



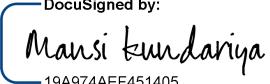
EMPLOYEE HANDBOOK

A black and white photograph showing a large group of approximately 150 people, mostly young adults, posing for a group photo. They are arranged in several rows, filling the frame from floor to ceiling. The individuals are dressed in a variety of casual to semi-formal attire, including shirts, trousers, and traditional Indian wear like kurta-pajama sets. The background is a plain, light-colored wall, and the floor appears to be made of polished tiles.

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Dedicated to the families
of all **Rapidops** employees;
thank you for helping us make
such an incredible place.

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Reviewed on: 01/03/23

Confidential

Next Review on: 01/03/24

Welcome to Rapidops!

We are pleased to have you join Rapidops Solutions Private Limited ("Rapidops" or the "Company").

We are building a passionate team of designers, developers and creators that understand our mission and core values and will help us to advance these objectives.

The purpose of this handbook is to familiarize you with the way we do business. Your suggestions, questions or comments are welcome at all times and will help us to improve as we grow.

Each employee is responsible for reading, understanding, and complying with this handbook. Our goal is to provide you with a work environment that is constructive and supports both personal and professional growth.

We anticipate changes will be made to this handbook in the future and reserve the right to amend, revise and/or withdraw the provisions set forth in the handbook.

DRIVEN BY IMPACT

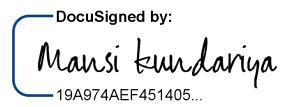
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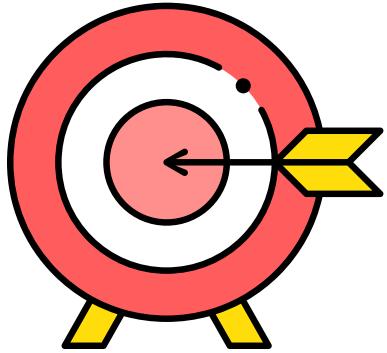
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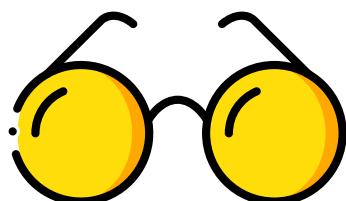
Mission



“

Our mission is to be the digital partner of Startups and Enterprises working on intuitive ideas to make this world better.

Vision



“

With technology positively impact the way people live, work or enjoy their lives.



Core Values

At Rapidops, we particularly value the following ten behaviours and skills in our colleagues.... **meaning we hire and promote people who demonstrate these ten values.**



Wow Results

Everything starts and ends with customer relationships, and we need to deliver wow results through our products and services.



Personally Accountable

Everyone of us is personally accountable for delivering our commitments.



Everyone matters

We value our people and always there to listen to their ideas and suggestions to achieve max potential.



Team Work

We work together with diversified teams to learn, grow and produce the best results.



Continuous Learning

We continuously upgrade our skills to deliver challenging solutions and do innovations.

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Communication

Build an honest and open culture using the right communication.



Be Humble

Be humble like a tree.



What / Why / How / When

It is not the answer that enlightens, but the question. Don't work with assumptions and ask the right questions.



Passion to Win

Winning is fun and motivational. We need to work with full passion for being the winner.



Be Proud

We are proud of being in the business of digital product development, who embrace projects of all sizes and deliver success.



Internal Transparency

The best way for you to make a decision about what's good for Rapidops is to have all of the information about what's going on at in your respective department and company. The same is true for everyone else you work with, so it's important that we're all up to date about what's happening, even with the areas of Rapidops that we're not actively involved with.

Transparency may seem like a passive process, like "don't hide anything" but it's actually a big challenge to keep everyone up to date and on the same page about stuff they're not working on a daily basis, even for a company the size of Rapidops. These are some of the policies we use to make information more accessible, but our work is on-going.

● Build Trust with Truth

Communication and negotiation among groups of people is difficult, but the more honest we can be with each other, the easier it will be for us to trust one another and work together as a team.

Openness and honesty will be critical to our success, which is why this is one of our key values, and that's why it's a mantra we repeat in many conversations.

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Employment Policies

● Code of Conduct and Ethics

This code of conduct applies to all team members of Rapidops in office and at all events hosted by Rapidops.

Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavours. You have a personal responsibility to protect this reputation, to "**do the right thing**" and to act with honesty and integrity in all dealings with customers, business partners and each other.

The principles set forth in this document describe how you should conduct yourself. This Code does not address every expectation or condition regarding proper and ethical business conduct. Good common sense is your best guide. It does not substitute for Company policies and procedures. In every business-related endeavour, you must follow the ethics and compliance principles set forth in this Code as well as all other applicable corporate policies and procedures.

If you are uncertain about what to do, refer to the relevant section of this Code. If you are still unsure, speak with your immediate supervisor or, if you prefer, communicate with any of the other points of contact indicated. If you have any doubt, ask for help.

Rapidops is dedicated to create an inclusive environment for everyone, regardless of gender, age, sexual orientation, disability, physical

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appearance, body size, race, ethnicity, nationality, religion, or experience (or lack of any of the aforementioned).

● **Respect**

The Company's greatest strength lies in the talent and ability of its team. Since working in partnership is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behaviour that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation.

You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.

● **Equal Employment Opportunity**

Rapidops is an equal opportunity employer. The company supports diversity and inclusion in its core values and does not discriminate against qualified employees or applicants because of race, colour, religion, gender, gender identity, sexual preference, sexual identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, military status, marital status, religion, or any other characteristic protected by law or local ordinance. When necessary, the company will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position.



• **Physical Security & Theft Prevention**

To ensure physical security of laptops and data therein, all employees are required to undertake the following actions:

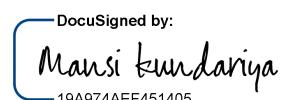
- The physical security of Company provided laptops is the employee's personal responsibility. He/she is therefore required to take all reasonable precautions, be sensible and stay alert to the risks.
- Keep your laptop in your possession and within sight whenever possible, just as if it were your wallet, handbag, or mobile phone. Be extra careful in public places such as airports, railway stations or restaurants. It takes thieves just a fraction of a second to steal an unattended laptop.
- Never leave the laptop unattended when using it outside the office.
- Lock the laptop away out of sight when you are not using it, preferably in a strong cupboard, filing cabinet or safe. This applies at home, in the office or in a hotel.
- Never leave a laptop visibly unattended in a vehicle. If necessary, lock it out of sight in the trunk or glove box but it is generally much safer to take it with you.
- Carry and store the laptop in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.
- Employees may not take the laptop for repair to any external agency or vendor at any point of time.

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- In case of any failure, employees are required to report the same to the management.
- In case of the loss of laptop - be it on, or off Company premises, due to negligence of the employee, the Company may recover the cost of the laptop from the employee. It is the Company's discretion to impose further penalties on account of loss of sensitive Company information.
- If there is damage on account of the above the employee may be liable to pay the damages at cost to the Company/the same may be deducted from their monthly salary.
- Company maintains the right to conduct inspections of any computer equipment, including all laptop it owns or manages without prior notice to the Employee who is at the time the user or custodian of such computer equipment. Employee will submit the laptop for random audit by Company to check the physical presence as well as the functional usability of the asset.
- In case of leaving the employment or being terminated for any reason, employee will hand over the asset to Company in good condition failing which Company is authorized to charge penalty against the employee.

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● **Sexual Harassment and Other Discriminatory Harassment**

We do not tolerate harassment in any form. Harassment includes offensive verbal comments related to gender, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, nationality, religion, sexual images in public spaces, deliberate intimidation, stalking, following, photography or audio/video recording against reasonable consent, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Be careful in the words that you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Offensive jokes are not appropriate and will not be tolerated under any circumstance.

If you witness or is subject to any form of harassment, you must immediately report it to HR or the management.

Participants asked to stop any harassing behaviour are expected to comply immediately; members violating these rules may be sanctioned or removed from Rapidops.

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- **Reporting of any Illegal or Unethical Behaviour; Points of Contact**

Rapidops is committed to creating a safe work environment that is free of threats to the health, safety, and wellbeing of the people who work here; that includes (but isn't limited to) harassment, discrimination, violation of health and safety rules, and violence.

Rapidops has an open-door policy, so employees are encouraged to report work-related concerns. If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If for any reason you don't feel comfortable discussing it with him\her, feel free to contact HR or the management.

Any employee who witnesses or is subject to inappropriate conduct in the workplace can report it to HR (hr@Rapidops.com) or management. We encourage employees to come forward with any workplace complaint, even if it's not about something that's explicitly covered in our written policies.

Once a complaint has been made, the HR will determine how to handle it. If one or more management team member is the subject of the complaint, the remaining member(s) will determine how to handle it. Any reports of a management team member engaging in harassment or gross misconduct will trigger an outside investigator. With the employee's permission, we will conduct a complete an impartial investigation, which may involve an outside investigator in serious cases. All complaints will be handled as confidentially as possible. When the investigation is complete, the company will take corrective action if appropriate.

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We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to the HR.

Currently, in Rapidops it is not feasible to have an internal group or department that can independently respond to complaints, so if the management team member is named in complaints, they will do their best to hold one another accountable. Where appropriate, the founders will engage a third party to conduct a thorough investigation and recommend corrective action, where necessary.



Technology Policy

Rapidops makes a range of technology equipment and services available to assist staff in daily duties. This includes personal computers, laptops, printers, access to the Internet, and e-mail. Employees using such tools have the responsibility to use them in an efficient, responsible, and lawful manner.

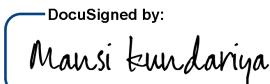
All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of Rapidops, and as such, are to be used solely for job-related purposes, the use of any software and business equipment including, but not limited to, facsimiles, laptop/computer, and copy machines for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Rapidops' representative. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Use of the web includes all restrictions which apply in general to the use of company's e-mail and other electronic/telephonic equipment.

● **No Downloading of Non-Business Related Data**

The Company allows the download of files from the Internet. However, downloading files should be limited to those which relate directly to Rapidops' business.

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● **No Downloading of Application Programs**

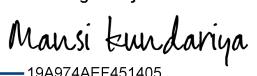
Rapidops does not permit download or installation of application software in company's laptop/computer. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard Rapidops applications.

● **No Violation of Copyright**

Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media still apply to software and material published on the Internet. Employees are permitted to print out web pages and download material from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use". Please do not copy or disseminate material which is copyrighted. Employees having any questions regarding such materials should contact the Office Manager for guidance.

Employees who violate this Policy are subject to disciplinary action, up to and including termination.

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Employee Privacy

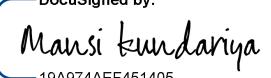
Rapidops team members should act at all times as if they are representing Company to the public, and should preserve Company's system security and protect Company's name and trademarks.

Company employee must act responsibly and adhere to all laws and Company policies when using the Internet to conduct business by or on behalf of the Company and/or when the Company or its products or services are identified.

● Workspace Privacy

As an employer, it is company's goal to monitor or track our employees in as few ways as possible. We want Rapidops employees to feel a sense of ownership towards their personal workspaces and be comfortable at the office. However, in order to ensure the safety and wellbeing of Rapidops employees, company property (e.g. desks, laptops, computer and other devices) and other personal items (e.g. bags, purses, backpacks, lunch boxes, and other containers) is subject to search. For instance, this might be used if management learns that an employee has brought prohibited items(illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession of an employee who does not have authorization from owner of such property to possess property) to work or has stolen company property.

This means that while the company will always try to respect employee

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privacy, employees do not have a right to privacy in their workspaces in any property that belongs to Rapidops. Rapidops reserves the right to search company property and other personal items at any time, without warning, to ensure compliance with Rapidops employee handbook policies, including those that cover employee safety, workplace violence, harassment, theft, and possession of prohibited items. If you use a lock on any item of company property, you must give a copy of the key or combination to HR.

● **Email and Internet Privacy**

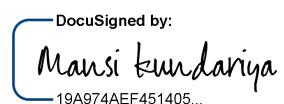
Rapidops email and internet are company resources that are managed and monitored according to company policy; you should not expect privacy from either. The company has both the ability and the right to look at employee usage for both in order to protect employee safety and wellbeing, as well as company property and interests.

● **Internet Use Is Not Private**

We reserve the right to monitor employee use of the Internet at any time. You should not expect that your use of the Internet - including but not limited to the sites you visit, the amount of time you spend online, and the communications you have - will be private.

● **Email Is Not Private**

Email messages, including attachments, sent and received from a Rapidops email address are the property of Rapidops. We reserve the right to access, monitor, read, and/or copy email messages at any time,



for any reason. You should not expect privacy for any email you send using your Rapidops email, including messages that you consider to be personal or label with a designation such as "Personal" or "Private."

● **Use of the Email System for Personal Email**

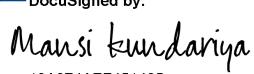
The email system is intended for official Company business. If you send personal messages through the Company's email system, you must exercise discretion as to the number and type of messages you send. You must also ensure that your personal use of the email system does not interfere in any way with your job duties or performance.

● **All Conduct Rules Apply to Email**

All of our policies and rules of conduct apply to employee use of the email system. This means, for example, that you may not use the email system to send harassing or discriminatory messages, including messages with explicit content; to send threatening messages; or to reveal company trade secrets.

● **Professional Tone and Content**

We expect you to exercise discretion in using electronic communications equipment. When you send email using a company's email address or company's social account, you are representing Rapidops. Make sure that your messages are professional and appropriate, in tone and content. Remember, although email or social media may seem like a private conversation, they can be printed, saved, and forwarded to unintended recipients. You should not send any email/message/update/etc. that you wouldn't want our team, your family, or our competitors to read.

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etc. that you wouldn't want our team, your family, or our competitors to read.

● **Email Security**

To avoid email viruses, phishing for account information, and other threats, employees should not open email attachments from people and businesses they don't recognize, particularly if the email appears to have been forwarded multiple times or has a non-existent or peculiar subject heading. Even if you know the sender, do not open an email attachment that has a strange name or is not referenced in the body of the email; it may have been transmitted automatically, without the sender's knowledge.

If you believe your computer has been infected by a virus, worm, or other security threat to Rapidops system, you must inform the tech support immediately.

Employees may not share their email passwords with anyone, including co-workers or family members. Revealing passwords to the Company's email system could allow an outsider to attack the Rapidops network

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General Administrative Matters

● Salary

Fair compensation is critical to making Rapidops a desirable place to work and helping our employees lead happy, healthy lives inside and outside of the office. When used as a motivational tool, though, it can incentivize the wrong kind of optimizations. Our goal with salary is that it checks the box of "enough" for folks who are excited about working at Rapidops (because of the people, product, and opportunity for growth) and then fades into the background.

● Retention Bonus

A retention bonus, also known as a retention package, retention pay, or stay bonus, is a one-time lump sum a company pays an employee as an incentive to **remain with the company for 12 Months** (Exclusive Notice Period). The amount offered within a retention bonus package varies but is usually based on a percentage of the employee's salary, their role within the company, and the time they will remain.

● Leave

For the purpose of calculating leave accounts, "year" shall mean the calendar year commencing on the first day of January and ending on the last day of December of the next year.

- All leave must be applied **at least 10 working days prior** for approval to immediate supervisor, with the exception of sick leave, which may

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be intimated verbally and post facto approval sought upon resumption of work.

- Leave records are being maintained on the common share. It will be the employee's responsibility to enter their leave for the month and keep the record updated.

● **Casual Leave**

An employee will be entitled to casual leave up to **10 working days** in a year (exclusive of intervening weekends or public holidays).

- Employees desirous of availing earned leave will need to submit a leave application to their immediate supervisor, at least two weeks in advance.
- Employees may take leave only after obtaining permission. In the event an employee goes on leave without notifying the company, it will be deemed that the employee has been absent from work without permission, and the period of absence will be treated as leave without pay.
- Casual leave cannot be combined with sick leave or maternity/paternity leave.
- Casual leave entitlement will be on a pro-rated basis for employees upon confirmation.
- Leftover casual leaves will be encashed after the completion of calendar year



● **Sick Leave**

All employees may avail of sick leave up to **5 days** in a given year.

- Employee is required to submit medical certificate of sickness as well as fitness in case requested by the organization.
- An employee may take sick leave keeping the immediate supervisor informed. The day the employee reports back to work, leave records need to be updated.
- Employee can accumulate sick leaves up to 25 Days and the rest will be lapsed.
- Leftover sick leaves will be carry forward to next year and cannot be encashed.

● **Unauthorized Absence**

Unauthorized absence refers to absence from work without requisite approval.

- The employee will need to offer an explanation to the immediate supervisor in the event of any unauthorized absence.
- Unauthorized absence will be considered as "Casual Leave" and the employee will not be eligible for payment of salary for this period of absence.



● **Notice Period**

An employee can take leave/s during a notice period subject to approval from the line manager. Any leave taken during the notice period will be considered "unpaid leave". There might be extension of notice period based on the leaves taken. Furthermore, all the perks provide by company will be discontinued during this period.

The work on the notice period goes on as usual. Here, the employee need to give the knowledge transfer towards the ending days of the notice period. This helps the replacing employee carry on the work effectively and efficiently. However, If any delay happen in knowledge transfer due to any leave taken by the employee, employeer can extend the notice period.

● **Working Remotely**

Any employee who is unable to make it into the office premise can request immediate supervisor to work from home.

- Employee needs to ensure they have all the appropriate equipment (company issued laptop, internet connection, phone) and content required to be fully productive working remotely. If this is not the case, they will need to come into the office.
- Employee needs to ensure that they are accessible via phone and instant messenger throughout the work day and maintain detailed log of work done during the period.
- Requests to work from home need to be approved supervisor, and supervisor also need to review, approve and maintain log of work done by employee remotely.



- Employees with chronic or terminal illnesses should talk with the HR or management to about their needs for remote work, flexible time, and other support.
- Unproductive days may be treated as Loss of Pay (LOP).

● **Housekeeping**

It will be the responsibility of all employees to ensure that the offices of the company are kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off.

● **Smoking, Drug and Alcohol Policy**

Our priority at Rapidops is to create a safe, comfortable, and productive environment for everyone we work with. We realize that tobacco, drugs and alcohol can contribute to a culture of harassment or one that feels unsafe for some employees.

In order to maintain a clean and healthy atmosphere in the workplace and arising out of our concern for fellow employees, the Company explicitly prohibits...

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, or alcohol on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such

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impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.

- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business.
"Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company if required by our clients.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity,

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unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

- **Termination Policy**

If an employee is terminated due to performance below expectations or for any other digression of office policies or due to any other reason that the management feels that dismissal is warranted, employees can be asked to leave immediately. Dues, if any, will be settled only after satisfactory handover of responsibilities, files, documents etc to the employee nominated by management. Under the termination procedure the employee may or may not be paid severance pay in lieu depending on the circumstances under which the employee has been terminated.



Benefits and Perks

● Health Insurance

Rapidops provides eligible full-time regular employees with the option of participating in a group medical insurance program. The program is administered as follows:

- For those who choose to enrol, coverage is effective on the first of the month after completion of probation period, full-time employment and employee completion of the application.
- Coverage terminates, among other reasons, on the employee's date of retirement or termination of employment.

● Holidays

Nine public holidays may be availed, as notified by the company at the beginning of each year

- | | |
|---------------------|----------------------------|
| 1. Makar Sankranti | 6. Diwali |
| 2. Dhuleti | 7. Vikram Samvath/New Year |
| 3. Independence Day | 8. Bhai Bij |
| 4. Raksha Bandhan | 9. Christmas |
| 5. Dusshera | |



In case the working of the office is likely to be hampered on account of strike, power cut, etc., the company may declare, a public or a weekly holiday (except national holidays) to be a normal working day and declare the affected day to be a holiday.

Floating Holidays

Rapidops will provide each employee **2 floating holidays** in addition to our public holidays, as notified by the company in the beginning of the year.

We encourage you to use the floating holidays each year. Unused floating holidays will not be carried over to the next calendar year nor will be encashed.

Leaves

New Parent Leave

This time is for the new parent to welcome the new-born or newly adopted child or children into their home and family.

Rapidops offers 26 (twenty Six) working weeks of paid leave for all full time women employees and 1 (one) working week of paid leave for all full time male employees, on the birth or adoption of a child.

- Employee must have completed at least a year before they apply for the New Parent Leaves.



- Employees should give the rest of the team as much notice as possible before they take new parent leave; though there is no requirement for how far in advance notification needs to be given. Parenthood can be unexpected and sensitive, but the more that a team can anticipate the absence, the easier it will be to handle.
- Paid time off of any kind, including New Parent Leave, does not accrue additional paid time off in the form of vacation days, sick days, or time towards sabbatical.

Bereavement Leave

Paid bereavement leave will be granted up to three days for the death of immediate family member (spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother or sister)

An employee who wishes to take time off due to the death of an immediate family member should notify the HR and immediate supervisor to whom they report.

Other Leaves of Absence

Rapidops will grant leaves of absence for other activities as required by law. Unless otherwise required by law, employees will not be paid for such leaves of absence.



● Referral Bonuses

Referrals from people who already work at Rapidops are one of the best signals we can get about whether or not a candidate will be successful at Rapidops. Rapidops employees understand company's needs and what it's like to work at Rapidops, and their relationship with the candidate means they know a lot more than we can learn during an interview process.

In order to get good referrals, everyone needs to know which positions are open, know how to start the recruiting process, have time to search their network, and feel aligned with the company incentives. Open positions will be posted on **Rapidops.com/careers** so that everyone sees who we're trying to hire.

We offer a following referral bonus for any new hire that comes from an employee referral to help align company incentives with individual incentives.

Experience (in years)	Referral Bonus (INR)
1 to 3.11 years	– 5,000
4 to 7.11 years	– 10,000
7+ years	– 15,000

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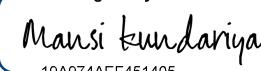


- All employees (except the founders) are eligible for the referral bonus.
- The referral date can't be earlier than the date the job is posted and the hiring of the referred employee has to happen within 180 days (six months) of the initial referral.
- The referral must represent the candidate's first contact with Rapidops, and only the first employee to refer a candidate can get the bonus.
- The referrer should send the candidate's information to HR, should make an introduction to the candidate, and should expect to be engaged during the recruiting and interview process.
- The referring employee must still be employed by Rapidops during the hired candidate's first 30 days of employment, and will be paid within 90 days of the referred employee's first day.
- Any disputes or interpretations of this program should be sent to HR.

Continuing Education

One of Rapidops core values is "Be better today than yesterday," so it's important that we support our employees' efforts to learn, grow, and improve. These are some of the key benefits of working at Rapidops, and are central to our company culture.

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Learning Budget

Every full time employee who have completed at least 6 Month with Rapidops has a company budget to support any learning activity that they want to pursue related to the work they do at Rapidops.

- This doesn't need to be a class explicitly linked to their current role, but it should help them improve a skill that will be useful for them at Rapidops.
- Course is eligible if it meets at least one of the following criteria:
 - Accredited academic course that is of value/benefit to Rapidops Solutions
 - Professional certification approved by the employee's department
 - English Language improvement classes
- Every employee has an annual budget of **INR 2000** which gets multiply with the number of years an employee has spent with the company which can be spent towards eligible program fees/tuition, classes, courses, certificate, mentorship programs or other places that they feel will provide valuable learning experiences.



- These expenses should be discussed in one-on-ones and approved by the functional head.
- Rapidops will reimbursement the learning expense in 6 instalments after successful completion of the learning activity.
- Once the functional head has approved the expense, it needs to be submitted to accounts for further process, Accounts department will start paying the reimbursement from the next month of the date employee submits required transcript/evaluation sheet/certificate to company.
- This budget resets at beginning of every calendar year and does not roll over.
- Employees can also use work hours to work on learning projects, though this should be limited to 4 (four) hours in a working week.

Speaker Support

It makes Rapidops look great when our employees speak at industry conferences, so we love to support full time Rapidops employees who are invited to speak to their peers about their area of expertise.

- Employees should get approval from the functional head about which conferences are appropriate to speak at, and to make sure that conference dates don't interfere with important company dates.
- For each approved event, Rapidops will arrange the transportation and accommodation.

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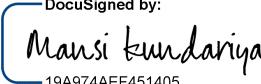
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● **Sabbatical**

After **every 5 years** of working at Rapidops, employees are encouraged to take a 1 (one) month (**4 contiguous working weeks**) paid sabbatical.

- During this sabbatical, they should work on passion projects - something outside the scope of their normal work that is interesting and exciting to them. This could be researching a topic of interest, helping a non-profit, or something else altogether.
- The sabbatical should be a time of self-improvement and exploration with a central activity or theme. At the end of the sabbatical, the employee should put together a presentation about their sabbatical and present it to the team when they get back to the office.
- The sabbatical is meant to help further our core value of improvement by letting the employee explore and learn about another area of interest. It may also help some employees avoid burnout from working on one thing for too long.
- To make sure that sabbatical is not overly disruptive to their team; employees should have taken fewer than twelve weeks of paid time off in the year before a sabbatical. They should also notify the team that they will be taking the sabbatical at least **12 weeks in advance**.
- There is an expectation that employees return to work at Rapidops after their sabbatical, and not use it as a soft exit from the company. We may set some policy to enforce this later.

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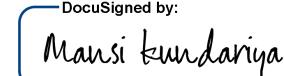


- Paid time off of any kind, including Sabbatical, does not accrue additional paid time off in the form of vacation days, sick days, or time towards sabbatical. For instance, an employee who has accrued 3 sick days before taking a 4 weeks sabbatical will still have 3 available sick days when they return.

This is to certify that I have read this document and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

Acknowledged & Accepted

Employee Name: Mansi Kundariya

Employee Signature:  Mansi Kundariya

