

1 Welcome Aboard

We, at Analytic Brains are happy to welcome you aboard. We, assure you that you will find the time you spend working with us, both personally rewarding and productive for the organization.

2 Introduction

This employee handbook is a summary of policies, procedures and practices related to human resource and infrastructure management at **Analytic Brains Technologies Pvt. Ltd.**

The Managing Director Mr. **Sundaresan Subramanian** leads the staff team in the development and implementation of the policies outlined in this manual. He will be assisted by Managers who should reference this manual to ensure organizational consistency in the application of these practices.

The **Admin** is responsible for the maintaining the procedures and systems which support human resource and infrastructure management for the organization. The employee designated as **Admin** will be available to answer questions, or provide clarification to any employee, on any content of this manual.

The organization's benefits package is spelt out in the offer letter issued to each employee, on appointment. Questions regarding the offer letter may be directed to the said Managing Director.

3 About the Organization

Analytic Brains Technologies Pvt. Ltd was established in 2010, by **Sundaresan Subramanyan**, a financial technologist with two decades of experience in providing solutions to international clients in the Financial Services industry. The company is, today is a boutique organization, serving several local and international clients, providing them the following services:

- Application Development
- Database Services
- Data Migration
- Business Intelligence
- Testing Services

4 Statement of Philosophy

Analytic Brains wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every employee. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters such an environment.

It is the responsibility of all employees and managers to:

- Foster cooperation and communication among each other
- Treat each other in a fair manner, with dignity and respect
- Promote harmony and teamwork in all relationships
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding if and when the same occurs

5 HR Processes

Though a small organization, we scrupulously follow HR processes. On joining the organization, to make you productive, from day-1, you will be provided with the following.

Documents – Company to Employee

- When an employee is selected for appointment, (s)he will be issued offer letter and appointment letter
- On completion of verification, all original certificates and letters will be returned to the employee, with the company retaining the photocopies
- Upon joining the organization, the employee will be informed of the path where this document (Employee Handbook) is available for reference, in the shared location and a soft copy of this document will be emailed to the employee.



Documents – Employee to Company

- Copy of offer letter, signed and acknowledged by the employee
- Submit originals and photocopies of all certificates pertaining to educational qualifications (starting from standard 10th to the highest qualification obtained, including any certifications) for doing back ground check
- Submit experience certificates evidencing work experience and pay slips, if any, from previous organizations (original and photocopies)
- Relieving letter issued by previous organizations (original and photocopies)
- Provide information about bank account, to which salary to be credited, PAN and Aadhaar Card details, with photocopies
- Passport size photo of the employee

Induction

- On reporting duty, the employee will be given a formal induction into the project (whether internal or external), by the Reporting Manager
- On completion of the induction, the employee will be assigned duties to be performed

Employee Designation

Employees joining Analytic Brains maybe classified as:

- Programmer Trainee
- Programmer
- Programmer Analyst
- Senior Programmer
- Software Engineer
- Senior Software Engineer
- Analyst
- Senior Analyst
- Team Leader
- Project Leader

A fresher joining as programmer trainee maybe on probation for a period of 6 months, at the end of which, (s)he may be confirmed in service, subject to satisfactory performance. Based on the designation, duties would be assigned to the employees.

Employee Duties

Attached to the Offer of Employment, is a broad description of the job and the associated responsibilities, along with any additional tasks that may possibly be required. This document will be used to evaluate performance of the employee, both during the probation period and after. Employees are advised to seek clarification, if they are unclear of the contents.

From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance however; the final decision on implementation will be made by management.

Performance Appraisals

Performance reviews, for all employees, will occur near the end of March, and annually thereafter. However, every employee will be provided regular feedback of their performance, by the manager concerned. The purpose of the annual performance review meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day to day work and to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.

Payroll and Salary Revision

- The employees will be paid salary, in accordance with the offer letter provided on recruitment
- The time sheet entered by the employees will be scrutinised and consolidated by Admin and salary credited to the employees' bank accounts, on the last working day of every month. Payslip will be sent to the employee's business email account
- Revision of salary and bonus payment (if any) will occur every year in the month of April, following performance appraisal

Hours of Work

The regular office hours for the organization are 9.30 a.m. to 6:30 p.m., Monday through Friday inclusive (excluding holidays). However, on days when there are meetings with the client, or where deliverables are to be made, employees may be required to come early or leave late, on completion of work. All employees are expected to work a minimum of 8 hours per day, **excluding** one hour of lunch and tea break in between.

Employees are required to notify their supervisor, in advance, of planned leave. Unplanned absences from the office should be reported to the employee's supervisor as soon as could reasonably be expected. At the discretion of the Managing Director, depending on circumstances, employees may be allowed to work from home for specific periods of time.

In case of unforeseen circumstances (such as heavy rains or other causes), the office cannot be opened, employees may be required to compensate for the same, by attending office on weekly holidays (Saturday or Sunday), so that clients are not inconvenienced and the work proceeds as originally planned.

List of Holidays

The list of holidays (including statutory holidays) will be published by the organization and sent by mail to all employees, before the beginning of each calendar year.

Time Sheet and Leave

- Every new employee will be provided login credentials by **Admin** for accessing the company's Time Sheet application or an excel sheet when the Timesheet system is not available.
- Every employee will be entitled to 2 days each of **Casual Leave, Privilege Leave and Sick Leave** per calendar year
- Maternity Leave of 6 Months will be provided to women employees upon completion of one year of service
- Depending on the employee's date of joining the leave entitlement will be on a proportional basis



- In case one or more leave categories are not fully availed by the employee, the unavailed portion will get added to the category concerned, the following year, except sick leave and casual leave
- Submission of leave request will also be through Time Sheet application
- Employees are expected to apply for and have their leave requests approved by the manager concerned well in advance, before proceeding on leave, except in case of emergency
- In case of emergency, where advance intimation is not possible, the employee is expected to inform the reporting manager by other available means, so that work is not impacted
- Employees are expected to login the number of hours worked, on a daily basis, in the said application.
- Employee should apply leaves using LMS application;
- Employee should not take not more than 3 Permissions per month they can apply max 2.00 hours a day, more than 2.00 hours will be considered as a half a 0.5 days leave.
- IF permission count is more than 3 in a month then it will be accounted as one day leave for that month.
- At the end of every month 2 days leave can be credited to each individual (i.e.) 0.5(Sick), 0.5(Casual) & 1(Privilege) for confirmed employees. If confirmation gets effected in middle of the month, then 1 day is applicable.
- If the employee is taking leave in long weekend they need to apply\give a prior intimation to their leads. If the employee is taking unplanned leave, by next day itself they need to apply through LMS and get the approvals with the leads.
- Planned leaves for more than two consecutive days should be applied for approval 15 days in advance
- Work from home will be granted on case to case basis upon genuine circumstances and approval of the concerned project manager. No work from home will granted for the 1st one year of service.

Travel

- Any travel related to official work will be borne by the company, in accordance with the company's travel policy which will be determined at the time of the travel.

Analytic Brains Technologies Pvt. Ltd is located at Old No.1, New No.1, Sambasivam Street, T.Nagar, Chennai, India 600 017

The office functions from 1st floor of the building,

- The Floor has 5 rooms as follows (Two work Station area, Conference room, MD's Room, Dining room)
- MD's room is occupied by Sundaresan Subramanyan
- A workstation room is currently having 20 workstations, with an attached rest room which is exclusively used by the male employees
- A dining room, used by all staff for having lunch and other refreshments.
- There is a rest room inside the dining room, which is used exclusively by the female employees
- The dining room is also equipped with a Refrigerator, for use by employees
- When we are entering the office there is an open verandah, which is used as reception area.
- Coffee/ Tea is served to all employees twice a day (morning and evening)
- Every employee is expected to make careful and optimum use of the infrastructure available
- The entire office is fully air conditioned except dining and rest rooms
- In the event of power failure, there is a power backup to provide uninterrupted power supply for the computers
- At the end of day, the employee leaving office last is required to ensure that all Air conditioners and fans are switched off
- One set of key is available with building owner.
- In short, all employees are expected to use and gently handle the available infrastructure as they would use their own

7 Dress Code

Employees should dress and behave appropriately. In order to create and maintain a professional image, employees are expected to wear clothing that is not offensive or distracting to clients and colleagues. This includes maintaining appropriate and commonly accepted standards of dressing and grooming that reflects a professional and business like image at all times.

The general principle for adopting business casual dress is related to creating a positive image of the Company before our customers and colleagues.

- Remember that at all times in the workplace employees are ambassadors of the Company
- Clothes should not cause embarrassment, or have a negative impact upon the image of the Company
- Employees representing the Company onshore/off-site with third party companies or clients should wear business formals

Dress Code: As per the company policy the dress code for everyone is mentioned below:

- **Monday and Tuesday – Business Formals**
- **Wednesday through Friday - Business Casuals**

The intent of the policy is to create a comfortable work environment that is also professional and free from distractions. Business Casual is defined as clean, neat and professional in appearance.

Below are some general guidelines for both men and women regarding what attire is appropriate.

Clothing	Appropriate	Not Appropriate
Formals	Shirt/ Trouser/ Indian Wear/ Business Suit/ Mid length skirt	Bicycle pants / Athletic pants/ Army fatigues overalls/ low rise jeans or pants jeans
Casual	Golf/ Polo shirts/ T shirts (without slogans or pictures), suits and skirts	Sweat shirts, Rugby shirts, Mini shirts, Short dresses
Shoes	Male – Formal Black or Brown shoes (Leather/ Suede) Female – Peep – toes, Closed shoes, Buckled Sandals	Flip flops/ Slip on, Sneakers Sandals & Floaters

Please note that these are general guidelines and do not include every appropriate or inappropriate item. We believe employees would exercise good judgment. While we recognize and respect that dress is a personal choice, we do want employees to understand that their choices in these areas have consequences. In the workplace, it is critical that our choices reflect our commitment to the Blue Box Values, or Company Code of Conduct, and our commitment to one another and our customers.

ID card: Employee should wear ID card inside the office at all times

8 Professionalism and Discipline

When representing the organization, employees should dress and behave appropriately. Excessive use of profanity is neither professional nor respectful to clients or co-workers and will not be tolerated.

Discipline at the organization shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may be:

- Verbal reprimand
- Written reprimand
- Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault or wilful neglect of duty.

9 Business Communication

- English language should be used for all official communication in the organization during business hours.
- Employees will be provided an Microsoft account for business purposes
- Microsoft teams can be used as an instant messaging tool internal to the organization.
- Microsoft Outlook email is the official email communication tool for the organization
- Microsoft teams / Zoom can be used for internal communication and for client communication (depending on client preferences).

10 Internet Usage

There are no restrictions on the usage of internet at the office. However, with freedom comes responsibility. Employees are expected to:

- Access Internet, at office, solely for work related purposes
- Do Not download files, apps that are NOT required for work and that are a potential threat to IT security
- Spend useful work hours on browsing new technologies, trends, technical solutions for problems, etc. on the internet.
- Completely avoid social media unless it is for professional interaction which furthers the organization's benefits
- Usage of internet that leads to non-productivity is strictly prohibited and may result in disciplinary action depending on the type and content of usage.

Confidential Information

From time to time, employees of the organization may come into contact with confidential information, including but not limited to information about the organization's customers, partners, finances and business plans. Employees are required to keep any such matters strictly confidential.

Furthermore, any such confidential information, obtained through employment with the organization must not be used by an employee for personal gain or to further an outside enterprise.

Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at the organization shall be the property of the organization and the employee is deemed to have waived all rights in favour of the organization. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or documents in any device must be duly acknowledged and accounted for. Office consumables such as stationery/ printer etc should be used strictly for official purposes.

IT Information Storage and Security

Any storage devices (CD's, USB's, Floppy Discs) used by employees at Analytic Brains Technologies Pvt. Ltd are the property of the organization. Furthermore, it should be understood by employees, that company equipment should be used for company business only during normal working hours. Downloading of personal materials on company equipment can be harmful to the said equipment and is strictly prohibited. Installation of any software/apps in workstations without prior approval is also prohibited.

12 Health and Safety

The Organization, along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace.

Employees who have health and safety concerns or identify potential hazards should promptly inform the same to Admin and/ or their managers concerned.

Upon completion of one year of service, employees will be enrolled in the company's group insurance policy as per prevailing norms.

In Pandemic situations, social distancing and wearing of face masks is compulsory wherever applicable. Employees are encouraged to follow all safety protocols recommended by the company and the government. The organization will put in place necessary safety measures depending on the situation.

Alcohol Consumption and Illegal Drug Use

Alcohol consumption or illegal drug use is not permitted during work hours on the office premises.

Air Quality and Smoke Free Environment

Indoor air quality can lead to many health issues. The organization recognizes this and attempts to minimize the risks associated with indoor air quality and the effects on its employees. Issues pertaining to air quality should be promptly reported to the Admin.

Smoking inside the office premises is not permitted at any time.

Harassment

The organization wants to provide a harassment-free environment for its employees. Mutual respect, along with cooperation and understanding, must be the basis of interaction between employees among themselves and with their reporting managers. The organization will neither tolerate, nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates, insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows, or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

Workplace Violence and Abuse

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work.

Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

The organization has a zero tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment and possibly criminal charges.

13 Dispute Resolution

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, the organization recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to the Managing Director. The MD will arrange a meeting between those involved in the dispute, to determine a resolution.
- The resolution of the MD shall be binding on both parties of the dispute.

An employee may leave the organization for two reasons:

- Resignation
- Termination by employer

Resignation by Employee

Employees who choose to resign are expected to give the organization notice period as specified in the appointment letter or subsequent revision letters. The Employer may waive the resignation notice period in whole or in part at any time, by providing payment of regular wages for the period so waived.

The employee will be issued an experience letter at the time of departure upon satisfactory hand over of company materials as required by the concerned reporting manager and management.

Full and final settlement will be done for the employee by the accounts department in 30 to 45 days from last date of service in the organization.

Termination by Employer

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages up to the date of termination. Cause includes, but is not limited to:

- Any act of dishonesty
- Conflict of interest
- Breach of confidentiality
- Harassment
- Insubordination, or
- Careless, negligent, or poor work performance

Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service, or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other



materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Manager concerned, in good condition, promptly and without being requested to do so.