



# Saeedan Technology Handbook

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# **1.INTRODUCTION**

**Company Name:** Saeedan Technology

**Industry:** Information Technology (IT)

**Location:** Lahore (Pakistan)

## **1.1 Overview**

Saeedan Technology Pvt Ltd is a leading IT solutions provider specializing in

1. AI Development & ML Learning
2. Web Application Development
3. Mobile Application Development
4. Ecommerce Development
5. Graphic Designing Services
6. UI/UX Design & Development
7. Custom Software Development
8. Quality Assurance & Testing.

Founded in **2020**, Saeedan Technology has established itself as a trusted partner for businesses seeking innovative technology solutions to drive growth and efficiency.

## **1.2 Welcome Message from Company Leadership**

Welcome to the Saeedan Technology family. We are glad that you chose to become a part of our company and the rapidly expanding Information Systems industry. What distinguishes Saeedan Technology from other businesses is our team oriented and family like environment. One of our main objectives is to provide a Learning and Growth environment that is favorable for both, your personal and professional life. We hope that your experience here will be challenging, enjoyable and rewarding.

Again, Welcome!

**Muhammad Atif**

**Chief Executive Officer**

## **1.3 Purpose of the Manual**

This handbook aims to familiarize you with the Company standards and procedures while answering questions you may have regarding your employment's terms & conditions.

## **2.THE EMPLOYEMENT**

### **2.1Definition of Employees**

#### **1. Permanent Employee:**

A permanent employee is one who has satisfactorily completed a two (2) months' probation period in the company.

#### **2. Contractual Employee:**

A contractual employee is hired for a set period of time, and their pay is calculated based on the number of days they work..

## **3. ATTENDANCE**

- Employees must ensure they mark their daily time-in and time-out through the attendance Machine.
- Standard working hours for all employees are 10:00 AM to 7:00 PM, with a one-hour lunch break from 1:30 PM to 2:30 PM.
- The company reserves the right to modify start and end times based on project requirements.
- During Ramadan, working hours are from 9:00 AM to 5:00 PM, with 40 minutes break.
- Arriving late by half hour without prior notice to the HR will be considered as half-day leave.
- A 15 -minute grace period is allowed for late arrival at the office.
- Attendance is registered formally through the attendance system. Missed attendance (either time-in or time-out) will result in one-day leave or salary deduction.
- Employees working on different shifts must obtain prior approval from the HR Executive.

## **4.LEAVE POLICY**

- Employees are expected to maintain punctuality in accordance with company policies.
- Leave types include Casual, Sick, Maternity, and Paternity Leave.
- All leaves are calculated based on the calendar year (January to December).
- In emergency cases, employees must inform to the HR Executive.

### **4.1 Entitlement (After Completion of Probation Period)**

Type of Leave	Count of Leave	Eligibility	Advance Notice	Approval
Casual Leave	10 working days	After Probation	Before 1 or 2 day	HR
Sick Leave	8 working days	After Probation	Same day	HR

Maternity Leave	40 working days	-	One Month Before	HR
Paternity Leaves	3 working Days	-	One Week Before	HR

#### **4.1.1 Sick Leave**

- Entitled to **8** working days per year (not carried forward).
- Must be supported by an approved medical certificate/report.
- Cannot be combined with other types of leave.
- Employees must inform their HR by **10:00 AM** via phone or email.
- **Unapproved leave will be treated as unpaid leave.**

#### **4.1.2 Casual Leave**

- 
- Entitled to **10** working days per year (not carried forward).
- Requires prior approval from the Project Manager and HR. **Unapproved leave will be treated as unpaid leave**
- For planned casual leaves (e.g., weddings or trips), notify at least one week in advance.
- For unplanned casual leave, inform the Project Manager and HR by **10:00 AM at least one day in advance**
- Maximum of two consecutive days can be availed with approval.

#### **4.1.3 Maternity Leave**

- 40 working days of paid leave for female employees after two years with the company.
- Must be applied in advance and approved by the Team Lead and HR.

#### **4.1.4 Paternity Leave**

- 3 working days of paid leave for male employees on becoming a father.
- Must be applied for and approved by the Team Lead and HR one week in advance.

#### **4.1.5 Half-Day Leave**

- Morning half-day: 10:00 AM to 2:00 PM.
- Evening half-day: 3:00 PM to 7:00 PM.

#### **4.1.6 Public Holidays**

- Public holidays will follow the Federal Government announcements, as notified by HR.

### **4.2 Work from Home (WFH) Policy**

- Allowed up to one time a month in emergency situations.
- May also be allowed at management's discretion.
- Must be approved by the **HR Executive**. Unapproved WFH will be treated as unpaid leave
- Employees must remain accessible during standard working hours.
- All emails and messages must be responded to promptly (Slack, WhatsApp, phone, etc.).

- Employees should find a distraction-free environment and be punctual for meetings.

### **4.3 Sandwich Leave Policy**

Sandwich leave is a policy in which a week off will be deducted. Instances of sandwich leave policy (assuming Saturday & Sunday are week offs or any public, national holiday)

1. If you apply leave on Thursday and Friday.
2. If you apply leave on Friday.
3. If you apply for leave on Monday and Tuesday.
4. If you apply for leave on Monday.
5. If you have week offs on Saturday and Sunday and you apply for leave for Friday and Monday. Then the week offs will be considered as leaves and 4 leaves will be deducted.

## **5.SALARY POLICY**

- Gross salary will be mentioned in the **offer letter**.
- **Probation period** is for **2 months**, extendable if not confirmed in writing.
- Salary will be credited between the **1st to 10th** of every month.
- Employees must **not discuss salary or internal company information** with others.

### **Payment Procedures:**

1. For the permanent employees the gross salary is paid as per calendar month (1~30<sup>th</sup>)
2. In case of absence, the number of absent days will be deducted from total number of working days in the month.
3. All permanent employees are entitled for gazetted holidays except for the requirement of the management.

### **Salary Slip**

Salary slip will be issued to you on your request.

## **6.EMPLOYEE BENEFIT POLICIES**

**ALL BENEFITS WILL BE APPLICABLE AFTER SUCCESSFUL PROBATION.**

### **6.1 Benefits and Incentive Plan:**

Following benefits and perks will be awarded to you:

1. Welcome Gift
2. Punctuality Bonus
3. Birthday Celebrations
4. Special days celebrations
5. Can enjoy a tour with the company

6. Indoor/Outdoor activities
7. Sports & games
8. Complimentary lunches
9. Special Dinners
10. Fuel Allowance
11. 18 paid annual leaves
12. A special bonus after the successful completion of 3 years' service (cash, bike, Umrah, etc.)
13. Special bonuses and benefits on successful completion of 5 years 'service.

**All the above-mentioned benefits and perks are based on the performance of an employee and the company's financial growth.**

### **6.2 Incentives/bonuses**

Incentives/bonuses will be granted based on individual performance. Employees who demonstrate outstanding performance and achieve set targets will be eligible to receive incentives and bonuses as a reward for their hard work and contributions to the company's success.

### **6.3 Advance Salary**

The facility may be availed only twice in a calendar year and only under special circumstances, after obtaining the approval of the concerned HR Department and CEO.

1. All employees (Confirmed or Permanent) will be entitled to get salary advance from the Company.
2. Maximum of 80% of salary can be taken as advance to retain 20% of salary for Tax and any other deductions.
3. For example, if salary is Rs.30,000, maximum advance will be Rs.24,000 (Rs.30,000 x 80%).
4. Any person who is paying the installments of loan will not be eligible for salary advance.
5. However if loan installments have been paid fully then salary advance can be applied after six months of the final installment.
6. Application of advance salary can be rejected by HR Department or Chief Executive Officer even without assigning any reason.
7. Proper reason will be mentioned by the applicant in the salary advance application.
8. Change in adjustment schedule of salary advance will be approved on the sole discretion of the CEO.

### **6.4 Performance Evaluation & Annual Increment:**

All confirmed employees will be appraised Semi-annually and are entitled to get Semi-annual increment in their salary based on their performance appraisal report from the beginning of the calendar year Jan 1<sup>st</sup> and Financial year, July 1<sup>st</sup>.

### **Recommendation For Promotions & Transfers:**



At the time of performance appraisal, each Team Lead / General Manager will submit separate recommendations for promotions or transfer of his subordinates in writing along with the employee's assessment formats.

The following criteria will be followed for promotion or award:

### **Promotion Criteria:**

Only those employees will be recommended for promotion who meet all of the following criteria:

1. The Employee is on the same designation for at least one year.
2. The Employee has good working efficiency record (personal achievements).
3. The Employee has good attendance and discipline record.
4. The Employee hasn't received any warning or punishment in the last one year.

### **Award Criteria:**

There are no special fixed criteria for award except that the:

1. Employee shouldn't have any disciplinary action within last one year.
2. Employee should have good attendance record in the same evaluation year.
3. Employee has shown significant and exclusive performance in the same year.

## **7.RESIGNATION**

This policy sets out the conditions and procedures relating to resignation of employment with Saeedan Technology Pvt Ltd. It aims to ensure that Saeedan Technology Pvt Ltd. is in line with good employment practices and complies with statutory requirements.

### **7.1 Notice Period:**

Saeedan Technology requires a notice period for both employees and the company as outlined below:

**1-Employee Notice Period:** If an employee decides to resign, they are required to provide a notice period of one month to allow for proper transition and knowledge transfer. This notice period is intended to ensure a smooth departure process and to minimize disruption to projects and teams.

**2-Company Notice Period:** Similarly, if Company decides to terminate an employee's employment, the company will provide a notice period of one month to the employee. This period allows the employee time to prepare for the transition and to make necessary arrangements

### **7.2 Procedure of Resignation:**

An employee who wishes to resign his employment must submit a letter of resignation to the HR Department. The HR should endorse the letter to signify his acknowledgement of the resignation and send

the resignation to the General Manager.

Upon receipt of the letter of resignation, the Human Resources Department will acknowledge the resignation in writing from CEO and confirm about last working day of the employee and the effective date of his resignation.

### **7.3 Return Of Company Property:**

Upon leaving the service with Saeedan Technology Pvt Ltd., the employee must handover to his Head of Department/Institute's Manager all accounts, contacts, data, records and documents, or any other belongings, related to his job.

On his/her last working day, the employee is required to return all Company property to his Head of Department, the Administration Department, and Human Resources Department as appropriate. Saeedan Technology Pvt Ltd. reserves the right to deduct from the resigned employee's final payment an amount equivalent to the value of any property which is not returned or is damaged and any amount due to Saeedan Technology Pvt Ltd..

No resignation will be processed if any of the above parameters is neglected.

### **Final Payment:**

The final payment including basic salary and job-related payments or reimbursements will be paid to the resigning employee with the next month of salary.

### **7.4 Termination By Notice Or Payment In Lieu:**

If an employee is performing unsatisfactorily or is not up to the required standard, his working attitude is poor or he is found to be unsuitable for the job; or under any other circumstances other than those specified for summary dismissal, Saeedan Technology Pvt Ltd may lawfully terminate his contract of employment with notice in writing or payment in lieu as specified in the contract of employment. This is the most common approach to termination of employment by an employer for minor transgressions.

### **7.5 Summary Dismissal (Without Notice or Payment In Lieu):**

If an employee, in relation to his employment:

1. Willfully disobeys a lawful and reasonable order
2. Misconducts himself/herself, such misconduct being inconsistent with the due and faithful discharge of his duties
3. Is guilty of fraud or dishonesty
4. Is habitually neglectful in his/her duties
5. Becomes involved in without approval, discloses information to a third party obtained from his employment or on any other grounds this will entitle Saeedan Technology Pvt Ltd. to terminate the employment without notice.

## **8.WORK POLICIES**

### **8.1 Code of Conduct**

Professionalism, high ethical standards, integrity, and honesty of employees are crucial for Saeedan Technology Pvt Ltd.in pursuing and maintaining its regulatory role. The purpose of this Code is to set down the employees' legal obligations while under the employment of Saeedan Technology Pvt Ltd. which the employee is required to comply. This Code also provides guidelines to assist employees in understanding and complying with legal obligations.

### **8.2 Compliance:**

Employees must comply with all the requirements set out in this Code in addition to the terms and conditions of employment set out in their contracts of employment. If any inconsistency exists, this Code shall prevail. **Those who are in breach of any provision of this Code may be subjected to summary dismissal.** Employees who have any doubt about any provision specified in this Code should consult the Human Resources Department.

### **8.3 Outside Business / Employment:**

During your employment with Saeedan Technology Pvt Ltd. you are not permitted to be engaged in any other gainful occupation. Furthermore, you are not permitted, at any time, to be engaged in any occupation, which is in conflict with the interests of the company.

Employees who wish to apply for approval to engage in outside business/employment/ service should complete the Application for approval to engage in outside business/employment/ Service and send it to HR Department for approval.

### **8.4 Acceptable Use of Company Resource:**

#### **Login Accounts**

The Team manager informs the HR department after necessary equipment has been requisitioned from the administration department. In turn the Human Resource Executive requests to the Network Administrator for the creation of a login account.

If an employee resigns from his/her services then the accounts are made inaccessible during the notice period or as per team manager's request. The HR department requests the Network Administrator to delete inoperative accounts after the notice period and information is sent to the concerned project manager via internal mail.

#### **Proper Usage of Work Accounts**

Employees are to use their work accounts for office related emails only. Employees are not permitted to

share their account with others. Nor are they allowed to store personal files or inappropriate material of any sort in their accounts. Employees must check their mail at least once a day in order to allow for effective communication, and to prevent backlogs due to a slacking in checking e-mail.

## **9. CLOSING**

### **Dear Member of the Team:**

You are a vital resource for Saeedan Technology Pvt Ltd. Hopefully, this handbook has helped you to understand what is expected from you, as well as outlining some of the advantages and benefits of employment with Saeedan Technology Pvt Ltd..

Remember that this book is meant only as a guide to personal issues. If you are uncertain about the accuracy of any topics as they are listed herein, please consult the Human Resource Department. Periodically this handbook will be updated with additional information, therefore it is suggested that you keep visiting the HR for such updates.

**The HR Team☺**  
**Saeedan Technology Pvt Ltd**

### **9.1 Acknowledgment of Receipt:**

By signing below, I acknowledge that I have received a copy of the Saeedan Technology Employee Handbook. I understand that it is my responsibility to read, understand, and comply with the policies, guidelines, and expectations outlined in this handbook.

**Employee Name:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Signature:**\_\_\_\_\_

**CNIC:**\_\_\_\_\_