

# SUNA PANA TECH PRIVATE LIMITED

## Company Policies & Guidelines Document

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### 1. Introduction

Suna Pana Tech Private Limited (“the Company”) is committed to maintaining a professional, ethical, secure, and inclusive working environment for all employees, contractors, and stakeholders. This document outlines the internal policies, standards, and procedures governing day-to-day operations, employee conduct, and organizational responsibilities.

These policies are designed to ensure compliance with applicable laws, promote transparency, protect company assets, and foster a culture of respect and accountability. All employees are expected to read, understand, and comply with the policies described herein.

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### 2. Scope and Applicability

These policies apply to all full-time employees, part-time employees, interns, consultants, contractors, and third-party service providers associated with Suna Pana Tech. The policies are applicable across all offices, remote work locations, client sites, and digital platforms used for company business.

Failure to comply with these policies may result in disciplinary action, including termination of employment or contract, subject to applicable laws.

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### 3. Employment Classification

Employees at Suna Pana Tech may be classified as permanent, probationary, contractual, or intern-based on the terms of their appointment letter. Probationary employees are subject to performance evaluation during the probation period, after which their employment may be confirmed, extended, or terminated.

The Company reserves the right to modify employment classifications as per business requirements and applicable labor laws.

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## **4. Working Hours and Attendance**

The standard working hours at Suna Pana Tech are from 9:30 AM to 6:30 PM, Monday through Friday, excluding company-declared holidays. Employees are expected to adhere to their assigned work schedules and ensure punctuality.

Attendance must be recorded using the company-approved attendance system. Any deviations, including late arrivals or early departures, must be communicated to the reporting manager in advance whenever possible.

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## **5. Remote and Hybrid Work Policy**

Suna Pana Tech may allow employees to work remotely or in a hybrid model based on role suitability, performance, and business needs. Remote work is a privilege and not an entitlement.

Employees working remotely are expected to maintain productivity, data security, and professional conduct equivalent to office-based employees. The Company reserves the right to revoke remote work privileges at any time.

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## **6. Leave Policy**

The Company provides various types of leave, including earned leave, casual leave, sick leave, and statutory holidays. Leave accrual and eligibility are governed by applicable labor laws and internal guidelines.

All leave requests must be submitted through the company leave management system and approved by the reporting manager prior to availing the leave, except in cases of emergency.

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## **7. Code of Conduct**

Employees of Suna Pana Tech are expected to conduct themselves with integrity, professionalism, and respect at all times. Any behavior that may harm the reputation of the Company or disrupt the workplace environment is strictly prohibited.

Discrimination, harassment, intimidation, or inappropriate behavior of any kind will not be tolerated and may result in disciplinary action.

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## **8. Equal Opportunity and Non-Discrimination**

Suna Pana Tech is an equal opportunity employer and does not discriminate based on gender, age, religion, caste, race, disability, sexual orientation, marital status, or any other legally protected characteristic.

All employment-related decisions are based on merit, qualifications, and business requirements.

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## **9. Prevention of Harassment**

The Company is committed to providing a workplace free from harassment. Sexual harassment, verbal abuse, or any form of misconduct is strictly prohibited.

Complaints may be reported to the Internal Complaints Committee (ICC) or Human Resources. All complaints will be handled confidentially and investigated promptly.

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## **10. Performance Management**

Employee performance is reviewed periodically through structured appraisal processes. Performance evaluations are based on predefined objectives, behavioral competencies, and contribution to organizational goals.

The Company may offer performance-based incentives, promotions, or corrective actions based on evaluation outcomes.

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## **11. Compensation and Benefits**

Employee compensation is determined based on role, experience, performance, and market benchmarks. Salary payments are made monthly via bank transfer.

Benefits may include health insurance, paid leave, bonuses, and other perks as defined in the employee's offer letter and company benefit policies.

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## **12. Information Security Policy**

All employees are responsible for safeguarding company data, systems, and intellectual property. Unauthorized access, disclosure, or misuse of company information is strictly prohibited.

Passwords must be kept confidential, and company systems should only be used for authorized business purposes.

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## **13. Data Privacy and Confidentiality**

Employees must maintain strict confidentiality regarding company data, client information, and proprietary materials. Confidential information must not be disclosed to unauthorized parties during or after employment.

Violation of confidentiality obligations may result in legal action.

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## **14. Acceptable Use of IT Resources**

Company-provided IT resources, including laptops, email accounts, and software, are intended for official use only. Limited personal use may be permitted provided it does not interfere with work responsibilities or violate company policies.

Installation of unauthorized software is prohibited.

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## **15. Social Media Policy**

Employees must exercise caution while representing or referencing the Company on social media platforms. Posting confidential information, defamatory content, or misleading statements about the Company is prohibited.

Personal opinions expressed online should not be presented as official company views.

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## **16. Conflict of Interest**

Employees must avoid situations that may result in a conflict between personal interests and company interests. Any potential conflicts must be disclosed to management immediately.

Engaging in competing business activities without prior approval is not permitted.

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## **17. Asset Management**

All company assets, including hardware, software, documents, and intellectual property, must be used responsibly and returned upon termination of employment.

Damage or loss of company property due to negligence may result in recovery of costs.

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## **18. Health and Safety**

Suna Pana Tech is committed to providing a safe and healthy working environment. Employees must comply with all safety guidelines and report any hazards or incidents immediately.

The Company may conduct periodic safety drills and training sessions.

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## **19. Disciplinary Action**

Violation of company policies may result in disciplinary action, including warnings, suspension, or termination. Disciplinary measures will be proportionate to the severity of the violation.

Employees will be given an opportunity to explain their actions before any final decision is made.

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## **20. Termination and Exit Policy**

Employment may be terminated by either party by providing notice as specified in the appointment letter. The Company reserves the right to terminate employment without notice in cases of gross misconduct.

Employees must complete exit formalities, including handover of responsibilities and return of company assets.

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## **21. Policy Amendments**

Suna Pana Tech reserves the right to amend, modify, or withdraw these policies at any time based on business needs or legal requirements. Employees will be informed of any significant changes.

Continued employment constitutes acceptance of the revised policies.

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## **22. Acknowledgement**

All employees are required to acknowledge that they have read, understood, and agreed to comply with the policies outlined in this document.