

The image features a large, vibrant lime green circle in the center. Inside this circle, the word "brillio" is written in a white, lowercase, sans-serif font. Below the brand name, a white rectangular box contains the text "HR POLICIES & PROCESSES - INDIA" in a bold, uppercase, sans-serif font. The background is a dark gray with a complex, abstract pattern of thin white lines forming a network or mesh, with several small white dots scattered throughout, suggesting a digital or technological theme.

brillio

**HR POLICIES &
PROCESSES - INDIA**



HOLIDAY LIST FOR THE YEAR 2020			
Sl. No.	Date	Day	Holiday
1	January 1, 2020	Wednesday	New Year Day
2	January 15, 2020	Wednesday	Makara Sankranthi
3	March 9, 2020	Monday	Holi
4	March 25, 2020	Wednesday	Ugadi
5	May 1, 2020	Friday	May Day
6	July 31, 2020	Friday	Bakrid
7	August 11, 2020	Tuesday	Sri Krishna Janmashtami
8	October 2, 2020	Friday	Gandhi Jayanthi
9	October 26, 2020	Monday	Vijayadashami
10	November 16, 2020	Monday	Balipadyami Diwali
11	December 25, 2020	Friday	Christmas

POLICIES

LEAVE POLICY

Earned Leave= 12 days in a year, credited on a monthly basis

Sick Leave=10 days in a year, credited on a quarterly basis at the beginning of the quarter

Marriage Leave = 3 days. In addition 5,000 Gift Points (in Rewards & recognition portal)

Note:
Applicable for all Employees across levels
Calendar Year followed for leave Jan-Dec

Read complete Leave Policy [here](#)

INSURANCE POLICY

- Medical Insurance: Applicable for all employees
- Employee Insurance Coverage - 5 Lakhs cover for Employee+ Spouse +2 Kids
- Parental Insurance Coverage – 3 Lakhs for
- Parent and 3 Lakhs for parent-in-laws (Parental Premium to be paid by Employee)
- Dependents to be added within 20 days of joining
- TPA-Mediassist
- Top-Up option available upto 5 lakhs on additional premium for all
- Life Insurance – Employees are covered for 3 times their CTC
- Accident Cover – Employees are covered for one time their CTC.

RELOCATION POLICY

Applicable for new joiners who are relocating

Level 7 & 6

Reimbursement of Expenses incurred on Transfer of Personal Effects - INR 25,000/-

Level 5 & above

Reimbursement of Expenses incurred on Transfer of Personal Effects - INR 40,000/-

Note: Original bills from transport agency must for claim

Read complete Relocation policy [here](#)

COMMUNICATIONS POLICY



Key Goals

All types of internal or external communication must be aligned to Brillio's vision and display consistent Brillio identity with transparency and honesty



Methods of Communication

External: New releases, press conferences, industry forums, events, analyst discussion, online channels, email campaigns, social media campaigns etc.

Internal: Telephonic communication, face-to-face discussions, internal platforms (newsletters, posters, banners, screen savers etc.)



Levers of Effective Communication

Authorized spokespersons: Communication with external stakeholders, media and financial markets to be done by authorized Brillio spokespersons only

Responsible individual behavior: All employees should conduct themselves as Brillio Ambassadors & as per Brillio code of conduct

Transparency: All external and internal stakeholders must be provided with clear, accurate and reliable information

Two-way communication: Clear, accurate and reliable top-down and bottom-up communication through all levels

External Engagements: When speaking at conferences, the presentation should be in line with Company's official stance & strategy

Official Templates: Branded Brillio templates must be used for all written communications

Fair and Prompt Disclosure: Publicly available information on Company related matters should be released to all internal & external stakeholders

Confidentiality: All Brillio documentation and information, unless and until publicly available must be treated as confidential

Compliance: Committed to complying with all applicable laws in all geographies that it operates in

COMPENSATION & BENEFITS

FLEXIBLE COMPONENTS

House Rental Allowance (HRA) - 0 to 40 % of Basic Salary

Meal Allowance - Paytm

Car Lease - Level 6 & above

Leave Travel Assistance (LTA): One month Basic salary

Telephone Reimbursement - Mobile(Postpaid), Broadband

Books & Periodicals - Technical books, e-books

Voluntary Provident Fund- upto 100% of Basic salary

National Pension Scheme (NPS) – Tier 1, upto 10% of Basic Salary per month

BONUS PAY (BP) POLICY

Applicable for Brillians with bonus pay as part of CTC

BP follows below performance parameters & schedule.

100% of the performance bonus will be based against Individual Performance Parameters defined for the year.

The Performance Review Cycle runs from 1st January to 31st December period with annual payout occurring on 15th March of the subsequent year.

Payout of bonus for individual performance will be based on individual performance banding as per annual performance cycle.

To be eligible for payment of the Bonus Pay Component, you need to be on the rolls of the Company as on 15th March of the subsequent year.

PAYROLL PORTAL

LOGIN PROCESS:

Ascent login - shared after first payroll.no tax deducted in first month pay.

[Https://www.hrberry.com/powerhr/index.php/brillio](https://www.hrberry.com/powerhr/index.php/brillio)

Go to: Pay & Benefits ->Options ->Flexi Benefit Plan.

Please note:

If you fail to do your flexible reimbursement allocation, the entire amount will be added to your Special Allowance.

The allocated amount for flexible reimbursement will be paid only on the basis of submission of claims. Unless the allocation is made, you will not be eligible to claim any reimbursements.

All flexible reimbursement allocation will be considered from the date of joining.

If no claim is made during the year, the entire amount will be paid as taxable along with March month payroll and no Reimbursement will be allowed to be carry forward for the next financial year.

Investment Declaration:

Please update your Investment Declaration in the payroll portal under

Pay & Benefits ->Options ->Investment Declaration.

Investment details includes declarations for Rent paid / Interest on Housing loan, Investments in Deposits, Mutual Funds, Life Insurance policies etc. Also please update the Previous Employment salary details based on the Income Tax Computation sheet shared by your previous employer.

For more details refer Sharepoint