Policy Objective

A Xoriant policy and procedures are basically set in place to establish the rules of conduct within an organization, outlining the responsibilities of both employees and employers. Company policy and procedures aim to protect the rights of workers as well as the business interests of employers and defines the procedures associated with them.

Policies in Xoriant

Xoriant have following types of Policies:

1. Corporate Social Responsibility (“CSR”) Policy
2. Green Initiatives Policy
3. Background Verification
4. Employee Separation
5. Employee Onboarding

Corporate Social Responsibility (“CSR”) PolicyCorporate Social Responsibility (“CSR”) Policy Objective

Corporate Social Responsibility (**“CSR”**)is strongly connected with the principles of sustainability and giving back to the society. At Xoriant Solutions Private Limited (“**Company**”), we believe in practicing our corporate values through our commitment to grow in a socially and environmentally responsible way, while meeting the interests of our employees, suppliers, business partners, local communities and other organizations.

# Scope and Applicability

It is applicable for all the locations of the Company.

# Guiding Principles:

* As a sustainable and long-term initiative for the weaker communities, the Company shall focus on promoting education for the destitute and support causes and organisations in creating awareness about preventive health.
* The objective towards promoting education is to empower an individual in being self-reliant lifelong.
* The attention to the cause of preventive health is with the aim of providing healthy living and helping people live a more constructive and evolved life.
* The Company aims to work towards mainstreaming the weaker segments of the society by promoting the basic needs of education and preventive health amongst these sections.
* The Company aims to focus on education of the underprivileged by providing appropriate infrastructure, and groom them as valuable citizens of the country.
* The Company provides assistance in skill development by providing direction and technical expertise to the vulnerable section of the society.
* The Company aims to promote the well-being and development of employees and their families through an inspiring corporate culture that engenders good values.
* Employee participation is an important part of developing responsible citizenship. The Company encourages and motivates its employees to volunteer for working on the Company’s CSR initiatives.
* The CSR initiatives are not included in the activities undertaken in pursuance of the normal course of business of this Company.
* The Company confirms that the surplus arising out of CSR activities or projects shall not form part of the business profits of the Company.
* The Board of Directors of the Company hereby declare that the activities included in this policy are related to the activities included in Schedule VII of the Companies Act, 2013.

# Procedure

Each location shall be allocated with annual budget for driving the CSR initiatives in their respective location.

* CSR department of each location shall evaluate proposals submitted by NGO’s and other organizations.
* After evaluation from CSR Committee, the recommendations are shared with Management.
* On approval from Management along with the CSR committee, funds shall be directly allocated to the respective NGO or individual.
* NGO will be identified on govt or legal guidelines.
* CSR department shall be responsible to drive the CSR initiatives for their respective location.
* Members of the CSR department shall make regular visits to the NGO who assist the Company in driving its CSR initiatives and volunteer for their activities.
* CSR department of each location shall hold meetings on a monthly basis to discuss the actionable items.
* NGO/Individuals working for towards the CSR objectives of the Company shall submit their annual report to the Company, giving details on how the funds were utilized.
* CSR Committee at each location should submit a quarterly report to the Management.
* This policy shall be reviewed from time to time and any changes, if necessary, shall be approved by the CSR committee. Such review shall be based on the annual report submitted by the NGO/Individuals and their suggestions and responses.

Reporting

The Board Report of the Company shall include an annual report on CSR containing particulars about its policy as specified under the applicable provisions of the Companies Act, 2013 and its rules thereunder.

Disclosure

The Company shall disclose the contents of this policy in its Board report.

Green Initiatives Policy

Green Initiatives Policy Objective

The purpose of this policy is to practise eco-friendly initiatives in different processes that we follow and to set sustainability benchmarks for current as well as future employees of Xoriant Solutions Private Limited (“**Company**”). As a high-Tech product engineering company, we are not only an economic entity but play an active role in the growth of the society.

 Scope and Applicability

This policy shall apply to all offices of Xoriant worldwide and every employee shall be made a partner in implementing the policy thereby understanding Xoriant’s commitment towards green initiatives.

Xoriant Solutions Private Limited shall endeavour to:

* Link business profitability synonymous with sustainability
* Address performance issues involving the key stakeholders in driving the green challenge and identifying the behaviour that must change
* Build continuous culture of education and learning to foster green thought process with all employees working with Xoriant
* Build tie ups with customers who also have sustainability policies and favour suppliers who align with similar objectives
* Use Technological innovation to transform patterns of travel and communication, and change energy consumption
* We are dedicated to taking the following actions to achieve our green vision:

Infrastructure Initiative

* Server Virtualisation to ensure that IT users are enabled to harness ever-increasing levels of computer performance.
* Usage of alternative sources of energy for lighting in offices e.g. LED lights.
* Updated video-conference capabilities like zoom resulting in reduced travel time in locations between Pune and Mumbai helping distributed teams.
* Using LED monitors for increased energy efficiency.
* Ensure power saving, manage temperature standards in offices and also promote the same amongst employees to practice it at their homes.
* All machines being used by employees to be set in power saver mode.
* All employees to switch off machines at the end of the day to minimise electricity use.
* Initiatives on donation of old IT Infrastructure to charitable trust/NGOs for providing online education to the less privileged students ensuring that their academics are not hampered.

Business Initiative

* Reduce business commute (Air Travel), wherever possible
* Promote car-pooling amongst employees to encourage reduction in fuel consumption.
* Sensitization/awareness programmes on Environment Conservation for spreading the message of saving the nature through campaigns like Plant for the Planet, recycling plastic, paper bag making etc.
* Urge more virtual meetings in order to allow employees to share information and data in real-time without being physically located together

Process Initiative

* Foster an environment of online learning and development within Xoriant through various platforms like LMS, online trainings/assessments and E-learning modules that greatly reduce the usage of paper.
* Practising online processes for core functions from finances, performance management systems, feedback/survey systems etc.
* Undertake steps like prohibiting the use of paper cups completely, saving paper and reusing envelopes, preserving water under Xoriant’s environmental CSR initiatives.
* Exercise duplex printing as a default on printers, reuse of cartridges.
* Shift from printing hard copies to digital letters and forms for all employee related processes viz. Onboarding, Exit, Reimbursement of expenses, Employment related letters etc.
* Posting news and updates through Intranet and various social media platforms to keep employees abreast of important information thereby eliminating printing
* Usage of digital LED Notice Board/ Bulletin Board across various offices-
* Continued association with various independent global not for profit campaigning organizations which act to protect and conserve nature through various green activities

Xoriant ensures to practice green initiatives in every action and every decision to benefit our customers, our employees and overall community. We are committed to making a positive impact on the environment by becoming through our effective green practices and measures.

Background Verification Policy

Background Verification Policy Objective

Xoriant Solutions Private Limited (“**Company**”) is committed to ensuring the safety of its employees while in the workplace and maintaining appropriate controls to protect its assets and employees. The purpose of the pre-employment screening process is to ensure that candidates accurately represent themselves to the organization and that there is no conflict of interest in hiring an employee.

To fulfil these obligations, Xoriant will obtain and review background information. It is the organization’s responsibility to hire candidates with high ethics, integrity, and personal values.

Guidelines

Xoriant will engage a third-party partner or Background Verification Vendor to conduct background screening checks, including reference checks.

* Applicants will be informed during the pre-employment process that selection is subject to completion of background screening with results acceptable to Xoriant, and which check(s) would apply.
* Prior to conducting the background check(s), a signed written or email consent is to be obtained from the prospective employee for the position.
* The information obtained through employee screening checks is maintained in a separate file in Human Resources directory.

Former or Current Employee

If the final candidate is a former employee, the hiring team will connect with the HR team to review the information relevant to job performance of the said employee in the previous tenure and then roll out the offer. BGV process will be initiated again for the duration of the interim employment.

Procedure

* Employees are requested to submit all the relevant documentation required for background verification once they are offered to join Xoriant.
* Failure to comply for document submission for background verification may lead to strict disciplinary action leading up to termination of employment.
* Offer and employment continuation is subject to clearing the BGV process successfully.

Background verification includes verification of

* Academic Verifications through university records
* Criminal records check through police verification
* Employment history check of previous two employments or one for last 7 years
* Identity and Address Verification - whether the applicant is who he or she claims to be. Generally, includes verification of the candidate’s present and previous addresses and verify the validity of passport and PAN card

## On receipt of the documentation, verification vendor carries out the following process:

* Physical Address verification
* Verification through Government & Police Records
* Verification of University records
* Employment verifications with previous two employers
* International data base check

On completion of the BGV process, Background Verification Vendor identifies the cases as GREEN, AMBER and RED.

1. A **Green** report means result of all verifications are positive and no action required internally.
2. **Amber & red** cases mean discrepancy between the employee’s claims and the information retrieved (such as a mismatch in dates of employment or degree received). If Amber & red cases are found, HR will review them on a case-by case basis, in consultation with management.
3. If a background verification result / assessment is deemed to be unsatisfactory or any fraudulent information found, the employee would be informed regarding the discrepancy and will be given an opportunity to explain the reasons for the same. Necessary proofs for the discrepancy need to be submitted by the said employee. On receiving satisfactory evidence from the said employee, employee may be retained for employment on approval from the senior management.
4. In case of non-satisfactory explanation for red or amber case, Xoriant reserves a right to terminate the employment with immediate effect. Prior to making a final decision, any cases which may lead to disqualification will be carefully reviewed to ensure compliance with Xoriant policy.

Termination/Continuation of Employment

Employee will be informed, in writing, notice of adverse information discovered in the Background Check and given an opportunity to respond.  Upon conclusion of the review, written notice will be sent to the candidate regarding the employer’s decision of eligibility for employment continuation.

Background Verification Vendor

Xoriant will select Background Verification Vendor for background verification services.  As it is an important and compliance-heavy activity. Xoriant is committed to engage the services of a vendor who is reliable, trustworthy and accurate and will help meet the said requirements of the BGV process.

Vendor is selected on following criteria

* Accuracy and quality.
* Speed.
* Client retention rate and references
* Sources of information.
* Services offered.
* Technology/data security/accessibility.
* Support services

Xoriant reserves the right to empanel more than one vendors for conducting Background verification of its employees. All background verifications required will be conducted by external Background Verification Vendor on Xoriant panel.

All results of the Background Check will remain confidential and will be maintained by Human Resources and will be disclosed only to authorized personnel in the organization.

Disqualification of a candidate based on information discovered in the Background Check is not subject to grievance or appeal by the candidate.

Employee Separation

Employee Separation Policy Objective

Xoriant Solutions Private Limited (“**Company**”) strives towards providing a fruitful experience to each of its employee. This policy seeks to provide streamlined and smooth transition with minimal inconvenience to exiting employees in terms of their handover, transition and separation from the Company. An exit can be either due to an employee resigning from the Company or the Company terminating the services of an employee. This policy covers both scenarios.

Scope and Applicability

This policy is applicable to all Xoriant India employees, direct contractors appointed by company and contractors appointed by third party contracts.

Exit Process

Types of separation

* Retirement: employees who will be attaining the age of normal retirement (58years) will retire from services. Information about the retiring employees is provided by HR to the Reporting Manager for organizing succession.
* Resignation
* Death of the employee.
* Absorption by Client/Transfer to Xoriant Corporation.
* Termination: Termination can be on account of:
  + Non–Performance
  + Abandonment of Service/Absconding: Absence from services of Xoriant Solutions Pvt. Ltd. without communication or consent.
  + Misconduct/Fraud/Theft/Indiscipline/Moral turpitude.

Resignation

Any employee who decides to resign from the services of the organization informs the Reporting Manager /HR about his/her wish to resign from the services of the company and serves a notice period of 60 calendar days except US Staffing employees whose notice period is 30 calendar days.

For direct contractors appointed by company and contractors appointed by third party contracts, separation is initiated as and when the contract between the two parties legally ends or if the contractors fall in any of the other categories i.e. Termination/Death/ Abandonment of Service/Absconding/ Non – Performance / Misconduct /Fraud/ Theft/Indiscipline/Moral turpitude.

## Steps to be followed in the event of Resignation:

Step 1**:**The employee submits his/her resignation on the internal portal e-Konnect.

Step 2**:**Mail gets triggered to employee’s manager and Location HR stating details of resigned employee.

Step 3**:**HR and Manager meet the resigned employee to understand the reason for resignation and reach a mutual consensus on whether the employee is to be retained.

Step 4**:**If employee is not to be retained or doesn’t intend to continue with his/her services, manager accepts his resignation on e-Konnect. Employee, HR and all support functions receive the mail of acceptance of resignation which specifies the last working date of the employee.

Step 5**:**Employee starts handing over his/her responsibilities to the employee replacing him/ her during the notice period. Manager makes sure that the hand over is complete from the outgoing employee to the employee replacing him /her before the outgoing employee’s last working day in the company.

Step 6**:**On the last working day of the employee he/she settles all outstanding dues with the company. All support functions and Manager give their clearances on e-Konnect.

Step 7**:**Employee meets Project HR for an Exit interview after receiving all clearances.

Step 8**:**System generated Relieving/Experience letter gets triggered to the employee on his personal mail id on the next working day of his exit.

Step 9**:**Access rights of the outgoing employee is revoked by all the support departments.

Termination on account of Non – Performance

Definition of Non – Performance

The following indicators will amount to non – performance:

* Rejection from more than two clients despite meeting the initial screening criteria
* Unsuccessful Performance Action Plan

In case of above two reasons, the employee, direct contractors and contractors appointed by third party contract’s will be informed about the non-performance and organization’s decision to relieve him/her.

Steps to be followed in the event of Termination

Step 1**:**The HR representative notes the "Date of Likely Relieving" as finalized between the employee and immediate Reporting Manager.

Step 2:The Manager starts the process to identify the replacement for exiting employee and an existing employee starts handing over his/her responsibilities to the employee replacing him/ her on the same day.

Step 3**:**Full and final settlement of the candidate is done as per the last date communicated to him by the Manager and HR.

Termination of Absconded Employees

Definition of Absconding **:**Employees/ direct contractors appointed by company and contractors appointed by third party contracts who have not reported to duty without any prior written intimation by E-mail / fax / letter by Register AD or courier and absent themselves for a continuous period of 10 days (including all intervening holidays) will be assumed to have absconded.

* Reporting Manager must inform the HR team regarding employee’s abscondence via email.
* HR issues the Separation Notice to the last known postal / email address of the employee via registered A.D. before issuing final termination notice in case employee is not responding to emails and is not reachable over phone.

Termination on account of Misconduct/Fraud / Theft / Indiscipline/ Moral turpitude

* HR informs the Employee/ direct contractors appointed by company and contractors appointed by third party contracts about the fraud/theft and Management’s decision to relieve him/her from the service. This will be actioned on an immediate basis.
* HR initiates and authorizes employee’s separation on e-Konnect as per the last date employee was available in office.
* The files and documents pertaining to the above concerned employee are put in cold storage for a minimum period of 3 years. ‘Cold storage’ would mean that no action whatsoever with respect to the concerned employee’s full and final settlement, original documents if any would be taken/released for that period.
* The above period of cold storage is at the discretion of the management.
* The concerned employee will be liable to face the necessary legal action / proceedings taken by the company for fraud / theft / indiscipline.

Responsibilities of Departments

Facility Management

* Will take care of the Assets of the resigned/Terminated/Absconded Employee
* The employee hands over his/ her Company ID card - The Admin personnel takes control of keys and important documents from outgoing employee’s possession
* Physical Security (User access to the premise, proximity access card and other office belongings to the Admin personnel)
* Admin has the right to hold resigned employees from re-entering the company premises after the last working day.
* Admin ensures the completion of PF form formalities from the employee, in the eligible cases.

Finance

* Finance will complete the full and final settlement of the employee which will be doneafter 4 weeks of the employee’s last day.
* If any employee had availed of any loans or advances from the company, then  the Finance will deduct the actual amount from the F&F settlement or by  holding back the salary after the resignation is accepted.

IT Support

* The IT Support ensures that the employee’s machine is cleared of any client specific data and any hard copies of client specific information are destroyed
* IT Support will ensure that no data is transferred outside the company premises via any available means.

Guidelines to be followed in case Resignation

* Any Employee who wishes to part from the services of the company, at any point of time, will be required to submit resignation on the internal portal   
  e-Konnect.
* Employee will be required to complete 2 calendar months of notice period (60 calendar days or as mentioned in his/her Appointment Letter) from the date of submitting his resignation.
* The employee is obliged to complete smoother handing over charges to his/her successor. On receipt of the resignation letter, the company may, at its discretion, reserve the right to relieve the Employee on an earlier date as it may deem fit even before the expiry of the notice period, without compensating for the un-expired notice period. The company is not bound to give any reason thereof.
* Employee will not be eligible to take any leaves during the notice period.
* He will be required to observe normal work hours, i.e. 9:30 AM to 6:00 PM Monday- Friday.
* Employee will automatically become ineligible to be paid any bonuses once resignation is accepted. Bonus becomes ineligible even if it overlaps the notice period.
* Any shortfall of notice period from the employee will be recovered from their finalsettlement. Any shortfall of notice period can be adjusted against the employee’s leave balance, if only approved by his Manager.
* After the resignation is accepted the Salary of the employee for that month will be on hold and will be released with the Full and final settlement which will be done Full and final settlement comprises of salary plus remaining dues excluding incentives.

Full & Final Settlement

* If an employee was been sent for a high cost training to develop his technical and/or managerial skills the cost will have to reimbursed by the employee on a pro rata basis according to the months he has served the company, post achieving the training. The kind of training and the cost attached to it will be the sole criterion for this decision and will depend on a case to case basis.
* Any company property if lost or if found in a damaged condition viz mobile instruments, laptop, laptop cords, guesthouse apartments etc, will be recovered from the F&F settlement.
* In case if any company assets are not returned by the employee on his/her last day, it will be deemed to have retained by the employee. In such a case appropriate adjustment will be made in the F&F settlement.
* In case an employee’s last working day falls before 20th of that month the F&F will be processed in the immediate proceeding month.  
  e.g. Employees who have exited on or before 20th September, should receive their F&F by 10th of October.
* In case an employee’s last working day falls after 20th of that month the F&F will be processed in the payroll cycle of the next month  
  e.g. Employees who are exiting after 21st September, should receive their F&F by 10th of November.

Employee Onboarding Policy

Employee Onboarding Policy Objective

This document defines the process for onboarding all full-time employees of Xoriant Solutions Private Limited (“**Company**”)

## Scope and Applicability

This policy is applicable to all Xoriant India employees.

Procedure

Every location has an assigned HR POC for onboarding who will ensure end to end completion of onboarding formalities which are mentioned in this document. For document purpose, where we mention “HR POC” please read it as HR POC for onboarding.

* A communication is sent one week before to all stakeholders like Support Functions, Immediate Manager, RMG team, and Management mentioning below details for all new joiners by the Talent Acquisition Team:
  + - Full name of the candidate,
    - Grade and Designation offered,
    - Work location,
    - Immediate Manager
    - Project assigned

## Below formalities are under the purview of HR POC

1. On the day of joining, a mail is sent confirming the status for all new Xorianters to below stakeholders:

* Support Functions (Finance, Facility Management, Sysnet, Recruitments and HR)
* Immediate Manager
* RMG team
* Management

1. Below documents are filled, signed & collected from the new joiners on the day of Joining:

* Quick Information Form
* Employee ID form
* PF Nomination Form
* Nomination Form
* Mediclaim from
* NDA
* Employee Code is generated on e-Konnect and the information is shared with all the Stakeholders (mentioned above
* Below employee’s personal documents are checked against original proofs and photocopies are collected:  
  + All Educational Documents,
  + Previous employment Documents,
  + Address Proof,
  + Passport,
  + PAN Card,
  + Marriage Certificate,
* 4 Passport size photos are collected.
* Employees are introduced to 4 primary functions of Xoriant namely the Finance, Facility, Sysnet and Human Resources through Xorry Spotter- our inhouse gamification application.
* HR POC coordinates with Sysnet and FM function for below and ensures completion:  
  + Sysnet team creates Official email id and Username provides Laptop.
  + Desk allocation is done by the FM team.
* New employees are inducted on internal systems i.e. Xornet, e-Konnect , Sparsh , Kpoint etc.
* New joiners are introduced to their specific HRBP, if their project is known on day of joining.
* Either HRBP or HR POC for onboarding introduces new joiners to their Manager.
* A welcome mail is sent to new joiner mentioning below details:  
  + Employee code details,
  + Links to all the internal systems,
  + Usernames and default password.
  + Also, some additional information is collected through these mails.
* Appointment letter is issued to new joinee within 2 working dyas. Two copies are prepared, one is shared with the employee and one is maintained in the personal file which is acknowledged by the new joiner.
* Personal physical file for the new joiner is created which stores all the documents and forms submitted and mentioned in this document.

1. Background Verification team gets the BGV form filled and signed by the new joiners and initiates the BGV with the vendor, by sharing the documents submitted by the new joiners.
2. FM team creates the Access Card with the Photo Identity card and shares with the employees within 2 working days.