

WORKING PRACTICES

WORKING HOURS AND ATTENDANCE:

OBJECTIVE:

It shall be the endeavor of the organization to provide an environment for working, which facilitates thought and action. Therefore, the statement of working hours is a guide rather than a limitation.

SCOPE:

It shall be applicable to all the employees of the organization who are included in the muster roll on regular (permanent) basis or otherwise.

POLICY:

1. The concept of working hours, rest days and holidays are governed by various statutes including the Shops and Establishment Act (pertaining to each state) and the Festival and National Holidays Act. All actions at all times should be within the ambit of the statutes.
2. The concept of attendance is related, but not restricted to mere presence in the office. Therefore attendance will include absence from office due to tours, travel or outside duty within headquarters with prior permission.

RULES:

1. The Company will have a **6-day, 54-hour working week** with an interval of 40 minutes for lunch and one tea/coffee break of 20 minutes each. Excluding the First and Third Saturday of each month as they will be counted as holiday.
2. The office will be open to business on all days, other than declared holidays and days of rest.
3. It is mandatory for each employee to sign in the attendance register from the day of joining. Every Employee is required to sign the attendance register daily upon his/her arrival and departure from office. The Register will be available at the HR Desk.
4. The employee will be marked absent in case he/she has not signed in the attendance register kept in accordance with the provision of The Shops and

Establishment Act. In case of absence, employees will be liable for disciplinary action and no salary will be paid for that period.

5. Employees are required to sign up for their attendance by 9.45 a.m., however there will be a grace period of 15 minutes. In case an employee is late due to any reason, he/she must contact the HR Department immediately on arrival. If any employee comes after 10.00 AM (which is the maximum grace period of 15 minutes) red mark will be put in front of his/her name. Every 3 such late marks in a month will be treated as one day's Leave without pay.
6. The employee will be marked absent in case he/she has not signed in the attendance register. In case of absence, employees will be liable for disciplinary action and no salary will be paid for that period.
7. In case any employee has to move out of the office for any reason except during lunch hours, he is required to get prior approval from HR.
8. If required, any employee will be asked to come to the office on holidays or asked to stay beyond the normal working hours (10am -7pm) if the project is not in accordance with the deadline.

HOLIDAYS

OBJECTIVE:

Holidays are days that are meant to celebrate important religious festivals and National event(s). Normally employees should not be asked to attend office on holidays.

SCOPE:

This is applicable to all employees of the office.

POLICY:

1. Holidays for offices have to be in accordance with the Festival and National Holidays Act and the Shops and Establishment Act of the State.
2. The company will observe 10 holidays a year including national and festival holidays.
3. The Head of HR will finalize the holiday list for the following year by mid-December of that year keeping in view the list of gazette holidays and the sentiments of the employees.

RULES:

1. The holiday list prepared will include those holidays that are compulsory as per the statutes applicable to the office. This will include in any case the 3 national holidays - January 26, August 15 and October 2.
2. To the extent possible, all-important festivals will be covered in the list.
3. The list will take into consideration market reality i.e. when the markets and offices are closed in the business interests of the company. For all Strike/Bandh days, alternative days need to be compensated.
4. A copy of the final list of holidays will be displayed on the notice board for the information of all employees. A copy of the list will also be sent to the relevant statutory authority as prescribed.

LIST OF HOLIDAYS:

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|--------------------|---------------------|
| 1. Makar Sankranti | 6. Independence Day |
| 2. Republic Day | 7. Anant Chaudas |
| 3. Dhuleti | 8. Vijaya Dashami |
| 4. Rakshabandhan | 9. Diwali (5 days) |
| 5. Janamastami | 10. Gandhi Jayanti |

LEAVE

OBJECTIVE:

Leave is provided to company employees not only to comply with statutory requirements, but also as a measure for providing adequate rest and recreation to employees in order to enable them to come back refreshed for their normal jobs.

SCOPE:

This is applicable to all regular roll employees of the office.

POLICY:

1. You are entitled to get one paid leave per month after completion of six month of your services. You either use it in current month or carry forward it upto next 2 months. All unused leave will be compensated at end of the financial year, only

and if your employment service agreement is in effect. The leave policy rules are subject to change time to time and same will be notified.

2. Leave, unless otherwise specified, will always be on full pay, i.e. an employee will be paid salary and all allowances and benefits as if he/she were on duty.
3. Leave is not a matter of right, and has to be sanctioned by the appropriate authority. However, unless work contingencies do not permit the grant of leave, an application for leave should normally be granted where an employee has leave to his/her credit.
4. Normally leave should be planned and applied for in advance. Without prior intimated leaves will result in loss of pay.
5. In those rare cases, where an employee is not able to take prior sanction for grant of leave, he/she should intimate the office of the reason and duration of his/her absence as soon as possible and update it in the prescribed format on returning to work.
6. Sick leave up-to two (2) days will be considered under the 12 paid leaves with prior permission.
7. Medical certificates and associated documents shall be submitted, if seeking Sick leave.
8. Sick leave more than two (2) days will be calculated as loss of pay.
9. To provide relief during prolonged illness or accident-related rests of a longer nature, after all leaves are exhausted, the Management will grant leave on a case-to-case basis.
10. Three half day leaves or Three late marks will be calculated as one leave without pay.

RULES:

1. Leave must be applied for and approved in the prescribed format.
2. If the employee fails to update the leave format and/or submit it to the HR department by the said date, unapproved days of leave will be counted as leave without pay when computing salary payable for the month.
3. All employees on probation can also avail the leaves with prior permission.
4. Leave can be carried forward up-to two (2).

5. Employees need to fill the leave form 15 days before availing the leaves as mentioned on the leave forms or at-least 3 days prior as mentioned dates on the leave forms.
6. Leaves on short notice will not be appreciated.

INCREMENT

OBJECTIVE:

Employee compensation is reviewed against the market to ensure motivation and retention of high performers.

SCOPE

This is applicable to all employees on company rolls.

3. POLICY

1. The increment shall be reviewed by the Management in consultation with the respective client management team. Increments shall be done post 1 year based on performance.
2. Increments will be directly linked with the performance of the employee, as assessed in the annual performance appraisal.
3. The above timings are subject to change due to any award or any law enforced from time to time.