3	Manager Projects / Manager Purchase / Manager Finance & Accounts / Manager Service/ Manager Sales
5	P4	Head Projects / Head Purchase / Head Service / Head Accounts & Finance/ Head Sales

JOB DESCRIPTION & KEY PERFORMANCE INDICATORS (KPI)

On joining, every employee will receive the job description and the KPI corresponding to their designation which will be the guidelines for their job and points out the expectations from them for the position they are offered.

BANK ACCOUNT

IC Pro has a tie-up with HDFC Bank for salary account for all employees and HR will assist the employees in creating a bank account for salary purposes.

On account activation, the salary will be credited into the respective bank account on regular salary pay day. In case, the first salary pay day arrives before the opening of the bank account, a cheque will be issued against the employee's name.

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PAYROLL

Salary payment day at IC Pro on or before 10th of every month and a pay slip will be e-mailed to the employee's official mail account after the pay date.

EMPLOYEE RECORDS & CONFIDENTIAL INFORMATION

The HR Department maintains a record for each employee, including such information as education, experience, work performance, and personal information's. It is the employee's responsibility to update and provide current information regarding his/her address, telephone number, insurance beneficiaries, change in dependents, marital status, etc as and when there is a change. This can be done by sending an email to HR common mail ID (hr@icpro.in) with the changed information.

An employee's file may contain personal data as well as employment information. The HR Department will treat this information as confidential and will release it only with the written permission of the employee. This information may be retained for 5 years from the date of relieving for handling any statutory & legal compliances.

If any of our employees have access to this confidential information, they are bound to follow the confidentiality policy of the organisation and not to reveal any data to outsiders including agencies, companies, and other marketing / advertising groups without the written permission from the management. If anyone finds to be violating this policy, strict actions will be taken against those commit the mistake including termination of employment and legal proceedings for the losses / damages caused by their actions.

HOURS OF OPERATION

Regular working hours of operation are from Monday to Saturday with 2nd & 4th Saturday as holiday. The working hours are 9:00 AM to 6:00 PM. Lunch hours from 1.00 PM to 1.30 PM. However, the company provides flexible working hours to those whose work is dependent on overseas business / project support requirements. This will be decided by the managers whom the employee is reporting to.

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Regular working hours are subject to change and is at the discretion of the Company. Based on the project deadlines and client requirements, company may expect every employee to work more than the regular working hours to support the business needs as and when it is required.

If an employee requires to visit any place outside the office for his personnel purpose during the regular working hours, he/she should seek prior permission from the immediate reporting manager.

RECORDING OF ATTENDANCE

Employees are required to record their attendance as per the Attendance management system. The HR tracks the leaves of employees based on software register / attendance register; Every employee needs follow the login / logout procedure as per the HR software for maintaining their attendance. Also, employee leaves are managed using the HR management software. HR will be monitoring this process and any delay in attendance registration / leave submission may affect the overall working days of the employee. Leave policy is separately provided along with this document.

DAILY TIME SHEET

Daily time sheets have to be updated and the procedure is based on the following categories of people.

- Project employees are required to record their effective number of working hours in the time sheet management software
- Non-project employees are required to record their number of working hours in the HR management software.

All employees are requested to fill and sent their timesheets on everyday close of business hours.

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3.1 CODE OF CONDUCT

DRESS CODE

IC Pro dress code policy encourages employees to dress professionally. Employees are expected to adhere to the dress code policy with a positive attitude.

Days	For Male Employees	For Female Employees
Monday to Thursday	<ul style="list-style-type: none">• Full sleeves / half sleeves shirts.• Formal Pants / Trousers.• Formal shoes.• Formal belts to be worn and Shirts to be tucked in.	<ul style="list-style-type: none">• Full sleeves / half sleeves shirts.• Pants / Trousers.• Sarees (draped with multiple pleats), Full sleeves/half sleeves Salwar-Kameez/ Chudidhar• Formal shoes and sandals.
Friday Saturday	<ul style="list-style-type: none">• All business casuals.• Full length Jeans / Khakis (no cargos).• T-Shirts with collars.• Sneakers and sports shoes.	<ul style="list-style-type: none">• Full length Casual Skirts.• Full length Jeans / Khakis (no cargos).• T-Shirts with collars.• Sneakers and sports shoes.

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3.2 SEXUAL HARASSMENT POLICY

IC Pro considers workplace sexual harassment to be a serious offense and will deal with such incidents in the strongest possible manner.

This policy applies to all individuals who are employed in a permanent, contractual, temporary, or fellowship capacity at any IC Pro office location in India and abroad. This policy document is also being forwarded to all the IC Pro offices with the clear advice to establish a similar approach in dealing with this issue.

This policy pertains to sexual harassment in the workplace, or during work related travel and meetings. As a representative of IC Pro, all staff is expected to act responsibly and respectfully both within the office and beyond office hours.

A broad definition of sexual harassment consists of any physical or verbal abuses and any form of communication that has improper or unwelcome sexual connotations. Sexual harassment may vary in form depending on circumstances. It may consist of, but not be limited to, any of the following:

- Unwelcome sexual advances, requests for sexual favours, display of sexual visuals and other physical conduct of a sexual nature
- Transmitting any message, by mail, telephone, e-mail etc. which is obscene, lewd, suggestive, or blatantly sexual in nature
- Consistent pattern of unnecessary physical contact and targeting unreasonable attention at an individual in day-to-day dealings

IC Pro has established a Complaints Committee to ensure that any incidence of sexual harassment is dealt with appropriately, sensitively and expeditiously. Complaints raised within a week from the date of any such incident will be reviewed by the committee and action will be taken after the thorough investigation. In order to ensure the honesty of the complaint, the committee action will be based on evidence and facts collected during the investigation.

It is also important to register a written complaint as soon as the incident is happened to ensure the timely action and avoiding doubts about such allegations. Any delay in reporting such incident will not be accepted by the committee.

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3.3 IT POLICY

IC Pro recognizes the vital role information technology plays in effecting Company business as well as the importance of protecting information in all forms.

Since a limited amount of personal use of these facilities is permitted by IC Pro to users, including computers, printers, e-mail and Internet access, therefore, it is essential that these facilities are used responsibly by users, as any abuse has the potential to disrupt company business and interfere with the work and/or rights of other users. It is therefore expected of all users to exercise responsible and ethical behaviour while using IC Pro Information Technology facilities.

A. GENERAL INFORMATION TECHNOLOGY USAGE POLICY

Individual password security is the responsibility of each user.

Passwords are an essential component of IC Pro computer and network security systems. To ensure that these systems perform effectively, the users must choose passwords that are difficult to guess. This means that passwords must not be related to your job or personal life. This also means passwords should not be a single word found in the dictionary or some other part of speech.

To make guessing more difficult, passwords should also be at least Seven characters long. To ensure that a compromised password is not misused on a long-term basis, users are encouraged to change passwords every 90 days. Password history would be maintained for previous three passwords. This applies to the Systems Logon (windows password) and Cloud Mail passwords.

Under no circumstances, Users shall use another user's account or password without proper authorization.

B. SOFTWARE LICENSING POLICY

For all software including purchased or licensed business software applications, IC Pro -written applications, employee or vendor/supplier-written applications, computer operating systems, firmware, and any other software residing on IC Pro -owned equipment, all users must comply with the software licensing policy and must not use/install/download any software for their individual use or even for business purpose without prior approval of the IT Head/Admin. In case any such software is found on any IC Pro system which is not allocated to the individual user, it shall be the responsibility of the user to inform the same to the IT department, in cases the same is not installed by the said user otherwise IC Pro shall initiate appropriate disciplinary proceedings against the said user.

Use of IC Pro network resources to illegally distribute or duplicate unauthorized copyrighted or licensed material is prohibited. Users shall not make unauthorized copies of copyrighted software, except as permitted by law or by the owner of the copyright.

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C. INTERNET AND INTRANET USAGE POLICY

Internet software may only be installed / used by or with the approval of the IT Head/Admin. Software patches or updates may only be downloaded, subject to approval and ensuring strict adherence to the vendor's security and usage guidelines.

Access to the internet and its resources is provided for the purposes of conducting business on behalf of IC Pro. Reasonable personal use of the Internet is permitted, according to constraints and conditions set out by the Firewall.

The IT department reserves the right to block access to any Internet resource without any prior notice, in case anyone required access to restricted site, the same may be dealt as special case provided the same is identified as use strictly for official purpose and conducting IC Pro business. The approval for the same needs to be obtained by the Department Head

Furthermore, users may not conduct any form of "hacking" or use malicious code to penetrate or attempt to penetrate other computers or to deliberately release viruses or other harmful programs within either the IC Pro network or the internet or bypass security features.

D. EMAIL USAGE POLICY

All authorized users of IC Pro are provided with an E-mail account, which is either individual to the specific user, or generic Email ID and the same is protected with a password which is provided to the individual user. The use of E-mail should be restricted only for the business purpose; however personal mail can also be exchanged to a limited quantum provided that such exchange does not amount to breach of this IT policy or otherwise materially affects IC Pro operations. In case any individual is found using e-mail service, which is objectionable by any means, the access can be terminated by IT department without any prior information.

Information must not be transmitted internally or externally which is beyond the bounds of generally accepted standards, values and ethics. This includes, for example, material which could be considered offensive or discriminatory; pornographic or obscene, defamatory or any other material which is otherwise abusive or contains illegal content prohibited by law or regulation of the country or which brings the organization into disrepute.

Security regarding access to the email system is of paramount importance. User identities and personal passwords must not be shared with others. Users should be cautious of providing their email addresses to external parties, especially mailing lists.

Where it is considered that there has been a breach in the use of the email system, the service of the user will be terminated without any prior information.

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3.4 LEAVE POLICY

This policy provides clarity on the types of leaves and lays out the broad guidelines for availing them. It strives to strike balance between the employee and the business needs. Leaves are calculated on the calendar year basis from 1st January to 31st December. Leaves taken from 1st to last working day of every month are calculated for running the payroll for that month.

1. ANNUAL HOLIDAYS

Annual holidays during a calendar year are announced in advance. The holiday list is displayed in the company notice board / Easy HR software.

2. TYPES OF LEAVES

- Casual Leave (CL), Sick Leave (SL)
- Earned Leave (EL)
- Comp Off (CO)
- Extended medical leave (EX)
- Maternity leave (ML)

CASUAL LEAVE / SICK LEAVE

- All employees are eligible for 6 days casual leaves, 6 days sick leaves as per calendar year and eligible leaves will be credited at the beginning of every year.
- At a time, an employee can avail from a minimum of 0.5 days to a maximum of 3 days of Casual Leave. It cannot be taken for more than 3 days at a stretch.
- To avail of casual leave, prior approval must be obtained from the reporting manager at least 7 working days before start date of the leave.
- Leaves will be credited for a new employee based on date of joining on pro-rata basis.

EARNED LEAVE

- Earned leave will be calculated at the rate of 1 day for every 24 days worked (without Holiday/Weekly Off/Leaves) and credited accordingly.
- Unused leaves will be carried forward to the next calendar year and the max accumulation will be 30 leaves and encashed during full and final settlement.
- For trainees / new employees EL will be applicable only after the completion of one year of service with the company. It will be started counting from the 2nd year of service onwards.
- Each year every employee can carry forward up to 5 Earned leaves which will be added to their balance and cumulative up to the maximum limit of 30 days.

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COMP OFF

- This leave applies to the employee has worked during public holidays and Sundays.
- The employee can take comp off during the next 120 working days with manager approval and will not be carried forward.

EXTENDED MEDICAL LEAVE

- Extended Medical Leave can be availed if an employee has been hospitalized for a minimum period of 48 Hrs.
- Extended medical leave approval is subject to the following conditions:
 - Completed continuous service tenure of 24 months with the company.
 - Submission of satisfactory documentary proof of hospitalization.
 - Extended leaves will be only applicable for critical illness/accidents.
- Employees are eligible for up to 15 days of Extended Medical Leave with basic pay in case all other leave balances has been exhausted.

MATERNITY LEAVE

- For new employees, this leave is applicable after completions of probation period of 6 months.
- Application for leave should be made at least 3 months in advance.
- Leave sanction and salary payment will be as per the company law.

LEAVES DURING NOTICE PERIOD

- Employees are not entitled to take any form of leave during their notice period. Any absence during the notice period shall be treated as a shortfall during notice period.
- Leave taken during the notice period will be treated as LOP even if they have leave balance and last working day will be extended. Eligible Leave balance will be paid, or excess leave taken will be recovered in final settlement.

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GENERAL GUIDELINES:

1. All attendance and leave records of the employee shall be maintained in HR software tool which will be the base for pay roll/leave calculations.
2. All leaves should be applied on HR software tool before proceeding on leave. In case of emergency when leave cannot be applied in advance, telephonic intimation to the immediate reporting manager should be done and it must be regularized within 2 days of resuming duty on HR software tool.
3. Weekends and any holiday lying between the sanctioned leave periods will be excluded if the total leave period is less than 5 days.
4. Leaves are calculated on calendar year basis from January to December.
5. Any leaves taken over and above the eligible leaves will be treated as Loss of Pay (LoP).

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3.5 RECRUITMENT POLICY

Recruitment System is based on the following:

- External Recruitment System
- Advertisement published through job portals & consultancy
- Internal Recruitment System
- Employee referrals, Internal Transfer

A. SELECTION PROCEDURE

- Preliminary Interview – HR.
- Interview taken by Heads / Managers
- Final Interview taken by the Director

B. APPOINTMENT PROCEDURE:

Appointment Letter is designed and sent to the selected candidate via email with joining date mentioned in the letter.

JOINING: The following details should be provided by the selected candidate to the HR department for processing his / her identity number, card, and records.

- 4 passport size photos.
- Copy of their resume.
- Educational Certificates Copies.
- Previous employment details (offer letter, joining letter, relieving letter)
- Experience certificates (if any).
- Copy of passport/ PAN card / Aadhar card
- Copy of form 16

I. EMPLOYEE REFERRAL PROGRAMME.

OBJECTIVE: The objective of employee referral program is to attract a candidate for a given job opening by involving existing employees. This method helps in the recruitment of right candidate which is the need of the company.

PURPOSE: The purpose of this employee referral policy is to award the employee who has referred a candidate for a position in an organisation.

ELIGIBILITY: The employee referral policy is applicable to all the regular employee of the company except the HR employees, the senior management team, and the hiring manager for a vacant position.

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EMPLOYEE REFERRAL PROCESS

- The referral programme starts with the posting of the vacancy in the organization by HR team on the web portal, by placing the advertisement on job site or notice board or by sending an email to employees.
- The job description for the given position is shared with the employees along with job posting.
- The employee after noticing the requirement investigates their network and refers to a candidate if it is found suitable.
- They send the CV to the HR at the email id mentioned in the advertisement.
- HR review the resume of the candidate and match the skill and qualities with the job description.
- If found suitable under the employee referral programme HR forward the CV to the Technical manager.
- The employee referring a candidate must mention the employee code, name, designation, department in the organization.
- The Candidate goes through the interview process and if shortlisted and selected informed by the HR.
- After the final selection, the employee who has referred the candidate is informed about the selection of the candidate.
- If the candidate joins the company, the employee referral amount is paid to referring employee after completion of 3 months of service.
- The referral amount is paid along with the employee's salary.

APPROVAL REQUIRED

As per the employee referral policy following approvals are required for the employee referral

PAY-OUT

- Hiring approval from the immediate reporting manager
- Approval from the HR.
- Submit the final Approval to finance before payroll period.

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II. RESIGNATION

Employee desire to resign from the services of IC Pro may do so by notifying the company in writing mail to their immediate manager and marking a copy to HR giving the reasons and the effective date. Failure to give three month's (90 days) notice may result in forgoing 90 days of salary accrued. The staff is not entitled to any leaves in the notice period. However, waiver of required notice may be granted by the senior management in the presence of a valid reason and proof (Medical). A resignation feedback interview shall also be organized.

TERMINATION OF EMPLOYMENT

IC Pro has right to terminate the employee's Services at any time by giving one month notice or one month's Salary in lieu thereof. Termination will be initiated with anyone or more reasons stated below.

Poor Performance, Misconduct, Continuous ill health, Violation of NDA / agreements, Continuous absenteeism for more than a week without any written notice to management and any other reasons management finds it difficult to continue related to the employment such as mental incompetence, insolvency, and criminal status.

FULL AND FINAL SETTLEMENT

Settlements will be made only after IC Pro assets such as laptop, mobile and any other material/assets that may belong to IC Pro are duly returned and NOC received from concerned departments. It may take up to 30 to 60 days for the final settlement from the date of relieving.

EXIT PROCESS

Experience and relieving letter will be provided based on employee relieving conditions set forth and completion of service without dues and complaints from the respective departments.

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3.6 TRAVEL POLICY

This policy should be adhered to by all employees of IC Pro (full time/part time/intern etc) when undertaking any work-related travel, whether domestic or international. This policy is subject to change without prior notice at the discretion of the senior management team.

All managers must be fully aware of IC Pro's current travel policy and be able to communicate to all staff the most up to date policy and procedures.

The management team will determine if travel is necessary to achieve a goal and will approve expenses only in accordance with the policy detailed below.

Employees will notify the management team as early as possible of necessary travel arrangements. Employees should only incur expenses that are consistent with the business needs and exercise care in determining appropriate expenditures.

Employees should only use company authorized travel providers and vendors the company has negotiated discount programs or the lowest fare available at that point of time.

Employees should submit expense reports as outlined in the expense section on this policy, on a timely basis.

BUSINESS TRAVEL

Business travel relates to any work-related travel by IC Pro employee outside of their normal routine job duties. Business travel is defined as starting when the employee leaves their place of regular employment (or his/her residence) for the purpose of business. The business trip is considered as completed when the employee returns to his/her place of regular employment (or residence) whichever occurs first.

TRAVEL

Reimbursement will be given only for local travel if the employee is on company business travel. Employees should always use the most appropriate and cost-efficient mode of transport available.

Reimbursement will only be provided on actual and on the submission of a completed expense report and valid receipt/bills. Claims must be made within 14 days of the actual travel date to the finance team after receiving the approval from the department head.

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MODE OF TRANSPORT

AIR

All travel by air will be in economy class. All air travel must be via the most direct and economical means. Deviations from the lowest fare available must have the manager approval.

Your boarding pass must be retained and submitted along with your ticket/e-ticket while claiming the expenses.

TRAIN

Employees traveling by train on a business journey can be booked in a Chair car/Sleeper/3rdAC Sleeper. Please retain and submit your ticket for reimbursement.

BUS: Please retain and submit your ticket to finance to be reimbursed.

RICKSHAW

If traveling by rickshaw – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

TAXI

If traveling by local taxi – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance for reimbursement.

If you are traveling by any other pre-book/pre-pay taxi – a receipt will be provided. You will need to retain this receipt and submit to finance for reimbursement.

PERSONAL CAR/TWO-WHEELER REIMBURSEMENT

If an employee uses his/her personal car on approved business travel, IC Pro will pay 8/- INR per KM for CAR usage and INR 4/Km for the two-wheeler usage. IC Pro will also reimburse all actual tolls and parking fees, on submission of a receipt.

Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, can be claimed.

In order to receive reimbursement for mileage, the employee must complete an expense report specifying purpose of trip, start and finish odometer reading, point of origin, destination and time of trip. The employee assures the responsibility for all parking / traffic fines.

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ACCOMMODATION

Accommodation will be provided for all employees traveling on business where an overnight stay is required. All reservation for accommodation should be made in advance as far as possible.

Where possible please request that the host organization book accommodation in advance as they will often have a “regular” place that is used by them frequently.

Female employees must ensure that their safety and security are always paramount when reserving any accommodation. They should communicate to the management about their stay well in advance and take prior approval.

DOMESTIC TRAVEL - PER DIEM AND ACCOMMODATION

A per diem will be provided to all employees on official business travel. The per diem is paid to cover food and boarding/lodging costs during business travel.

Staff employees may choose, preceding a business trip to submit a claim for an advance per diem to a member of the senior management team for their approval.

Per Diems within Bangalore are set to 300 INR and outside Bangalore, within India are set at 500 INR for food and up to 2000 INR for lodging / as per actual bills, whichever is less. For sales visits per diems are not considered, only actual bills can be reimbursed for the stay and travel. All receipts must be submitted within 14 days of the outbound travel date to the finance team after getting the approval from the department head.

Reimbursement of any other out of pocket expenses that might be incurred may be reimbursed on approval from a member of the senior management team. All receipts along with an expense form must be submitted within 14 days of the outbound travel date to the finance team.

LATE NIGHT STAY: if any employees are required to stay in office after working hours and holidays, they need to get a prior mail approval from the immediate manager.

INTERNATIONAL TRAVEL

It is expected that all employees will carry the necessary and valid documentation when traveling on business to abroad.

Should a visa or work permit be required for an employee (full time/part time/intern etc) for work related travel, then IC Pro will cover all expenses for it. The employee will be responsible for obtaining all the necessary paperwork and the visa/permit prior to the planned travel date.

Prepared By: HR

Approved By: Manoj



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INSURANCE

All employees of IC Pro will be covered by the organizations Travel insurance policy when traveling for business to abroad. Insurance policy type is generally reimbursable (based on the Policy conditions set by the insurance company) with the insurance company after returning to India. If the employee has a premedical condition which is not covered by the insurance company this must be declared in advance and special written permission from the management must be received before the travel for taking care of the unforeseen medical expenses incurred during his visit abroad.

INTERNATIONAL TRAVEL - PER DIEM AND ACCOMMODATION

A per diem will be provided to all employees on official business travel to abroad. The per diem is paid to cover food and boarding/lodging costs during business travel and based on the country / project visited. Per diem / expenses / allowances will be discussed with the employee before the trip and will be on reimbursable basis after the successful completion of the work abroad. Generally, the process will take 3-4 months to ensure the customer feedback, billing and payments are completed to process this claim. Travel advance can be taken from the company which will be deducted from these final expenses claimed from the company.

Reimbursement of any other out of pocket expenses that might be incurred may be reimbursed on approval from a member of the senior management team. All receipts along with an expense form must be submitted within 14 days of the outbound travel date to the finance team.

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3.7 EMPLOYEE BENEFITS

HEALTH INSURANCE

After successful completion of the probationary period (6 months), the employee will be entitled to the benefits of health insurance according to the company's rules in force at that time. There will also be a health card given to each employee by the insurance company, through which he/she can avail services in specified hospitals.

After completion of Three (3) years of continuous employment, staff will also receive health insurance at that time for their spouse & children. Insurance will cover the following.

- Accidental Insurance
- Health Insurance

Exemotional case: For field Engineers/Installation Engineers, those working in Factory, health insurance will be made available within 1-2 months from the joining date.

3.8 PERFORMANCE APPRAISAL AND REVIEWS

IC Pro considers performance appraisals and reviews an integral part of the entire career life span of its staff as any progressive organization. IC Pro understands and value the contribution of their staff, also realizes that management must bear responsibility for how their staff performs their jobs and the role that motivation and encouragement play in increasing efficiency of their work.

Performance management is not an annual event. This is a continuous process that takes place throughout the year and that is what IC Pro believes in. It is also not a process used to determine salary or other material benefits as these can have a negative effect on development of staff, nor it is a tool to punish staff. The manager's own performance is as much online as the employee's! The focus should be on performance management and development.